

# **AMERICAN COLLEGE HEALTH ASSOCIATION**

## **Section on Nursing**

### **Articles of Operation**

#### **Article I Name**

This section shall be named the Section on Nursing (hereafter referred to as the Nursing Section) of the American College Health Association (hereafter referred to as the ACHA). (ACHA Bylaws Article XI, Section 3).

#### **Article II Purpose**

(ACHA Bylaws Article XI, Section I with Function in Section 4)

The purpose of this Section is to consider and make recommendations representing the concerns of Nurses in this section in their roles in college health by:

- a) addressing the knowledge and skill enhancement needs of Nurses;
- b) creating a forum and resources for networking on issues unique to Nurses;
- c) framing a strategy for advocacy geared toward consistency in scope of practice for Nurses across the six regions of ACHA.

#### **Article III Membership**

Membership in the Section is open to all interested in the stated purpose for the Section and qualified for membership in accordance with the ACHA Bylaws Article III.

#### **Article IV Dues**

Dues are detailed in ACHA Bylaws Article IV.

#### **Article V Officers and Terms of Service (ACHA Bylaws Article XI, Section 2)**

### **Section 1. Officers and Terms of Service**

The officers shall consist of the Section Chairperson, Section Chair-Elect, Section Immediate Past Chair, Secretary, the Program Planner (ACHA Meeting Program Planning Committee Representative), and Program Planner-elect (ACHA Meeting Program Planning Committee Representative –Elect). The Chair-Elect, Secretary and Program Planner-Elect are elected on

the national ballot. The Chair-Elect and Program Planner-Elect serve one year terms and ascend to their respective positions the following year. The Program Planner and the Secretary serve two year terms. All officers serve until their successors are elected and assume office. A Section Chairperson may appoint such other officers, as determined by the needs of the section, to serve one year terms. The duties of such appointed officers shall be written at the time of their appointment(s).

### **Section 2. Eligibility**

Eligibility to vote and hold office is detailed in ACHA Bylaws Article III, Section 2.

### **Section 3. Elections**

The core leadership officers shall be elected by members of the section on the national ballot. In October each year, nominations are solicited from the section for the ballot. The final ballot will include at least one, preferably two or more, candidates for each core office. The ballot of nominees is forwarded to the ACHA staff for an election to follow the outlined election process detailed in ACHA Bylaws Article V, Section 3.

### **Section 4. Installation**

The installation process is detailed in ACHA Bylaws Article V, Section 4. All Officers on the Association shall assume their office at the end of the last meeting of the Assembly of Representatives at the Annual Meeting.

## **Article VI Duties of Officers**

### **Section I. Chairperson**

1. Provides leadership to the section in meeting section goals and objectives.
2. Calls and chairs Section Executive Committee meetings.
3. Plans and conducts the Section Business Meeting at the Annual Meeting, in consultation with the Section Executive Committee.
4. Conducts the annual Section Business and Executive Committee meetings.
5. Appoints section members to conduct special functions for the Section.
6. Contributes articles to the Nursing Section Newsletters (fall and spring).
7. Communicates with the ACHA Board of Directors liaison and the ACHA staff for all matters affecting the section.
8. Serves as a Representative to the Assembly of the American College Health Association (ACHA Bylaws, Article VII Section 2).
9. Submits budget requests to the ACHA Board of Directors in early fall, and assure appropriate use of any funding.
10. Prepares Mid-Year and Final reports for the ACHA Board of Directors.

11. Assures that no officer or committee member incur expenses until approval has been given and funds granted by the ACHA Board of Directors.

### **Section 2. Chair-Elect**

1. Assists the Section Chairperson as assigned, including preparation of agenda for the Nursing section business and Executive Committee meetings.
2. Assumes the Section Chairperson's responsibilities in the absence of the Section Chairperson.
3. Serves as a Representative to the Assembly of the American College Health Association (ACHA Bylaws Article VII Section 2).
4. Assists the Section Chairperson in reviewing section goals and objectives.
5. Assists the Section Chairperson with establishing a budget in the early fall.
6. Assists the Association in recruiting and welcoming new members.
7. Serves as chair of the nominating committee.

### **Section 3. Secretary**

1. Keeps minutes and official documentation of section business meetings and Section Executive Committee meetings.
2. Maintains a portfolio of all section records and documents including: Official minutes of all section meetings and Executive Committee meetings, documents submitted for section approval (i.e. proposals, reports), section newsletters, and current section member list.
3. Serves as section newsletter coordinator.
4. Serves as a Representative to the Assembly of the American College Health Association (ACHA Bylaws Article VII Section 2).
5. Submits portfolio to the incoming Secretary at the end of the term.

### **Section 4. Program Planner**

#### **(Section Annual Meeting Program Planning Committee Representative)**

1. Chairs the Section Subcommittee for Professional Development (annual meeting program planning), which coordinates the selection of sessions to be hosted by the Section at the Annual Meeting and consists of the Planner-elect and other section members as appointed by the chair,
2. Serves as a member of the ACHA Annual Program Planning Standing Committee (ACHA Bylaws, Article IX, Section 2).
3. Monitors and solicits program participants' required documentation and materials as needed, such as vitae, presentation summaries, and confirmations.
4. Solicits and appoints section members to facilitate presentations.
5. Serves as an onsite resource person and trouble shooter during Nursing Section sponsored presentations at the annual ACHA Meeting.

