

**AMERICAN COLLEGE HEALTH ASSOCIATION**  
**SECTION ON NURSE ADMINISTERED HEALTH**  
**SERVICES**

Articles of Operation

Adopted 4/91

Revised 10/2020

**Article I**

Name

This section shall be known as the Nurse Administrator Health Services Section of the American College Health Association (ACHA).

**Article II**

Purpose

The purpose of this section is to provide a forum within the Association for individuals in Nurse Administrator Health Services who provide health care and develop programs pertinent to the needs of students and/or the total college community. The Section will also serve as a resource and support for individuals seeking assistance in the development of health and wellness programs for Nurse Administrators and other positions in institutions of higher education.

**Article III**

Membership

Membership in this Section is open to any ACHA member interested in the purposes of the Section and who qualifies for Section membership in accordance with the Bylaws of ACHA. All active Nurse Administrator Health Services Section members are eligible to vote, hold office and serve on committees in the Section.

**Article IV**

Elected Officers

Elected officers of the Section include: Chair; Chair-Elect; Secretary; the Planner (Annual Meeting Program Planning Committee Representative) and the Planner-Elect (Annual Meeting Program Planning Committee Representative-Elect). The Chair-Elect, Secretary, and the Planner-Elect are elected on the national ballot. Eligibility to vote is detailed in ACHA Bylaws Article IV, Section 2. They serve a one-year term with the exception of the Secretary who serves a two-year term. The Chair-Elect and the Planner-Elect ascend to their respective positions the following year. All officers serve until their successors are elected and assume office. The Past Chair serves one year in an advisory position.

## Executive Board

### SECTION A. Composition

The Executive Committee shall be comprised of all elected officers and the immediate past Chair.

### SECTION B. Appointed Officers

Appointed officers will be appointed by the chair with the approval of the Executive Committee and may include but are not limited to; the Chairs of the Nominating, Membership, and Articles of Operations Committees. The term of office is one year for Chairperson of Committees, if needed.

### SECTION C. Duties of Elected Officers

All appointed and elected officers in the section shall be Section members.

#### 1. Chair

The Section Chair must be a member of the Section. Duties of the Chair shall be the usual duties of a presiding officer and such other duties as may be prescribed by ACHA. These duties include the oversight of all section activities. For specific duties see Addendum.

#### 2. Chair-Elect

The Chair-Elect must be a member of the Section. In addition, the Chair-Elect is expected to serve as Chair when completing the term of Chair-Elect. For specific details see the Addendum. Experience in program planning is strongly recommended for this position but is not required.

#### 3. Secretary

The Secretary must be a member of the Section and shall perform the usual prescribed duties of the office including the responsibility of keeping all written records of the Section. For specific details see the Addendum.

#### 4. Planner (Section Annual Meeting Program Planning Committee Representative)

The Program Planner must be a member of the Section. Duties include coordinating the selection of sessions to be hosted by the section at the Annual Meeting and consist of the Planner-Elect and other section members as appointed by the chair. For specific details see the Addendum.

#### 5. Planner-Elect (Section Annual Meeting Program Planning Committee Representative-Elect)

The Program Planner Elect must be a member of the Section. Duties include assisting the Planner as assigned and assuming the

Section Planner responsibilities in their absence. For specific details see the Addendum.

## **Article V**

### **Committees**

#### **SECTION A. Standing Committees**

Committee membership, including the Chair of the committee will be appointed by the Section Chair.

1. Membership Committee

The Membership Committee consist of the executive leadership.

2. Nominating Committee

The Membership Committee consist of the executive leadership.

3. Articles of Operation Committee

The Membership Committee consist of the executive leadership.

#### **SECTION B. Ad Hoc Committees**

Ad Hoc Committees may be formed as needed to meet the needs of the Section. These committees will be authorized by the Section members, or in the absence of the annual meeting or the members, the Executive Committee. The Section Chair, with approval of the Executive Board, will determine appointments to these committees.

## **ARTICLE VI**

### **Section Meetings/Section Business**

SECTION A. The annual business meeting of the Section shall be held within the time frame and location of the Annual Meeting of the American College Health Association.

SECTION B. Any number of Section members present at the annual Section meeting shall constitute a quorum.

SECTION C. The Chairperson, with approval of the Executive Committee, may call a special meeting of the Section or may conduct assessments with the assistance of the national office personnel.

SECTION D. All meetings will be conducted according to Roberts Rules of Order.

## **ARTICLE VII**

### **Nominations and Elections**

SECTION A. The Nominating Committee shall consist of at least three (3) members appointed by the Chairperson of the Section with approval of the Executive Committee. One of these members will be designated as Chairperson of the Committee.

SECTION B. In October of each year the Section Officer Nominating Committee will solicit nominations from the section for developing the Ballot. The final Ballot will include at least one, preferably two or more, candidate(s) for each core leadership officer positions who, in the opinion of the Nominating Committee members, would well serve the section with leadership and vision. The Section Officer Nominating Committee will prepare the ballot of nominees and forward the ballot to the ACHA staff for an election to follow the outlined election process detailed in ACHA Bylaws Article IV, Section 3.

SECTION C. The newly elected officers shall assume responsibility of their office at the conclusion of the Annual Meeting.

## **ARTICLE VIII**

### **Vacancies**

SECTION A. In the event of a vacancy on the Executive Committee, the Chairperson shall appoint a member to fill the vacated office.

