



SOUTHWEST COLLEGE HEALTH ASSOCIATION

Bylaws

Amended, January 2010, September 2013

Article I. Name

This association shall be known as the Southwest College Health Association (SWCHA) an affiliate of the American College Health Association (ACHA), a non-profit organization. SWCHA is comprised of the member states of Arkansas, Louisiana, Oklahoma, and Texas. International: Central America, South America, and Mexico

Article II. Mission

The Southwest College Health Association is a multidisciplinary college health organization that supports professionals who provide health and wellbeing services, educational programs, and support academic success for higher education communities. As a regional organization, SWCHA facilitates professional development, collaboration, and leadership cultivation within its membership.

Article III. Purpose

1. To serve the individual members of the association as the infrastructure for making geographically local/regional connections among multidisciplinary college health professionals.
2. 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.
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 regional/local organizational structure of ACHA.



Article IV. Membership

Membership will be open to anyone who is an individual member of ACHA and has a relationship with college health services in the SWCHA regional affiliate area. . Each member will have privileges of membership in accordance with ACHA Bylaws, Article III.

Individual membership categories shall be: (a) Regular, (b) Student, (c) Associate, and (d) Emeritus

Article V. Executive Board of Directors

Section 1. Purpose

The Executive Board of Directors is the chief operating body of the Southwest College Health Association, and as such, it develops procedures to implement the policies of the association as established by the voting membership. The Board shall transact the business of the affiliate in the interim between meetings, at all SWCHA scheduled meetings, and shall present a report at the Annual Meeting.

Article VI. Officers

Section 1. Officers

- a. The Officers of the Southwest College Health Association (SWCHA) that constitute the Executive Board of Directors shall be:
 - President,
 - President Elect,
 - Immediate Past President,
 - Treasurer,
 - Secretary,
 - 1 State Representative Member-at-Large from each affiliate state (Arkansas, Louisiana, Oklahoma , and Texas) for a total of 4 members-at-large
 - 1 State Representative Member-at-Large Elect from each affiliate state (Arkansas, Louisiana, Oklahoma , and Texas) for a total of 4 members-at-large elect
 - In the event that any affiliate state is unable to elect both a State Representative member-at large and member-at-large elect, each state should have at least 1 representative



- b. Officer positions with expired terms will be elected each year prior to the ACHA annual meeting during a designated SWCHA meeting (virtual or in person) and will take office at the SWCHA affiliate meeting held during the ACHA annual meeting.
- c. The election meeting will be announced to the SWCHA membership at least 6 weeks prior to the chosen election meeting date to allow for nominations.

Section 2. Terms of Office

- a. The officers of President Elect, President, and Immediate Past President are one-year terms each and are held as a 3-year succession
- b. The Treasurer will serve a two-year term and may serve multiple terms if nominated and re-elected due to the complex nature of changing over the management of bank account records and documents.
- c. The secretary will serve a one-year term.
- d. The terms of office for the affiliate states State Representative Member-at-Large and State Representative Member-at-Large Elect shall be one year each served in succession.
- e. For any of these terms of office if successors are not elected at an annual meeting; if the current officer is willing to serve an additional term or until a successor is elected and assumes office this is allowable.

Section 3. Eligibility

Each of the officers shall be in an active ACHA member from the SWCHA affiliate region during their entire term of office.

Section 4. Nominating Committee

- a. The Nominating Committee shall be composed of:
 - Immediate Past-President
 - State Representative Members-at-Large from each affiliate state (4 in total).
- b. The committee shall present a slate of nominees for the Vice President, Secretary, Treasurer, and State Members-at-Large Elect for each state, based on term expirations.



- c. The committee shall communicate Executive Board of Director vacancies with the membership and solicit nominations through a variety of means to ensure maximum opportunity to nominate to serve. This process should be initiated at least 6 weeks prior to the expected voting process.

Section 5. Elections

- a. The President Elect, Secretary, and State Representative Members- at- Large Elect shall be nominated and elected annually. The Treasurer shall be nominated and elected every two years. Upon completion of his/her term, the President-Elect shall assume the office of President and the President shall assume the office of Immediate Past President.
- b. Nominations may be made from the floor at the designated election meeting to fill any slate vacancies. Officers will be elected by a majority of those members present and voting. In the event no candidate has a majority after the first ballot, a second round of voting will occur between the two candidates with the most votes in the first round.

Section 6. Duties

The duties of the officers shall be those described below and any other duties the voting assembly may deem appropriate.

President: The President shall serve as the presiding officer of the Executive Board of Directors . The President shall appoint all committees not otherwise provided in the by-laws and will serve as an ex-officio member of all committees except the Nominating Committee. The President shall address the business meeting attendees at the annual SWCHA affiliate meeting during the ACHA conference to provide a report on the activities of the board.

