

MID-AMERICA COLLEGE HEALTH ASSOCIATION

BYLAWS

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ARTICLE I -- NAME

The organization shall be known as the Mid-America College Health Association (MACHA), a voluntary, non-profit affiliate in Region III of the American College Health Association (ACHA). MACHA is comprised of members from Illinois, Indiana, Kentucky, Michigan, and Ontario, Canada. Region III is comprised of the Mid-America and Ohio affiliates.

ARTICLE II -- Mission

The mission of the Mid-America College Health Association (MACHA) is to provide networking, educational opportunities, support and advocacy for a diverse group of professionals who provide health care and promote disease prevention and healthy lifestyle choices for college and university populations. In doing so, the MACHA members are integral to the academic mission of their institutions and play a vital role in the wellbeing of society.

ARTICLE III -- Purpose

The purpose and goals of MACHA 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, 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 locally and nationally.
4. To support member recruitment and retention.
5. To develop members for leadership roles.
6. To be the recognized local organizational structure of ACHA.

ARTICLE III -- DEFINITIONS

- 3.01** ACHA Conference: American College Health Association Annual meeting.
- 3.02** MACHA Conference: Mid-America College Health Association meeting for the purpose of continued operations of the Association.
- 3.03** MACHA Board of Directors Meeting: A meeting of the MACHA Board of Directors of Directors
- 3.04** MACHA Affiliate Meeting: A meeting that includes the Board of Directors and membership.

ARTICLE IV -- MEMBERSHIP

- 4.01** Membership in MACHA is obtained by joining the American College Health Association in a membership category as prescribed by Article III of the Association' Bylaws.
- 4.02 Privileges:**
- a) Each representative of a member institution (RMI), regular, and emeritus members are entitled to vote provided that individual is a member in good standing in ACHA.
 - b) Only RMI, regular, and emeritus members are entitled to vote and hold an officer or Board position in MACHA.
 - c) Student members may serve on ad hoc committees.
 - d) All members will receive MACHA communications designed for membership.
 - e) Each member will be entitled to a membership rate to attend the MACHA Conference.
- 4.03 Organization Rights**
- a) Members, Officers, and Board Members shall be subject to reprimand, censure, or expulsion for violation of MACHA Bylaws or abrogation of responsibilities.

- b) No disciplinary action shall be taken against any member until such member has been served with written specific charges and given thirty days to respond.
- c) Any Board Member (appointed or elected) who does not fulfill duties in a timely manner in accordance with the responsibilities of that office may be removed from the office by:
 - 1) The facts which indicate failure to perform duties, and
 - 2) A majority vote of the Board of Directors. The office will then be filled in accordance with the bylaws.

ARTICLE V -- DUES AND FISCAL YEAR

- 5.01** a) MACHA fiscal year shall be January 1 to December 31.
- 5.02** b) Dues are outlined in the ACHA Bylaws, Section IV. Membership dues are collected by ACHA with a portion sent to MACHA.

ARTICLE VI -- OFFICERS/BOARD OF DIRECTORS

The officers of MACHA are the President, Vice President, and Treasurer. These officers constitute the Executive Committee.

6.01 The MACHA Board of Directors

- a) Shall be composed of the Executive Committee, the Program Chair, the Communication Chair, and four State Representatives, all of whom have authority to vote on Board matters.
- b) The Regional Representative, Program Chair-Elect and Chairs of standing and ad hoc committees who are not current members of the Board shall serve on the MACHA Board of Directors with voice but no vote.

6.02 Officer/MACHA Board of Director Eligibility

- a) Shall assume their duties after a MACHA approved election or appointment.
- b) Must be RMI, regular or emeritus individual member in good standing with ACHA.
- c) If an officer or board member becomes ineligible for membership as stated in the ACHA Bylaws or ineligible for a position on the Board of Directors, he or she may, with Board approval, continue in the position until a replacement is named.

