

Proposed changes
Revised 8/98

ILLINOIS SCHOOL HEALTH ASSOCIATION
CONSTITUTION

ARTICLE I. NAME AND STATUS:

Section 1. Name: The name of this organization shall be the Illinois School Health Association, Incorporated.

Section 2. Status: The Illinois School Health Association shall be a constituent of the American School Health Association and the Executive Secretary, or designated representative, shall be a member of the American School Health Association Constituent Organization and a member of the Board of Directors.

ARTICLE II. PURPOSE AND FUNCTIONS

Section 1. Purpose: The purpose of the Illinois School Health Association is to promote the health and the well-being of school aged youth through the development of comprehensive school health programs. These programs provide learning experiences for the youth, his or her family, so that the individual becomes capable of intelligently directing his or her own health behavior.

- a. This purpose is accomplished in the school setting through organized programs in health education, school health services, and healthful school environment.
- b. An additional purpose is to form a cooperating support system among members of the various professional disciplines in the field of school health.

Section 2. Functions: The functions of the association include the following.

- a. To be advocates, as a group and as individuals, for school health programs of the highest quality in Illinois schools.
- b. To serve as a consulting and coordinating agency for all segments in the administration of school health programs, (health instruction, school health services, and healthful school environment).
- c. To act as a liaison between individuals and health organizations, and educational institutions and professional associations to better utilize all community resources in addressing the health problems of youth.

- d. To make recommendations and/or resolutions on all phases of school health programs to appropriate individuals and governing bodies.
- e. To encourage recruitment and employment of well qualified professionally prepared persons in the field of school health.
- f. To encourage the collaboration of all individuals and agency representatives interested in school health for the enhancement of experiences maintenance of interest, and the cultivation of understanding and support for each other.
- g. To recognize, through appropriate awards, individuals and groups who have made outstanding contributions to school health in Illinois.

ARTICLE III. MEMBERSHIP

Section 1. Membership in the Illinois School Health Association shall be designated as professional members, student members, and organization members.

- a. Professional. Persons occupationally engaged in one or more aspects of the school health program or any persons who are interested in school health and support the purpose and the functions of this association.
- b. Student. Full-time students enrolled in a professional preparation program (related to the purpose and functions of this association) in an institution of higher learning in the State of Illinois.
- c. Organization. Any health related agency, institution, educational group, business, industry, or society who supports the concept of comprehensive school health programs.

Section 2. Privileges All professional and student members are eligible to vote and hold office. All members will receive publications and communications of the association.

Section 3. Dues for all classes of members shall be set by the executive board and are payable within 30 days after notification.

Section 4. The membership and fiscal year shall begin on October 1 and end the following September 30.

ARTICLE IV. GOVERNANCE

Section 1. The business of the association shall be conducted by the executive board.

Section 2. The executive board shall have full power and authority over all affairs of the association as specified or implied by the Constitution

+Section 3. The executive board shall consist of the following individuals:

- a. The elected officers-president, president-elect, immediate past-president, treasurer, and recording secretary
- b. Four elected councilors
- c. The appointed executive secretary, serving ex-officio with full voting privileges.

Section 4. The duties of the executive board shall include the following:

- a. Establish policies for the association.
- b. Appoint the executive-secretary.
- c. Review and approve the budget, allocate funds, and establish fund raising procedures.
- d. Establish standing committees, ad hoc committees and all other structures of the association and approve all members of these committees as recommended by the president and president-elect.
- e. Provide an advocacy for the development and improvement of comprehensive school health programs in Illinois.
- f. Approve individuals and agencies to receive association awards upon recommendations of the Awards Committee and/or president.
- g. Effect changes in the association's constitution.
- h. Fulfill other duties as specified or implied in the constitution.

Section 5. Meetings. The executive board shall meet during the annual convention and at least one other time during the year. All board meetings shall be called by the president.

Section 6. Five voting members of the executive board shall constitute a quorum.

ARTICLE V. OFFICERS AND ELECTION

Section 1. Officers. The officers of the association shall consist of the president, president-elect, immediate past-president, treasurer, recording secretary, and executive secretary. A president-elect shall be elected each year and serve consecutive terms as president and immediate past-president. The treasurer and recording secretary shall be elected for a two year staggered term.

Any professional or student member in good standing is eligible for councilor ship and shall be elected for a two year term at the annual convention. Councilor terms shall be staggered so that two councilors are elected each year.

Section 2. Terms of Office. All terms of office begin at the conclusion of the annual convention and extend through the next convention (approximately one year later) except for multi-year terms of office. Any Board Member who misses two consecutive, unexcused board meetings has demonstrated significant cause for dismissal from the board. An unexcused absence is defined as failure to notify the Board President of the absence.

Section 3. Election. The election of officers will be conducted by written ballot, prepared by the nominating committee. The nominating committee consists of the immediate past-president, who serve as chairperson and four (4) members.

The committee shall prepare a slate of candidates for each office - one or more candidates for president-elect, treasurer, recording secretary and two council seats.

