

American College Health Association
Students/Consumers Section

Rules of Governance

Article I

Name

This organization shall be known as the Students/Consumers Section of the American College Health Association (ACHA) and hereinafter may be referred to as the Section.

Article II

Purpose

The purpose of this Section is to represent the interests of junior college, community college, college, and university students at the undergraduate and graduate levels as consumers of health care as well as to assist student health oriented organizations.

Article III

Membership

Membership in this Section is open to any student interested in its purpose and qualified for Section membership in accordance with the ACHA Bylaws

Article IV

Officers

Section 1

1.1 The officers of the Section shall be a chair, chair-elect, and a secretary, each to serve for a term of one year. No officer shall serve more than one term in the same office. The chair-elect will have automatic succession to the office of chair in the Section. Only persons who are individual student members of ACHA in good standing shall be eligible to hold office in the Section. All officers must be a student/consumer as outlined in Article III of the ACHA Bylaws during their term of office. Officers of the Section shall assume their duties at the close of the last business session of the annual meeting at which they were elected.

1.2 It is the duty of each officer to become familiar with his/her duties, perform these duties to the best of his/her ability, have the support of his/her institution to hold an elective office of the Section, act in accordance with the governance and structure of ACHA, and work with the outgoing officer to expedite the transition of leadership.

1.3 Section officers shall be responsible for the development and execution of various programs for the promotion of the ACHA Students/Consumers Section.

1.4 Terms of all Section officers shall be from the ACHA Annual Meeting to the following ACHA Annual Meeting, and until their successors have been elected and installed.

Article IV

Section 2. The duties of the Chair shall be the duties of a presiding officer along with duties that may be prescribed by ACHA. Duties include:

1. Act as the chief executive of the Section and serve as the Chair of the Executive Committee of the Section.
2. Preside at Section business meetings and executive committee meetings of the Section.
3. Serve, with the assistance of the Chair-Elect, as annual meeting program planner.
4. Serve as a student representative to the ACHA Board of Directors and attend all Board of Directors' meetings during his/her year of service.
5. Serve as Section representative to the ACHA Voting Assembly.
6. Fill any necessary positions, such as Parliamentarian, Sergeant At Arms, and Marshal, by appointment during his/her tenure as Chair.
7. Direct the affairs and execute and formulate programs and projects beneficial to the Section.
8. Submit a written annual Section report to ACHA
9. Appoint chairs to standing committees and appoint ad hoc committees and their chairs.

Section 3. Duties of the Chair-Elect:

1. Assist the Chair as needed in the performance of his/her duties.
2. Preside at meetings in the absence of the Chair.
3. Succeed to the power and duties of the Chair if a vacancy occurs in that office during the course of the year.
4. Provide assistance to the Chair in planning the annual program of the Section as well as execute other duties as deemed necessary by the Chair and ACHA.
5. Prepare the Section Newsletter for distribution to the Section Membership following all rules and guidelines as set forth by ACHA and the Section Chair.
6. Serve as a student representative to the ACHA Board of Directors and attend all Board of Directors' meetings.
7. Serve as a Section representative to the ACHA Voting Assembly.

Section 4. Duties of Secretary:

1. Perform the usual duties of this office in accordance with the Section Chair and ACHA.
2. Record and keep accurate and annual meeting proceedings of the Section.
3. Prepare minutes for distribution to the Section membership.
4. Assist the Chair and the Chair-Elect in any administrative tasks involving programs and projects pursued by the Section.
5. Maintain accurate records in a proper and efficient manner.
6. Maintain and distribute an accurate and complete directory of the Section membership.
7. Serve as a contributor to the Section Newsletter
8. Serve as a designated representative to the ACHA Voting Assembly.

Article V

Other Section Leaders

Section 1. Affiliate Representatives

- 1.1 An ACHA Affiliate organization may designate or elect a student to serve as their Affiliate Representative to the ACHA Students/Consumers Section. Affiliate Representatives shall serve on the Executive Committee of the Students/Consumers Section. The Affiliate Representative serves as a spokesperson for both the ACHA Affiliate and the ACHA Students/Consumers Section. The ACHA Affiliate organization will determine the selection process and the term of the Affiliate Representative. Affiliate Representatives should develop a good working relationship with the Section Chair, Section Officers, the Section Ambassadors within their affiliate, and students of their affiliate in order to enhance communication and student interest within their affiliate. The Affiliate Representative should submit an annual report of affiliate student activities to the Section Chair prior to the ACHA Annual Meeting.
- 1.2 Affiliate Representatives must be current members of their affiliate and the ACHA

Section 2. Section Ambassadors

- 2.1 In consultation with appropriate Student Affiliate Representatives and Affiliate leaders, the Section Chair will appoint Section Ambassadors to serve as liaisons between the Section Chair and other officers, the Student Affiliate Representatives, and schools in their respective state or jurisdiction. Ambassadors will be appointed by the Section Chair to serve in “at-large” positions on behalf of the Students/Consumers Section. There shall be no more than two per state or jurisdiction with a maximum of three Section Ambassador At-Large positions.
- 2.2 Duties of this positions:
 - a. Survey schools within their state or jurisdiction to determine the type of student health organization that exists on their campus.
 - b. Offer information to schools establishing or maintaining a student health-oriented group.
 - c. Promote the programs and projects of the Students/Consumers Section within their state or region.
 - d. Assist the Affiliate Representative to develop goals and plans for student affiliate activities and projects.
 - e. Communicate regularly with the Student Affiliate Representative and the Section Chair on future goals, plans, and ideas to benefit their state or jurisdiction.
 - f. Assist the Affiliate Representative and Section Officers in the performance of their duties.
 - g. Prepare and submit two timely reports (deadlines designated by the Section Chair) to the Affiliate Representative, designated Affiliate Officer, and Section Chair on progress made and results of projects in their service area.
 - h. Respond to inquiries and requests regarding ACHA Students/Consumers Section from student members, Student Affiliate Representatives, Section Officers, Affiliate Officers, ACHA Officers, ACHA Administrative staff, and institutions within their state or jurisdiction.
 - i. Promote the benefits of membership in the ACHA Students/Consumers Section to potential students. Ambassadors are urged to work in a collaborative effort to enhance communication, organization, leadership, and goodwill for the Students/Consumers Section and ACHA

