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2 **West Virginia Collegiate Initiative to Advance Healthy Campus Communities**  
3 **Charter**  
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5 **Mission, Vision and Core Values**

6 Mission: WVCIA is a collaborative network that proactively promotes behavioral health  
7 wellness and healthy campus environments through policy, practice, and partnerships.

8 Vision: Students are leading, engaging, and inspiring healthy campus environments.

9 Core Values: We believe and are committed to:

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11 ○ Data-driven, evidence-based strategies  
12 ○ Professional development  
13 ○ Advocacy  
14 ○ Empowering student leadership, and  
15 ○ Coordinating with prevention partners.

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17 **WVCIA Membership**

18 Membership is limited to:

- 19 I. Institutions of higher education in the State of West Virginia that are either  
20 a public or private school providing post-secondary education that is  
21 accredited by a regionally/nationally recognized agenda.  
22 a. Up to three (3) representatives of higher education institutions may join  
23 as members, including one (1) student representative. Members are  
24 expected, at a minimum, to actively serve on at least one standing  
25 committee or task group.  
26 II. Affiliates  
27 a. The WVCIA acknowledges and values the strong support and  
28 dedication of the members of local and regional task forces with which  
29 individual campuses work. In addition, it fully values the community  
30 partnerships that are so essential to prevention efforts across the state.  
31 Therefore, the WVCIA recognized community partners as affiliate  
32 members of the WVCIA.

- 33 b. Affiliates must have a history of work in substance use prevention,  
34 mental health, health promotion, or violence prevention and have a  
35 working relationship with a member institution of higher education, or  
36 its campus community coalition.
- 37 c. Affiliates are invited to attend and participate in all WVCIA-sponsored  
38 events.
- 39 d. All WVCIA meetings are open, however, affiliate members are not  
40 eligible to vote or serve on the Executive Committee.

41 III. New Members

- 42 a. Groups who desire WVCIA membership may petition the Executive  
43 Committee for an invitation to join. To participate, groups must  
44 adequately demonstrate a working partnership with WVCIA through a  
45 signed membership agreement.

46 IV. Voting Privileges

- 47 a. Each institution of higher education in good standing of the WVCIA has  
48 the right to cast one vote in matters before the general membership.  
49 An institution in good standing is defined as any member who is  
50 represented at two (2) meetings in the past year or 12-month period.

51 V. Membership Meetings

- 52 a. The voting membership will meet at least three (3) times annually:  
53 spring, summer, and fall.
- 54 b. A quorum of 1/3 of present institutions must be in good standing to  
55 conduct a business meeting.
- 56 c. Meetings may be held virtually or in-person at locations to be  
57 determined by the Executive Committee.
- 58 d. Standing Committees will conduct periodic conference calls to be  
59 determined by the committee co-chairs and based on committee  
60 activity.

61 **Executive Committee**

- 62 I. Executive Committee Overview

- 63 a. Executive Officers serve two (2) year terms within the Executive  
64 Committee. There will be two (2) co-chairs, one (1) secretary, one (1)  
65 treasurer, the chairs of the standing committees, and one student  
66 member. All members have voting privileges.
- 67 b. Executive Committee Officers
- 68 1. Prepare the assigned committee's annual report.
  - 69 2. Work with the co-chairs and the treasurer to prepare any reports  
70 required by a funder.
  - 71 3. Prepare the committee's strategic work plans with goals and  
72 objectives for the coming year.
  - 73 4. Facilitate and direct the work of the committee.
- 74 c. Executive Committee Meetings
- 75 1. Monthly communication.
  - 76 2. Meets in conjunction with the general membership three (3) times  
77 annually: fall, spring, and summer.
  - 78 3. The summer meeting should focus on the development of goals with  
79 the aim of implementing activities to meet goals and objectives.
  - 80 4. Standing committees will communicate periodically in a manner to be  
81 determined by the committee chairs and based on committee activity.

## 82 **Officers**

- 83 I. The organization's membership works under the direction of and support from  
84 its officers who make up the Executive Committee.
- 85 a. Co-chairs serve two (2) year terms but rotate out of office in different  
86 years, necessitating the election of one co-chair annually. Elections will  
87 be held during the summer meeting. Co-chairs are expected to carry out  
88 the following duties:
- 89 1. Set meeting agendas.
  - 90 2. Facilitate Executive Committee and WVCIA meetings.
  - 91 3. Facilitate the development of annual goals.
  - 92 4. In collaboration with the Executive Committee, produce an Annual  
93 Report that describes the activities, strategies, and movement toward

