

BYLAWS FOR THE
STUDENT HEALTH ADVISORY BOARD
OREGON STATE UNIVERSITY
Approved December 4th, 2020

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. Gather student body opinion on physical and mental health services, student health insurance options and effectiveness.
- B. Advise SHS leadership about student concerns and priorities related to student health and wellness.
- C. Communicate to students and student government through appropriate channels.
- D. Review proposed annual budget of Student Health Services (SHS) with the SHS Executive Director.
- E. Advocate for the SHS health fee to the University Budget Committee (UBC) in partnership with Counseling and Psychological Services (CAPS) student fee board.
- F. Evaluate and recommend changes to SHS programs and services based on the best interests of OSU students.
- G. Serve as a liaison between the Associated Students of Oregon State University (ASOSU), SIFC and SHS.
- H. Identify initiatives that promote a healthy university community.

ARTICLE III: BOARD MEMBERSHIP

A. Voting members: TBD

- 1) Before each term, each SHAB member must declare their status as a voting member or non-voting member. This status must be communicated to the two co-Chairs.
 - a. Quorum shall be defined as 51% of voting members at any given time (non-voting members exempt).
 - b. Non-voting student/faculty members are not considered in the quorum count, but forfeit voting privileges for the term.
 - c. Qualification for voting status requires members to attend a minimum of two-thirds of scheduled meetings per term, or at the discretion of the chair.
- 2) Up to two (2) appointed undergraduate or graduate students recommended by the ASOSU President or Vice President.

- a. Students must be confirmed by both the SHAB co-Chairs.
 - b. These members are subject to regular members and responsibilities if they choose to be voting members.
- 3) A minimum of six (6) undergraduate voting students appointed through the established SHAB application process.
 - 4) A minimum of two (2) at-large graduate students appointed through the established SHAB application process.
 - 5) Four (4) faculty members, not directly associated with SHS, recommended by the Vice Provost for Student Affairs.

B. Non -Voting Members:

- 1) The non-voting membership of this board shall consist of up to two (2) ex-officio members, including the SHS Executive Director.
- 2) There may be other board participants, involved on an ad hoc basis upon invitation from the Chairpersons, such as the Student Health Insurance Consultant, the ASOSU Budgets and Appropriations Committee liaison, and the SFC 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 perspectives in the OSU community
- 2) The two Chairs shall ensure a committee of SHAB students and faculty jointly carry out a consistent selection process to provide a diverse representation of OSU students on SHAB. Preference shall be given to ensure a student representative from the following areas: ISOSU, DAS, and the Cultural Centers.
- 3) At-large members shall be selected through an open application process by a subgroup of the board that includes at a minimum the two co-Chairs and at least one other member. (See Article V)
- 4) 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.
 - a) Members may be retained on SHAB as non -voting members beyond the three year limit, only if approved by the two co-Chairs, and at least one other member.
- 2) All appointed 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.

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 a student or faculty position, the SHAB Secretary should adjust the roster to reflect any changes in membership.

2) In the event of a vacancy in a student or faculty position, the SHAB Chair will consult with the two co-Chairs or and at least one other member to appoint a replacement. If appropriate, the seat may be left open for the remainder of the academic year.

Removal

- 1) Any voting member of SHAB who has three unexcused absences from board meetings in a term may be removed from SHAB for non-fulfillment of duties. The two co-Chairs and at least one other member of SHAB must consult and approve the removal of any SHAB member.
- 2) In the event of an anticipated non-emergent meeting absence, members must notify the chair and secretary twenty-four hours in advance of the meeting date.

ARTICLE IV: BOARD OFFICERS

A. Chairperson

B. During the first week of spring term, or any time thereafter, or upon vacancy of the chair, SHAB shall elect from its student membership TWO chairpersons to conduct the business of the board. This is only in the case of there being no Co-Chair Elects.

- a. If Co-Chair Elects have been elected then they will take on the position of Chairpeople the following fall term for the remainder of the school year.

