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 at least 80% CSU, Chico 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. At least two students-at-large

2. Any or all SHS student interns able to serve (voting).
3. One Faculty Representative selected by the Academic Senate (non-voting).
    a. SHAC members would appeal to the Director of SHS and Senate to change Faculty Representatives.
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. For the purpose of SHAC a person is considered a student at CSU, Chico if he/she is currently enrolled in at least one class at CSU, Chico.
C. SHAC members self-select based on interest. All CSU, Chico students are eligible for membership.
D. Each appointee is made official when the constituent organization emails the name, phone number and email address of the appointee to SHAC.
E. All student members from the previous academic year shall be invited back by the SHAC Chair as long as they remain a CSU Chico student and attended meetings as outlined in section V, area D.
F. The process for general decision making shall be a simple majority of a quorum. A quorum shall constitute a minimum of 40% of the membership. (see IIIA for Officer removal voting)
G. 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.
H. 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.
I. The possession, sale, use, or consumption of alcoholic beverages during an organization event, in any situation sponsored or endorsed by the organization, will be in compliance with any and all applicable laws of the state, county, city, and if on campus, California State University, Chico, and must comply with all state Alcohol beverage Control statues found in the state business and professional code section 25658 and 25662.
J. There are no membership fees or dues.

III. Officers and Duties

A. Officers are elected until resignation or until removed by 2/3 majority vote of the total voting membership. All officers must be CSU, Chico students.

1. The Chair
    a. Shall call and preside over all meetings of SHAC.
    b. 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.
    c. Shall vote in case of a tie.
    d. Shall represent or designate another Council member to represent SHAC in the dealings with outside persons and organizations.
    e. Shall make a report of accomplishments to the AS Vice President at the conclusion of each academic year.
    f. Shall insure that SHAC fulfills all responsibilities as stated in section I, area B.

2. The Vice Chair
    a. Shall assist the Chair.

b. Shall assume all duties of the Chair in his/her absence.
c. Shall assume other duties as appointed by SHAC Chair and/or Faculty Advisor.

3. The Secretary
    a. 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.
        i. Minutes must be sent to SHS IT to be posted on the website
    b. Shall assume all duties of the Vice-Chair in his/her absence.
    c. Shall keep attendance of all members at each meeting.
    d. Shall assume other duties as appointed by SHAC Chair and/or Faculty Advisor.

4. Director of Outreach
    a. Shall act as a liaison between SHAC and other organizations, on and off campus.
    b. Shall present potential upcoming event ideas to the Council based on the health topic calendar
    c. Shall recruit SHAC members to represent the campus community as dictated by the SHAC bylaws.
    d. Shall assume other duties as appointed by SHAC Chair and/or Faculty Advisor.

5. The Communication Coordinator
    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 member names and profiles.
        ii. Posting educational information.
    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.

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

IV. Committees

A. Committees can be established at the request of the Chair.
B. The Chair shall appoint Committee Chair and Committee members.
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. 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, Director of Outreach and the Communication Coordinator 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. SHAC members interested in becoming an officer should first speak to the SHAC Chair or Faculty Representative about their intent. The interested individual would them nominate themselves during the appropriate meeting. Officers are elected based on a majority vote.
C. 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.
D. 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.
E. Should any officer resign, be removed from office (section IIIA) or dropped for lack of attendance as defined in section V.C 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 introduced at a meeting and then voted on at following SHAC meeting/
C. Voting shall be conducted and tallied by the Chair and Faculty Advisor at a SHAC meeting or by email.
D. All amendments must be in concert with Trustee Policy.

Amanda Ribbers
Chair
Student Health Advisory Council
California State University, Chico