

STUDENT CHAPTER OF THE AMERICAN COLLEGE OF HEALTH CARE ADMINISTRATORS

MODEL BYLAWS

ARTICLE I

Section 1: Name

The name of this chapter is the (college/university) Student Chapter of the American College of Health Care Administrators.

Section 2: Purpose

The purposes upon which the Student Chapter is organized are as follows:

- a. To promote the development of knowledge, positive attitudes and ethical principles in long-term care administration education.
- b. To provide a vehicle for constructive student involvement, recognition and representation in the profession of long-term care administration.
- c. To develop an association with the local ACHCA Chapter to enhance academic and career opportunities.
- d. To inform members, potential members and others in the community of the purposes of the American College of Health Care Administrators' goals, programs, and benefits, and reasons for advancing in status within the College - this Student Chapter thereby being a mechanism to exemplify and encourage pride in the profession of long-term care administration.
- e. To provide faculty and students in long-term health care administration a forum for professional dialogue.

Section 3: Program

The purpose of this chapter shall be furthered through programs such as seminars, projects, and other activities.

ARTICLE II

The (college/university) Student Chapter of the American College of Health Care Administrators shall serve as an official chapter of the College in appropriate matters as prescribed by the College,

and shall be subject to the guidelines. (Appendix A) of the College as they may be published from time to time.

ARTICLE III

Section 1: Eligibility

MEMBERSHIP- Any students enrolled full- or part-time in degree-seeking long-term care programs as defined by the (college/university) shall be eligible for membership in the (college/university) Student Chapter of the American College of Health Care Administrators. Student members of the (college/university) Student Chapter must also hold Student membership in ACHCA.

Section 2: Dues

Annual dues for members in the Student Chapter shall be determined by the Student Chapter membership in accordance with ARTICLE V. Dues for Student membership in ACHCA shall be determined by the ACHCA Board of Governors.

Section 3: Responsibility

Student members shall adhere to ACHCA policies and published standards, including the Code of Ethics and the National Standards of Practice for Long-Term Care Administrators.

Section 4: Termination of Membership

Membership in the Student Chapter shall be terminated automatically if:

- a. The member does not meet criteria established in ARTICLE III, Sections 1 and 3.
- b. The member fails to pay dues to ACHCA and the Student Chapter, if the latter are assessed.

ARTICLE IV

The Chapter shall have a minimum of two meetings during the academic year, one being the annual spring meeting at which election of officers will take place. Other meetings may be called as requested by the President. Minutes of all meetings are to be sent to the ACHCA National Office within thirty (30) days of the date of the meeting.

ARTICLE V

Student members defined in ARTICLE III are eligible to vote in matters brought before the Student Chapter. A quorum for matters submitted for a vote, except by-laws changes or amendments, shall be a majority of the members in attendance.

ARTICLE VI

Section 1: Composition and Election of Officers

The officers of the Chapter shall be President, Vice-President, Secretary and Treasurer, or Secretary/Treasurer. A slate of candidates should be made available to members 30 days prior to officer elections. Officers shall be elected from a quorum of the membership, as indicated in ARTICLE III, Sections 1 and 2. Officers will be elected for the following academic year at the annual meeting held during the spring quarter or semester.

Section 2: Duties

- a. President- The President shall call and preside over all meetings, appoint all committees, serve as ex-officio member of all committees, and designate duties not provided in the bylaws.
- b. Vice-President_ The Vice President shall perform all duties of the President in the event of his/her absence and carry out other duties as assigned by the President.
- c. Secretary - The Secretary shall handle all correspondence between membership, the National Office, the local Chapter and other student chapters and prepare reports, as designated by the President.
- d. Treasurer - The Treasurer shall be responsible for all monies received and spent by the Student Chapter, which includes dues and Chapter expenditures? Disbursements shall require the authorization of the Treasurer and one other designated officer.

Section 3: Terms of Office

Chapter officers shall be elected for a period of one year. In the event of a vacancy in the office of Vice-President, Secretary, or Treasurer that occurs within the year, the President shall appoint a member to complete the term. If the President cannot complete his/her term, the Vice-President will assume the Presidency until the annual election of officers.