SECTION B. The Executive Committee must approve all appointments.

## **ARTICLE IX**

### **Revision**

SECTION A. Proposed changes in these Articles of Operation shall be presented to the Section membership in writing, not later than 60 days prior to the Annual Meeting. Changes may be adopted at any annual meeting if approved by a majority of those present and voting. If necessary changes may be adopted electronically by a majority of those responding.

SECTION B. These Articles of Operation shall be consistent with the By-Laws of the ACHA. Changes, which are required to meet the changes in the ACHA By-Laws, will be made by the Articles of Operation and/or Executive Committee of the Section and presented to the membership at the next Annual Meeting.

### **Addendum**

#### **I. Chair**

- A. Serves as a resource person and appoints members to help review programs with the Program Chair.
- B. Keeps current with specified content of the ACHA Bylaws.
- C. Prepares a report for the ACHA Executive Director; includes a copy of the minutes of the annual meeting, names of the newly elected officers, offices held, and terms of office (Timeline: within four weeks of the close of the annual meeting).
- D. Prepares the agenda for the Section business meeting held during the Annual Meeting, also provides information about the proposed program. (Timeline: by April 1).
- E. Conducts annual Section business meeting.
- F. Attends appropriate and/or required meetings at the Annual Meeting.
- G. Appoints persons to follow-up with tasks identified by Section members.
- H. Serves on the Continuing Education Committee of the ACHA and review programs for the same.
- I. Serves as a liaison between the Section Membership and the ACHA Elected Officers and/or Executive Director.
- J. Serves as a Representative to the Assembly of the American College Health Association (ACHA Bylaws, Article VIII)
- K. Expectations associated with office:
  - 1. Must be able to attend the annual meeting during term of office at own expense or at the expense of the institution employer.
  - 2. Most of time spent is in preparing for the Section/Annual Meetings.
  - 3. Must be prepared to attend legislative and other committee meetings during the annual meeting.

#### **II. Chair-Elect**

- A. Assists the Program Planner.

1. Assists the Program Planner in identifying and prioritizes program offering submissions, based on evaluation surveys from the previous Annual Meeting.
  2. Works with the other Section program chairs to coordinate offerings of mutual interest.
- B. Utilizes the resources of the Section membership whenever possible. Solicits, encourages, and motivates program participation from Section members as much as possible through networking.
- C. Serves on the Continuing Education Committee of ACHA and reviews programs for same.
- D. Serves as a Representative to the Assembly of the American College Health Association (ACHA Bylaws, Article VIII)
- E. Expectations associated with the office:
1. Is expected to accede to Office of Chairperson after 1-year term as Chairperson-Elect.
  2. Must be able to attend the Annual Meeting at own expense or at the expense of the institution employer.
  3. Must be able to attend the program planning meeting. This trip is at ACHA expense.

### **III. Secretary**

- A. Takes minutes at the annual Section business meeting.
- B. Sends transcription of minutes to Chairperson within 3 weeks after Annual Meeting.
- C. Keeps copies of minutes, newsletters, and all correspondence sent to members of the ACHA office by the Chairperson.
- D. Assists the Chair with at least two newsletters each year and distributes to Section members; the newsletter should include the minutes of the annual meeting, election results and follow-up activities (Timeline: prior to December 1 and prior to March 1).
- E. Serves as a Representative to the Assembly of the American College Health Association (ACHA Bylaws, Article VIII)
- F. Expectations associated with the office:
1. Is expected to attend Annual Meeting at own expense or the expense of the institution employer.
  2. If unable to attend the annual meeting, required to notify the Chairperson in time for a replacement to be appointed.

### **IV. Program Planner**

- A. Chairs the Section Subcommittee which coordinates the selection of sessions to be hosted by the section at the Annual Meeting and consists of the Planner-elect, Chair, Chair Elect and other section members as appointed by the chair.
- B. Serves as a member of the ACHA Annual Program Planning Standing Committee (ACHA Bylaws, Article IX, section2).
- C. Monitors and solicits as needed program participants' required documentation and materials: vitae, presentation summaries, confirmations, etc.
- D. Monitors ACHA's responsibilities regarding equipment requests, room assignments, etc. (Timeline: until program is printed and at the Annual Meeting).

- E. Solicits and appoints members to facilitate panel presentations, introduce speakers, and monitor presenters' time allotments.
- F. Attends Section presentations as a trouble-shooter and emergency resource person.

**V. Program Planner-Elect**

- A. Assists the Planner as assigned.
- B. Assumes the Section Planner responsibilities in their absence.
- C. Attends Section presentations as a trouble-shooter and emergency resource person.

**VI. Membership Committee Chair**

- A. Encourages all qualified members to retain their membership in the Section.
- B. Actively recruits new members by one to one contact, group functions, and e-mail contacts.
- C. Organizes and coordinates committee's activities with the Section.

**VII. Nomination Committee Chair**

- A. Seeks qualified persons wishing to serve as officers in the Section.
- B. Organizes and coordinates the Committee's submission of nominations to ACHA as detailed in ACHA Bylaws Article IV, Section 3.
- C. Receives nominations from ACHA and announces them at the Annual meeting.

**VIII. Articles of Operation Chair**

- A. Coordinates review of Articles of Operations of the Section no less than every 2 years.
- B. Is cognizant of changes in the ACHA Articles of Operation that necessitate changes in Section Articles of Operation.

10/2020