6.03 Terms of Office

- a) Vice President, President, and Past President are successive one-year terms.
- b) Secretary/Treasurer is a two-year term.
- c) State Representative is a two-year term. One State Representative from each affiliate state shall serve at any one time. Two are elected each year for a two-year term on a staggered basis.
- d) Terms of appointed positions will be at the discretion of the MACHA President and the Executive Committee, although the Program Chair-Elect will generally succeed the Program Chair and the Communications Chair is generally designed as a two-year commitment.

6.04 Elections

- a) Elections will take place on a yearly basis either during the Affiliate meeting at ACHA or at the Fall MACHA Conference. Voting may occur by mail, in-person, or electronic means.
- b) The slate for offices to be filled shall be presented by the Nominating Committee.
- c) To be eligible to vote, membership must be current as defined in ACHA Bylaws.
- d) The MACHA Board of Directors shall conduct elections in an ethical manner.
- e) A simple majority of votes by those members voting is needed to win an election. The President does not vote in the general election. The President will cast the deciding vote in the event of a tie.

6.05 Vacancies

- a) Office of President assumed by Vice President for the remainder of the term and will continue as President for his/her designated term of office.
- b) Offices of the Vice President and Treasurer shall be filled by a majority vote of the MACHA Board of Directors from nominees submitted by the Nominating Committee. If the Nominating Committee is not able to develop a list of potential candidates, the Board of Directors may act as the nominating group. Vote may be taken by mail, telephone, or electronic means.
- c) The President has the authority to appoint a member to the remainder of a vacant term in a situation which does not comply with the above.

ARTICLE VII -- DUTIES OF BOARD MEMBERS

7.01 President

- a) Responsible for the general management of MACHA, including membership files.
- b) Chairs the Executive Committee, MACHA Board of Directors, and MACHA Business meetings.
- c) Acts as primary liaison to ACHA, attends events as designated by ACHA, and other meetings as deemed appropriate for the operation of MACHA.
- d) Appoints Ad Hoc committees as needed.
- e) Appoints to the MACHA Board of Directors: Program Chair, Program Chair Elect, and Communication Chair with majority vote of the Executive Committee.
- f) In conjunction with the Treasurer, prepares the annual MACHA budget.
- g) Upon conclusion of term of office, the President may serve in an advisory role to the MACHA Board of Directors while serving in the Past President role.

7.02 Immediate Past President

- a) Chairs the Nominations Committee.
- b) Serves in an advisory role to the MACHA Board of Directors.

7.03 Vice President

- a) Serves as a member of the Executive committee.
- b) Have served as a previous board member, if possible.
- c) Attends all meetings and conferences, if possible.
- d) Chairs meetings in absence of the President.
- e) Chairs Bylaws Committee.
- f) Works collaboratively with the Treasurer, State Representatives, and Program and Communications Chairs.
- g) Other duties as designated by the MACHA Board of Directors.

7.04 Treasurer

- a) Maintains accurate bank and income/expense files.
- b) Responsible for MACHA financial transactions.
- c) Makes timely deposits and disbursements.
- d) Maintains accurate and current financial records.
- e) Completes the Internal Revenue Report for MACHA and submits it to ACHA according to ACHA guidelines.
- f) Prepares and presents financial reports at all MACHA Business meetings.
- g) Once per fiscal year, presents budget for membership approval at MACHA business meeting.
- h) Arrange for periodic review of financial records.
- i) Works with Program and Communications Chairs to facilitate Board activities.
- j) In conjunction with the President, prepares and presents an annual budget to the MACHA Board of Directors. The budget will include anticipated revenue and allocation of expenses for the following calendar year.
- k) Will make investment recommendations to the Executive Committee regarding MACHA assets. Investment decisions require majority vote of the Executive Committee.
- l) Other duties as designated by the MACHA Board of Directors

7.05 State Representatives

- a) Attend all board meetings and provide input from their state membership.
- b) Serve on Standing and Ad Hoc Committees as designated by the President.
- c) Serve as liaison between MACHA Board of Directors and state MACHA members.
- d) Serve as point of contact/resource connection for MACHA with other college health professionals in their state.
- f) Communicate with other MACHA state representatives on a regular basis.
- g) Other duties as designated by the MACHA Board of Directors.