ARTICLE VII

The (college/university) Student Chapter must have one Faculty Advisor from (college/university), and one ACHCA liaison from the (state) ACHCA Chapter.

Section 1: Faculty Advisors

The Faculty Advisor shall be a member of the (college/university) faculty and hold membership in ACHCA. The Faculty Advisor shall provide guidance and support to the Student Chapter officers in planning and implementing the Student Chapter's meetings, programs and projects. The Faculty Advisor may receive release time if deemed appropriate by the (college/university), but will not receive compensation for this activity from ACHCA.

Section 2: Chapter Liaison

The ACHCA Chapter Liaison shall be appointed by the President of the ACHCA Chapter. The ACHCA Chapter Liaison shall serve as a resource to the Student Chapter in matters related to professional development as a long-term care administrator.

The Faculty Advisor and Chapter Liaison are expected to attend all meetings of the Student Chapter.

ARTICLE VIII

Amendments of the Bylaws of the (college/university) Student Chapter of the American College of Health Care Administrators may be acted upon at the annual spring meeting upon written petition of 25% of the membership, or upon unanimous recommendation of the officers. Notice of proposed amendments shall be provided to members not less than thirty (30) days prior to the annual spring meeting. Proposed amendments to the bylaws must be approved by a two-thirds majority to the members of the Student Chapter through written ballot during the annual spring meeting or via mail ballot as determined by the governing rules of the Student Chapter.

ARTICLE IX

Robert's Revised Rules of Order shall constitute the parliamentary authority in all matters not covered by the American College of Health Care Administrators guidelines and bylaws of the (college/university) Student Chapter of ACHCA.

ARTICLE X

The (college/university) Student Chapter may be dissolved according to the following procedures:

- a. A petition for dissolution signed by 51% of the members and presented to the officers not less than sixty (60) days prior to the annual spring meeting.
- b. All members must be notified by mail at least 30 days prior to the meeting that the petition has been filed and will be acted upon at the annual spring meeting.
- c. The petition for dissolution must be approved by written ballot by two-thirds majority of the members present at the annual spring meeting.
- d. In the event of dissolution of the (college/university) Student Chapter of the American College of Health Care Administrators, the Faculty Advisor will forward the financial records of the Chapter, including a (college/university) approved accounting of all funds collected or held by the Chapter. Any remaining monies in the Chapter treasury will be forwarded to ACHCA within sixty (60) days of the dissolution of the Student Chapter and become the property of ACHCA with disposition determined by the ACHCA Board of Governors.

APPENDIX A

AMERICAN COLLEGE OF HEALTH CARE ADMINISTRATORS GUIDELINES FOR ACHCA/STUDENT CHAPTERS RELATIONSHIPS

1. THAT the Student Chapter establishes an effective relationship with the state ACHCA Chapter President and coordinate activities with the assistance of the President as appropriate.
2. THAT the Student Chapter request that the state ACHCA Chapter President appoint a Chapter Liaison to the Student Chapter.
3. THAT the Student Chapter requests the appropriate university or college academic program to appoint a Faculty Advisor to the Student Chapter.
4. THAT ACHCA requires that members of the Student Chapter shall also be Student members of ACHCA. The list of Student Chapter members is to be forwarded to the National Office of ACHCA at least once a year.
5. THAT ACHCA authorizes the use of its name and logo by the Student Chapter in conjunction with the designation "ACHCA Student Chapter."
6. THAT ACHCA encourages professional linkage of the Student Chapter with alumni associations and state and regional associations concerned with long-term health care delivery.
7. THAT the state ACHCA Chapter shall provide speakers to the Student Chapter when travel opportunities and proximity to the Student Chapter permit.
8. THAT student chapters may be requested to conduct special studies for ACHCA.
9. THAT ACHCA assumes no financial, administrative, or legal responsibility for collecting for student chapters. Student chapters may levy their own dues; the responsibility for collecting those dues is the responsibility of the student's chapters. National student dues are to be paid directly to ACHCA.
10. THAT the student chapters shall submit a copy of their bylaws to the ACHCA Bylaws Committee, and such bylaws shall be subject to approval by the National Bylaws Committee.