

**BYLAWS OF THE HEALTH SERVICES ASSOCIATION
CALIFORNIA COMMUNITY COLLEGES**

**ARTICLE I
NAME**

The name of this Association shall be the Health Services Association California Community Colleges (HSACCC).

**ARTICLE II
PURPOSE**

The purpose of this Association shall be to enhance student success by the support and promotion of quality health service programs throughout the California Community College system by:

- A. Establishing professional qualifications and program standards within the college health setting.
- B. Providing consultation, leadership and support for health services programs.
- C. Promoting and facilitating continuing education for health services professionals.
- D. Monitoring legislation that affects health services in California Community Colleges.
- E. Promoting communication and support between health services professionals in California Community Colleges.
- F. Conducting research and publishing.

**ARTICLE III
MEMBERSHIP**

Section 1. Classifications

- A. Regular Member (Institutional/Individual) – Dues as set by Article IV. Open to health care professionals who are responsible for student health services in a California Community College.
 - 1. Shall be entitled to one vote, no institution may cast more than one vote.
 - 2. Regular members from each institution shall determine the voting delegate prior to each vote.
- B. Associate Member (non-voting) – Dues as set by Article IV. Once the institution is represented, any additional health care professional working in the health services setting may join the organization as an associate member
- C. Emeritus (non-voting) – no dues. Granted by the organization upon individual member's retirement.
- D. Honorary (non-voting) – no dues. For distinguished contribution to the aims of the organization. Requires appointment and approval of the Executive Board.

Section 2. Termination of Membership

- A. Written notice of resignation sent to the Recording Secretary.
- B. Failure to pay dues.

- C. Revocation of membership, for cause, by a two-thirds (2/3) vote of the Executive Board. Written charges shall be given in a timely manner to the member who then has the right to appear before the Executive Board for a review of the charges. If the member does not exercise this right, termination shall become effective on the date set for review of charges.

Section 3. Discipline of Members and Officers

- A. Test vote of trust: Vote of confidence or no confidence of the current membership.
- B. Good of the Order: Allows any regular member to voice complaints, suggestions and constructive criticism in a good faith attempt to rectify wrongs according to disciplinary procedures in the most current edition of Robert's Rules of Order.
- C. Censure: Procedure as described in the most current edition of Robert's Rules of Order.

ARTICLE IV MEMBERSHIP DUES

Section 1. Dues structure

- A. Dues shall be determined by a two-thirds (2/3) vote of the eligible voting members present at the annual meeting.
- B. Dues for associate members shall be one-third (1/3) the dues of regular members.
- C. Dues are due and payable at the beginning of each fiscal year on July 1.
- D. Dues shall be considered delinquent on November 1. When dues are delinquent, the member's name shall be dropped from the membership list, and the member will lose all rights and privileges of membership.
- E. Dues may be collected at any time to accept new eligible members.

ARTICLE V OFFICERS AND DUTIES

Section 1. Eligibility To Hold Office

- A. Any regular member in good standing is eligible to hold office in the Association.

Section 2. State Executive Office

- A. The President is the executive officer of HSACCC and succeeds from the President-Elect position.

Section 3. Elected Officers

- A. Elected officers of the Association shall include, but not be limited to, President, President-Elect, Recording Secretary, Corresponding Secretary, Treasurer, Past President and two Area Representatives.

- B. Region Representatives shall be elected within each region, 1-10.

Section 4. Appointed Officers

- A. Appointed officers, nominated by the President with approval of the Executive Board, may include but are not limited to Chairs of Task Forces and Chairs of the following standing committees: Communication, Bylaws, Legislative, Research, Conference, Budget and Finance, and Ad Hoc committees as decided by the membership.

Section 5. Executive Board

- A. The Executive Board shall be comprised of the Association's state-elected officers.
- B. The Chair of the Annual Conference shall be an ex-officio non-voting member of the Executive Board.

Section 6. Officers and Their Duties

- A. President
 1. Presides as the executive officer of the Association and represents its interests at official functions.
 2. Serves as official spokesperson/representative to pertinent statewide meetings.
 3. Communicates matters of interest and concern to the membership through the region representatives, website, listserv or other available means.
 4. Plans, organizes and prepares agendas for all Association meetings.
 - a. Expedites Association business in every way compatible with the rights of members and in accordance with current Robert's Rules of Order.
 - b. Authenticates, by signature, all acts, orders and proceedings of the Association, declaring its will and, in all things, obeying its government.
 - c. Appoints a presiding officer in the event that she/he cannot preside.
 5. Appoints ad hoc committees and/or task forces.
 6. Serves as an ex officio member of all committees.
 7. Is one of the official signatories for checks for the Association
 8. Prepares the Association's annual report.
- B. President-Elect
 1. President-Elect is the beginning of a three year commitment, commencing with President-Elect, and succeeding to President and then to Past-President.
 2. Supports/assists the President in her/his role.
 - a. Presides as President ex officio in the event the President is temporarily unable to serve.
 3. Ensures the efficient and effective function of the standing committees, ad hoc committees, and task forces, providing leadership as required.

