

NORTH CENTRAL COLLEGE HEALTH ASSOCIATION BY-LAWS

Article I – NAME The North Central College Health Association (NCCHA) was founded in 1932 and functions as a Regional Affiliate of the American College Health Association (ACHA). It will thereafter be referred to as the NCCHA. When these bylaws do not specifically address a process or issue, one may refer to [ACHA's bylaws](#) for guidance.

Article II – PURPOSE The purpose of the NCCHA is to be an organization in which institutions of higher education and individuals in Iowa, Minnesota, North Dakota, South Dakota and Wisconsin may function in the promotion of health and well-being of college communities.

Article III - MEMBERSHIP

A. State/Province/Territory Composition of NCCHA

All institutional members of the American College Health Association from the states of Iowa, Minnesota, North Dakota, South Dakota and Wisconsin, the Canadian province of Manitoba and territory of Nunavut will automatically be institutional members of the NCCHA. All individual members of ACHA who reside within those states/province/territory will automatically be individual members of NCCHA.

B. Categories

1. Institutional membership is open to any institution of higher education that offers a program of study applicable toward an associate, baccalaureate, or a higher degree, and which is fully accredited.
2. Individual membership shall be of three types: (1) regular, (2) student, and (3) emeritus. Only individual members of the American College Health Association in these categories are eligible for membership in NCCHA.
 - a. Regular membership shall be open to anyone providing services to students of an institution of higher education, or are on the staff of an institution of higher education.
 - b. Student membership is open to individuals who are full-time students enrolled in a degree-granting curriculum at an institution of higher education and otherwise not gainfully employed. To be considered a full-time student, you must be enrolled at a level considered full time by your institution; either an unofficial transcript or enrollment

verification of status documentation may be requested.

- c. Emeritus membership will be open to any individual member in good standing at the time of retirement and who has previously held individual membership status through either ACHA or NCCHA.
3. Sustaining memberships for corporations and non-profit organizations that are not associated with an institution of higher education are managed by ACHA on a national level. Organizations wishing to be sustaining members of NCCHA should work with ACHA for the membership process.

C. Financial Support by membership:

By virtue of the United Membership Letter of Agreement with ACHA, a portion of institutional and individual dues paid to ACHA become NCCHA funds.

D. Membership Benefits

Please refer to ACHA for membership benefits by visiting their website [here](#).

Article IV – EXECUTIVE BOARD – see appendix for full position descriptions

A. Composition

The Executive Board shall consist of the following officers:

1. President
2. President Elect
3. Immediate Past President
4. Secretary
5. Treasurer
6. Membership Coordinator
7. Member-at-Large from each state/province/territory of the NCCHA
8. Marketing/Communications
9. Annual Conference Planning Chairperson
10. Student Representatives (2) from a member school(s) - either the ACHA student representative for a member school, or is a paid ACHA student member from a member school.

Non-voting Board Participants:

Region II Representative (See [ACHA Bylaws](#) for selection process and responsibilities).

B. Nominations

1. Nominations for open board positions will be made prior to the annual business meeting.
2. A majority of those voting shall elect the officer.
3. If no candidate achieves a majority, a run-off vote shall be held for the top two candidates.

C. Responsibilities

1. Individual Executive Board members are responsible for familiarizing themselves with the duties detailed in the position description.
2. Executive Board members must attend meetings scheduled or called by the board; if a member cannot participate in a meeting, they are responsible for the content of that meeting either by reviewing the meeting minutes or by consulting with fellow Executive Board members.
3. Terms are identified based on role and are included in the position descriptions in the appendix. Whenever possible, Executive Board members are expected to stay on for one month after their term has ended (per voting at the Annual Meeting) to train and on-board the incoming incumbent of that role.

C. Vacancies

Vacancies in officer positions occurring between Annual Meetings shall be filled as follows: The President Elect succeeds the President for the remainder of the current term and shall continue as President for their regularly-designated term of office; all other vacancies in positions of the Executive Board shall be filled by appointment by the Executive Board.

ARTICLE V –COMMITTEES

The President shall appoint such committees as may promote the work of the organization, with the approval of the Executive Board.

ARTICLE VI –MEETINGS

A. Annual Conference- NCCHA

1. There shall be an Annual Conference with a business meeting portion and such other meetings as may be called by the Executive Board.
2. Member institutions and individual members shall be notified of the exact date no later than six months prior to the upcoming annual meeting.
3. The NCCHA Executive Board shall hire a CME Provider for the Annual Meeting.
4. The program shall be completed and sent by the Annual Meeting Planning Committee to all member institutions and individual members, as well as to other potentially interested institutions and list-serves, at least one month in advance of the meeting date.

