

GUIDELINES and PROCEDURES

Title	Student Health Advisory Committee By-laws
Section	Administration
Date	8/26/1993
Last Reviewed/Revised	7/19/95, 9/29/95, 10/27/95, 10/03/07, 9/16/98, 2/4/99, 3/9/01, 1/16/09, 12/02/11, 1/6/2015, 07/18/2017, 4/15/2020, 09/29/2020, 11/14/23
Approved by Management Team	01/06/2015, 09/12/2017, 10/14/2020
Purpose	See outline “purpose”

Article I. Name

The name of this body is the California State University, Fullerton, Student Health Advisory Committee.

Article II. Purpose

The purpose of this committee is:

- A. To provide a liaison between the students, faculty, staff, campus partners, and administration of Student Wellness (TitanHEALTH and CAPS).

- B. To help create awareness of general and special services offered by Student Wellness.

- C. To periodically review and evaluate programs and policies of Student Wellness in conjunction with designated Student Wellness staff to provide for consumer compliments, complaints, and concerns, excluding the review of medical competence.

- D. To jointly recommend to the Vice President for Student Affairs and University President, in consultation with the Sr. Associate Vice President of Engagement and Well-Being, issues of concerns related to Student Wellness. To make recommendations concerning new programs and/or modifications of existing programs.

Article III. Benefits of Membership

1. Involvement in public relations on Student Wellness departments and student body
2. Experience in committee voting
3. Members will receive public speaking experience
4. Be able to form a professional network with faculty and staff
5. Recognition for participation (graduation stole, certificate, etc.)

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Article IV. Membership

The members of the Student Health Advisory Committee shall be composed of in the following manner:

A. Voting Members

1. One full-time TitanHEALTH staff member, appointed by the Director of TitanHEALTH.
2. Two faculty members
3. At least five students, who do not work in Student Wellness
4. One Student Wellness student employee, appointed by Student Wellness
5. University Representative appointed by the TitanHEALTH Director or their designee
6. Students chosen by the Student Health Advisory Committee by a simple majority of present voting members.

B. Ex-Officio Non-Voting Members

1. Director of TitanHEALTH or designee.
2. Sr. Vice President for Student Affairs or designee.
3. Any student who shows up on a continual basis who shows strong desire to participate in Student Wellness. If any voting member of the Student Health Advisory Committee fails to meet the minimum membership requirements (See section C), then these “at-large” members will be considered as the primary replacements.

C. Conditions of Membership

Once a member is selected, they are a member until they graduate or decide otherwise. In regard to point of contact, the members can inform the Student Health Advisory Committee Chairperson, and/or email 24 hours before the meetings. If a student has one unexcused absence, they will be issued with a warning. Additional unexcused warnings will result in withdrawn membership.

D. Quorum: 50% of voting members + 1

Article V. Officers

A. Enumeration

The officers of the Committee shall be the Chairperson, the Vice-Chairperson, the Secretary, and the Ambassador.

B. Methods of Selection and Terms

All Officers will be elected by a simple majority vote of the voting membership who are present at the meeting during the election.

All terms are for one school year. Returning board members must be reelected for the following school year.

C. Duties

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1. Chairperson:
 - a. The Chairperson shall preside over all meetings of the Student Health Advisory Committee.
 - b. The Chairperson shall serve as the official liaison between the Committee, Student Wellness, and the Vice President for Student Affairs.
 - c. The Chairperson shall undertake such other duties as the Committee may direct.
 - d. The Chairperson shall meet as often as necessary with the leadership of TitanHEALTH.
 - e. Divide and Assign Responsibilities to other Student Health Advisory Committee Board Members.
 - f. Coordinates all committee meetings.

2. Vice-Chairperson
 - a. The Vice-Chairperson shall, in the absence of the Chairperson, perform all the duties of the Chairperson.
 - b. B. Oversee the subcommittee.
 - c. Responsible for maintaining roster and newsletter subscription list.
 - d. The Vice-Chairperson shall undertake such other duties as the Committee may direct.
 - e. Manage general meeting attendance and assist with general meeting minutes.

3. Secretary
 - a. The Secretary shall keep accurate and complete minutes of all meetings of the Student Health Advisory Committee and shall provide distribution of the minutes to all committee members, the Vice President for Student Affairs, the Director of the TitanHEALTH, or their designee.
 - b. The Secretary shall attend to the necessary correspondence on behalf of the Committee.
 - c. The Secretary is responsible for posting agendas as to comply with the open meeting act.
 - d. The Secretary shall undertake such other duties as the Committee may direct.

