

**BYLAWS FOR THE
STUDENT HEALTH ADVISORY BOARD
OREGON STATE UNIVERSITY
Revised April 9, 2014. Adopted April 25, 2014**

ARTICLE I: NAME

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

ARTICLE II: PURPOSE

SHAB shall serve the following purposes for the benefit of Oregon State University (OSU) students:

- A. Evaluate proposed budgets of Student Health Services (SHS) and recommend an annual budget to the SHS Director.
- B. Recommend the SHS health fee to the Student Incidental Fee Committee (SIFC).
- C. Evaluate and recommend changes to SHS programs and services based on the best interests of OSU students.
- D. Participate in the review and selection of the student health insurance policies for domestic and international students.
- E. Serve as a liaison between the Associated Students of Oregon State University (ASOSU) , SIFC and SHS.
- F. Identify initiatives that promote a healthy university community.

ARTICLE III: BOARD MEMBERSHIP

- A. Voting members:
 - 1) One student from the ASOSU Health and Wellness Task Force and one student from the ASOSU Non-Traditional Affairs Task Force, both appointed by the ASOSU Vice President.
 - 2) Six (6) at-large undergraduate students appointed through the established SHAB application process.
 - a. There shall be 6 designated at-large undergraduate student voting seats with no cap on the number of undergraduates who may be members of the Board.
 - b. All undergraduates accepted to the Board will be considered "voting eligible," and determination of which students shall fill the voting seats each meeting will be determined by: (1) the number of years a student has been on the Board, (2) the number of consecutive meetings the student has attended in the term, and (3) the number of total meetings he or she has attended.
 - c. Substitutions in which undergraduate members hold a voting seat will be instituted as needed in order to obtain quorum.
 - 3) Two (2) at-large graduate students appointed through the established SHAB application process.
 - a. There shall be 2 designated at-large graduate student voting seats with no cap on the number of graduates who may be members of the Board.

- b. All graduates accepted to the Board will be considered “voting eligible,” and determination of which students shall fill the voting seats each meeting will be determined by: (1) the number of years a student has been on the Board, (2) the number of consecutive meetings the student has attended in the term, and (3) the number of total meetings he or she has attended.
 - c. Substitutions in which graduate members hold a voting seat will be instituted as needed in order to obtain quorum.
 - 4) Four (4) faculty members, not directly associated with SHS, appointed by the Vice Provost for Student Affairs.
 - 5) One student appointed by the International Students of OSU.
 - 6) One student appointed by Disability Access Services.
- B. Non-Voting Members:
 - 1) The non-voting membership of this board shall consist of two (2) ex-officio members: The SHS Director and the SHS Associate Director, Administrative Services.
 - 2) There will be other board participants, involved on an ad hoc basis upon invitation from the Chairperson, such as the Student Health Insurance Consultant, the ASOSU Budgets and Appropriations Committee liaison, and the SIFC liaison.
- 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.
 - 2) At-large members shall be selected through an open application process by a subgroup of the board that includes at a minimum the Chair, Vice-Chair and at least one other voting member of the board.
 - 3) At least fifty (50) percent of the board appointments shall be completed by May 30th for the following academic year.
- D. Length of Appointments
 - 1) At-large student members shall be appointed for a one-year term, with an opportunity for two one-year extensions, resulting in a maximum term of three consecutive years.
 - 2) All other student members shall be appointed for a one-year term, with an opportunity for a one-year extension, resulting in a maximum term of two consecutive years.
 - 3) Faculty members shall be appointed for a three year term with an opportunity for one additional 3-year term extension.
- E. Vacancies
 - 1) In the event of a vacancy in an at-large student position, the SHAB Chairperson shall appoint a replacement within thirty (30) days of the vacancy.
 - 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, or designee, requesting that a replacement be appointed within thirty (30) days.

F. Removal

- 1) Any voting member of SHAB who has three unexcused absences from board meetings in a 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 chair, 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 members' schedules.
 - Send email announcements of upcoming meetings and agendas.
 - Assure minutes are recorded, distributed, amended, approved, and saved for future reference.
 - Assure email contact information is updated and available to members.
 - Welcome new members and provide 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-Chair, 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 shall be an employee of SHS.
- 2) The Secretary will be responsible for taking and maintaining 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 and Operating Budget
 - 1) The Director or designee of SHS shall initiate the budgeting process early enough in the year for board members to have thoughtful discussion, debate and deliberation. This process will be coordinated with the SIFC budget schedule.
 - 2) SHAB will vote to approve a budget.
 - 3) SHAB will recommend a proposed annual fee rate to the SIFC.
- B. Student Health Insurance
 - 1) SHAB will review and provide feedback on the international and domestic health insurance plans.
- C. Services Oversight
 - 1) SHAB 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) SHAB shall operate and conduct its business in a manner consistent with these bylaws under the authority of the Oregon Revised Statutes and Oregon Administrative Rules.

ARTICLE VI: BOARD MEETINGS

- A. Quorum
 - 1) A quorum shall be the majority (51%) of the appointed 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 Robert's Rules of Order, Newly Revised, at the discretion of the chair.
- D. Meeting Times
 - 1) Meetings shall be held at the same day and time for the entire academic year.
 - 2) The meeting day and time shall be determined by the SHAB via majority vote the previous academic year, before April 30th.

ARTICLE VII: AMENDMENTS

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