

# **BYLAWS**

## **Student Health Advisory Committee**

### **California State University, Fresno**

#### **Article I – Name**

- The name of this organization shall be the California State University, Fresno, Student Health Advisory Committee (SHAC).

#### **Article II – Purpose**

- This is a University committee which is advisory to the President and to University Health and Psychological Services (UHPS). The purpose of this organization, as proscribed by the Chancellor's Executive order No. 814, shall be to recommend scope of service, delivery, funding, and other critical issues relating to campus health services. Additionally, this committee shall serve to enhance student awareness of university health.

#### **Article III – Membership**

Students must make up the majority of this committee

##### **Terms of Membership**

- Membership must consist of one semester of service.
  - Additional terms can be served but are not a mandatory.
- SHAC student members have the right and are encouraged to do the following:
  - attend meetings
  - vote
  - present motions and resolutions
  - make candidate nominations
  - run for SHAC candidacy
  - and hold office
- Student membership may include representation of each of the eight schools and colleges, a representative from graduate studies, a representative of the residence halls, a representative from the associated students, and a representative from the Wellness Services and Promotion peer health educators. The total voting membership of the Committee shall not exceed thirty members.
- Non-student membership shall consist of members of the faculty, staff, administration, and a member of the UHSP Staff. The Director of University Health and Psychological Services shall nominate non-student individuals for membership. Members will be appointed by the President or his designee. Terms of membership shall be two consecutive semesters and may be renewed by mutual agreement.
- Should any member become unable to complete the term to which appointed, a nomination for replacement for that term shall be sought from the organization represented and appointment made by the original appointing authority.

- All members shall have the right to vote. Only student members shall have the right to hold office positions within SHAC. If a member is unable to attend a meeting at which a vote is to be taken, the member may submit his/her written and signed proxy prior to the meeting. Proxies may be given only to and voted by another voting member. Members holding proxies shall so announce to the initiation of any vote.

#### **Article IV – Officers**

- The officers of this Committee will include:
  - Chair: must be a student
  - Vice-Chair: must be a student
  - Secretary: must be a student
  - Treasurer: must be a student
  - Ambassador: must be a student
- Officers shall be elected at the beginning of each academic year. Term of office shall be two consecutive semesters (one year).

#### **Duties of SHAC Officers**

- **Chair:** The Chair of SHAC shall serve as the executive officer of the committee, call and oversee all committee activities, serve as committee representative in campus and Student Health Center affairs. The Chair shall prepare an agenda and preside at all meeting, call regular and special meetings, and appoint necessary committees.
- **Vice-Chair:** The Vice-Chair shall perform the duties of the Chair in the absence of the Chair
- **Secretary:** The Secretary shall keep accurate and complete minutes of each meeting and distribute the minutes to all committee members and the Director of the Student Health Center. The Secretary shall also make sure that all minutes and agendas are posted on the SHAC web page.
- **Treasurer:** The Treasurer shall be responsible for coordinating and implementing all fiduciary activities, maintaining an accurate record of all SHAC finances, and submitting SHAC requests for ASI funding.
- **Ambassador:** The Ambassador shall oversee the recruitment of new SHAC members, and is responsible for maintaining the SHAC web page and bulletin board.

#### **Duties of Members**

- Members must carry out the purpose of SHAC.
- Members must meet at regularly scheduled and posted times, as well as at the discretion of the Chair/Committee for other necessary meetings throughout the year.
- Special meetings may be called by the Director of the Student Health Center or any SHAC officer with the reasonable notification of all membership.

#### **Article V: Sub-Committees**

- Special committees shall be appointed by the chair as deemed necessary.

## **Article VI: Meetings**

### **Quorum**

- The members present at any regular or special meeting shall constitute a quorum, provided that fifty percent of the voting members plus one are in attendance. Four unexcused absences by any committee member during the period of that member's service shall constitute resignation from the committee.

### **Voting**

- Upon a proper motion and second, voting shall be conducted. All voters shall be recorded. Other than bylaws amendments, see Article VII below, a majority of the quorum casting votes shall be required to pass a motion.

### **Meeting**

- Meetings shall be at the call of the Chair and will be scheduled by the Health Center Administrative Assistant. A minimum of one meeting per month shall be held during each semester.

## **Article VII: Amendments**

- Amendments to these bylaws may be proposed to the membership on the signature of three members
- A two-thirds majority of those voting shall be required for passage of the amendment.
- Unless otherwise designated, the proposed amendment shall become effective immediately upon passage.