- 94 achievement of goals, assessment results, and lessons learned over  
95 the past year.
- 96 5. Coordinate with the secretary to distribute official correspondence.  
97 6. Solicit input from the membership and then appoint members to the  
98 Executive Committee when an Executive Committee member is unable  
99 to fulfill his/her term of office.
- 100 7. Represent or designate members to represent the WVCIA at outside  
101 events.
- 102 8. Work with the WVCIA treasurer to facilitate grant applications and  
103 subsequent grant activities.
- 104 9. Incorporate all amendments to the charter and always keep it current.
- 105 b. The secretary is expected to carry out the following responsibilities:
- 106 1. Record, keep, and distribute appropriate minutes for each Executive  
107 Committee meeting and WVCIA membership meetings, including  
108 attendance.
- 109 2. Provide notices of WVCIA meetings.
- 110 3. Monitor official WVCIA email ([wvcia.wv@gmail.com](mailto:wvcia.wv@gmail.com)) to respond to  
111 inquiries, notifications, and other correspondence appropriately,  
112 seeking input from, and informing, co-chairs and Executive committee  
113 as needed.
- 114 4. Undertake certain correspondence at the direction of the co-chairs.
- 115 5. Maintain a membership directory.
- 116 c. The treasurer is expected to carry out the following responsibilities:
- 117 1. Work with the WVCIA vice-chair to facilitate grant applications and  
118 subsequent grant activities.
- 119 2. Maintain appropriate financial records.
- 120 3. Ensure that allowable payments/reimbursements are made on behalf  
121 of the organization.

122 **Committees**

- 123 I. WVCIA will maintain 3 standing committees. These committees are  
124 Professional Development and Student Engagement, Assessment, and  
125 Membership and Promotion.
- 126 II. Standing committees have a chair and co-chair who are elected/selected by  
127 the committee members to serve a two (2) year term.
- 128 a. The standing committee chair is expected to carry out the following  
129 responsibilities:
- 130 1. Chair committee meetings and develop agendas.
  - 131 2. Assign and track duties of committee members.
  - 132 3. Monitor progress toward committee goals and objectives.
  - 133 4. Identify and recruit potential committee members.
  - 134 5. Orient new committee members to the structure and history of the  
135 committee.
  - 136 6. Appoint a committee member to take meeting minutes and ensure  
137 timely posting of those minutes.
  - 138 7. When needed, appoint a committee member to serve in the absence of  
139 the chair.
  - 140 8. Develop and submit the committee annual report per the established  
141 deadline.
  - 142 9. When needed, appoint a committee member to serve in the absence of  
143 the chair.
  - 144 10. Develop and submit the committee annual report per the established  
145 deadline.
- 146 b. The standing committee co-chair is expected to carry out the following  
147 responsibilities:
- 148 1. Chair committee meetings in the chair's absence.
  - 149 2. Assist with the assignments and tracking of duties of committee  
150 members.
  - 151 3. Help monitor progress toward committee goals and objectives.
  - 152 4. Assist with the production of the committee annual report.

- 153 III. Standing committees must keep appropriate minutes of all meetings and  
154 conference calls and the minutes will be shared with the Executive Committee  
155 and the general membership once they have been approved by committee  
156 members.
- 157 IV. Each standing committee will prepare and submit an annual report and  
158 annual goals and objectives.
- 159 V. Professional Development and Student Engagement Committee will:  
160 a. Facilitate the development and delivery of the membership trainings.  
161 b. Participate in development of trainings, including the acquisition of the  
162 continuing Education Units (CEUs) for appropriate disciplines.  
163 c. Partner with non-members for additional training opportunities.
- 164 VI. Assessment Committee will:  
165 a. Based upon priorities identified by the membership, make  
166 recommendations regarding assessment tools.  
167 b. Facilitate regular administration of statewide tools for data collection,  
168 including:  
169 o General data collection  
170 o Issue-specific data collection  
171 c. Facilitate and oversee data analysis.  
172 d. Distribute results of data collection to the membership in a timely  
173 fashion.  
174 e. Use assessment results to inform the WVCIA strategic planning  
175 process.
- 176 VII. Membership and Promotion Committee will:  
177 a. Work to establish WVCIA as a valuable resource able to inform policy  
178 decisions for leaders at the institution-, community-, and state-levels.  
179 b. Maintain and monitor WVCIA's website and social media platforms.  
180 c. Refer to membership directory and ensure all member agreement forms  
181 are completed and collected – updating member agreement forms as  
182 needed.

- 183 d. Facilitate promotional efforts and communication to increase institutional  
184 membership and awareness of WVCIA.  
185 e. Select and maintain resources for distribution to WVCIA members.  
186 VIII. Other committees, both standing and ad hoc, may be formed and dissolved  
187 as need by the Executive Committee after a thorough examination of the  
188 need for such committees.

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190 **Amendments to the Charter**

- 191 I. Amendments may be made at the recommendation of any member of the  
192 organization by following the process outlined:  
193 a. The Executive Committee initiates changes to this Charter. They may do  
194 so at the written recommendation of any member or because of the  
195 actions and goals of the Executive Committee.  
196 b. At the direction of the Executive Committee, a co-chair, or an ad hoc  
197 committee for the purpose of recommending charter revisions develops  
198 amendment(s).  
199 c. The Executive Committee then presents amendment(s) to the  
200 membership for ratification by a majority vote.

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202 Draft: Adapted from the Tennessee Charleston Co Operating Structure on June 5,  
203 2008.

204 Ratified at the Fall Meeting of WVCIA on Monday, September 22, 2008.

205 Amended November 8, 2010.

206 Amended and ratified at the December 17, 2012, WVCIA membership meeting.

207 Amended and ratified at the October 2, 2018, WVCIA membership meeting.

208 Amended and ratified at the Fall 2021 WVCIA membership meeting.

209 Amended and ratified at the Fall 2022 WVCIA membership meeting.

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