B. Annual Meeting - ACHA

The NCCHA Board is encouraged to have both an executive committee meeting as well as a general meeting of the NCCHA membership at the ACHA annual meeting in which to conduct Association business.

C. Executive Board Meetings

1. The Executive Board will plan and conduct meetings at a cadence decided by this committee based on the needs of the organization; these meetings will occur no less than quarterly.
2. Any individual or institutional member can propose new business to the Executive Board by contacting any executive board member. It is up to the Executive Board to decide what business can be handled by the board versus brought to the annual business meeting.
3. Decision-making by the Executive Board will be conducted by rule of simple majority.

D. ACHA Leadership

Executive Board members of NCCHA are encouraged to attend ACHA leadership meetings.

ARTICLE VII – REVISION OF BYLAWS

A. Upon recommendation of the Executive Board, Bylaws may be enacted, amended, or revoked at any general membership meeting held at the Annual NCCHA meeting and/or Annual ACHA meeting.

B. Proposed changes to the By-Laws shall be presented to the membership not less than two weeks prior to the general membership meeting and may be adopted if approved by two-thirds of those voting.

ARTICLE VIII – DISSOLUTION OF ORGANIZATION Upon dissolution of this Association, all assets remaining after payment of debts or provision therefore shall be distributed to the ACHA or to other organizations exempt from General Income Tax, as described in Section 501 (c) (3) of the Internal Revenue Code.

APPENDIX:

NCCHA Executive Board Position Descriptions

The North Central College Health Association includes the following membership: US States of IOWA, MINNESOTA, NORTH DAKOTA, SOUTH DAKOTA, AND WISCONSIN; Canadian province of Manitoba and territory of Nunavut.

Requirements of Executive Board:

- Must be employed in college health in the state/province/territory represented by the nominee.
- Must be an individual member of American College Health Association (ACHA).

Expectations of Executive Board:

- Participates in scheduled NCCHA virtual meetings.
- Participates in planning and attends the NCCHA annual fall conference.
- Encouraged to participate in the national ACHA meeting.
- Participates in the development or review of NCCHA bylaws, policies, and business.
- Outgoing board members are expected to orient new board members in their new positions.

Selection of Executive Board:

- The current Executive Board will collect nominations and contact qualified members to develop a slate of nominees.
- The president will announce the nominations at the business meeting of the annual fall conference.
- The president will announce the results of the election following the annual fall conference/business meeting.
- All ACHA individual members and staff of ACHA member institutions are eligible to vote.
- A majority vote elects.

With Executive Board approval, NCCHA will pay for any administrative costs (e.g. printing, travel) incurred by an Executive Board member while representing or

conducting NCCHA business. These expenses are reimbursable by the Treasurer with appropriate record or receipt for the expense.

President

Description of Position:

- Notifies ACHA of newly elected NCCHA officers and returning executive board members.
- Serves as a voting officer on the NCCHA executive board.
- Is responsible for the general running of NCCHA.
- Schedules, chairs and presides at the NCCHA executive board meetings.
- Maintains an intact board.
- Keeps members informed on issues facing our organization.
- Presides at the annual NCCHA fall meeting.
- Appoints ad-hoc committees as needed (chairperson of each committee to be approved by the executive board).
- Administers any grant, scholarship, or award programs offered by NCCHA.
- Contact membership to solicit nominees for any grants, scholarships, or awards being offered by NCCHA.
- Receives grant applications and verifies the applicant institution is an ACHA/NCCHA member.
- Notifies recipients with a letter of congratulations and instructs the Treasurer to issue a check for the amount awarded.
- Recognizes grant, scholarship and award recipients at annual meetings.
- Works closely with the Annual Conference Planning Chair to ensure progress of the upcoming Annual NCCHA Conference.
- Contact membership for retirees and deceased members of NCCHA in order for these individuals to be recognized at the annual ACHA and NCCHA conferences.
- Represents NCCHA at the ACHA national conference:
 - Contacts membership concerning nominees for ACHA annual awards.
 - Attends appropriate leadership events.
 - Reserves a meeting space for NCCHA Executive Board meeting and NCCHA affiliate meeting at the ACHA annual conference. Arrangements for teleconferencing if needed.
- Sends a Summary Report of NCCHA's past year's activities to the ACHA Board of Directors by the Spring deadline.
- Continues to serve on the NCCHA Executive Board for one year as past president.

