

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 to 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, Secretary, Treasurer, Vice President, Member at Large, 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 Conference business meeting 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 Conference business meeting and assume office as defined.

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.

- A. The SCHA Nominating Committee will consist of the SCHA Executive Board and be chaired by the Immediate Past President. The 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 Sunbelt Directors Meeting one (1) year forward will become Sunbelt Coordinating Member
 5. 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 Executive Director/Administrator must approve the institutions commitment to host.
- B. At the SCHA Annual Conference business meeting, an 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 on the first ballot, a second round of voting will commence to include the two highest vote recipients from the original round of voting.
 1. Member at Large
 2. Secretary
 3. Treasurer
- C. Nominations will be accepted from the floor at the time of elections.
- D. New officers will assume their responsibilities at the business meeting of the SCHA Annual Conference business meeting.
- 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 be in agreement 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 as part of the nomination.
 2. Election will occur by majority vote of the individual and student members in attendance at the business meeting held during the SCHA Annual 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 Annual Conference business meeting.

4. The Vice President will assume his/her responsibilities at the business meeting of the SCHA Annual Conference as appropriate to his/her year of commitment to host the Annual Conference two (2) years forward.

Section 4. Awards

- A. Annually, the Nomination Committee 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 business meeting of 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 dinner held at the ACHA annual 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 business meeting of the SCHA Annual Conference.
8. 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 Annual Conference.
9. Solicits agenda items for Executive Board meetings, the annual SCHA 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 carry out the annual conference.
8. Selects individuals to serve on the SCHA Annual Conference Program Planning Committee.

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 business meeting of the Annual Conference.
5. Prepares and submits SCHA's fiscal budget and financial report to ACHA annually.
6. Ensures that all conflict of interest forms are completed annually by SCHA Executive Board Members and maintained with the financial records.

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. Initiates "Call for Nominations" for Officers and for award recipients.
5. Ensures processes are completed by designated deadlines.
6. Obtains plaques for outgoing President (President to Immediate Past President) and SCHA award recipients to be presented during the Affiliate business meeting of 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 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 one year forward.
 4. Assists the SCHA Executive Board with projects and issues that affect SCHA members as assigned by the President.
 5. Serves as representative and spokesperson for the general members of SCHA.
- I. SCHA Board Members must avoid any relationships that may pose a conflict of interest to the membership at large. Officers must annually complete and submit conflict of interest forms to the SCHA Executive Board for Review. The forms will be maintained on file by the SCHA Secretary / Treasurer.
- J. One or more members of the SCHA Executive Board shall attend the affiliate leadership meeting with the ACHA Board of Directors during the annual ACHA conference meeting.

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.
- B. Vacancies in all other offices shall be appointed by the SCHA Executive Board to serve until the next annual meeting.

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.

Section 2. Annual Conference Program Planning Committee

The Annual Conference Program Planning Committee is a multidisciplinary body including physicians, nurses, health educators, administrators, psychologists, and members of other college health disciplines, as applicable. The charge to 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, handle 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.

Section 3. Nominating Committee

The SCHA Nominating Committee will consist of the SCHA 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 business 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.

ARTICLE VIII. Funding

Section 1. Fiscal Support

Fiscal support for SCHA will be derived from the following:

- A. Registration fees required to attend the SCHA Annual Conference
- B. Registration fees required to attend the Sunbelt Directors Meeting
- C. Sponsorships from vendors

- D. Membership rebates from ACHA dues
- 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.

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 at the annual meeting by SCHA membership and will be forwarded to the American College Health Association for final adoption.

Proposed changes 6/09
Proposed changes 07/2011
Proposed changes 07/2012
Proposed changes 01/2013
Proposed changes 08/2014
Proposed changes 07/2015

Revised 1988
Revised 1989
Revised 1993
Revised 1999
Revised 2007
Revised 2008
Revised 2012
Revised 2013
Revised 2015
Revised 2016