7.06 Program Chair

- a) Primary duty is to plan and implement the MACHA conference following ACHA program planning guidelines, with the approval of the MACHA Board of Directors.
- b) Attends workshop for program planners at ACHA Conference, if offered.
- c) May contract with a professional program planner, university department, or private organization to work directly under the Program Chair in facilitating detailed planning of MACHA Conference.
Any contract for professional planning services and all contracts exceeding \$2000.00 must be approved by the Board of Directors prior to signing.
- d) Establishes a separate conference account which may be initiated by an advance from MACHA funds up to \$2000.
- e) Responsible for revenue and disbursements relevant to program planning.
- f) Starting no later than nine months prior to the conference, submits to the MACHA Board of Directors a monthly program report and budget update.
- g) Post conference, a final budget and report will be submitted within 90 days after the MACHA Conference.
- g) Serves as mentor to Program Chair-Elect
- h) Other duties as designated by the MACHA Board of Directors

7.07 Program Chair-Elect

- a) Primary duty is to assist the Program Chair in planning and implementing the MACHA conference.
- b) Communicates with ACHA regarding conference program planning guidance.
- c) Other duties as designated by Program Chair and MACHA Board of Directors.

7.08 Communications Chair

- a) Responsible for communication between the MACHA Board of Directors and MACHA membership.
- b) Records minutes of all MACHA meetings.
- c) Serves as liaison with ACHA for MACHA website updates.
- d) Facilitates needs assessments and solicits feedback from members
- e) Promotes MACHA membership and other activities.
- f) Other duties as designated by the MACHA Board of Directors.

- 7.09** All officers, upon expiration of their terms of office, shall deliver to their successors or Board President all MACHA property in their possession.

ARTICLE VIII -- ASSOCIATION EXPENSES

- 8.01** Reimbursement of any expenses, other than those expenses defined specifically in the bylaws or in an approved budget, is subject to the approval of Executive Committee.

- 8.02** The President in consultation with the Executive Committee has the authority to approve one-time, unexpected expenses up to \$2000 to conduct the business of MACHA. Expenses exceeding \$2000 will require MACHA Board of Directors approval.

- 8.03** The President, Vice President, Treasurer, Program Chair, and Communication Chair may request reimbursement of ACHA individual dues (if paid by them personally), payable to the individual upon completion of each year of the term of office.
- 8.04** The President, Vice President, Treasurer, Program Chair, and Communication Chair shall be reimbursed lodging, registration, air and ground transportation expenses, and approved per diem allotment to attend the ACHA annual meeting if requested and not reimbursed by the member's institution.
- 8.05** If the President, Vice President, Treasurer, Program Chair, and/or Communication Chair are prohibited from attending the ACHA annual meeting due to wide reaching unavoidable casualties, i.e. acts of God, available travel funds and reimbursement may be requested in the subsequent year. Proper procedures for requesting funds are as follows:
- a) A written request must be presented to the current MACHA Board of Directors stating the desire to use funds.
 - b) The MACHA Board of Directors will evaluate the request and vote what available funds, if any, will be allocated. Priority of available funds will first go to current MACHA Board members to ensure access to funds during their term of service.
 - c) Any decision made by the MACHA Board of Directors for use of funds will be communicated in writing to the requestee.
- 8.06** The Program Chair may request start-up funds up to \$2000 for annual MACHA Conference meeting planning purposes.
- 8.07** Any request for reimbursement of expenses must be supported by receipts for those expenses. Officer travel expenses must be submitted on "ACHA Travel Expense Reimbursement Form" or other MACHA Board of Directors approved form and must include supporting documentation.