6. Maintains a portfolio documenting the annual meeting program planning process, including:
  - a. A detailed checklist and timeline of all necessary duties.
  - b. Minutes from subcommittee meetings.
  - c. Copies of the Annual Meeting Final Program
  - d. An evaluation report on the Annual Meeting.
7. Submits portfolio documents to the Chair-elect for record keeping and to the Planner-elect at the end of the term.

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

1. Assists the Program Planner as assigned.
2. Assumes the Section Program Planner responsibilities in the absence of the Program Planner.

[For Sections, Assembly of Representatives includes the Chair, Chair-elect, and Secretary—unless the Secretary cannot be there and then the Section can appoint any current member of the ACHA nursing section to be the 3<sup>rd</sup> representative].

### **Section 6. Vacancies**

Vacancies parallel the process outlined in the ACHA Bylaws Article VI, Section 7. Vacancies in office which occur between Annual Meetings shall be filled as follows: If the office of Section Chairperson/Planner becomes vacant, the Chair-Elect/Planner-elect shall assume the office for the remainder of the term and shall continue in the office until the end of their term and the Chair-Elect/Planner-elect position will be filled at the next election. The Section Chairperson, in consultation with and through majority vote of the Section Executive Committee, shall fill a vacant Secretary, Chair-elect, or Planner-elect position by appointment, to serve until the next election.

### **Article VII** **Assembly of Representatives**

The section Chairperson, Chair-Elect, and Secretary represent the Section at the ACHA Assembly of Representatives.

The Assembly of Representatives meets annually to hear open debate of issues, to vote on Resolutions, to establish overall organizational policies and to review the activities of the American College Health Association.

Any member of the Assembly of Representatives can present an item to the Assembly. The Resolutions Committee provides a vehicle for agenda items to come before the Assembly of Representatives. At any time during the year, a member of the Association can present a resolution to the Committee, which will forward their recommendations to the ACHA Board of Directors, and the Assembly of Representatives. The Assembly of Representatives is detailed in ACHA Bylaws Article VII.

## **Article VIII**

### **ACHA Board of Directors**

The Board of Directors is the chief operating body of the American College Health Association, and as such, it develops procedures to implement the policies of the Association as established by the Assembly of Representatives. The Board is detailed in Article VIII of the ACHA Bylaws.

## **Article IX**

### **Committees**

#### **Section 1. Composition**

Unless otherwise indicated, the Section Chairperson appoints the chairs and membership of the section standing and ad hoc committees.

#### **Section 2. Standing Committees**

##### **- Executive Committee (chaired by the Section Chairperson)**

The governing body of the section shall be the Section Executive Committee. The Section Executive Committee shall be composed of the Section Chairperson, the Chair-Elect, Immediate Past Chair, Planner, Planner-Elect, and the Secretary. The Section Chairperson shall be the presiding officer. The Section Executive Committee shall, under the leadership of the Section Chairperson, participate in the coordination and implementation of all section activities. Section Executive Committee responsibilities include collaborative decision making regarding current and future section concerns; and helping to set the agenda for the annual Section Business Meeting.

##### **- Nominating Committee (chaired by the Chair-elect)**

Membership consists of the Secretary and one other member of the section not currently serving on the Executive Committee.

##### **- Section Committee on Professional Development: (chaired by the Program Planner)**

Membership includes the Planner-Elect and other members as appointed by the Chair. It is responsible for planning, implementing, and evaluating the ACHA Annual Meeting and other professional development opportunities.

##### **-Social Committee (chaired by the Immediate Past Chair)**

Membership includes nursing section members as appointed by the Chair. This committee is responsible for organizing section events other than professional development at the ACHA Annual Meeting such as networking and social opportunities.

### **Section 3. Ad hoc Committees**

In addition to the above Standing Committees, the Chair with the approval of the Executive Committee may appoint and charge ad hoc committees to serve for one year.

## **Article X Meetings**

### **Section 1. Frequency**

There shall be an annual Section Business Meeting at a time and place designated by the ACHA Board of Directors.

### **Section 2. Quorum**

A quorum is detailed in ACHA Bylaws Article XIII, Section 2. At business meetings, a quorum shall be constituted by those members present and eligible to vote.

## **Article XI Rules of Order**

All motions brought forward for a vote shall be decided by a majority vote of current section members in attendance at the Annual Section Business Meeting. The Chairperson votes only in case of a tie. Robert's Rules of Order, Newly Revised, or modification thereof, shall govern. The rules of order are detailed in ACHA Bylaws Article XIV.

## **Article XII Amendments**

Changes in these operating guidelines of the sections must be reviewed by the ACHA Bylaws Committee. Amendments to these Section Articles of Operation may be adopted by a two-thirds vote of the eligible members present and voting at the Section Business Meeting or by electronic means.

*These Articles of Operation adopted 1970.*

*These Articles of Operation AMENDED 1998.*

*These Articles of Operation AMENDED 2006.*

*These Articles of Operation AMENDED February 2012.*

*These Articles of Operation AMENDED April 2014.*

*These Articles of Operation APPROVED May 28, 2014.*