

BYLAWS FOR THE
STUDENT HEALTH ADVISORY BOARD
OREGON STATE UNIVERSITY
Adopted May 6, 2011

ARTICLE I: NAME

This committee shall be known as the Student Health Advisory Board of Oregon State University (hereinafter "SHAB").

ARTICLE II: PURPOSE

The SHAB shall serve the following purposes for the benefit of the Associated Students of Oregon State University (hereinafter "the ASOSU"):

- A. Evaluate proposed budgets of Student Health Services (hereinafter "SHS") and recommend an annual budget to the SHS Director.
- B. Recommend the SHS fee to the ASOSU Student Incidental Fee Committee.
- C. Evaluate and recommend changes to SHS programs and services, based on the best interests of the ASOSU.
- D. Coordinate and review the student health insurance policy for domestic and international students, making recommendations to SHS administration.
- E. Serve as liaison between the ASOSU and the SHS.
- F. Identify initiatives that promote a healthy University community.

ARTICLE III: BOARD MEMBERSHIP

- A. Voting members
 - 1) One non-senate member of the ASOSU and one member from the Non Traditional Affairs Task Force, both appointed by the ASOSU Vice President.
 - 2) Five (5) undergraduate students at-large appointed through the established application process.
 - a. Alternate voting members will be based on seniority.
 - 3) Two graduate students appointed through the established application process.
 - 4) One ASOSU Undergraduate Senator.
 - 5) Four (4) faculty members not directly associated with SHS appointed by the Vice Provost for Student Affairs.
 - 6) One student appointed by the International Students of OSU.
 - 7) One member from Disability Access Services.
- B. Non-Voting Members
 - 1) The non-voting membership of this board shall consist of three (3) ex-officio members: The SHS Director and the SHS Associate Director of Administrative Services.
 - 2) There will be other regular committee participants, involved on an ad hoc basis or upon invitation from the Chairperson, such as the Student Health Insurance Consultant.

C. Appointments

- 1) Individual appointments to the board shall be made without regard to age, color, disability, gender identity or expression, marital status, national origin, race, religion, sex, sexual orientation, veteran's status or any other extraneous consideration, however, the overall composition of SHAB is intended to reflect the diversity of campus viewpoints.

D. Length of Appointments

- 1) At Large student voting members shall be appointed for two year terms, with an opportunity for a one year extension, resulting in a maximum term of three consecutive years.

E. Vacancies

- 1) In the event of a vacancy in a voting student member position on SHAB, the ASOSU Executive Secretary shall appoint a replacement upon referral within thirty (30) days of receipt of written notification of the vacancy from SHAB.
- 2) In the event of a vacancy in a voting faculty member position on SHAB the SHAB chair or designee will notify the Vice Provost for Student Affairs in writing, requesting that a replacement be appointed within thirty (30) days.

F. Removal

- 1) Any voting member of SHAB who misses three unexcused board meetings per term will be removed from SHAB for non-fulfillment of duties.
- 2) In the event of an anticipated meeting absence, members are responsible to notify the chair in advance of the meeting date.

ARTICLE IV: BOARD OFFICERS

A. Chairperson

- 1) At its last meeting each winter term, or any time thereafter, or upon vacancy of the chairperson, SHAB shall elect from its student membership a chairperson to conduct the business of the board.
- 2) The chairperson shall serve for one year and may be reelected once. Election of the chairperson shall be by a simple majority vote.
- 3) The Chairperson shall preside at all SHAB meetings.
- 4) The Chairperson or designee shall have the following duties:
 - Prepare an agenda prior to each scheduled meeting.
 - Encourage new membership until the board is complete.
 - Determine meeting times/dates to best fit the majority of the member's schedules.
 - Send email announcements of upcoming meetings and agendas.
 - Assure minutes are recorded, distributed, amended, approved, and saved for future reference.
 - Assure email listservs are updated and available to members.
 - Welcome new members, providing them information about the board.
 - Distribute membership list to members.
 - Conduct meetings.
 - Attend the American College Health Association Annual Meeting.

- 5) The Chairperson or designee shall represent SHAB to the campus community.
 - 6) The Chairperson will vote only in the event of a tie.
 - 7) The Chairperson will be responsible to determine if absences are excused and will present absences to the entire SHAB.
- B. Vice Chairperson
- 1) At its last meeting each winter term, or any time thereafter, or upon vacancy of the Vice Chairperson, SHAB shall elect from its student membership a Vice Chairperson to preside over meetings in the absence of the Chairperson.
 - 2) The Vice Chairperson shall serve for one year and may be reelected once. Election of the Vice Chairperson shall be by a simple majority vote.
- C. Secretary
- 1) The Secretary shall be a non-member of SHAB appointed by SHS and will be an employee of SHS.
 - 2) The Secretary will be responsible for the taking and maintenance of meeting minutes as well as other organizational duties as assigned.
 - 3) The Secretary will retain SHAB records in the Administrative Assistant's office at Student Health Services.

ARTICLE V: DUTIES OF THE BOARD

- A. Determination of the Annual Health Fee Operating Budget
- 1) The Director or designee of the SHS shall initiate the budgeting process early enough for board members to have thoughtful discussion, debate and deliberation. This process will be in concordance with the ASOSU Student Incidental Fee budget schedule.
 - 2) The SHAB will vote to approve a budget.
 - 3) The SHAB will recommend a proposed annual fee rate to the Student Incidental Fee Committee.
- B. Student Health Insurance
- 1) The SHAB will evaluate the international and domestic health insurance plans.
 - 2) The SHAB shall recommend changes in domestic and international insurance plans by majority vote.
- C. Services Oversight
- 1) The Committee is responsible for reviewing SHS needs assessment information.
 - 2) This data will be used to formulate program and service recommendations to SHS.
- D. Operation and Conduct
- 1) The SHAB shall operate and conduct its business in a manner consistent with these bylaws under the authority of the ASOSU Constitution, Oregon Revised Statutes, and Oregon Administrative Rules.

ARTICLE VI: BOARD MEETINGS

- A. Quorum
- 1) A quorum shall be the majority (51%) of active student voting members, including the chair.

B. Public Meetings

- 1) Meetings shall be open to the public, pursuant to the Oregon Public Meetings Law.
- 2) Meetings will be conducted minimally once per term during the academic year, and on an ad hoc basis as needed.

C. Order

- 1) Meetings shall be guided by the Roberts Rules of Order Newly Revised at the discretion of the chair.

ARTICLE VII: AMENDMENTS

- A. Bylaws may be amended or revised with a 2/3 majority vote of the active voting membership.
- B. Amendments and revisions of bylaws require at least one-week advance notice to SHAB for a vote to be valid.