Election of officers shall be by plurality of the votes cast by the membership. Ballots shall be mailed to members not less than forty-five (45) days before the expiration of the existing terms.

A member may vote by returning the ballot by the due date on the ballot.

Section 4. Presidential Vacancy. In the event of a vacancy in the office of the president, the president elect shall become the president for the remainder of the unexpired term. At the conclusion of this term, the acting president shall then assume his or her regular term in the presidency.

Section 5. Other Vacancies. In the event of a vacancy in an office other than the president, the president shall appoint (with the approval of the executive board) a member to fill the unexpired term.

ARTICLE VI. DUTIES OF OFFICERS

Section 1. President The president shall be the chairperson of the executive board and perform the following duties:

- a. Preside at all meetings of the executive board
- b. Guide and direct the activities of the association.
- c. Serve as spokesperson for the association.
- d. Appoint chairpersons and members of all ad hoc committees.
- e. Present an annual report at the business meeting.
- f. Serve as chairperson of the annual convention committee.
- g. Appoint additional voting members to the American School Health Association Board of Directors in the event that the Illinois School Health Association qualifies for additional member.

Section 2. President-Elect. The president-elect shall assist the president in guiding and directing the activities of the association. Specific work includes:

- a. Assume the duties of the president in his/her absence.
- b. Serve as chairperson of the constitution/bylaws committee.
- c. Appoint the members and chairpersons of all standing committees except where chairpersons are specified by virtue of offices held. These appointments should be made one month prior to the annual meeting.
- d. Serve as an ex-officio (non-voting) member of all standing committees.
- e. Provide the mechanisms for evaluating the annual convention.

Section 3. Immediate Past-President. The immediate past-president shall be available to the president for counsel. Additional duties include:

- a. Serve as chairperson of the awards committee. ~~The chairperson of the awards committee shall be an appointed position.~~

- b. Maintain an up-to-date officers manual and file of committee operating codes
- c. Serve as chairperson of the nominating committee

Section 4. Treasurer. The treasurer shall work for the association in the following ways

- a. Accurately record all receipts and expenditures.
- b. Disburse funds according to the action of the executive board.
- c. Present a written report of income and disbursement at the annual business meeting.
- d. Serve as chairperson of the finance committee. ~~The chairperson shall be appointed.~~
- e. Conduct an annual internal audit.

Section 5. Recording Secretary. The recording secretary shall work for the association in the following ways.

- a. Prepare minutes of all board meetings.
- b. Mail board meeting minutes and other official correspondence to board members.
- c. Handle correspondence to other organizations.
- d. Maintain copies of all official correspondence and minutes and send copies to the executive secretary.
- e. Prepare the annual report.
- f. Obtain a list of current members and their ASHA affiliation from the membership committee chairperson.

Proposed new Section 6: It is the responsibility of each board member to review the Operating Code for his or her position and make necessary changes prior to the annual convention.

ARTICLE VII. EXECUTIVE SECRETARY

Section 1. Selection. The executive board shall appoint the executive secretary for a one-year term, beginning at the close of the annual convention. There is no limit of the number of consecutive terms the executive secretary may be appointed.

Section 2. Status. The executive secretary shall serve without salary and be an ex-officio (with full voting privileges) member of the executive board.

Section 3. Duties and Responsibilities. The executive secretary shall serve the association in the following ways:

- a. Answer inquiries from individuals and organizations regarding the association, and maintain a central office.
- b. Maintain all records of association's history, official correspondence, meetings, minutes and notices.
- c. Receive reports of all committees and committee work.
- d. Serve as an ex-officio member (with full voting privileges) of the executive board.
- e. Serve as the Association's representative to the American School Health Association's Council of State Constituents.
- f. Serve as Illinois School Health Association's voting member to the American School Health Association's Board of Directors
- g. Perform other duties as directed by the executive board.

ARTICLE VIII. COMMITTEES

Section 1. Standing Committees. The association shall have the following standing committees; Annual Convention, Awards, Constitution, Finance, Legislation and Resolutions, Nominations, Membership and Editorial.

Section 2. Ad Hoc Committees. The president may appoint ad hoc committees during his or her term of office for specific and temporary purposes. Such committees shall terminate during the end of the appointing president's term of office. A written report of the committee's accomplishments shall be presented to the executive board. A new president may continue an ad hoc committee if he or she deems it desirable.

Section 3. Appointments. The president-elect is responsible for the appointments of members and chairpersons of all standing committees, except where chairpersons are specified by virtue of an office held. Appointments should be made one month prior to the annual convention with duties assumed at the close of the annual convention. The president-elect is an ex-officio (non-voting) member of all standing committees.

The president is responsible for appointments of members and chairpersons of all ad hoc committees. These appointments may occur at any time during his or her term of office.

Section 4. Operating Codes. The functions, organization, and operation guidelines of the standing committees shall be defined in their respective operating codes. Operating codes and their amendments shall be approved by the executive board.

ARTICLE IX. COMMITTEE ROLES

Section 1. Annual Convention. This committee will be responsible for all aspects of planning and implementing the annual convention. The president shall serve as the chairperson.