Immediate Past President: The Immediate Past President shall be a member of the Executive Board of Directors and will chair the Nominating Committee.

President Elect: The President-Elect shall preside at meetings of the affiliate and the Executive Board of Directors in the absence of the President. The President-Elect shall assist in the program planning for the annual meeting. *The President Elect will work closely with the President on all affiliate initiatives in preparation for assuming the role of President.*

Treasurer: The Treasurer shall prepare the SWCHA budget reports and provide to the President prior to each scheduled affiliate meeting. The annual budget of the affiliate must be approved



by the Executive Board of Directors. The Treasurer shall deliver an annual financial report to the membership at the affiliate business meeting(s) during the ACHA annual meeting .

Secretary: The Secretary shall record minutes of all business meetings of the Executive Board of Directors and meetings open to the general membership. The meeting minutes shall be transcribed and provided to the Executive Board of Directors within 1 week of any meeting to review. Meeting minutes will be stored in the designated affiliate platform and can be provided to membership upon request. If the Secretary is unable to attend the meeting to record minutes the President shall appoint someone to assume the recording of meeting minutes.

State Representatives Member at Large and Member at Large Elect : Affiliate states of Arkansas, Louisiana, Texas, and Oklahoma shall have (2) representatives each who will serve one-year successive terms each as a members of the Executive Board of Directors. The Member at Large and Member at Large Elect serve as liaisons between SWCHA board and affiliate members for their state. They will serve as a point of contact as well as provide resources for affiliate members to connect with other college health professionals within the SWCHA affiliate. They will assist to coordinate and communicate to their state membership any scheduled virtual meetings held for affiliate membership during the year. They will work to engage affiliate members with the ACHA Connect platform and other resources offered through ACHA.

Section 7. Vacancies

Vacancies in offices 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.
- b. The office of President Elect shall remain vacant until the next annual meeting.
- c. Vacancies in all other offices shall be appointed by the President with a majority agreement from the Executive Board of Directors. .

Article VII. Meetings

Section 1. Frequency

- a. The SWCHA Executive Board of Directors should meet at least quarterly and more often as needed or designated by the President.



- b. One or more members of the Executive Committee shall attend the affiliate leadership meeting with the ACHA Board of Directors during the annual ACHA meeting.
- c. An annual meeting of the Executive Board of Directors and a separate meeting of the SWCHA affiliate will be held during the ACHA annual meeting or (if necessary) designated at an alternate time following the annual meeting
- d. At the annual SWCHA affiliate meeting, members shall receive a copy of the agenda, budget report, and any other pertinent materials. Meeting minutes shall be made available to all officers and any member who requests a copy within two weeks after the meeting. Should the annual meeting not occur, all pertinent documents shall be made available to the SWCHA membership through a process determined by the Executive Board of Directors.

Section 2. Quorum

At all business sessions or called meetings of the Southwest College Health Association (SWCHA), those members present and eligible to vote shall constitute a quorum.

Article VIII. Committees

Section 1. Composition

A variety of committees, standing or ad hoc, may be appointed to support the work of the Association. The President, with the approval of the Executive Board, may appoint special committees needed to carry out the mission of the Affiliate. All appointments are non-voting positions.

Section 2. Committee Reports

Any committee chairs shall make an annual written report to the Executive Board of Directors not later than thirty (30) days before the Annual Meeting.

Article IX. Finance

Section 1. Dues

SWCHA 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. SWCHA receives a designated portion of the ACHA membership dues from members within the SWCHA jurisdiction.

Section 2 Expense Reimbursement

- a. Reimbursements for any expense must have a receipt or invoice for payment.
- b. All expenses must be approved by the President and Treasurer prior to disbursement of payment.
- c. The Executive Board of Directors may propose a designated reimbursement amount for travel to the annual ACHA meeting for any current officer and this will be voted upon by the Board of Directors annually based on budget and available funds. This goal of this is to support the affiliate members who are serving in volunteer leadership positions as a benefit of holding an Executive Board of Directors position.

Section 3. Registration Fees

The Executive Board of Directors shall determine any set registration fees for scheduled regional meetings of the Southwest College Health Association (SWCHA).

Article X. Parliamentary Authority

In the absence of any provision to the contrary of these bylaws, all meeting of this association shall be governed by the current edition of Robert's Rules of Order, Newly Revised.

Article XI. Amendments

- a. This voting membership shall have the authority to amend the bylaws of the Southwest College Health Association (SWCHA) at any annual meeting; a two-thirds affirmative vote of the members present, and voting shall be necessary for adoption.
- b. Proposed amendments must be published to the membership at least 30 days prior to the vote.
- c. An amendment of the bylaws outside of the annual meeting will require the suggested changes to be published to the affiliate membership for a 30-day comment period and then a virtual vote can be held at a designated meeting that is announced to the full affiliate membership.



Article XII. Dissolution of Organization

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