

Southern College Health Association (SCHA) Bylaws

ARTICLE I. Name

This organization, hereafter referred to as the Association, shall be known as the Southern College Health Association (SCHA), an affiliate of the American College Health Association (ACHA).

ARTICLE II. Mission

To represent and serve a diverse group of professionals who provide health services and programs to members of the higher education community: Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, Africa, and the Caribbean (including the Virgin Islands and Puerto Rico).

ARTICLE III. Membership

Membership shall consist of anyone who is an individual member of ACHA and resides in one of the states, territories or countries that compose the SCHA. Business relating to SCHA may be brought to the attention of the appropriate SCHA Committee, the SCHA Executive Board or the President by any member of SCHA.

ARTICLE IV. Dues

SCHA, as an affiliate of ACHA, receives a designated portion of the ACHA membership dues from members within SCHA. SCHA will charge no additional dues for its members.

ARTICLE V. Officers

Section 1. Officers and Terms of Office

- A. The Officers of the SCHA shall serve as the SCHA Executive Board. These officers are designated as President, President-Elect, Immediate Past President, Vice President, Secretary, Treasurer, Member(s) at Large, Conference Planner and Sunbelt Coordinating Member.
- B. The term of office for President, President-Elect, Immediate Past President, Member at Large, and Sunbelt Coordinating Member shall be one year or until successors are elected or adopted at the SCHA Annual business meeting that is held at the annual ACHA conference, and assume office as defined.
- C. The term of office for Secretary and Treasurer shall be two (2) years or until successors are elected or adopted at the SCHA annual business meeting and assume office as defined. The Secretary's term expires in even years, and the Treasurer's term expires in odd years.
- D. The Sunbelt Coordinating Member and the Conference Planner shall be appointed by the SCHA Executive Board. These individuals serve without a fixed term and may continue in their roles until they resign or are removed by the Board.

Section 2. Eligibility

Officers shall be an individual, regular, or emeritus member of the ACHA for their entire term of office.

Section 3. Election of Officers and SCHA Annual Meeting Host

Officers shall be elected or adopted by the individual members present at the SCHA Annual Conference business meeting, held at the ACHA annual meeting.

- A. The SCHA Nominating Committee will annually designate candidates for the following offices which will be filled automatically as follows:
 - 1. President will transition to Immediate Past President
 - 2. President-Elect will transition to President
 - 3. Vice President will transition to President-Elect
 - 4. Host of SCHA Annual Meeting two (2) years forward will become Vice President
 - a. If two (2) or more institutions agree to co-host a future SCHA Annual Conference, the decision makers from each institution will decide which one will take the lead role and become the Vice President.
 - b. If the Vice President is not in an Executive Director/Administrator's role of the host institution the AVP/EVP within the Vice President's portfolio must approve the institution's commitment to host. The designated appointee to serve on the SCHA Board should hold a leadership position within their department/division at their host institution.
- B. At the SCHA annual business meeting, an in-person election will be held for the following Officer positions. Election will occur by majority vote of the individual and student members in attendance at the business meeting. If no candidate achieves a majority with the first ballot, a second round of voting will commence to include the two highest vote recipients from the original round of voting.
 - 1. Members at Large
 - 2. Secretary
 - 3. Treasurer
- C. Nominations will be presented at the SCHA annual conference meeting, currently held in March, and additional nominations can be accepted from the floor at the time of elections.
- D. New officers will assume their responsibilities at the SCHA annual business meeting held at the annual ACHA Conference.
- E. The SCHA Executive Board will present to the membership during the annual business meeting the slate of officers for approval.
 - 1. Annually, the Nominating Committee will call for nominations of future Vice Presidents as appropriate to maintain five (5) years of hosts for the SCHA Annual Conference. Vice President Nominees must agree to host the SCHA Annual Conference and must be a member in good standing with ACHA. The Vice President nominee will provide a written commitment by his/her institution as a letter of intent to host the SCHA Annual Conference by December 31st of the nominated year, including a four (4) year commitment serving on the Board, as part of the nomination.
 - 2. Election will occur by majority vote of the individual and student members in attendance at the SCHA business meeting held during the annual ACHA Conference.
 - 3. The Vice President automatically succeeding to office shall be adopted by majority vote of the

individual and student members in attendance at the SCHA business meeting held during the annual ACHA Conference.

4. The Vice President will assume their responsibilities at the SCHA business meeting held during the annual ACHA Conference as appropriate to their year of commitment to host the SCHA Annual Conference two (2) years forward.

Section 4. Awards

- A. Annually, on behalf of the Nomination Committee, the Immediate Past President will call for nominations for awards. Deadlines for award nominations will be established in accordance with ACHA guidelines. The Nominating Committee will coordinate the awards nomination processes and select final award recipients.
 1. Election will occur by majority vote of the Nominating Committee.
 2. The SCHA New Professional Award will be reported to ACHA by the Immediate Past President, Chair of the Nominating Committee, according to ACHA's posted deadline.
 3. Recipients will be announced during the SCHA Annual Conference. Plaques will be obtained for SCHA award recipients. The New Professional award recipient will be recognized by ACHA during the annual awards ceremony held at the annual ACHA Conference.

