



## CENTRAL COLLEGE HEALTH ASSOCIATION

### BYLAWS

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## **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. CCHA is comprised of members from Kansas, Nebraska, and Missouri.

## **ARTICLE II- MISSION**

Central College Health Association is a multidisciplinary organization dedicated to college health and wellness for the purpose of student success. The organization creates opportunities for advocacy, education and collaboration to promote development and cultivate leadership.

## **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.

Individual membership categories shall be: (a) Regular, (b) Student, and (c) Emeritus:

1. Regular membership shall be open to anyone
  - a. Providing health services to students of an Institution of Higher Education (IHE), or
  - b. On the staff of an IHE
2. Student membership is open to individuals who are students at a recognized college or university and not employed as a “professional” or “civil service” employee at the health service.
3. Emeritus membership shall be open to any individual member in good standing at the time of retirement providing the member has held such individual membership status for at least five years immediately preceding retirement. Retirement shall mean that an individual member has withdrawn from active working life and is thus no longer employed to a significant degree, as determined by the ACHA Board of Directors, in college health or elsewhere.

## **ARTICLE V – OFFICERS**

### **SECTION 1 – OFFICERS**

- a) The Officers of this affiliate shall be the Immediate-Past President, President, Vice President, Secretary, Treasurer, and Members-at-Large (minimum of one from each State).
- b) The Offices of the Immediate-Past President, President, and Vice-President are held as a three-year succession.
- c) These Officers shall be elected at the CCHA Annual Meeting and take office following the ACHA Annual Meeting.

### **SECTION 2 – TERMS**

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

### **SECTION 3 – DUTIES**

- a) 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.
- b) Job descriptions shall be written by the Executive Board and reviewed annually or as needed by the Executive Board.

#### **President:**

- a) The President shall serve as the presiding officer of the Executive Committee and all CCHA business meetings.
- b) The President oversees the operation of the CCHA.
- c) 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.
- d) The President will automatically succeed to the position of Immediate Past President.
- e) The President has the ability to create ad hoc committees when necessary
- f) The President and the Regional Representative represent CCHA at any ACHA Affiliate Officers meetings.
- g) The President collaborates with the Treasurer to ensure the fiscal accountability of funds.

#### **Vice President:**

- a) The Vice President 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.
- b) The Vice President will automatically succeed to the position of President.
- c) The Vice President will serve as the liaison to the professional development committee.
- d) The Vice-President is a member of the Executive Committee.

#### **Secretary:**

- a) The Secretary assists the President and other officers as requested and serves as a member of the Executive Committee.

- b) The Secretary is responsible for recording and posting the minutes of the business meetings of CCHA.
- c) The Secretary performs a role in elections as described above.
- d) The Secretary is a member of the Executive Committee.

**Treasurer:**

- a) The Treasurer serves as chair of the Finance Committee.
- b) The Treasurer is responsible for preparing the annual budget and for overseeing the financial operation.
- c) The Treasurer reports on the financial operation and presents the budget for approval at the annual business meeting.
- d) The Treasurer will consult with the CCHA President and Vice President for approval prior to disbursement of payment.
- e) The Treasurer is a member of the Executive Committee.

**Immediate Past President:**

- a) The Immediate Past-President chairs the Nominating Committee. The Immediate Past President is a member of the Executive Committee.

**Members-at-Large:**

- a) Shall be elected at the annual meeting to serve a 2-year term. May serve multiple terms if nominated and elected
- b) Attend all board meetings and provide an update from their state membership engagement
- c) Serve as a liaison between CCHA board and CCHA members
- d) Serve as point of contact/resource connection for CCHA with other college health professionals in their state.
- e) Communicate with other CCHA members-at-large on a regular basis
- f) The members-at-large are members of the Executive Committee

**SECTION 4 – VACANCIES**

Vacancies in positions which occur between the Annual Meeting shall be filled as follows: If the President position becomes vacant, the Vice President shall assume the position for the remainder of the term and shall continue as President for their regular designated term of office. The Vice President position shall remain vacant until the next CCHA Annual Meeting. Vacancies in all other positions shall be filled by the Executive Board.

**ARTICLE VI – COMMITTEES**

**SECTION 1 – EXECUTIVE BOARD**

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

- a) 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.
- b) The committee shall communicate Executive Board vacancies with the membership and solicit nominations through a variety of means to ensure maximum opportunity to serve.

## **SECTION 5-PROFESSIONAL DEVELOPMENT COMMITTEE**

- a) Job duties of the committee include assisting with the Continuing Education (CE) application, hotel arrangements, communication with ACHA CE reviewers and with program presenters; assisting in identifying additional speakers such as keynotes and other presenters to complete the program.

# **ARTICLE VII – MEETINGS**

## **SECTION 1 – FREQUENCY**

- a) There shall be a CCHA Annual Meeting at a time and place selected by the Professional Development Committee and the Executive Board.
- b) The Executive Board shall meet monthly at the discretion of the President.
- c) 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 Professional Development Committee Chairs shall determine the registration fees for the CCHA Annual Meeting.

# **ARTICLE VIII – ELECTIONS**

- a) A slate of nominees for the Vice President, Secretary, Treasurer and Members-at-Large each year shall be presented at the CCHA Annual Meeting by the Nominating Committee.
- b) Nominations may be made from the floor to fill slate vacancies.
- c) The slate of officers will be approved by a majority of those members present and voting.

- d) Officers will be elected by a majority of those members present and voting.
- e) 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**

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

### **SECTION 3 – DOCUMENTATION**

- a) Reimbursements for any expense must have a receipt or invoice for payment.
- b) All expenses must be approved by the President and Vice President prior to disbursement of payment.

## **ARTICLE X – RULES OF ORDER**

In the absence of any provision to the contrary in these By-Laws, all meetings of the Affiliate shall be governed by the current edition of *Robert's Rules of Order Newly Revised*.

## **ARTICLE XI – AMENDMENTS**

- a) Amendments to these By-Laws may be adopted by a majority of voting members present at any CCHA Annual Meeting.
- b) Proposed amendments shall be communicated to the membership at least 30 days prior to the CCHA Annual Meeting.

## **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 other organization exempt from Federal Income Tax, as described in Section 501 (C) (3) of the Internal Revenue code.

**Revision History:**

- Revised 3/5/21
- Revised 6/21/19
- Revised 6/22/18
- Revised 7/15
- Revised 6/10
- Revised 3/04
- Revised 4/03
- Revised 3/97