

Student Health Advisory Committee Bylaws

Article 1 Name

This committee shall be known as the Student Health Advisory Committee of the University of Oregon (hereinafter "SHAC" or "The Committee").

Article 2 Purpose

The SHAC shall serve the following purposes for the benefit of the University of Oregon Student Body (hereinafter "Student Body").

Section 2.1 Serve as liaison between the student body and the University Health Center (hereinafter "UHC").

- Serve as student ambassador for UHC
- Communicate health resources and services available on campus
- Request feedback from student groups regarding UHC services and cultural competency
- Support University policies regarding public health

Section 2.2 Promote good health and the UHC throughout the University community through the design and implementation of outreach and educational events; this may include partnering with other student organizations and departments to co-host events or educational campaigns.

Section 2.3 Advise the UHC Director on matters relating to services and the operation of the UHC:

- Advise on the UHC fee and any related costs
- Advise on UHC business model and student health insurance (policy terms)
- Advise on UHC budget
- Advise on UHC services and operations, based on the best interests of the student body
- Advise on UHC promotional materials
- Advise On UHC's building projects

Article 3 Duties of the Committee:

Section 3.1 Needs assessment and surveys as determined by the committee.

The committee will assist the UHC in campus-wide survey(s), such as the National College Health Assessment, as requested by the Director or Advisor.

Section 3.2 Operation and Conduct

SHAC shall operate and conduct its business in a manner consistent with these bylaws, pertinent Oregon Revised Statutes and Oregon Administrative Rules.

Section 3.3 UHC In-service

SHAC will organize an in-service for all UHC employees once per year. In-service format will be determined by SHAC based on current student body needs and observations with goal to educate UHC staff regarding our diverse student population.

Article 4 Committee Membership

Section 4.1 Executive Committee

4.1a The Executive Committee shall at a minimum consist of the UHC Director, Advisor, the student Chairperson, Vice-Chairperson, Membership Coordinator, and Communication Coordinator.

4.1b When elections take place, the SHAC committee must determine who will participate in the Executive Committee. This is to include, chair, vice-chair, membership coordinator, communications coordinator, and possibly program chair, or other positions necessary to fulfill the requirements for SHAC that academic year.

4.1c The responsibilities of the SHAC Executive Committee are to meet and communicate with the UHC Director weekly concerning agenda items for the meetings. The Executive Committee also keeps the UHC Director current on all SHAC issues.

Section 4.2 Appointed Members

4.2a The appointed membership of this committee shall consist of students at the University of Oregon who meet the minimum enrollment requirements established for service on student governance committees. It is desired that an additional appointed (1) student be a member of the ASUO.

4.2b The appointed membership of this committee shall include four (4) faculty or staff not directly associated with the University Health Center.

Section 4.3 Non-Appointed Members

The non-appointed membership of this committee shall include a minimum of five (5) ex-officio members: The UHC Director, Advisor, a representative(s) from Division of Student Life, and the Office of International Affairs and previous faculty or staff members. There will be other regular committee participants, involved on an ad hoc basis.

Section 4.4 Counseling and Testing Center Advisory Board Linkage

It is desired that one (1) of the student members also serve on the University Counseling and Testing Center Student Advisory Board.

Section 4.5 Appointments

4.5a Individual appointments to the committee shall be made without regard to race, color, sex, national origin, age, religion, marital status, disability, veteran status, sexual orientation, gender identity, gender expression or any other consideration not directly and substantively related to effective performance; however, the overall composition of the committee is intended to reflect the diversity of campus viewpoints.

4.5b Student members of SHAC shall be appointed by the UHC Director with the exception of the ASUO student representative who is appointed by the ASUO President. All student members are subject to the University of Oregon Student Conduct Code.

4.5c The non-student members of SHAC shall be appointed by the University President in accordance with student/faculty governance procedures.

Section 4.6 Length of Appointments

Student members shall be appointed for one academic year, with an opportunity for extensions. After each year, participation should be reviewed to ensure members have fulfilled participation and attendance requirements.