4. Performs, along with the Bylaws chair and committee, an annual review of the Association Bylaws to ensure currency of content.
 - a. Makes certain each officer and committee member has a current copy of the bylaws, or access through the Association website.
 5. Reviews responsibilities and supports all appointed officers in their respective duties.
 6. Serves as an official signatory of checks for the Association.
 7. Acts as Chair of the Nominating Committee.
 8. Represents the Association as directed by the President.
- C. Recording Secretary
1. Maintains the official records of the Association.
 2. Records minutes at all meetings of the entire Association.
 - a. Collects meeting agenda from President for distribution to the membership.
 - b. Maintains attendance records for meetings.
 - c. Compiles and disperses minutes to the membership.
 - d. Receives and maintains minutes of standing committees, ad hoc committees and task forces.
 3. Maintains documentation to comply with provider requirements for continuing education.
 4. Acts as official historian for the Association.
 5. Represents the Association as directed by the President.
- D. Corresponding Secretary
1. Is responsible for all official organizational correspondence under the direction of the Executive Board with the exception of the annual conference.
 2. Notifies state organizations of annual change of officers.
 3. Maintains general correspondence of the organization.
 4. Is responsible for hospitality, including special recognition.
 5. Is Board liaison to the Communication Committee.
 6. Notifies officers and committee members of their election or appointment.
 7. Represents the Association as directed by the President.
- E. Treasurer
1. Receives, deposits and issues receipts for all incoming funds for the Association.
 2. Disperses funds for all approved Association expenses.
 3. Is responsible for all bank accounts of the Association.
 4. Maintains official membership roster of the Association.
 5. Files Federal and State Income Tax returns and other official documentation as required by law.
 6. Prepares financial reports for all official Association meetings.
 7. Arranges for an outside financial review of official records at change of treasurer, or at least every 2 years.
 8. Represents the Association as directed by the President.
- F. Past President
1. Acts as a consultant, advisor and mentor to current President.

2. Facilitates current President's transition to office, and acts as a resource person to her/him.
 3. Forwards all relevant records and correspondence to current President.
 4. Acts as official parliamentarian for meetings of the Association.
 5. Represents the Association as directed by the President.
- G. Board Area Representatives
1. One Area Representative shall be elected by regular members from Regions 1 – 5, and one Area Representative shall be elected by regular members from Regions 6 – 10 to represent their respective regions.
 2. Attend all official meetings and participate in all votes and activities of the Executive Board.
 3. Act as liaison between the Executive Board and region representatives.
 4. Represent the Association as directed by the President.
- H. Region Representatives
1. Elected by regular members in each region.
 2. Assume responsibility for the mentoring of new health service coordinators within their region.
 3. Collect and transmit, in person or by fax, written and signed proxies for their region.
 4. Chair any region meetings as needed.
 5. Inform region members of information received from the state officers.
 6. Act as liaison between their Area Representative and health services in their region.

ARTICLE VI

EXECUTIVE BOARD AND ITS DUTIES

Section 1. Composition

- A. The Executive Board shall be comprised of the President, President Elect, immediate Past President, Recording Secretary, Corresponding Secretary, Treasurer and two elected Area Representatives.
- B. The Annual Conference Chairperson shall be an ad-hoc, non-voting member of the Executive Board.

Section 2. Powers and Duties

- A. The Executive Board shall:
 1. Ensure that the purposes as stated in the bylaws of the Association are carried out in an orderly and legal manner. (Charter, 1969)
 2. Develop and recommend policies and resolutions to the membership.
 3. Manage and execute the business of the Association.
 4. Approve budget allocations limited to the purposes of the Association.

ARTICLE VII
MEETING AND QUORUM

Section 1. Meetings

- A. The Association shall meet at least twice annually, with one annual meeting at the time and place of the annual conference.
- B. Sites, dates and times of the Association's meetings shall be determined by the Executive Board.
- C. Notice of the Association's meetings will be distributed to members at least thirty days before the scheduled meeting.
- D. The agenda for meetings will be planned by the President or their designee. Agenda items will be sent to the President.

Section 2. Special Meetings

- A. Special meetings may be called by the President or at the request of five regular members of the Association.
- B. The membership and/or committee members shall be notified of special meetings in a timely manner.

Section 3. Executive Board meetings

- A. The Executive Board shall meet at least twice a year; once at the time and place of the Annual Meeting with additional meetings as called by the President.
- B. Executive Board special or closed meetings may be called at the discretion of the President or any member of the Executive Board.
- C. An Association planning retreat shall be convened at least once annually following the election of officers.

Section 4. Quorum

- A. A quorum at Association meetings shall be fifty percent plus one of eligible voting members.

