

California State University, Chico
STUDENT HEALTH ADVISORY COUNCIL BYLAWS

I. Name and Purpose

- A. The name of this organization shall be the “Student Health Advisory Council” hereafter referred to as SHAC

- B. The purpose of SHAC in accord with the Executive Order Number 943 is to serve as an advisory council to the Student Health Service and the University President. Responsibilities include:
 1. To act as liaison between the Student Health Service (hereafter referred to as the SHS) and the campus community.
 2. To recommend and evaluate scope of services, hours of operation, fee-for-service charges, mandatory health fee levels, annual budgeting, and other student health related issues.
 3. To evaluate alternative revenue sources.
 4. To promote the general health and welfare of CSU Chico’s student population.
 5. To review the functions of the SHS in order to better facilitate the needs of the student and campus community.
 6. To review student suggestions that would help SHS become more responsive to student needs.
 7. To participate in providing health education opportunities for students, the campus, and the community.

II. Membership

- A. The membership of SHAC shall be a majority of students and is defined as follows:
 1. Eight voting student members appointed by and representing the following organizations:
 - a. The Office of the A.S. President.
 - b. The California Nursing Students’ Association.
 - c. The Health Professions Association
 - d. The American College of Health Care Executives
 - e. The Residence Hall Association
 - f. The Student Dietetics Association
 - g. Two students-at-large.
 2. One faculty representative selected by the Academic Senate (voting).
 3. Any or all SHS student interns willing to serve (voting).
 4. One SHS clinician and or their designees to serve for a full academic year selected by the Chief of Clinical Medicine (non-voting).
 5. The Director of SHS or their designee (non-voting).

- B. All student members from the previous academic year shall be invited back by the SHAC Chair as long as they remain CSU Chico students and attended meetings as outlined in section V, area D.
- C. The SHAC Chair and Faculty Advisor shall solicit student appointments for all empty seats no later than 30 days after the beginning of the semester.
- D. In case an appointment is not made by a constituent organization, the SHAC Chair shall choose a student member from any of the remaining constituent organizations or from the student body to insure all seats are filled within 45 days of the beginning of the semester.
- E. Each appointee is made official when the constituent organization emails the name, phone number and email address of the appointee to SHAC.

III. Officers and Duties

- A. Officers are elected until resignation or until position is challenged during regular elections.
 - 1. The Chair
 - a. Shall be a student.
 - b. Shall call and preside over all meetings of SHAC.
 - c. Shall appoint and establish, with the approval of SHAC by a simple majority, all subcommittee chairs and subcommittees as deemed necessary for the effective functioning of SHAC.
 - d. Shall vote in case of a tie.
 - e. Shall represent or designate another Council member to represent SHAC in the dealings with outside persons and organizations.
 - f. Shall make a report of accomplishments to the AS Vice President at the conclusion of each academic year.
 - g. Shall insure that SHAC fulfills all responsibilities as stated in section I, area B.
 - 2. The Vice Chair
 - a. Shall be a student.
 - b. Shall assist the Chair.
 - c. Shall assume all duties of the Chair in his/her absences.
 - d. Shall assume other duties as appointed by SHAC Chair and/or Faculty Advisor.
 - 3. The Secretary
 - a. Shall be a student.

- b. Shall be responsible for seeing that records of all proceedings of SHAC are kept and that the minutes are distributed to all members and available to any interested party upon request.
- c. Shall assume all duties of the Vice-Chair in his/her absence.
- d. Shall keep attendance of all members at each meeting.
- e. Shall assume other duties as appointed by SHAC Chair and/or Faculty Advisor.

4. The Treasurer

- a. Shall keep an accurate record of all moneys received and of all disbursements.
- b. Shall make disbursements of money according to the request of the Chair with a majority approval of the voting members.
- c. Shall assume all duties of the Secretary in his/her absences.
- d. Shall assume other duties as appointed by SHAC Chair and/or Faculty Advisor.

5. The Webmaster

- a. Shall be responsible for managing and updating SHAC's website and Social Networking according to the will of the majority of SHAC members.
- b. Duties include but not limited to:
 - i. Posting minutes.
 - ii. Posting member names and profiles.
 - iii. Posting educational information.
- c. Shall assume other duties as appointed by SHAC Chair and/or Faculty Advisor.

6. The SHAC Members

- a. Shall attend all meetings regularly.
- b. Shall participate in outreach including health education and SHAC recruitment.

IV. Committees

- A. Committee can be established at the request of the Chair.
- B. The Chair shall appoint committee members and Committee Chair.
- C. All committees shall be comprised of SHAC members and any other interested individuals.

V. Meetings

- A. SHAC shall meet two times per month during the academic year.
- B. The Chair of will call additional SHAC meetings at any time or if requested by a majority of its voting members.

- C. A quorum shall consist of a majority of the existing voting members.
- D. If an appointed member misses two meetings within a semester without notification to the Chair or Secretary they shall be dropped from the council.

VI. Election of Officers

- A. Elections of the Chair, Vice-Chair, Secretary, and Treasurer shall be held the last meeting of the semester. If there are not enough returning members to fill officer seats for the following academic year, a second election shall be held at the first meeting of the following semester.
- B. The term of office shall commence during the first meeting of the semester. Officers are elected until resignation or until position is challenged during regular elections.
- C. If one individual does not receive a simple majority of votes, then a runoff election will be held between the two individuals receiving the highest number of votes.
- D. Should any officer resign or is dropped for lack of attendance as defined in section V, area D, an election shall be held within 30 days to fill the vacated seat.

VII. Amendments

- A. Amendments to these bylaws may be introduced at any SHAC meeting.
- B. Amendments may be voted on the same day as presented.
- C. 70% of voting members must be present to vote in the amendments.
- D. Voting shall be conducted and tallied by the Chair at a SHAC meeting or by email.
- E. All amendments must be in concert with Trustee Policy and approved by the University President.

Amended February 2011

Katie Phillips
Chair
Student Health Advisory Council
California State University, Chico