C. The chairpersons shall serve for one year and may be reelected once. Election of the chairpersons shall be by a simple majority vote of all voting & non-voting members.

D. The chairpersons shall preside at all SHAB meetings.

E. The chairpersons, or designee, shall split the following duties:

- Determine meeting times/dates to maximize member attendance.
- Send email announcements of upcoming meetings or important updates.
- Welcome new members and provide information about the board.
- Conduct SHAB meetings.
- Prepare and publish the agenda at least 72 hours prior to the SHAB general meeting.
- Oversee the formation of committees/workgroups as needed.
- Communicate with prospective members (including students and faculty) and interest groups including ISOSU, ASOSU, IFC, SFC, etc. as needed
- Manage the digital repository (Box) to ensure that minutes/rosters/materials are present, accurate, and accessible to all SHAB members
- Ensure accuracy of the membership roster

- Take attendance at each meeting and review the record regularly to ensure that all members remain in good standing.
- 5) The chairpersons or designees shall represent SHAB to the campus community.
 - 6) The chairpersons will vote only in the event of a tie.
 - 7) The chairpersons will be responsible to determine if absences are excused. The attendance record shall be documented by the Secretary.

C. Secretary

- 1) The chairperson, or designee, shall have the following duties:
 - Ensure minutes are recorded, distributed, amended, approved, and saved for future reference.
 - Ensure email contact information is updated and available to members.
 - Record attendance and maintain the record for each term.
 - Bring excessive absences to the attention of the two co-Chairs.
 - Distribute membership list to members.
 - Maintain an accurate roster of voting members.
 - Maintain the digital repository and ensure that all members can access SHAB documents and media.
- 2) The Secretary shall be an elected position, held by a student member of SHAB.
- 3) The Secretary will be responsible for taking and maintaining meeting minutes as well as other organizational duties as assigned by the two co-Chairs.
- 4) The Secretary shall be responsible for communicating draft and finalized meeting minutes via the digital repository.

D. CAPS Liaison

- 1) The liaison, or designee, shall have the following duties:
 - a) Required to attend SHAB's general meetings and CAPSAB general meetings
 - b) Report back to SHAB on issues that may interest us
 - c) Participate in CAPS meetings with updates on what SHAB is working on

E. Co-Chair Elect

- 1) During the eighth week of winter term, or any time thereafter, SHAB shall elect from its student membership two individual Co-Chair Elects to conduct business of the board for the following academic year.
- 2) The Co-Chair Elects will follow and learn how the position of the Chair runs throughout spring term to ensure that transitions for the following year go smoother.
- 3) SHAB recognizes that preference will be given to those who have served on the board for at least a year.

ARTICLE V: COMMITTEE FORMATION

At the discretion of the chair, ad hoc committees may be formed to assist SHAB in carrying out its objectives. These committees will be duly recognized in SHAB's organizational structure, including its membership and attendance. It will be the joint responsibility of the two co-Chairs, and Secretary to ensure that these committees are so recognized and well-represented.

ARTICLE VI: BOARD MEETINGS

A. Quorum

- 1) A quorum shall be the majority (51%) of the voting membership, including the chair.
- 2) Members shall be designated as voting or non-voting prior to the first meeting of each term. The Secretary is responsible for maintaining the roster of voting and non-voting members.

B. Public Meetings

- 1) Meetings shall be open to the public, pursuant to the Oregon Public Meetings Law.
- 2) Meetings will be held throughout the year as needed. The SHAB shall meet a minimum of three meetings per term.

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 a regular time(s) for the duration of each term. Meetings times, dates, and locations shall be published at least a week in advance.
- 2) The meeting day and time shall be determined by the SHAB via majority vote.

ARTICLE VII: AMENDMENTS

A. Bylaws may be amended or revised with a 2/3 majority vote of the voting membership.

B. Amendments and revisions of bylaws require at least one-week advance notice to SHAB for a vote to be valid.