

# **AMERICAN COLLEGE HEALTH ASSOCIATION**

## **Health and Well-being Executive**

### **Leaders Section**

### **Articles of Operation**

#### **ARTICLE I**

##### **NAME**

Sections of the American College Health Association (ACHA) shall be known by the names as detailed in ACHA Bylaws Article XI, Section 3. This section of ACHA shall be known as the Health and Well-being Executive Leaders Section

#### **ARTICLE II**

##### **PURPOSE**

The purpose of the sections in ACHA is detailed in the ACHA Bylaws Article XI, Section 1 with Function in Section 4.

The purposes of the Health and Well-being Executive Leaders Section shall be to:

1. Establish the competencies required for an executive leader in higher education emphasizing a systems and whole community approach to well-being.
2. Stimulate and provide resources for individuals pursuing executive leadership positions in higher education, including roles such as AVP/AVC, VP/Vice Chancellor, Chief Officer, Executive Director and Dean.
3. Address the specific knowledge and skill enhancement needs of executive leaders in higher education.
4. Serve as a forum for the exchange of ideas and experiences among section members, facilitating the development of collegial relationships within the discipline.
5. Develop and recommend strategies for the advancement of well-being in higher education that supports a culture of care.
6. Provide educational opportunities in support of these and other related purposes.

#### **ARTICLE III**

##### **MEMBERSHIP**

Membership in a section is defined in Article III, Section 2 of the ACHA Bylaws. Membership is open to all individuals who are interested in the purpose of the Health and Well-being Executive Leaders Section and meet the qualifications for section membership.

## **ARTICLE IV**

### **DUES**

Dues are detailed in the ACHA Bylaws Article IV.

## **ARTICLE V**

### **OFFICERS**

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

The officers shall consist of the Section Chairperson, Section Chair-Elect, Section Past-Chairperson, Secretary, the Planner (Annual Meeting Program Planning Committee Representative), two Member (s) at Large, and the Planner-Elect (Annual Meeting Program Planning Committee Representative-Elect). The Chair-Elect, Secretary, Member at Large, and the Planner-elect are elected on the national ballot. All officers shall serve a one-year term, except for the Chair-elect, Chair, Planner-elect, and Planner. The program planning commitment spans two years: the first year as Planner-elect and the second year as Planner. Consequently, the Chair-Elect and the Planner-Elect will ascend to their respective Chairperson and Planner positions the following year. All officers serve until their successors are elected and assume office. The positions of Chair and Planner may be held concurrently. The Section Chairperson may appoint additional officers, as determined by the needs of the section, to serve one-year terms.

#### **Section 2. Eligibility**

Eligibility to vote is detailed in ACHA Bylaws Article V, Section 2.

#### **Section 3. Elections**

Except for the Student/Consumer Section, the core leadership officers shall be elected by section members through the national ballot. Each October, the Section Nominating Committee will solicit nominations from the section to develop the ballot. The final ballot will include at least one, preferably two or more, candidates for each core leadership officer positions who, in the opinion of the Nominating Committee, would provide strong leadership and

vision for the section. The Section Nominating Committee will prepare the ballot of nominees and forward it to the ACHA staff for an election, following 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 of the Association shall assume their office at the end of the annual business meeting, the Assembly of Representatives at the Annual Meeting.

### **ARTICLE VI**

#### **DUTIES OF THE OFFICERS**

##### **Section 1. Section Chairperson**

1. Provides leadership to the section in achieving its goals and objectives.
2. Calls and chairs Section Executive Committee meetings at least quarterly.
3. Plans and conducts the Section Business Meeting at the Annual Meeting, in consultation with the Section Executive Committee.
4. Presents progress on section goals and objectives at the Annual Section Business Meeting.
5. Makes all section committee appointments and serves as an ex-officio member of all section committees.
6. Appoints section members to conduct special functions for the section.
7. Advises the ACHA President on section members to serve on ACHA standing and ad hoc committees.
8. Communicates with the ACHA Board of Directors liaison and the ACHA staff for all matters affecting the section.
9. Serves as a Representative to the Assembly of the American College Health Association (ACHA Bylaws, Article VII).
10. Submits budget requests to the ACHA Board of Directors in early fall, and ensures the appropriate use of any funding.
11. Prepares Mid-Year and Final reports for the ACHA Board of Directors.
12. that no officer or committee member incurs 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.
2. Assumes the responsibilities of the Section Chairperson in their absence.
3. Serves as a representative to the Assembly of the American College Health Association (ACHA Bylaws, Article VII).
4. Assists the Section Chairperson in reviewing section goals and objectives.
5. Assists the Section Chairperson in establishing a budget in the early fall.
6. Reviews ACHA leadership development materials and advises the Section Executive Committee.
7. Supports the Association in recruiting and welcoming new members.