ARTICLE IX -- MEETINGS

- 9.01** Barring any unforeseen circumstances MACHA will meet at the following regular times.
- a) One meeting will be the biennial MACHA Conference consisting of two components:
 - Educational programming
 - MACHA Business Meeting
 - b) The other meeting will be at the annual ACHA Conference.
 - c) Should circumstances prevent the holding of any MACHA Conference, the MACHA Board of Directors will conduct official business through other means.
- 9.02** The MACHA Board of Directors will meet at the ACHA Conference and prior to the MACHA Conference Business meeting.
- 9.03** Special meetings of the MACHA Board of Directors may be held as deemed necessary by the Executive Committee.
- 9.04** A quorum for the MACHA Board of Directors shall be a majority of the full Board.
- 9.05** A quorum for the full membership shall consist of those members present and eligible to vote.

ARTICLE X – COMMITTEES

- 10.01** There will be three standing committees: Nominating, Bylaws and Awards. The President in consultation with the MACHA Board of Directors shall constitute other ad hoc committees as necessary.
- 10.02** Nominating Committee
- a) The President shall appoint no less than three but not more than five board members to serve as the Nominating Committee.
 - b) The Past President will chair the Nominating Committee.
 - b) The Committee will solicit nominations from the membership and prepare a slate for the election.
 - c) The Committee will assure that those running for office are eligible and are apprised of the responsibilities of each office. The Board of Directors may also assist with this.

10.03 Bylaws Committee

- a) The President shall appoint no less than three but not more than five board members to conduct the review and report to the MACHA Board of Directors.
- b) The Vice President will chair the Bylaws Committee.
- b) The Bylaws Committee will review the bylaws at least every four years to meet the changing needs of MACHA.
- c) The Bylaws Committee will present proposed bylaw amendments to the MACHA Board of Directors. Revisions of the bylaws shall be done as deemed necessary by the MACHA Board of Directors.
- d) Once approved by the MACHA Board of Directors, the bylaw revisions will be submitted to ACHA for review to ensure there is no conflict with ACHA bylaws.

10.04 Awards Committee

- a) The President shall appoint no less than three but not more than five board members to conduct the review and report to the Board of Directors.
- b) Responsible for seeking nominations to recognize members and programs that have made significant contributions to college health and to MACHA.
- c) The Committee will recommend recipients for the annual awards for the association: Steve Lux Award and Chris Laybk Award for board's approval.

ARTICLE XI – BYLAW AMENDMENTS

11.01 Proposed amendments shall be submitted to the MACHA Board of Directors for study and recommendations, then presented to the membership for discussion and vote.

11.02 The membership shall be notified at least 15 days prior to the call for voting on any bylaw amendments.

11.03 Amendments to these bylaws will ordinarily be adopted by a two-thirds vote of the members present and voting at a MACHA Business Meeting.

11.04 In the event the MACHA Board of Directors determines that a bylaw amendment be considered sooner than the next MACHA Conference, the proposed changes will be submitted to the membership for vote via electronic, mail, or other means. A two-thirds majority vote of approval by those casting votes via electronic, mail or other means are necessary for passage of amendments.

ARTICLE XII -- PARLIAMENTARY AUTHORITY

In the absence of any provision to the contrary in these bylaws, all MACHA business and meetings shall be governed by the current edition of Robert's Rules of Order.

ARTICLE XIII -- DISSOLUTION

Upon dissolution of this organization, all assets including records and documents remaining after payment of debts or provision, therefore, shall be transferred to the American College Health Association (ACHA) or to other organizations exempt from the federal income tax, as describe in Section 501 © (3) of the Internal Revenue Code.

Bylaws adopted: 11/2002
Amended: 11/2/2007
Amended: 11/4/10
Amended: 11/2011
Proposed Revisions: 9/2012
Proposed Revisions: 4/5/17
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Amended: 11/19/20
Amended:09/05/25