



Central College Health Association Bylaws

ARTICLE I – NAME

The organization shall be known as the Central College Health Association (CCHA), an incorporated affiliate of the American College Health Association (ACHA), a non-profit organization. The Central College Health Association (CCHA) is an affiliate serving Missouri, Nebraska, and Kansas.

ARTICLE II- MISSION

The mission of CCHA is to provide multidisciplinary professionals with networking and educational opportunities, support, and advocacy to advance college student success and the health and well-being of campus communities.

CCHA's commitment to ensuring diversity, equity, inclusion, justice, and accessibility (DEIJA) is reflected in our work in the field of college health.

ARTICLE III – PURPOSE

The purpose and goals of CCHA are to promote the following objectives as identified in the ACHA Bylaws:

1. To serve the individual members of the Association as the infrastructure for making geographically local/regional connections among multidisciplinary college health professionals with campus wide constituents, including students, whose work affects the health and wellbeing of the campus community.
2. To provide a local/regional organizational structure for professional development and continuing education, networking, advocacy, collaboration, and dissemination of knowledge and standards based on the core values and strategic initiatives of ACHA.
3. To enhance channels of communication among members both regionally and nationally.
4. To support member recruitment and retention.
5. To develop members for leadership roles.
6. To be the recognized regional affiliate of ACHA.

ARTICLE IV – MEMBERSHIP

Membership will be open to anyone who is a member of ACHA and who works for or has a relationship with college health services in Kansas, Missouri, or Nebraska.



ARTICLE V – OFFICERS

SECTION 1 – OFFICERS

The officers of the Association shall be the President, the President-Elect, the Immediate Past President, Treasurer, Secretary and Members-at-Large (minimum of one representative from each State and a maximum of two). The President, President-Elect, and Immediate Past President shall serve for a term of one year. All officers shall serve for their designated terms or until their successors assume office. The Offices of the Immediate-Past President, President, and President-Elect are held as a three-year succession. These Officers shall be elected at the CCHA Annual Meeting and take office following the ACHA Annual Meeting.

SECTION 2 – TERMS

The term of office of the Members-at-Large shall be two years, with unlimited extensions of term. The term of office for the other Officers shall be one year or until their successors are elected and assume office.

SECTION 3 – DUTIES

The duties of the Officers shall be those commonly performed by such Officers and any other duties which the affiliate or the ACHA may assign. Job descriptions shall be written by the Executive Board and reviewed annually or as needed by the Executive Board.

President:

The President shall serve as the presiding officer of the Executive Committee and all CCHA business meetings. The President oversees the operation of the CCHA. The President consults with the Regional Representative regarding ACHA business and strategic plan. The President, or other designated representative, shall submit an annual report of its affiliate activities through the Regional Representative to the Board of Directors of the Association. The President and the Regional Representative represent CCHA at any ACHA Affiliate Officers meetings. The President collaborates with the Treasurer to ensure the fiscal accountability of funds.

The President will automatically succeed to the position of Immediate Past President.

President-Elect:

The President-Elect chairs CCHA meetings in the absence of the President, establishes annual objectives, identifies potential appointees for Member-at-Large positions, and assists the President as requested. The President-Elect is responsible for the affiliate's professional development, chairs the professional development committee, and assists the President as requested.



The President-Elect will automatically succeed to the position of President. The President-Elect is a member of the Executive Committee.

Secretary:

The Secretary assists the President and other officers as requested and serves as a member of the Executive Committee. The Secretary is responsible for recording and posting the minutes of the business meetings of CCHA. The Secretary performs a role in elections as described above. The Secretary is a member of the Executive Committee.

Treasurer:

The Treasurer serves as chair of the Finance Committee. The Treasurer is responsible for preparing the annual budget and for overseeing the financial operation. The Treasurer reports on the financial operation and presents the budget for approval at the annual business meeting. The Treasurer is a member of the Executive Committee.

Immediate Past President:

The Immediate Past-President chairs the Nominating Committee, if requested by the President, and serves, as requested by the President, as a member of the Executive Committee.

Members-at-Large:

The members-at-large shall serve as the Membership Committee, and will perform those duties as necessary, including maintaining a current contact list of their State's members, and keeping the Executive Board apprised of significant events within the State impacting the membership and college health.