Section 4.7 Removal

4.7a If members do not fulfill commitments to events or meetings, they are subject to a review at the end of that term by the Executive Committee. One missed commitment also warrants an email warning. If a member fails to fulfill two commitments, they may be removed by the SHAC Executive Committee.

4.7b An appointed member of the committee may be recalled with due process regarding non-fulfillment of duties by the UHC Director and SHAC Advisor.

4.7c All members must be in academic good standing, defined as a GPA of 2.00 or higher. Continued membership is contingent upon annual compliance.

4.7d In the case of non-fulfillment of duties by a faculty or staff member, the Executive Committee shall petition the University President to appoint a replacement.

Section 4.8 Leave of Absence

4.8a A qualified leave of absence may be authorized for no more than one term per school year for appointed members. To be qualified, the absence must be due to academic, medically related, or other approved circumstances on a case-by-case basis.

4.8b A request for leave of absence is to be submitted in writing to the Executive Committee.

4.8c A qualified leave of absence will not count against a member for attendance purposes.

4.8d If the member wishes to appeal the decision, they may request it be brought to a vote of the SHAC committee, where voting procedures will be followed.

Section 4.9 Participation

4.9a Appointed members are responsible for attending at least one extra event per term (outside of meetings). The event needs to be approved by the Executive Committee to ensure it meets the goals of the committee to promote good health and the UHC services.

4.9b A student member of the committee who misses three (3) unexcused committee meetings per term may be removed from the committee for non-fulfillment of duties by Executive Committee consensus.

4.9c A student member of the committee who misses five (5) committee meetings per term, excused or unexcused, may be removed from the committee for non-fulfillment of duties by Executive Committee consensus.

4.9d Each term the requirements are not met, the member shall receive an email warning from the SHAC Executive Committee.

4.9e If an appointed member does not maintain this requirement, their appointment may be revoked by the Executive Committee. Executive Committee will provide one (1) week notice prior to discussion of removal.

Section 4.10 Conference Guidelines

4.10a Requirements for attending conferences are as follows; the student must be an active member of SHAC, have been appointed by the UHC Director, and have served a minimum of one term as a SHAC member.

4.10b The UHC Director will select one or more student(s) to attend the American College Health Association (ACHA) conference each year, as budget allows. The student(s) must be returning the following year. Preference will be given to those with regular meeting attendance and those that serve on the Executive Committee.

4.10c To be considered for attendance at ACHA, the student(s) must have a good knowledge of SHAC and the University Health Center, the functions and processes, as well as prepare a speech about their expectations, qualifications, and experience to present to SHAC as to why they are a good candidate.

Section 4.11 SHAC Apparel

4.11a SHAC Apparel will be earned by all members who complete fall term and are in good standing with attendance and participation requirements.

4.11b The member must be present for at least half of the scheduled fall term meetings.

4.11c If taking a qualified leave of absence, exceptions will be granted if the member has participated in at least one major outside event. In these cases, a waiver will be approved by the SHAC Executive Committee.

4.11d During their time on SHAC, members will only receive SHAC apparel once unless approved otherwise by the UHC Director.

Article 5 Committee Officers

Section 5.1 Chairperson:

5.1a At the end of spring term, or any time thereafter upon vacancy of the chairperson's seat, the committee shall elect from its student membership a chairperson to conduct the business of the committee.

5.1b The chairperson shall serve for one year and may be re-elected once. Election of the chairperson shall be by a simple majority vote. The vice-chairperson from the current SHAC shall be automatically nominated to run for the chairperson position.

5.1c The sitting chairperson of the SHAC or the Director of the UHC shall convene the first meeting each fall term.

5.1d The chairperson shall receive a 500.00 dollar stipend at the end of each term of service up to and including fall, winter and spring terms.

Section 5.2 Duties of the Chairperson:

5.2a Preside at all committee meetings.

5.2b Facilitate preparation of the weekly agenda with the Executive Committee.

5.2c Create an annual Year-In-Review document outlining the activities and accomplishments of SHAC during the past year.