Selection:

Automatically moves from president-elect to president at the conclusion of the president-elect term.

Term:

The president serves a one-year term, but the person elected president-elect actually serves three consecutive one-year terms in the following sequence: president-elect, president, and past president.

See Requirements and Expectations for all Executive Board positions at the beginning of this appendix.

President-Elect

Description of Position:

- Serves as voting officer on the NCCHA Executive Board.
- Participates in NCCHA Executive Board meetings; chairs meetings in the absence of the president.
- Serves as assistant to the president.
- Attends appropriate leadership events at the ACHA annual meeting.
- In conjunction with the Annual Conference Planning Chair and with the approval of the Executive Board, this position drives the meeting place and date of the NCCHA Annual Conference that will occur during their term as President. The announcement of the Annual Conference location and dates should be made during the previous year's fall NCCHA Annual Conference.

Term:

The president-elect shall be elected for three consecutive one-year terms in the following sequence: president-elect, president, and past president.

See Requirements, Expectations, and Selection for all Executive Board positions at the beginning of this appendix.

Past President

Description of Position:

- Serves as a voting officer on the NCCHA Executive Board.
- Participates in NCCHA Executive Board meetings.
- Provides a supportive role to the president with regular contact.
- Provides a supportive role for the Annual Conference Planning Chair with regular contact.

Selection:

- Automatically becomes Past President at the conclusion of the one-year term as president.
- The Past President remains on the Executive Board for one year after serving one year as President. Upon completion of a past presidential term, is eligible for re-election to an Executive Board office after a period of two years. Any nomination to an ACHA role is independent of this restriction.

See Requirements and Expectations for all Executive Board positions at the beginning of this appendix.

Secretary

Description of Position:

- Serves as a voting officer on the NCCHA Executive Board.
- Maintains electronic google drive with minutes, agendas, applications, and official board documents during the time they are in office.
- Maintains archives of NCCHA history, important documents, and reports.
- Receives scholarship applications and processes applications following NCCHA Board Process for Scholarship Applicant Selection.
- Records minutes of meetings and shares them electronically in the Google Drive with Executive Board members.
- Posts updated Executive Board information and official documents to the NCCHA website.
- Responds to correspondence or initiates correspondence on behalf of the Executive Board as needed.
- Sends updated documents and information to web site contact at ACHA as needed.

Term:

The Secretary shall be elected to a three-year term and may be re-elected to serve one additional term.

See Requirements, Expectations, and Selection for all Executive Board positions at the beginning of this appendix.

Treasurer

Description of Position:

- Serves as a voting officer on the NCCHA Executive Board.
- Pays bills.
- Keep checking accounts balanced.
- Keeps financial records.
- Disperses funds to all NCCHA scholarship and grant recipients maintaining appropriate documentation of receipts.
- Disperses funds for Executive-Board-approved expenses for NCCHA board members.
- Presents an oral treasurer's report at each meeting or in written format if absent.
- Responsible for submission of an ACHA Affiliate Annual (un-audited) Financial Report for the reporting period, ending on December 31, to ACHA. ACHA provides the necessary reporting forms and instructions to the treasurer annually in November.
- Works closely with the NCCHA Annual Conference Planning Chair regarding financial needs.
- Represents NCCHA at the ACHA national conference by attending appropriate leadership events.

Term:

The Treasurer shall be elected to a three year term and may be re-elected to serve one additional term.

See Requirements, Expectations, and Selection for all Executive Board positions at the beginning of this appendix.

Membership Coordinator

Description of Position:

- Serves as voting officer on the NCCHA Executive Board.
- Works with ACHA Membership staff to maintain an accurate membership list and keeps updated copy in the shared google drive.
- Works collaboratively with the NCCHA Marketing and Communications Boardperson to update membership list and educate readers on NCCHA membership.
- Communicates with NCCHA members on membership questions and concerns and serves as liaison to ACHA and NCCHA Executive Board with issues.
- Collaborates with Members-at-Large to increase NCCHA membership by providing information on current and past membership.
- Executes other duties as assigned.

Term:

The membership coordinator/historian shall be elected to a three-year term and may be re-elected to serve one additional term.

See Requirements, Expectations, and Selection for all Executive Board positions at the beginning of this appendix.

Member-at-Large Position Description

There shall be one member-at-large from each of the five NCCHA member states and 2 member territories and terms for the position shall alternate (three states/1 province on one term cycle, 2 states/1 territory on alternating term cycle).

Description of Position:

Serves as voting officer on the NCCHA Executive Board.