SECTION 4 – VACANCIES

Vacancies in office which occur between Annual Meetings shall be filled as follows:

- a) If the office of President becomes vacant, the President-Elect shall assume the office of President for the remainder of the term and shall continue as President during the succeeding year.
- b) A vacancy in the office of President-Elect, Secretary, or Treasurer shall be filled for the remainder of the term by action of the Executive Board. The appointed President-Elect shall not automatically succeed to President but shall be eligible to stand for election by the membership.
- c) A vacancy in the position of Immediate Past President shall be filled by the most recent and available Past President.



ARTICLE VI – COMMITTEES

SECTION 1 – EXECUTIVE BOARD

There shall be an Executive Board composed of the present Officers, the Immediate Past-President, the Members-at-Large and appointed positions.

The Executive Board shall transact the business of the Affiliate in the interim between meetings, as well as CCHA Annual Meetings, and shall present a report at the Annual Meeting.

SECTION 2 – APPOINTMENTS

The President, with the approval of the Executive Board, may appoint special committees needed to carry out the mission of the Affiliate. All appointments are non-voting positions.

SECTION 3 – BY-LAWS REVIEW COMMITTEE

The By-Laws Review Committee shall be composed of the Executive Board. This committee will review the By-Laws at least every three years, more frequently if requested by the President or Executive Board.

SECTION 4 – NOMINATING COMMITTEE

The Nominating Committee shall be composed of the Immediate Past-President and Members-at-Large. The committee shall present a slate of nominees for the Vice President, Secretary, Treasurer, and Members-at-Large from each state, each year. The committee shall communicate Executive Board vacancies with the membership and solicit nominations through a variety of means to ensure maximum opportunity to serve.

ARTICLE VII – MEETINGS

SECTION 1 – FREQUENCY

There shall be a CCHA Annual Meeting at a time and place selected by the Executive Board. Special meetings may be called as deemed necessary by the Executive Board or committee chairs at a designated place and time.

SECTION 2 – QUORUM

At the business session of the CCHA Annual Meeting or other special meetings of the Affiliate, a quorum shall be those members present and eligible to vote.

SECTION 3 – REGISTRATION

The Conference Committee Chairs shall determine the registration fees for the CCHA Annual Meeting.

ARTICLE VIII – ELECTIONS



A slate of nominees for the President-Elect, Secretary, Treasurer and Members-at-Large each year shall be presented at the CCHA Annual Meeting by the Nominating Committee. Nominations may be made from the floor to fill slate vacancies. The slate of officers will be approved by a majority of those members present and voting. Officers will be elected by a majority of those members present and voting. In the event no candidate has a majority after the first ballot, a second round of voting will occur between the two candidates with the most votes in the first round.

ARTICLE IX – FINANCE

SECTION 1 - DUES

The ACHA Board of Directors will determine the portion of the ACHA dues that will be remitted to the Affiliate. There will be no additional membership dues.

SECTION 2 – AUDIT

An annual audit of the association's financial records shall be conducted at the time of the CCHA Annual Meeting. The President shall appoint a committee to conduct the audit, comprised of a member from each state not currently serving on the Executive Board. The committee shall make a report of their audit to the Executive Board during the CCHA Annual Board Meeting.

SECTION 3 – DOCUMENTATION

Reimbursements for any expense must have a receipt or invoice for payment. All expenses must be approved by at least two Executive Board members prior to disbursement of payment.

ARTICLE X – RULES OF ORDER

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

ARTICLE XI – AMENDMENTS

Amendments to these By-Laws may be adopted by a majority of voting members present at any CCHA Annual Meeting. Proposed amendments must be published to the membership at least 15 calendar days prior to the vote.

ARTICLE XII – DISSOLUTION OF ORGANIZATION

Upon dissolution of this organization, all assets remaining after payment of debts or provision, therefore, shall be distributed to ACHA or another organization exempt from Federal Income Tax, as described in Section 501 (C) (3) of the Internal Revenue code.



Revision History:

- Revised 3/10/25
- Revised 6/21/19
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- Revised 6/10
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