Article VI

The Executive Committee

Section 1. The Executive Committee shall consist of the officers, the Student Affiliate Representatives, and the Ambassadors At-Large. Sole and complete executive power shall be vested in this committee to serve as the general managing, supervisory, and administrative body of the Section.

Section 2. The Executive Committee shall be responsible for advancing the purposes of the Section and for developing policy suitable to these purposes.

Section 3. The Executive Committee shall evaluate and make recommendations on projects to be undertaken by the Section. If approved by the Section membership, these projects shall be implemented in accordance with the Bylaws of the ACHA

Section 4. The Executive Committee shall act on behalf of the Section when a decision is needed immediately and a meeting of the entire membership is not expedient.

Article VII

Section Committee

1.1 Standing Committees

Standing Committees of the Section shall include: Policy and Purpose, Membership, Planning, and Health Awareness Programs.

1.2 Ad hoc Committees

The Chair, in consultation with members of the Executive Committee, shall appoint ad hoc committees as needed to further the goals of the Section. These committees shall be dissolved by the Chair, with approval of the Executive Council. Membership on ad hoc committees is generally one year, with reappointment possible.

Article VIII

Annual Meeting

There will be an annual meeting of the Section during the annual meeting of the ACHA. Any number of Section members present at any time of the annual meeting shall constitute a quorum.

Article IX

Finances

Monies needed to carry out functions of the Section are to be obtained from the ACHA or by special assessments determined by the ACHA Board of Directors.

The chair(s) of committee(s) needing funds for mailings or special project(s) shall consult the Section Officers and the Executive Committee of the Section for approval and submit a statement of anticipated expenses.

When the request has been approved, the Section Chair shall present the request to the ACHA Board of Directors.

Committee chair(s) shall not incur expenses until approval has been given and funds have been granted by the ACHA.

Article X

Elections

Section 1. Candidates wishing to run for offices must complete an application at the time of the annual meeting (available from the section chair) indicating their intent and qualifications. The Executive Committee will review all applications, interview candidates if necessary, and decide whether these candidates are qualified to run for office. Nominations may be taken from the floor for candidates whose applications have been approved by the Executive Committee.

Section 2. Voting shall be conducted by written secret ballot at the annual business meeting of the Section.

Section 3. All members of the Section may vote in all business affairs of Section interest with the exception of the annual elections where an equal representative body of member institutions will be utilized for that purpose. Two delegates per school (i.e., perhaps the SRMI; one other individual selected by caucus of the institution) shall be entitled to have voting privileges in electing Section officers on behalf of the other student members from their institution. All other members shall have the privilege of making motions, seconding, voting on motions, and governing all business transactions requiring a ballot.

Section 4. The Section Chair, in consultation with the Executive Committee, shall appoint Section members in good standing to fill vacancies which occur between annual meetings. Such appointments shall be for the remainder of the unexpired term without right to succession to office.

Section 5. In the event of an officer's resignation at the time of an annual meeting, a special election will be held at the business session with nominations accepted by the usual Section procedures. If the Section Chair resigns, the Section Chair-Elect will assume the position of Chair.

Article XI

Officer's Removal

Section 1. The Executive Committee with the consent of the Section Advisor has the power to remove any elected Section Officer who, in their judgment, does not perform as he/she should satisfactorily, or whose conduct is unbecoming or detrimental to the advancement of the Section and ACHA. A three-fourths vote comprised of the Executive Committee and the Section Advisor is required to remove any elected officer from his/her office of the Section. In the event that the Section Chair is dismissed, the Section Chair-elect would assume the position of Section Chair.

Section 2. The Chair in consultation with the members of the Executive Committee reserves the right to dismiss any appointed officer or committee member who he/she has appointed that in his/her judgment has not performed satisfactorily.

Article XII

Revisions

Section 1. Proposed changes to these Rules of Governance shall be presented to the membership of the Section not later than the first business meeting of the Section at the annual meeting, and may be adopted at any annual meeting if approved by two-thirds of those present and voting.

Section 2. These Rules of Governance shall at all times be consistent with the Bylaws of ACHA. Changes which may be necessary because of change in the Bylaws of ACHA will be made at once by the Section Executive Committee and announced to the membership at the annual business meeting of the Section.

These Rules of Governance of the ACHA Students/Consumers Section were revised and approved by the Section membership present at the 74th ACHA Annual Meeting in New Orleans on June 2, 1997 with the following officers presiding: Charles L. Kyte III, Section Chair; Shanetha Murray, Section Chair-Elect; Patricia Pozo, Section Secretary; Joel Reid, Immediate Past Section Chair, and acting Sergeant At Arms; Tony Teresi, acting Parliamentarian.