

# **Bylaws of the Rocky Mountain College Health Association**

Organized in 1971

Bylaws Revised February 2024

## **Article I- NAME**

The organization will be known as the Rocky Mountain College Health Association (RMCHA), a voluntary, non-profit affiliate in Region II of the American College Health Association (ACHA). RMCHA is composed of ACHA members residing or practicing in Colorado, Montana, Wyoming, and New Mexico. RMCHA has been incorporated in the state of Maryland since May 2008 as a 501(C) (3).

## **Article II - PURPOSE**

### **Section 1. Mission**

The mission of the Rocky Mountain College Health Association is to serve as a professional organization for those individuals and institutions in our region who promote and provide for the physical and mental health of the higher education community.

### **Section 2. Purpose**

The purpose and goals of the Rocky Mountain College Health Association are as follows:

- a. To serve the individual members of the ACHA 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.
- b. 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.
- c. To enhance channels of communication among members both locally and nationally.
- d. To support member recruitment and retention.
- e. To develop members for leadership roles.
- f. To be the recognized local organizational structure of ACHA

## **Article III – MEMBERSHIP, DUES, DISCIPLINARY ACTION, FISCAL YEAR**

### **Section 1. Individual Membership**

- A. Membership in RMCHA is automatic when an individual from the RMCHA jurisdiction joins ACHA as an individual member. Categories of individual membership are: (1) regular, (2) student, (3) associate, and (4) emeritus.

- 1) Regular Membership is open to anyone a) providing health services to students of an institution of higher education, or b) on the staff of an institution of higher education.
- 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) Associate Membership is open to anyone who is not eligible for regular membership.
- 4) Emeritus Membership is open to any individual member in good standing at the time of retirement provided the member has held such individual membership status in ACHA for at least five years immediately preceding retirement.

#### **B. Privileges.**

- 1) A regular member, upon payment of dues, is eligible to vote and hold office in RMCHA.
- 2) An associate member may neither vote nor hold office in RMCHA.
- 3) Emeritus members may, on payment of individual dues to ACHA, have the privileges of the class of membership to which they belonged prior to becoming emeritus. They may serve on the board, but not in an officer position.

### **Section 2. Dues**

RMCHA is a united affiliate member of ACHA. As a result, ACHA members within the jurisdiction of a united member affiliate receive concurrent membership in the affiliate organization at no additional cost. RMCHA receives a designated portion of the ACHA membership dues from members within the RMCHA jurisdiction.

### **Section 3. Disciplinary Action**

The Board of Directors may recommend to ACHA that disciplinary action, including suspension or expulsion, be taken against any member for misconduct or other activity that is detrimental to the objectives and purposes of the Association, or that is contrary to the reasonable rules and regulations established from time to time by the Board of Directors. No disciplinary action shall be recommended against any member until such member has been served with specific written charges and given thirty days to respond. Action will be taken based on a majority vote of the Board of Directors.

### **Section 4. Fiscal Year.**

The fiscal year for RMCHA is June 1 to May 31, to coincide with the academic year and the annual business meeting of the RMCHA at the ACHA conference.

## **Article IV - OFFICERS**

The Board of Directors is the chief operating body of the Rocky Mountain College Health Association, and as such, it develops procedures to implement the policies and activities of the Association. The Board of Directors is responsible for the full range of Association committee work. The Board of Directors has the authority to approve the expenditure of Association funds and solicit nominations for the awards of the Association according to established procedure.

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

#### **a. Officers**

The Board of Directors shall consist of the President, who shall be the presiding officer, President-Elect, Immediate Past President, Program Chair, Secretary, Treasurer, and three Members-at-Large. The Region II Representative for ACHA will be a member of the Board of Directors with voice but no vote. The states comprising the affiliate should each have at least one member on the Board of Directors.

#### **b. Terms of Office**

- (1) The President, President-Elect, and Immediate Past President shall serve for one year or until their successors are elected and assume office. The President-Elect shall assume the duties of President upon completion of their term.
- (2) The Secretary and Treasurer shall serve for one year or until their successors are elected and assume office.
- (3) Board Members-at-Large and the Program Chair shall serve for two years or until their successors are elected and assume office. Terms for Board Members-at-Large should be staggered so that no more than two terms will expire in a given year.

### **Section 2. Eligibility**

Each member of the Board of Directors must be individual regular members of ACHA and RMCHA. Members-at-large shall be non-student members of the Association who have demonstrated interest in the purpose of the Association.

