

Amended, January 2010

**Article I. Name**

This association shall be known as the Southwest College Health Association (S.W.C.H.A./SWCHA) an affiliate of the American College Health Association (A.C.H.A./ACHA). SWCHA is comprised of the member states of Arkansas, Louisiana, New Mexico, Oklahoma, and Texas.

**Article II. Purpose**

**The mission of the Southwest College Health Association (SWCHA) is:**

**1) To serve the individual members of the Association 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.**

(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 local organizational structure of ACHA.

**Article III. Membership**

Individual membership categories are regular, associate, student, and emeritus. Upon payment of ACHA membership dues, each individual member shall have privileges of membership in accordance with ACHA Bylaws, Article III.

**Article IV. 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.

**Article V. Officers**

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

The Officers of the Southwest College Health Association (SWCHA) shall be President, President

Elect, Immediate Past President, Secretary-Treasurer, and Historian. These officers constitute the Executive Committee. The terms of office for the President, President Elect, Immediate Past President and Historian shall be one year or until successors are elected and assume office. The Secretary-Treasurer shall serve a two year term or until successor are elected and assume office.

Should the annual SWCHA meeting merge with the annual ACHA meeting, officers will serve 1.5 years or until the next affiliate meeting. See attachment 1 for example.

***Section 2. Eligibility***

Each of the officers shall be an individual regular member from the affiliate region during the term of office.

***Section 3. Election***

Officers shall be elected by the regular, individual and student members. The president, president elect, and historian shall be nominated and elected annually and the secretary-treasurer 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.

The nominating committee, chaired by the Immediate Past President, shall prepare and publish a slate of nominations at least six weeks prior to the commencement of the voting process. The voting process shall commence at least one month prior to the beginning of the annual meeting. The initial voting process shall conclude at least two weeks prior to the beginning of the annual meeting. If no candidate has a majority of votes cast, a second round of voting shall commence to include the two highest vote recipients from the initial round of voting. The second round of voting, if needed, shall conclude prior to the beginning of the annual meeting. Election results shall be announced during the annual meeting.

***Section 4. 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 Committee and the 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 to provide a report on the activities of the Executive Committee.

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

*President Elect:* The President-Elect shall preside at meetings of the Association, the Executive Committee and the Board of Directors in the absence of the President. The President-Elect shall assist in the program planning for the annual meeting.

*Secretary-Treasurer:* The Secretary-Treasurer shall prepare the SWCHA budget report. The annual budget of the affiliate must be approved by the Executive Committee. The Secretary-Treasurer shall deliver an annual financial report to the membership at the annual meeting.

*Historian:* The Historian shall coordinate and maintain a consistent, systematic narrative of past events as relating to the Southwest College Health Association including archival materials, photographs, historical documents, and unpublished manuscripts such as personal diaries and letters.

*State Representatives:* Arkansas, Louisiana, New Mexico, Texas and Oklahoma shall have one representative who will serve a two year term as a member of the Board of Directors. The President, upon assumption of office, appoints the state representatives. The state representatives provide linkage between the regional organization and his/her state.

***Section 5. Vacancies***

Vacancies in offices occurring between annual meetings shall be filled as follows: 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. Vacancies in all other offices shall be appointed by the Executive Committee.

***Section 6. Installation***

The officers of the Southwest College Health Association (SWCHA) shall assume their duties during the last business meeting at the annual affiliate meeting.

***Section 7. Meeting***

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.

**Article VI. Board of Directors**

***Section 1. Purpose***

The 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.

***Section 2. Function***

The Board of Directors shall oversee all SWCHA committee work. The Board may create ad hoc committees and task forces as it deems necessary to assist in carrying out its functions. The Board of Directors is responsible for initiating and concluding such activities as are appropriate to the interest of the Association.

***Section 3. Composition***

The Board of Directors shall consist of the President, who shall be the presiding officer, the President-Elect, the Immediate Past President, the Secretary-Treasurer, Historian, the State Representatives from

Arkansas, Louisiana, New Mexico, Oklahoma and Texas, and two student affiliate representatives (Defined in Article VII). Student members of the Board of Directors must be student members of the Association during their entire term on the Board. All other members of the Board of Directors must be regular individual members of the Association during their entire term as a member of the Board

## **Article VII Student Affiliate Representatives**

### ***Section 1. Purpose***

The purpose of the Student Affiliate Representatives is to provide a vehicle by which the interests of both student members and non-members of SWCHA can play an active role in the formulation of programming, the development of relevant college health issues, the promotion of the welfare and health of students at higher education institutions, and to provide linkage between the student membership of SWCHA, the officers of SWCHA, and the national organization's Student/Consumer Section. The Student Affiliate Representative will assist the SWCHA officers in the planning of student programming at the annual conference and act as the official student representative for SWCHA for the Student/Consumers Section of the American College Health Association.

### ***Section 2. Eligibility***

The Student Affiliate Representatives shall be from a recognized college or university within the affiliate and not employed as a “professional” or “civil service” employee at the health service.

### ***Section 3. Selection***

The President and President-Elect each will nominate one student. The Board of Directors shall consider and approve the nominations. Vacancies may be filled through the consensus of the Board of Directors.

### ***Section 4. Term of Office***

The Student Affiliate Representative shall assume office upon approval by the voting membership on the last business meeting of the annual conference at which they were nominated and approved. The term shall be one year or until her/his successor is selected and assumes office.

### ***Section 5. Duties***

The Affiliate Student Representative shall facilitate student involvement in SWCHA, serve on the Board of Directors, and represent SWCHA student members in the Student Consumer’s Section of ACHA.

### ***Section 6. Vacancies***

Should the office of affiliate student representative become vacant between terms, the President shall appoint eligible persons to serve out the remainder of the term, subject to the approval of the Board of Directors.

## **Article VIII Committees**

### ***Section 1. Composition***

A variety of committees, standing and ad hoc, carry out the work of the Association. The President shall appoint chairs and members of committees from the individual, student and emeritus members of SWCHA.

### ***Section 2. Ad Hoc Committees***

The Board of Directors is charged with establishing and monitoring a variety of ad hoc committees, which include task forces, representing activities of major interest to the Association. Membership on ad hoc committees is generally one year, with reappointment possible.

### ***Section 3. Committee Reports***

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

## **Article IX. Meeting**

### ***Section 1. Frequency***

There shall be an annual meeting at a time and place selected by the Board of Directors, and may be held in conjunction with the ACHA annual meeting. Special meetings may be called as deemed necessary by the Board of Directors.

### ***Section 2. Quorum***

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

### ***Section 3. Registration Fees***

The Board of Directors shall determine registration fees for all meetings of the Southwest College Health Association (SWCHA).

### ***Section 4. Materials***

All members shall receive a copy of the agenda, previous meetings minutes, budget, and any other pertinent materials. Minutes shall be made available to all officers and any member who requests a copy within two weeks after the meeting. Should the annual not occur, all pertinent documents shall be made available to the SWCHA membership.

## **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**

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. Proposed amendments must be published to the membership at least 30 days prior to the vote.

**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.