## **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 (on Box) and documents, including official minutes of all section meetings and section Executive Committee meetings, documents submitted for section approval (e.g., proposals, reports), section newsletters, and the current section membership list.
3. Serves as a representative to the Assembly of the American College Health Association (ACHA Bylaws Article VIII).
4. Submits the portfolio to the incoming Secretary at the end of the term.
5. Responsible for updating ACHA Connect with communications from the Executive Leadership Team to the membership.

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

1. Chairs the Section Committee for Professional Development, coordinating the selection of sessions to be hosted by the section at the Annual Meeting. This committee includes the Planner-Elect and other section members as appointed by the Section Chairperson.
2. Serves as a member of the ACHA Annual Program Planning Standing Committee (ACHA Bylaws, Article IX, Section 2).
3. 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.
4. Submits portfolio documents to the Chair-Elect for record-keeping, and to the Planner-Elect, at the end of the term.

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

1. Assists the Planner as assigned.
2. Serves as a member of the Section Subcommittee for Professional Development.
3. Assumes the Section Planner responsibilities in their absence.

#### **Section 6. Member at Large**

1. Serves as a Liaison from the Executive Board and section membership
2. Engages new membership to the section.

#### **Section 7. Vacancies**

Vacancies shall be managed in accordance with the process outlined in ACHA Bylaws Article VI, Section 7. Vacancies occurring between Annual Meetings shall be filled as follows: If the office of Section Chairperson or Planner becomes vacant, the Chair-Elect or Planner-Elect shall assume the office for the remainder of the term and shall continue in the office until the end of their original term. The Chair-Elect or Planner-Elect position will then be filled at the next election. The Section Chairperson, in consultation with and through a 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 composition and responsibilities of the Board is detailed in Article VIII of the ACHA Bylaws.

## **ARTICLE IX**

### **HEALTH AND WELL-BEING EXECUTIVE LEADERS SECTION COMMITTEES**

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

Unless otherwise indicated, the Section Chairperson appoints the Chairs and members of the Section Standing and Ad Hoc advisory committees.

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

Standing Committees are as follows:

##### **- 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, Planner, Planner-Elect, and the Secretary. The Section Chairperson shall be the presiding officer. Under the leadership of the Section Chairperson, the Section Executive Committee shall participate in the coordination and implementation of all section activities. Responsibilities include collaborative decision-making regarding the current and future section concerns and setting the agenda for the annual Section Business Meeting.

**- Nominating Committee**

The Section Chairperson shall appoint the Chair. 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 Planner)**

The Section Committee on Professional Development is chaired by the Planner. Membership includes the Planner-Elect, and other members as appointed by the Section Chair. It is responsible for planning (conducting a membership needs assessment), implementing, and evaluating the ACHA Annual Meeting and other professional development opportunities.

**Section 3. Ad Hoc Committees**

In addition to the above Standing Committees, the Section Chairperson, with the approval of the Executive Committee, may appoint and charge an Ad Hoc Committee to serve until the next annual business meeting of the Section. Ordinarily, the Ad Hoc Committee will typically report on its charge at the annual meeting of the Section and/or at the request of the Executive Committee. The charge of the Ad Hoc Committee will be written at the time of appointment.

**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 XII, Section 2. At Business meetings or duly called Special Meetings of the Section, 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 adopted 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.

Submission of these Articles of Operation,  
26 September 2024  
Anna Fitch Courie, DNP, RN, PHNA-BC  
Chair, Health and Well-being Executive Leaders  
Section  
American College Health Association