### **Section 3. Election**

The Nominating Committee shall present a slate of nominees for President-Elect, Secretary, Treasurer, Program Chair, and Board Member-at-Large to active RMCHA members prior Officers shall be elected annually by a simple majority of votes by current RMCHA members.

#### **Section 4. Installation**

The Board of Directors and Officers of the Association shall assume their office following the annual meeting.

### **Article V - DUTIES OF OFFICERS**

#### **Section 1. President**

The President is the public representative of the RMCHA and chairs the Board of Directors. The President appoints members to standing and ad hoc committees. The President is responsible for assuring that committees execute their respective charges. The President reports on the Association's business to the Board of Directors of ACHA and addresses the Association at the annual meeting, providing a report on the activities of the Association. The President plans the Association's Board of Directors meetings and acts on behalf of the organization between meetings. This position is a one-year term.

#### **Section 2. President-Elect**

The President-Elect is a voting member of the Board of Directors and shall preside at meetings of the Association and the Board of Directors in the absence of the President. This position shall assume the duties of President upon completion of their term. This position is a one-year term, with a three-year commitment.

#### **Section 3. Immediate Past President**

At the conclusion of the one-year term of office as President, the Past President shall be a voting member of the Board of Directors for a term of one year. The Past President is responsible for providing advice and assistance to the President and will preside at meetings of the Association and the Board of Directors in the absence of both the President and the President-Elect.

#### **Section 4. Secretary**

The Secretary is a voting member of the Board of Directors and responsible for general correspondence of the Association, including minutes of all meetings, and for maintaining the files and historical records of the Association. This position is a one-year term and is eligible for re-election after completion of the term.

#### **Section 5. Treasurer**

The Treasurer is a voting member of the Board of Directors and shall oversee the collecting, accounting, and disbursing of all monies of the Association. The Treasurer is responsible for maintaining the accurate and current financial record of all transactions of the Association. The Treasurer shall arrange, in conjunction with the President and one other board member, a review of the financial records of the Association to be completed annually. The Treasurer shall deliver an annual finance report to the Association. This position is a two-year term and is eligible for re-election after completion of the term.

### **Section 6. Program Chair**

The Program Chair is a non-voting member of the Board of Directors and shall organize and plan all educational activities of the Association. This includes the budget, sponsorship, content, registration, and other logistics of any regional conference, educational meeting, or similar event offered by the Association. The Program Chair also chairs the Program Planning Committee. This position is a two-year term and is eligible for re-election after completion of the term.

### **Section 7. Board Members-at-Large**

There shall be three at-large members serving as voting members of the Board of Directors. They serve staggered two-year terms representing the general membership of the Association, and provide advice and input to the Board.

### **Section 8. Students**

One volunteer student member from each member institution in the region may serve as non-voting advisors to the Board of Directors, representing their college and university Student Health Advisory Councils or equivalent groups.

### **Section 9. Regional Representative - Region II**

The principal function of the Regional Representative is to provide a communication link between members and affiliates in their region and the leadership of the ACHA. Regional Representatives shall serve as official representatives of ACHA leadership at meetings of the RMCHA. Regional Representatives are responsible for presenting discussion items from RMCHA leadership and other members in their regions to the ACHA Board of Directors. The election of the Regional Representative is governed by ACHA bylaws.

The Regional Representative position is a non-voting, ad hoc member of the RMCHA Board of Directors, but this does not prohibit the Regional Representative from concurrently holding another position on the Board of Directors of the RMCHA.

### **Section 10. Executive Committee**

The voting members of the RMCHA Board of Directors comprise the Executive Committee. When circumstances dictate, the President, or ranking member of the board if

the President is absent, may call a closed meeting of the Executive Committee to discuss sensitive topics affecting the business of the RMCHA.

## **Section 11. Vacancies**

Vacancies in office which occur between annual meetings shall be filled as follows:

### **a. President**

If the office of President becomes vacant, the President-Elect shall assume this position for the remainder of the term and shall continue as President during the succeeding year.

### **b. President-Elect**

The office of President-Elect shall remain vacant until the next election cycle.

### **c. Other Officers**

The President will appoint a member to fill the vacancy, and the Board of Directors will confirm the appointment by majority vote within thirty days. The appointed officer will serve the remainder of the vacant term.

### **d. Member-at-Large**

If the position of Board Member-at-Large becomes vacant, the President will appoint a member to fill the vacancy, and the Board of Directors will confirm the appointment by majority vote within thirty days. The appointed officer will serve the remainder of the vacant term.