- Represents members of post-secondary health services from designated state/province/territory at the NCCHA board meetings.
- Keeps constituents informed of actions of NCCHA Executive Board.
- Gathers information from post-secondary health services in specified states/province/territory to be published in the NCCHA newsletter.

- Assists in encouraging the formation of a network within a designated state/province/territory to enhance NCCHA membership and participation.
- Encourages schools in designated states/province/territory to become a united member of ACHA/NCCHA by paying annual dues.
- Submits names of colleagues within one's state/province/territory for nominee considerations or assigned responsibilities.
- Collaborates with Membership Coordinator and other Members-at-Large periodically regarding common issues and concerns.
- Coordinates and conducts one lunch-and-learn or other professional education/development opportunity per academic year of their term.

Term:

A Member-at-Large shall be elected to a two-year term and may be re-elected to serve one additional term.

See Requirements, Expectations, and Selection for all Executive Board positions at the beginning of this appendix.

Marketing and Communications

Description of Position:

Serves as a voting officer on the NCCHA Executive Board.

- Works closely with Annual Conference Planning Chair to develop materials:
 - Graphics/logo unique to that conference
 - Exhibitor/Sponsorship flyer
 - Day-of conference signage and printed materials
- Develops and publishes a semi-annual update ("newsletter") for membership – March and September.
 - Solicits articles for the updates from the NCCHA board members, NCCHA membership and ACHA.
 - Sends draft of update to president for approval before sending out to membership.

Term:

The Marketing and Communications board member shall be elected to serve a three year term and may be re-elected to serve one additional term.

See Requirements, Expectations, and Selection for all Executive Board positions at the beginning of this appendix.

NCCHA Annual Conference Planning Chairperson

Requirements for Position: this position must have the organizational skills necessary to facilitate committee work, delegate responsibility, and meet deadlines as set by the NCCHA and ACHA.

Description of Position:

- Appoints a planning committee that is representative of the various health professionals for whom the program is to be designed, selecting individuals from the following disciplines and/or other professional disciplines for continuing education credits to allow the broadest appeal to attendees:
 - Registered Nurse - at least one of them must hold a BSN or higher.
 - Physicians - one physician must be active in the planning process.
 - Health Educator - must be CHES.
 - May also consider psychologists, social workers, dietitian, and athletic trainers as planning committee members.
- Selects continuing medical education provider organization. Some examples of organizations that you may hire to provide CME credit include ACHA, University of Minnesota, Mayo Clinic, University of North Dakota.
- Submits completed application for continuing education credits following requirements of continuing education organization
- Arranges for minutes to be taken at the program planning meetings to document integral involvement of all program committee members.
- Works with the NCCHA treasurer regarding budget needs for planning.
- Obtains liability insurance when needed.
- Keeps the NCCHA Executive Board informed on progress of program planning by providing reports during board meetings and/or teleconferences. May also share planning committee minutes with the board members if desired.
- Completes post-program requirements, if any, of continuing education organization.
- Attends the affiliate program planning meeting at the annual ACHA conference, if in attendance, the planning year preceding the NCCHA annual conference for which he or she is responsible.
- Presents final report (including financial report) to NCCHA Executive Board at a board meeting following the conference.

- Acts as liaison for Annual Conference Planning Chairperson for the next annual NCCHA fall conference.

Term:

The program planner chairperson shall serve a one year term beginning at time of appointment until all reports and record keeping is finalized.

See Requirements, Expectations, and Selection for all Executive Board positions at the beginning of this appendix.

Student Representative

Requirements of Position:

- Currently enrolled as a full time student and either from an NCCHA member institution or registered as an ACHA individual member.
- Interested in the health field and has shown some special interest by serving as a health volunteer on a health board or similar activity.
- Has at least one year remaining before graduating. (For example: the earliest graduation date for a student elected in 2009 would be December 2010).

Description of Position:

- Serves as a voting member on the NCCHA executive board.
- Conducts the NCCHA student meeting held at the annual NCCHA fall conference when possible.
- Assists in establishing a network among the students in NCCHA member institutions.
- Represents the NCCHA at the ACHA annual meeting by attending and participating in the student meetings and activities.
- Is a student member of ACHA and, therefore, a voting member of the ACHA Students/Consumers Section.
- Conducts official responsibilities delegated by the ACHA Student Section.

Term:

The NCCHA student representative shall be elected for a one-year term and may be elected to serve up to two additional terms.

See Requirements, Expectations, and Selection for all Executive Board positions at the beginning of this appendix.