5.2d Conduct an annual review of the SHAC Bylaws.

5.2e Represent the committee to the campus community.

5.2f Make a best effort to ensure that the business of the committee is conducted in a prompt and efficient manner.

5.2g Chairperson who miss more than one (1) committee meeting per term, may be removed from their position for non-fulfillment of duties by the Executive Committee.

5.2h Chairperson is expected to attend at least 1/3 of all SHAC events.

Section 5.3 Vice Chairperson:

5.3a The committee shall elect a vice chairperson at the beginning of fall term to assist the chairperson, serve in the chairperson's absence and conduct other committee business as the chairperson may request from time to time.

5.3b The vice chairperson nominees must be returning to SHAC the following academic year.

5.3c The vice chairperson shall receive a 500.00 dollar stipend at the end of each term of service up to and including fall, winter and spring terms.

Section 5.4 Duties of the Vice Chairperson:

5.4a Represent the committee to the campus community.

5.4b Support the Chairperson, including performance of the Chairperson's duties when necessary.

5.4c Record minutes during SHAC meetings.

5.4d Vice Chairperson who miss more than one (1) committee meeting per term, may be removed from their position for non-fulfillment of duties by the Executive Committee.

5.4e Vice chairperson is expected to attend at least 1/3 of all SHAC events.

Section 5.5 Membership Coordinator:

5.5a The committee shall elect a Membership Coordinator at the beginning of fall term to assist the incoming Chairperson and Vice Chairperson with membership record keeping.

5.5b The membership coordinator shall receive a 375.00 dollar stipend at the end of each term of service up to and including fall, winter and spring terms.

Section 5.6 Duties of the Membership Coordinator:

5.6a Represent the committee to the campus community.

5.6b Record attendance during SHAC meetings.

5.6c Keep records of SHAC members' participation in events.

5.6d Correspond with SHAC members regarding their participation and attendance, including sending email warnings for missed commitments and attendance noncompliance.

5/6e Work closely with the Communications Officer regarding event planning.

Section 5.7 Communications Officer:

5.7a The committee shall elect a Communications Officer at the beginning of fall term to assist the incoming Chairperson and Vice Chairperson with internal and external communications.

5.7b The communications officer shall receive a 375.00 dollar stipend at the end of each term of service up to and including fall, winter and spring terms.

Section 5.8 Duties of the Communications Officer

5.8a Represent the committee to the campus community.

- 5.8b Send weekly emails with upcoming SHAC agenda and minutes from previous meeting.
- 5.8c Communicate event information as needed, including overseeing event sign-ups and emailing date and time information.
- 5.8d Ensure that all event materials are prepared prior to the activity.
- 5.8e Maintain active SHAC social media, such as a Facebook group, and create event pages as necessary.
- 5.8f Maintain SHAC information for the UHC website with current minutes, agendas, photographs, and relevant information by working with the Executive Office.

Section 5.9 New Positions

- 5.9a At the beginning of each academic year, the committee must determine what positions are necessary depending on membership and the proposed agenda for the year.
- 5.9b The committee may therefore create new positions annually as deemed necessary.

Article 6 Committee Meetings

Section 6.1 Frequency

- 6.1a SHAC meetings shall be held weekly during the regular academic year.
- 6.1b On occasion, the SHAC may invite the Counseling and Testing Center Advisory Board or other Division of Student Life advisory committees/boards, to a joint meeting.
- 6.1c Ad hoc task force and work group meetings may be held from time to time, as needed.

Section 6.2 Quorum

A quorum shall be the majority of all members.

Section 6.3 Public Meetings

Meetings shall be open to the public, pursuant to the Oregon Public Meetings Law. Notice of time and place of meetings will be posted on University Health Center website.

Article 7 Amendments

Amendments and updates to these bylaws shall be made by SHAC members and require a simple majority vote to approve.

SHAC Bylaws: Rev. 6/22/94-
GF;5/98;Updated9/28/99;Rev.5/30/08AKK,SHAC/kmb,6/11/12tjw;9/4/14jfl;7/30/15prs;9/9/16prs