## **Article VI - ASSOCIATION EXPENSES**

Reimbursement of any expenses, other than those expenses defined specifically in the Bylaws, is subject to the approval of the Board of Directors. The President, in consultation with the Officers, has the authority to approve one-time, unexpected expenses up to \$1,000 to conduct the business of the Association. Expenses exceeding \$1,000 will require Board of Directors approval by majority vote.

### **a. Reimbursement of Board of Directors expenses**

Reimbursement of any expenses for members of the Board of Directors is subject to the approval of the officers of the Association by majority vote.

### **c. Reimbursement of Student Travel**

Consideration will be made for up to one student of member institutions to attend the ACHA or RMCHA annual meeting for up to half (1/2) of their air and/or ground

transportation, lodging, and per diem. Per-diem and lodging level of funding are to be established by the Officers of the Association.

**d. Reimbursement of Regional Representative**

RMCHA will cover lodging, meals, and transportation up to \$500 and waive the registration fee to attend an RMCHA regional conference or meeting. If the Representative is from our affiliate, we will pay for transportation to each affiliate meeting if requested. RMCHA will contribute \$350 annually for the Region II representative to attend the ACHA conference.

**e. Reimbursement of ACHA Representative**

RMCHA will cover lodging, meals, and transportation up to \$500 and waive the registration fee to attend an RMCHA regional conference or meeting. ACHA covers any additional expenses.

**f. Reimbursement receipts**

Receipts for expenses must support any request for reimbursement of expenses.

**Article VII - MEETINGS**

**a. Annual Meeting**

- (1) There shall be an annual business meeting of the Association at a time and place selected by the Board of Directors. The annual business meeting should be scheduled to coincide with the ACHA annual conference and the beginning of the new RMCHA fiscal year as detailed in Section 4 of these bylaws.
- (2) A quorum for the Board of Directors shall be a simple majority of the voting members present.
- (3) A regional affiliate conference, formerly known as the biennial meeting of the RMCHA, should be held at least once every two years. The primary goal of this conference is to provide education and networking opportunities for our members, as stated in these bylaws (Section 2). The Program Chair and Program Planning Committee are responsible for the planning and execution of this meeting. From time to time, the RMCHA may partner with other regional affiliates to conduct this conference.

**b. Quarterly Meetings of the Board of Directors**

- (1) Quarterly meetings of the Board of Directors may be held as deemed necessary by the Officers of the Association.

- (2) A quorum for the Board of Directors shall be a simple majority of voting members present.

## **Article VIII - COMMITTEES**

A variety of committees, Standing and Ad Hoc, carry out the work of the Association. The President appoints chairs and members of committees. All committees are responsible to the Board of Directors and reports are delivered at the annual meeting.

### **Section 1. Standing Committees**

#### **a. Nominating Committee**

The Nominating Committee consists of two members of the Board of Directors and one member from the general membership. The President appoints the Nominating Committee and its Chair yearly. The Committee will solicit nominations from the membership and prepare a slate for election at the annual business meeting.

#### **b. Program Planning Committee**

The Program Planning Committee is chaired by the Program Chair and composed of other members appointed by the President and Program Chair. The committee plans and executes the Association's biennial meeting and educational program.

#### **c. Bylaws Committee**

The Bylaws Committee is chaired by the President-Elect and composed of two additional members appointed by the President. The Bylaws Committee reviews the bylaws annually and submits a report to the President at least 30 days prior to the annual business meeting of the Association.

#### **d. Ad Hoc/Other Committees**

The President, with the approval of the Board of Directors, shall appoint such other committees as are needed to promote the affairs of the Association.

### **Section 2. Committee Vacancies**

In the event of the resignation of a committee member, the President appoints a person to fill the vacancy. The Board of Directors at its next regularly scheduled meeting will confirm this appointment by majority vote.

## **Article IX - RULES OF ORDER**

In the absence of any provision to the contrary in these Bylaws, the current edition of Robert's Rules of Order shall govern all meetings of this Association.



## **Article X - AMENDMENTS**

Amendments to these Bylaws may be adopted by two-thirds vote of eligible board members, provided that notice of any proposal shall have been presented to the board at least three weeks prior to the vote.

## **Article XI - DISSOLUTION OF ASSOCIATION**

Upon dissolution of the Association, all assets remaining after payment of debts or provision thereof shall be distributed to the American College Health Association or to other organizations exempt from federal income tax, as described in section 501(c)(3) of the Internal Revenue Code. The disposition of records or properties shall be decided in concert with ACHA.

Bylaws originally adopted: 1971

Amended 10/09

Amended 11/10

Amended 3/11

Amended 3/12

Amended 5/19