ARTICLE VIII
STANDING AND AD-HOC COMMITTEES AND THEIR DUTIES

Section 1. Standing Committee/Ad-Hoc Committee Chairpersons and Membership

- A. Standing Committee/Ad-Hoc Committee chairpersons are appointed by the President and approved by the Executive Board.
- B. Committee members are appointed by the chairpersons and/or may volunteer for service.
- C. The President is an ex officio member of all committees except the Nominating Committee.

Section 2. Duties of Members of Standing/Ad-Hoc Committees

- A. Members of standing/ad-hoc committees are to discharge the specific responsibilities of that committee.

Section 3. Duties of Standing Committees

- A. Nominating Committee
 - 1. Responsible for presenting a slate of nominees for elective office to the membership at the annual meeting.
 - 2. Responsible for notifying the membership of election results.
- B. Legislative Committee
 - 1. Provides leadership in legislative matters as they affect health services.
 - 2. Reports to the membership on all pertinent legislation on the international, national, state and local levels.
 - 3. Serves as liaison from the Association to appropriate legislative individuals and bodies.
- C. Communication Committee
 - 1. Coordinates on-line publications.
 - 2. Responsible for the updating of the HSACCC web page.
 - 3. Coordinates the HSACCC electronic communication.
 - 4. Responsible for the HSACCC directory.
- D. Bylaws Committee
 - 1. Reviews Association bylaws on an annual basis for currency and accuracy and recommends changes to the membership.
- E. Research Committee
 - 1. Is responsible for official surveys and other research on behalf of the membership at the direction of the Executive Board.
 - 2. Analyzes and reports results of research.
- F. Annual Conference Committee
 - 1. Responsible for the program and arrangements for the annual conference.
 - 2. In even years, committee will be comprised of members and chair from regions 1-5; in odd years, from regions 6–10.

ARTICLE IX NOMINATIONS AND ELECTION

Section 1. Nominating Committee

- A. The Nominating Committee consists of the President-Elect, one regular member chosen from Regions 1-5, one regular member chosen from Regions 6-10, and one regular member chosen at large.
- B. Nominating Committee members will be elected by the membership at the preceding annual meeting.
- C. Officers shall be nominated in the following order: President-Elect yearly; Corresponding Secretary in odd years; Recording Secretary in even years; Treasurer in odd years; Two Area Representatives, one in even years, one in

odd years. Slate of nominees for office will be sent to the membership by the President-Elect at least 30 days before voting at the annual meeting.

Section 2. Elections

- A. A slate of nominees for office will be presented to the membership at the annual meeting.
- B. Nominations will be accepted from the floor prior to the election.
- C. Elections are conducted by written ballot at the annual meeting.
- D. An individual may serve only two (2) consecutive terms in each elected office with the exception of regional representatives.

ARTICLE X TERM OF OFFICE AND VACANCIES

Section 1. Term of Office

- A. The term of office for the President is one year.
- B. The term of office for the President-Elect is one year.
 - 1. President-Elect shall succeed to the presidency at the end of his/her term.
- C. The term of the immediate Past President is one year.
- D. The term of office for the Recording Secretary is two years.
- E. The term of office for the Corresponding Secretary is two years.
- F. The term of office for the Treasurer is two years.
- G. The term of office for the Board Area Representatives is two years.
- H. The term of office for Region Representatives is two years.
- I. Each retiring officer shall deliver to his/her successor all materials pertaining to the office prior to the Association planning retreat.

Section 2. Filling Vacancies

- A. In the event of a vacancy of any office, the Executive Board shall fill the position within thirty (30) days by appointing a regular member to fill the remaining term.
- B. Standing committees/Task Forces/Ad Hoc committees
 - 1. A vacancy in the chair of the above committees is reported to the President who appoints a new chairperson.
 - 2. The chair of the above committees shall select new committee members in the event of vacancies.

ARTICLE XI BENEFITS AND DISSOLUTION

Section 1.

No part of the property or funds of this Association shall inure to the benefit of any individual member or person.

Section 2.

In the event of the dissolution of this organization, all funds and property of the organization shall be donated to a charitable organization as determined by a two-thirds (2/3) vote of the voting membership present.

ARTICLE XII
PARLIAMENTARY AUTHORITY

The current edition of *Robert's Rules of Order* shall govern the Association in all cases in which they are applicable, and in which they are not inconsistent with these By-laws and any special rules that may be adopted by the Association.

ARTICLE XIII
AMENDMENTS

Section 1. By-Laws

- A. By-laws may be adopted or amended by the Association by a two-thirds (2/3) affirmative vote of eligible voting members.
- B. Announcement of proposed changes must be sent to the membership at least thirty (30) days before proposed voting time.

Section 2. Standing Rules

- A. Standing Rules may be adopted or amended by the Association by a simple majority vote of eligible voting members at any scheduled meeting.

Approved by the membership December 15, 2005