

California State University, Chico
STUDENT HEALTH ADVISORY COUNCIL (SHAC) BYLAWS

I. Purpose

The purpose of SHAC is to advocate for the health needs of California State University, Chico (CSUC) students by working with the Student Health Center (SHC) and campus administration. SHAC advises the Executive Director of the SHC and the Vice President of Student Affairs (VPSA) on matters such as; the scope of services offered and their delivery, hours of operation, fee-for-service charges, mandatory health fees, annual budgeting, and other critical campus health issues.

II. Membership

- A. The council shall be comprised of CSUC students.
- B. Membership may be sought in two ways;
 - General council membership may be sought out by any active CSUC student.
 - Delegates may be appointed by the appropriate designee of their college, club or organization. Delegates are responsible for representing their parties.
 - Delegates shall serve as a liaison between their represented students and SHAC. Duties include, but are not limited to:
 - Disseminating information from SHAC to the students of their respective college or organization.
 - Consolidating student concerns, opinions, suggestions, etc. and compiling a report for SHAC meetings.
- C. Attendance by members is encouraged at all meetings. Two or more absences may result in the dismissal.
- D. All council members shall have equal rights and privileges.
- E. Eligibility for council seats and officer positions shall be open to all students regardless of ethnicity, sexual orientation/identity, gender, color, age, religion, national origin, disability, marital status or citizenship status.

III. Officers and Duties

Officers shall be elected utilizing voting rules outlined in **Section VI** and shall serve for an academic year term. Positions, their job descriptions, and responsibilities are outlined as follows:

- A. Chair:
 - Shall act as the official representative, or appoint a designee, for the council in all internal and external matters.
 - Shall preside over general and officer meetings.
 - Is responsible for the development of long-term strategic goals and their execution.
 - Is responsible for initiating the voting process.
 - Is responsible for commissioning ad hoc committees as outlined in **Section IV**.

- Is responsible for initiating any disciplinary actions, as necessary.
- The chair will ensure that SHAC fulfills all responsibilities as outlined in the bylaws.
- Will be responsible for contacting each college, club, or organization in order to request delegates.

B. Vice Chair:

- Reports to the Chair.
- Shall provide oversight and support for all other officer positions.
- Shall coordinate with other officers to establish position specific short-term and term-length goals.
- Is responsible for facilitating internal communication between delegations, officers, and other relevant parties.
- Is responsible for evaluating and recommending structural organizational changes.

C. Secretary:

- Shall oversee all documentation and communication procedures.
- Shall organize and maintain an online file sharing system.
- Is responsible for curating content for the Meriam Library Archive at the end of every academic year.
 - Content shall include: Meeting minutes, Bylaw changes and updates, membership contact information, correspondence, physical/digital media content, assessment data and findings, and updated instructional documentation.
- Is responsible for recording meeting minutes and attendance.
- Shall record and document agenda items during general and officer meetings in a document in preparation for the next meeting.
- Is responsible for notifying members of meetings and shall send follow-up communication with meeting minutes attached.

D. The Director of Outreach:

- The director of outreach will present potential upcoming health education event ideas to the Council.
- Shall recruit SHAC council members to participate in SHAC events.
- Shall plan, coordinate and advertise events appropriately.
- Responsible for managing and updating SHAC's website and social networking sites regularly.
 - Suitable posts may include health education information, SHAC event information, and SHAC updates.
 - The Director of Outreach will represent SHAC on social media in a professional manner.

IV. Meetings

- A. SHAC meetings shall be further defined as general and officer meetings;

- SHAC officer meetings shall occur at least once a month.
- General meetings are open to all CSUC students, faculty, and staff and shall occur once a month on a date and time decided on by officers.
 - General meetings shall be held at a regular time and location.

B. The Chair may schedule additional meetings for emergency purposes.

V. Election of Officers

- A. Elections shall be held mid-spring semester.
- B. Officers will be elected by simple majority of votes.
- C. The term of office shall commence during the first meeting of the semester.
- D. Officers are elected until resignation or until position is challenged during regular elections.
- E. If there is a tie between two individuals a runoff election will be held.
- F. Should any officer resign, be removed from office, or be dropped for lack of attendance, an election shall be held within 30 days to fill the vacated seat.

VI. 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 a following SHAC meeting.
- C. Amendments may be made with $\frac{2}{3}$ majority vote.
- D. All amendments must be recorded in with date, reason for the amendment, and a record of the vote. The previous version of the bylaws should be attached to the new version.

VII. Bylaws handling

- A. An up to date word document copy of the bylaws will be kept on the SHAC online file sharing system.
- B. Electronically shared copies of the bylaws will be shared as a PDF only.

VIII. Advisors

- A. The Executive Director of the SHC will appoint at least on staff advisor. This advisory must be employed full time at the SHC.
- B. CSUC faculty are eligible to serve as additional SHAC advisors after a vote that passes with a simple majority.

9/7/18 (OFFICERS)