

California State University
Northridge
KLOTZ STUDENT HEALTH CENTER

**STUDENT HEALTH ADVISORY COMMITTEE
BY-LAWS**

As defined by the Chancellor of the California State University System, Charles B. Reed (Reed, 2002) in Executive Order 814, a Student Health Advisory Committee (SHAC) shall be maintained by each campus to recommend scope of service, hours of operation, fee-for-service charges, mandatory fee levels, and annual budgeting, as well as evaluate alternative revenue sources and periodic independent audits. This committee shall include students, faculty, administration, and staff members. Students shall constitute a majority of membership. The committee shall serve in an advisory capacity to the Student Health Center (SHC) and the President of California State University, Northridge (CSUN).

Article I Name

The name of the committee shall be California State University, Northridge, Student Health Advisory Committee hereinafter referred to as the Student Health Advisory Committee (SHAC).

Article II Purpose

Section A The purpose of SHAC shall be to advise the Student Health Center Director and the University President on matters relating to programs, health services, and policies which may improve the general health and welfare of the CSUN student body. In order to achieve its purpose, SHAC shall do the following:

1. Serve as the formal contact between the SHC, the University President, and the CSUN student body.
2. Assist the SHC Director in publicizing and promoting the programs and health services offered by the SHC.
3. Review the existing programs of the SHC in relation to the expressed needs of the students and convey the results to the SHC Director and the University President.
4. Take appropriate action on student suggestions, comments, and complaints referred to the committee by the SHC Director, with

the exception of confidential comments regarding the SHC personnel, which are to be referred to the SHC Director.

Article III

Membership (a maximum of twenty voting members)

Section A

Students must make up the majority of membership

Section B

Student membership is open to all currently enrolled CSUN students who maintain a minimum cumulative 2.5 GPA. If the student falls below the GPA, he/she will be placed on probation and will only be able to serve for one more semester or until the GPA is at or above 2.5 cumulative again.

1. Terms of membership shall consist of two consecutive semesters of service. Members can serve additional terms.
2. Student membership applications for the Fall SHAC term are due on the first Monday of May and are due for the Spring SHAC term on the first Monday of December.
3. Student applicants shall be interviewed by the continuing SHAC Chair, and at least one other continuing SHAC member, to consider the applicant's nomination to the Associated Students (AS) director of personnel.
4. Recommendations of the SHAC nominees will be made to the AS director of personnel by the third Monday of May for the Fall SHAC term and by the third Monday of December for the Spring SHAC term.
5. Applicants may be considered for appointment to SHAC during un-designated times by a majority vote of SHAC members. If there is a majority vote, the additional applicant(s) must follow the same course for membership application as if they were applying during a designated application time.
6. SHAC student members have the right to do the following: attend meetings, vote, present motions, and resolutions, make candidate nominations, run for SHAC candidacy, and hold office.

Section C.

SHAC membership shall always contain at least one member each of the CSUN Staff, Faculty, and Administration, hereinafter referred to as the "SFA Body".

1. The total number of voting SFA Body members shall not exceed 49% of the entire SHAC membership.
2. One CSUN Staff member will be appointed to SHAC by the Vice President of Student Affairs.
3. One CSUN Faculty member will be appointed to SHAC by the Faculty President.
4. One CSUN Administration member will be appointed to SHAC by the University President.
5. SFA Body members are considered ex-officio and will not have a vote, hold office, present motions, and resolutions, nor make candidate nominations. SFA Body members may attend all meetings.

Article IV

Officers

Section A

The SHAC Chair must be a student member who qualifies for membership as described in Article 3, Section B.

Section B

Officers of the SHAC Executive Board shall be the following: Chair, Vice-Chair, Secretary, Treasurer and Ambassador.

Section C

Officers of the SHAC Executive Board shall be nominated and elected according to "Robert's Rules of Order".

Section D

The duration of each office term is determined by the CSUN academic calendar.

1. Officers for the SHAC (annual) term shall be elected at the next to last Spring Semester. The term of office shall commence on the last meeting of the aforementioned previous Spring Semester.
2. Officers of the Spring SHAC term shall be elected in the fourteenth week of the previous Fall Semester. The Spring term of office shall commence on the last day of the aforementioned previous Fall Semester.

Section E

Duties

1. CHAIR: The Chair of SHAC shall serve as the executive officer of the board, call and oversee all committee activities, serve as

the board's representative in campus and SHC affairs, appoint and establish ad hoc committees as necessary, and routinely review the SHAC agenda with the SHC Director. The Chair approves all staff, faculty, and administrative nominations for membership. The Chair shall oversee the completion of a semi-annual report each semester to be submitted to the SHC Director, AS Secretary, University President, and any student group which may request this information.