4. Ambassador
 - a. The Ambassador shall oversee the recruitment of new members.
 - b. The Ambassador is responsible for publicity and public relations, and maintains the Student Health Advisory Committee website.
 - c. Maintain social media accounts.
 - d. The Ambassador shall undertake such other duties as the Committee may direct.

Article VI. Removal Process

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1. Removal from office shall be by a 2/3 vote of all SHAC members. The officer in question, University President, SHAC Chair, and TitanHEALTH 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.
2. Voting members with two or more unexcused absences will result in removal from membership and 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.
3. 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.
4. Succession to the Chair can only be done by student members through election according to "Robert's Rules of Order" .
5. An officer will be removed from office, or a voting member will be removed from SHAC membership if he or she fails to attend 2 regularly scheduled meetings during one CSUF semester. An exception may be made by a 2/3 vote of SHAC membership.

Article VII. Meetings

The Regular Meetings of the Student Health Advisory Committee shall follow these guidelines:

- A. The Student Health Advisory Committee and sub-committees shall conduct all business in public meetings. All meetings shall be open and public, and all interested persons shall be permitted to attend any meeting of the Committee, except as otherwise provided in this section.
- B. The Student Health Advisory Committee Board Members and Advisor shall determine the regularity of meetings at the beginning of each semester, and announcements of the meetings shall be posted in the Student Wellness building, website, and/or social media prior to the meeting.
- C. Meetings will be held regularly, once a month. Meetings will be held on the CSUF campus.
- D. Parliamentary procedure shall be followed according to the authority of "Robert's Rule of Order."
- E. A quorum consists of the voting members present at a given meeting, with 50% plus 1.

Additional meetings can be determined and scheduled by members of the Student Health Advisory Committee to work on appropriate projects of the Student Health Advisory Committee.

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Article VIII. Sub-committees

A. Executive Committee

1. The Executive Committee shall consist of the Officers and the TitanHEALTH Director, and their designee.
2. The Executive Committee shall be empowered to meet between scheduled Student Health Advisory Committee meetings and act on matters of business.
3. Any decisions made by the Executive Committee shall be ratified by the Student Health Advisory Committee at their next meeting.

B. Membership

1. All sub-committees shall be comprised of Student Health Advisory Committee general members and/or appropriate staff, including ex-officio, non-voting members.
2. All sub-committee members shall be appointed by the Executive Committee of the Student Health Advisory Committee.

C. Voting

Voting privileges shall be restricted to members who hold voting privileges on the Student Health Advisory Committee.

D. Officers

The Chairperson(s) of the established sub-committee(s) shall be appointed by the Executive Committee of the Student Health Advisory Committee.

E. Duties

All members shall familiarize themselves with and recommend policies pertaining to their areas of concern.

Article IX. Operating Procedure

- A. The TitanHEALTH Director and their designee, shall keep the Student Health Advisory Committee advised of information relevant to major Student Wellness policy decisions, planned changes in programs, and any other pertinent information.

B. Proposals

1. The Student Health Advisory Committee, or a relevant sub-committee, will not consider approval of any proposal unless it is submitted in writing. For any proposal to be added to the agenda for a regular meeting of the Student Health Advisory Committee, or a relevant sub-committee, the proposal needs to be submitted in a time frame that allows for distribution at least seven days prior to the scheduled meeting.
2. All proposals shall be submitted in writing to the executive board of the Student Health Advisory Committee.

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3. The Student Health Advisory Committee shall forward all materials to the proper sub-committee(s). Upon receipt of the proposal, the committee will make a recommendation or progress report within seven days.
4. In the event that the sub-committee declines to pass a proposal, the person or group who submitted the proposal may request that the proposal be submitted to the general Student Health Advisory Committee membership for its review.

C. Changes in Student Health Fees

The Associated Students Board of Directors must be notified of any proposed increases or decreases in the Student Health mandatory fee prior to submitting a recommendation to the University President.

Article X. Adoption of/and amendments to the By-laws

1. All motions to amend these By-laws shall be presented to the Executive Committee for consideration. The motion shall be placed on the agenda for discussion.
2. A motion to amend these By-laws shall require a two-thirds (2/3) vote of the current membership of the Student Wellness Advisory Committee for passage. Amendments shall take effect at the next regularly scheduled meeting. These amendments may not violate the CSU Chancellor's Executive Order 0943.

08/26/93	Procedures and By-laws established
07/19/95	By-laws revision
09/29/95	By-laws revision
10/27/95	By-laws revision
10/03/97	By-laws revision
09/16/98	By-laws revision
02/04/99	By-laws revision
03/09/01	By-laws revision
04/15/20	By-laws revision
11/14/23	By-laws revision

Approved by: _____
Vice President for Student Affairs

Date: _____