

Saint Cloud State University Student Health Advisory Committee

Bylaws

Revised April 18, 2008

Preamble

The SCSU Student Health Advisory Committee (SHAC) will assist Student Health Services (SHS) in being responsive to student and campus needs by serving as a liaison between SCSU students and SHS.

Article 1: Name

The name of the organization shall be Student Health Advisory Committee (herein referred to as SHAC).

Article 2: Purpose

The purpose and goals of SHAC are as follows:

- The SHAC members will provide input regarding Health Services policies and programs;
- solicit and respond to student views on health-related issues; share student concerns with SHS staff;
- participate in collection and interpretation of student feedback and survey data and converting it into recommendations for future services, programs and facility needs;
- assist in relaying/disseminating information back to the campus community.

Article 3: Membership

Section 1: Regular student membership shall be open to any SCSU undergraduate, graduate or doctoral student contingent upon completed and approved application process.

Section 2: SCSU Student Health Services will be represented by SHS Director and Assistant Director of Health Promotions and Marketing (both ex-officio members)

Section 3: Faculty representation will be appointed through the Inter-Faculty Organization (IFO).

- Section 4: MSUAASF representation will be appointed by MSUAASF President.
- Section 5: SCSU campus staff representation will be a residence hall staff member, appointed by the Director of Residential Life.
- Section 6: Non-discrimination Clause. Consistent with all applicable federal and state laws and SCSU University policies, SHAC and its subordinate bodies and officers shall not discriminate on the basis of race, age, color, sexual orientation, religion, disability, veteran's status, or national origin in its selection of members or activities.

Article 4: Officers

- Section 1: The officers of SHAC shall consist of Chair, Vice-Chair, and Secretary. These officers shall serve a term of one year.
- Section 2: Election of officers will be conducted annually by SHAC members at the end of the academic year. Any active members of SHAC in good standing shall be eligible for office through nomination by other active members or by self-nomination. Members holding an office, may self-nominate or be nominated by another member to be on the ballot to serve a second term. Voting shall be by ballot; a majority of votes plus one is necessary to elect. In the case of three or more nominees, if one nominee fails to receive a majority of votes cast, the nominee receiving the lowest number of votes shall be eliminated from consideration and new vote ballot will be taken.
- Section 3: Officers shall take office in the fall semester.
- Section 4: Officers shall not be on academic probation at the time of their elections and throughout their term of office.

Article 5: Duties of Officers

- Section 1: **Chair**
- a. Sets the agenda for SHAC meetings.
 - b. Leads SHAC meetings with assistance from other officers, thereby equally dividing workload.
 - c. Takes roll call at the beginning of each meeting.
 - d. Maintains all communication among SHAC members.
 - e. Coordinates officer meetings as needed.

- f. Serves as a liaison to other campus committees.
- g. Decides if absences are excused or unexcused.

Section 2: Vice-Chair

- a. Sets SHAC agenda in the absence of the Chair.
- b. Assists Chair in running of meetings.
- c. Assists Chair with duties as delegated.
- d. Conducts recruitment process with the assistance of a subcommittee of SHAC members.
- e. Replaces Chair in the event of a mid-year vacancy.

Section 3: Secretary

- a. Records minutes of each SHAC meeting including attendance.
- b. Distributes minutes to members prior to next meeting and posts minutes to SHAC web page.
- c. Notifies SHAC members of meeting dates, time and locations.
- d. Reserves space for meetings.

Article 6: Voting Rights

Section 1: Ex officio members do not have voting rights.

Section 2: Chair will have voting rights only in the case of a tie vote.

Article 7: Removal of Officers

Section 1: Officers failing to fulfill the given responsibilities and duties may be removed by the regular (voting) members of the organization.

Section 2: The removal of officers requires a quorum (8 members plus Chair present at the meeting) following notification of the officer in question. Such notification shall be provided in writing no less than seven working days prior to the vote.

Article 8: Replacement of Officers

Section 1: All vacant offices shall be filled through election as soon as possible.

Article 9: Meetings

- Section 1: A regularly scheduled general meeting shall be held at least twice per month during the academic year. The officers may call additional meetings when the need arises.
- Section 2: A quorum shall consist of 50% plus one of the voting members.
- Section 3: A quorum shall be present in order for any official business to be conducted. Official business shall include election of officers and any other decisions affecting the organization.
- Section 4: Parliamentary Authority follows Robert's Rules of Order, Newly Revised.
- Section 5: Members are expected to attend all meetings. Members are granted two unexcused absences per academic year. Any further absences during that academic year must be excused by the Chair.
- Section 6: To be excused from a meeting, members must email the Chair and Secretary.
- Section 7: Members exceeding two unexcused absences will be asked to resign their position.

Article 10: Committees

- Section 1: Officers may establish standing or ad hoc committees as needed.
- Section 2: Members of committees can be voluntary or appointed by the officers if no volunteers are identified.

Article 11: Amendments

- Section 1: All amendments to these bylaws require notice of one week prior to the next regularly scheduled meeting where they will be discussed and voted on.
- Section 2: All amendments of these bylaws require a 2/3 vote of those voting members.