Section 5: Duties

- A. The President
 1. Serves as Chair of the SCHA Executive Board.
 2. Serves as a voting member of the SCHA Executive Board.
 3. Serves as a voting member of the SCHA Nominating Committee.
 4. Appoints chairs of ad hoc Committees and/or Task Forces.
 5. Presides at Executive Board and Affiliate business meetings.
 6. Represents SCHA to ACHA (along with the regional representative), the media, and other organizations.
 7. Presents awards to recipients during the SCHA Annual Conference.
 8. Solicits agenda items for Executive Board meetings, affiliate meetings, the SCHA annual business meeting, and other meetings and approves final agendas for those meetings.
- B. The President-Elect
 1. Serves as a voting member of the SCHA Executive Board.
 2. Serves as a voting member of the SCHA Nominating Committee.
 3. Serves as Annual Conference Program Planning Committee Chair and as the primary contact and host for the annual conference program on behalf of his/her institution.
 4. Presides at official meetings of SCHA in the absence of the President.
 5. Initiates "Call for Programs" for the SCHA Annual Conference.
 6. Completes appropriate application processes on time to obtain official credit for the annual conference.
 7. Obtains official SCHA Executive Board approval for annual conference fees and contracts required to conduct the annual conference.
 8. Selects individuals to serve on the SCHA Annual Conference Program Planning Committee.

9. Presents to the SCHA Executive Board a complete financial statement in the required format of revenues and expenses incurred within 60 days of the closure of the SCHA Annual Conference.

C. The Treasurer

1. Serves as a voting member of the SCHA Executive Board.
2. Serves as a voting member of the SCHA Nominating Committee.
3. Maintains fiscal records for SCHA.
4. Prepares and presents an annual financial report to the SCHA Executive Board and Affiliate membership during the SCHA annual business meeting. Prepares and submits SCHA's fiscal budget and financial report to ACHA annually.
5. Ensures that all conflict-of-interest forms are completed annually by SCHA Executive Board Members and maintained with financial records.
6. Ensures that the affiliates' annual 990-EZ/990-N is complete through ACHA.
7. Maintains a current W-9 tax form for use when applicable by the SCHA Board for annual conference planning.

D. The Secretary

1. Serves as a voting member of the SCHA Executive Board.
2. Serves as a voting member of the SCHA Nominating Committee.
3. Maintains minutes of SCHA Executive Board and Affiliate business meetings as well as other called meetings.
4. Maintains organizational records for SCHA.
5. Prepares agendas for SCHA Executive Board and Affiliate business meetings.
6. Reviews and recommends SCHA Bylaws in compliance with ACHA Bylaws for SCHA membership approval.
7. Oversees SCHA website maintenance and serves as liaison with ACHA for web updates regarding SCHA.

E. The Immediate Past President

1. Serves as a voting member of the SCHA Executive Board.
2. Serves as Chair of the SCHA Nominating Committee.
3. Establishes and/or maintains criteria for awards.
4. Solicit and bring forward travel grant requests to the SCHA Executive Board for review and approval.
5. Initiates "Call for Nominations" for Officers and for award recipients.
6. Ensures processes are completed by designated deadlines.
7. Obtains plaques for outgoing President (President to Immediate Past President) and SCHA award recipients to be presented during the SCHA annual conference.

F. The Vice President

1. Serves as a voting member of the SCHA Executive Board.
2. Serves as a voting member of the SCHA Nominating Committee.
3. Supports duties of other SCHA Executive Board members as appropriate.

G. The Member(s) at Large

1. Serves as a voting member of the SCHA Executive Board.

2. Serves as a voting member of the SCHA Nominating Committee.
3. Assists the SCHA Executive Board with projects and issues that affect SCHA members as assigned by the President.
4. Serves as representative and spokesperson for the general members of SCHA.

H. The Sunbelt Coordinating Member

1. Serves as a voting member of the SCHA Executive Board.
2. Serves as a voting member of the SCHA Nominating Committee.
3. Hosts the Sunbelt Directors Meeting annually during their tenure as Sunbelt Coordinating Member.

I. The Conference Planner

1. Serves as a voting member of the SCHA Executive Board.
2. Serves as a voting member of the SCHA Nominating Committee
3. Assists the host school with:
 - Creating conference timelines
 - Continuing Education
 - Standing Sponsors
 - Recruiting Keynotes and Presenters
 - Program Planning
 - Conference marketing and communications

J. SCHA Board Members must avoid any relationships that may pose a conflict of interest between the SCHA Board members' fiduciary responsibilities and their role with the other entities, potentially compromising their ability to make decisions in the best interest of SCHA. All members of the SCHA Executive Board must annually complete and submit conflict of interest forms to the SCHA Treasurer for review and filing within the SCHA Board financial file. Forms are due by July 31st of each year.