2. VICE-CHAIR: The Vice-Chair coordinates all committee activities, presides in the absence of the Chair, and oversees the Survey Review Sub-Committee.
3. SECRETARY: The Secretary shall keep accurate and complete minutes of all formal SHAC meetings and distribute the minutes to the SHC Director, AS Secretary, to all committee members, and to all student groups requesting this information. The Secretary is responsible for posting agendas to comply with the Open Meeting Act.
4. 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 AS funds.
5. AMBASSADOR: The Ambassador shall oversee the recruitment of new members, be responsible for publicity and public relations, and maintain the SHAC web page. The Ambassador shall maintain the SHAC bulletin board in the waiting room of the SHC.

Section F

Removal from office shall be by a 2/3 vote of all SHAC members. The officer in question, University President, AS President, and SHC Director shall be notified in writing at least 2 weeks prior to such a vote. If such a vote concludes in the termination of an officer, elections for the vacated position shall be held during the next SHAC meeting following the last official day of the terminated officer's post.

Section G

Removal from membership shall be by a 2/3 vote of all SHAC members. The member in question shall be notified in writing at least 2 weeks prior to such a vote.

- Section H Resignation of any member shall be submitted in writing to the SHAC Chair. This resignation must be given with 2 weeks notice and include an explanation. If the member is an officer, elections for the vacated position shall be held during the next SHAC meeting.
- Section I Succession to the Chair can only be done by student members through election according to the guidelines in Article IV, Section C.
- Section J An officer will be removed from office, or a member will be removed from SHAC membership if he or she fails to attend 2 regularly scheduled meetings during one CSUN semester. An exception may be made by a 2/3 vote of SHAC membership.

Article V Duties of Members

- Section A Members must carry out the stated SHAC purposes.
- Section B Members must meet at regularly scheduled and posted times, as well as at the discretion of the Chair/Committee for other times during the semester.
- Section C Special meetings of SHAC may be called by the SHC Director or any SHAC officer with the reasonable notification of all membership.
- Section D Members must assist the SHAC officers with the responsibilities of their posts.

Article VI Budget

- Section A The SHAC Budget shall be maintained by the Treasurer as described in the Treasurer's duties (Article IV, Section C.3)

Article VII Ad Hoc Committees

- Section A Quality Improvement
This committee shall be headed by the SHAC Vice-Chair. This committee is responsible for collecting, analyzing, and reporting on the responses from the various SHC Surveys. This committee is also responsible for collecting and reporting on the responses to the SHC Comment/Suggestion boxes.

- Section B Fiduciary & Fund-raising
This committee shall be headed by the SHAC Treasurer. This committee is in charge of budgeting and cash transactions of SHAC.
- Section C Publicity & Public Relations
This committee shall be headed by the SHAC Ambassador. This committee is in charge of outreach to the campus community about the SHAC and the SHC.
- Section D SHAC Annual Report
This committee shall be headed by the SHAC Chair. This committee is responsible for the creation of the SHAC Annual Report to be distributed to the University President, AS President, SHAC Director, and any other student group which requests this information. The SHAC Annual Report shall be distributed by the last official day of the Fall and Spring semesters as designated by the CSUN academic calendar.
- Section E Special Committees
Special Committees will be formed as needed by the Chair in his/her discretion. These committees will be formed for special short-term projects or any goals not addressed by the standing committees.

Article VIII Operating Procedures

Section A The SHC Director shall keep SHAC advised of information relevant to major SHC policy decisions, planned changes in SHC programs and any other pertinent information.

Section B Regular Meetings

1. Dates, times, and locations of all regular meetings shall be determined by SHAC.
2. A quorum shall consist of 25% of membership. A quorum is required for any election, policy change, or formal recommendation.
3. No general meeting can be conducted where there is less than 25% student members. For officer meetings, full attendance of the officers is required.

4. The parliamentary authority for SHAC shall be “Robert’s Rules of Order”.

Section C

Closed Meetings

1. SHAC and its subcommittees may only hold closed sessions to consider matters relating to personnel issues relating to the Patient Satisfaction Survey.
2. Closed sessions must be placed on the previous meeting’s minutes.

Section D

Fee Increases

The AS Board of Directors shall be notified of any proposed increases in the mandatory fee prior to submitting a recommendation to the University President.

Article IX

Amendments to the By-Laws

Section A

All motions to amend these By-Laws shall be presented to the Chair of SHAC for consideration. The motion shall be placed on the agenda for discussion, but no vote will be taken on the amendment until the next meeting.

Section B

A motion to amend these By-Laws requires a $\frac{3}{4}$ vote of the current SHAC membership for passage. Amendments will take affect at the next regularly scheduled meeting. Any amendments may not violate CSU Chancellor’s Executive Order 814. A copy of Order 814 can be obtained from the SHC Director or the AS General Manager.