Section 2. Finance. This committee shall prepare and submit a recommended budget to the executive board at the annual convention. The treasurer shall serve as chairperson.

Section 3. Constitution. This committee shall review the constitution each year and make recommendations for changes to the membership in attendance at the annual convention. The president-elect shall serve as chairperson. Article XIII shall direct this process.

Section 4. Awards. This committee shall devise and implement a method of seeking out individuals and/or groups and programs deserving special recognition by the ISHA. This recognition will occur at the annual convention at a time appropriate for such an occasion. The chairperson of the awards committee shall be appointed.

Section 5. Legislation and Resolutions. This committee shall investigate and instigate legislation of interest to the ISHA, be responsible for informing the membership of pertinent legislation where their advocacy is needed, present resolutions when it is appropriate to make public the position of the ISHA on school health issues, and review any requests for endorsements by the association.

Section 6. Nominations. This committee shall prepare a slate of one or more candidates for each office (president-elect, treasurer, recording secretary, and two

council seats) from a list of persons who have submitted, in writing, their consent to serve if elected.

Election of the officers shall be by plurality of the votes cast. Ballots should be mailed not less than 45 days before expiration of the existing terms. A member may vote by returning the ballot at least ten (10) days prior to the annual convention.

Section 7. Membership. This committee shall devise and implement methods of recruiting new members into the association. It should be specifically responsible for all membership applications, issuing membership cards, and mailing delinquency notices.

Section 8. Editorial. This committee shall be responsible for development of all policies having to do with any official publication of the association. It shall maintain the responsibility of having a newsletter and be responsible for content through a system of peer review of materials submitted for publication.

ARTICLE X. CONVENTION AND MEETINGS

Section 1. An annual convention shall be held for the purpose of conducting the business of the association and for the professional development of the membership.

Section 2. The president shall preside at the annual convention. He or she may make any appointments deemed necessary to complete program or site arrangements.

Section 3. The annual convention city shall be elected and approved by the executive board.

Section 4. Special meetings of the membership and the executive board may be called by the president.

ARTICLE XI. AWARDS

Special recognition awards may be conferred by the executive board upon recommendation by the awards committee to individuals or groups who have made significant contributions to school health in the State of Illinois. This recognition will occur at the annual convention.

Section 1. Distinguished Service Award. This award may be presented to a professional, student, or organization member of the association who has made significant contributions to furthering the purposes of the association.

Section 2. Honor Award. This award may be presented to a professional, or organization member of the association who has made significant contributions in the development of comprehensive school health programs in Illinois or in serving the health needs of Illinois' school age children. The operating code of the awards committee will guide the deliberation and final recommendation.

Section 3. Presidential Citation. Special citations may be conferred by the president with the approval of the executive board to individuals and organizations who have made significant contribution in the development of comprehensive school health programs in Illinois or who have been exemplary in serving the health needs of Illinois school age children. Normally, not more than one award would be made each year. The recommendation shall be initiated by the president with the deliberations and final approval made by the executive board.

Proposed Section 4. A monetary award in memory of the late Barbara Gray is presented to a health education student and a school nurse intern who have demonstrated both academic excellence and service to the profession.

ARTICLE XII. RULES OF ORDER

Section 1. The parliamentary procedures contained in Robert's Rules of Order-Newly Revised shall govern the ISHA in all cases to which they are applicable and in which they are not inconsistent with the constitution of this association.

ARTICLE XIII. AMENDMENTS

Section 1. This constitution may be amended by a two-thirds(2/3) vote of the members present and voting at the annual convention, provided that the specific amendment has been approved by the executive board at least 24 hours prior to the beginning of the amendment balloting.

Section 2. Student Board Member. Each year a student board member shall be elected to a one year term with full voting privileges.

This student will be selected by a university faculty member. It will be the responsibility of the Elections Committee to ensure that a student candidate be recruited. The name of the student will be presented at the annual convention.

Each year, the selections will be made on a school by school rotating basis. The rotation will be as follows, beginning with the 1996 school year: 1.) Eastern Illinois University, 2.) Illinois State University, 3.) Northern Illinois University, 4.) Southern Illinois University at Carbondale, 5.) Southern Illinois University at Edwardsville and 6.) Western Illinois University. Schools without student candidates may pass and defer to the next school in the rotation to submit a candidate.

Duties of the student board member shall include:

1. Assist membership committee in developing student memberships.
2. Communicate to student members, coordinate student contributions and ensure student-related topics in "Healthlines."
3. Organize and preside over student member meetings, assist in organizing student member activities and promote student research presentations at the annual convention.
4. Attend all Executive Board Meetings during the one year term or provide a student member substitute in an absence.

ARTICLE XIV. INCORPORATION -NON PROFIT STATUS

Section 1. The Illinois School Health Association shall be a voluntary, non-profit, membership organization, incorporated under the laws of the State of Illinois.

Section 2. In the event of dissolution, the association will operate according to the intent of the Internal Revenue Service by permanent dedication of its assets to tax exempt purposes.