K. One or more members of the SCHA Executive Board shall attend the ACHA affiliate meetings.

Section 6. Vacancies

Vacancies occurring between annual meetings shall be filled as follows:

- A. If the office of President becomes vacant, the President-Elect shall assume the office of President for the remainder of the term and shall continue as President for his/her regularly designated term of office. The office of President-Elect shall remain vacant until the next annual meeting when the Vice President assumes the President-Elect position.
- B. Vacancies in the Secretary or Treasurer offices shall be appointed by the SCHA Executive Board to serve until the next full voting cycle can occur.

ARTICLE VI. Boards and Committees

Section 1. SCHA Executive Board

The SCHA Executive Board will be responsible for the leadership of the Southern College Health Association. The SCHA Executive Board will meet at least annually or as necessary to conduct business for SCHA. Members of SCHA may request in writing to the President for the Executive Board to meet to address issues that may arise. Quorum for Executive Board meetings is the majority of positions filled. Meetings can take place in person and/or

virtually over platforms like Zoom, Google Meet and Microsoft Teams. Voting on business can also take place via email groups where Board member votes are shared with the entire Board utilizing Reply All.

Section 2. Annual Conference Program Planning Committee

The Annual Conference Program Planning Committee is a multidisciplinary body from the host institution including physicians/providers, nurses, health educators, administrators, psychologists, and members of other college health disciplines, as applicable. The charge of this Committee is to designate a meeting venue, arrange hotel and catering accommodations, develop marketing materials, handle registration, solicit sponsors and exhibitors, review program proposals, oversee financial matters, and develop a schedule of professional presentations and social activities for the annual conference. The Committee Chair must ensure all paperwork, documentation, applications, and continuing education unit (CEU) requirements are completed in a timely manner for the Annual Conference. All contracts executed on behalf of SCHA must be approved by the SCHA Executive Board prior to signing.

Section 3. Nominating Committee

The SCHA Nominating Committee includes all members of the Executive Board and will be chaired by the Immediate Past President. The Nominating Committee will annually call for nominations for officer positions that are scheduled for re-election. Officer nomination deadlines will be coordinated with the awards nomination deadline.

The Nominating Committee will annually call for nominations for awards. Deadlines for award nominations will be established in accordance with ACHA guidelines. The Nominating Committee will coordinate the awards nomination processes and select final award recipients.

Section 5. Ad hoc Committees/Task Forces

Ad hoc committees and/or task forces may be appointed by the SCHA President for specific issues as assigned.

Section 6. Other Events

Other events that represent and/or designate SCHA as a sponsoring party and utilize the SCHA tax exempt status must be approved by the SCHA Executive Board before the planning of those events. Upon approval, all funds generated, and expenses incurred from the event shall become the asset or liability of SCHA. Completed financial statements must be presented to the SCHA Executive Board in a required format within 60 days of the event closure.

ARTICLE VII. Meetings and Conferences

Section 1. Annual Conference

There shall be an Annual Conference supported by SCHA's members at a time and place approved by the SCHA Executive Board. The Annual Conference shall include, but not limited to, the professional program, a general meeting of the SCHA Affiliate Members, a business meeting of the SCHA Executive Board, and other required or suggested meetings as appropriate.

Section 2. Sunbelt Directors Meeting

There shall be an annual Sunbelt Directors and Administrators Meeting as selected by the majority vote of SCHA Executive Board the year prior. The selection will also include location and approximate dates. The Sunbelt

Coordinating Member of the SCHA Executive Board will be responsible for the leadership of the Sunbelt Directors Meeting. Funds generated or lost by the Sunbelt Directors Meeting shall become the asset or liability of SCHA. The SCHA Executive Board will conduct an extensive business meeting and retreat to plan and conduct the business of SCHA before or after the Sunbelt meeting.

ARTICLE VIII. Funding

Section 1. Fiscal Support

Fiscal support for SCHA will be derived from the following:

- A. Membership rebates from ACHA dues (annual)
- B. Registration fees required to attend the SCHA Annual Conference
- C. Registration fees required to attend the Sunbelt Directors Meeting
- D. Sponsorships from vendors
- E. Interest from Investments

Section 2. Registration Fees

Registration fees and other charges for the SCHA Annual Conference and the Sunbelt Directors Meeting shall be approved by the SCHA Executive Board prior to publication of the fees. The Board can approve a range of fees and charges. Fees and charges that are within 20% of the previously approved fees and charges do not need new approvals.

Section 3. Fiscal Calendar

For financial purposes, the fiscal year of SCHA is the calendar year (i.e., January – December).

ARTICLE IX. Amendments

Proposed amendments to these Bylaws may be submitted to the SCHA Executive Board for review and recommendation. Recommended changes will be presented to the membership via email at the same time as officer and awards nominations deadlines. Changes to these Bylaws will require a two-thirds majority vote by SCHA membership in attendance at the annual business meeting held at the annual ACHA conference and will be forwarded to ACHA for final adoption.

Proposed changes 06/2009

Proposed changes 07/2011

Proposed changes 07/2012

Proposed changes 01/2013

Proposed changes 08/2014

Proposed changes 07/2015

Proposed changes 08/2025

Revised 1988

Revised 1989

Revised 1993

Revised 1999

Revised 2007

Revised 2008

Revised 2012

Revised 2013

Revised 2015

Revised 2016
Revised 2026