

# CONSTITUTION OF THE COLORADO STATE UNIVERSITY HEALTH NETWORK STUDENT HEALTH ADVISORY COUNCIL

## ARTICLE I. PURPOSE

Section 1: The purpose of the Student Health Advisory Council (SHAC) at Colorado State University Health Network (CSUHN) is to assure that the students of Colorado State University (CSU) are at all times receiving high quality, cost-effective health care. This purpose can be achieved through this board of students, who contribute to programmatic and budget decisions, elicit stakeholder feedback, and assist at various programs sponsored by CSUHN

## ARTICLE II. FISCAL MANAGEMENT

Section 1: CSUHN receives a specified amount of money each year from assessed student fees for the support of programs and services. The CSUHN SHAC Advisor shall be responsible for presenting a budget annually for review and approval by the Council. All financial data concerning CSU Health Network shall be open to any interested party for inspection at reasonable times.

## ARTICLE III. GOVERNANCE/MEMBERSHIP

Section 1: CSUHN is part of the Division of Student Affairs. Supervision of the Executive Director of CSUHN rests with the Vice President for Student Affairs.

Section 2: Review and recommendations regarding CSUHN policies, procedures, current programs, appeals of student actions, and annual budget is a function of the Student Health Advisory Council.

Section 3: The Student Health Advisory Council will consist of:

1) Ex-Officio: The CSUHN Executive Director or their designee will serve as a non-voting advisor to the SHAC. The members of the CSUHN Leadership Team and Manager of Insurance Services are also considered ex-officio members of the SHAC, who may be present at meetings as needed but who are not voting members of the SHAC.

2) Selected: SHAC shall consist of no less than five and no more than fifteen members. The ASCSU Director of Health will be considered a voting member of SHAC, but their seat is not included in the 15-member upper limit.

3) Appointed: A maximum of two representatives can be appointed from the SHAC Membership to attend and participate with the Student Fee Review Board.

Proposed change: A maximum of 2 representatives can be appointed from the Student Health Advisory Council to attend and participate with the Student Fee Review Board.

4) Appointed: ASCSU Director of Health for present school year shall be a voting member.

5) Selected members to serve as alternates and fill empty spots the following semester or next academic year. All members will be expected to fill one academic term and may choose to continue as a member without reapplication after that time. Voting members consist of the appointed and student at-large members. A quorum of voting members must be present when calling for a vote. Quorum is defined as one more than 50% of voting members. Meeting days and times will be determined at the beginning of each semester. All board meetings are open to the public.

6) Members absent for two consecutive meetings without an excused absence or members with three or more unexcused absences in one academic year must reapply for membership on the Council.

Section 4: Leadership and elections:

1) SHAC shall elect the following leadership positions every April to serve for a one year term in the case of a graduation or any removal of one of the leadership members an election shall be held at the next meeting:

President - Schedule monthly meetings and organize catering. Create agendas and facilitate meetings. Assign duties to the leadership team. Manage the Student Health Advisory Council email and desk at the Health Center. Manage memberships by removing old members and reviewing new applicants. In charge of recruitment over summers and at the beginning of each semester when necessary. Create and email out monthly newsletters to members. Organize yearly pictures and elections. Be in direct contact with the Student Health Advisory Council advisor and Health Center.

Subcommittees can be formed at presidential discretion to handle large scale events and projects.

Vice President - Serves as President in their absence. Aid the president as is deemed fit by the president. Give announcements about upcoming events and communicate with organisations outside the university. Coordinate with the Volunteer Coordinator/ External Affairs chair as necessary.

Secretary-Take and send out meeting minutes for every meeting distributed to the membership via email.. Announcements from other leadership positions may but are not required to be coordinated through this position. General monthly announcements ought to be collaborated

with the president. This position's duties when not filled by a member will be filled by the president with aid from the vice president.

Volunteer Coordinator/External Affairs Chair- Set up and coordinate SHAC participation in volunteer events in the Fort Collins community, outreach to other RSO's,

In the event of necessary sensitive discussions, a special executive session may be called with the SHAC leadership team.

2) Leadership Elections: Application for leadership positions must be submitted via email to the SHAC President before the second to last meeting of each year. They will be reviewed by the president and the student advisor before the applications are then presented at the second to last meeting of the year and voted on via an anonymous ballot either online or in person. The new leadership positions will be announced via email before the next meeting by the current president. The new leadership will be given access to the contact information and the notes of the previous leadership to prevent loss of information.

There are no defined limits on years of eligibility for leadership positions, but each year leadership must be re-elected if there is a desire to continue in one's leadership position.

Section 5: Should a conflict develop between the Council and CSU Health Network staff, ASCSU Senate will mediate the conflict

Section 6: Special meetings may be called as deemed necessary.

Section 7: Process for amending constitution-

The constitution shall be re-evaluated once per year by a special by-laws committee consisting of at least one member of the SHAC leadership team, two student members at large, and the SHAC advisor. This evaluation shall take place during the registration process of SHAC as a Registered Student Organization through SLiCE.

Any proposed amendments by the by-laws committee shall be made via a collaborative process and then voted on by a quora of the membership as defined above.

#### ARTICLE IV: CSU STUDENT ORGANIZATION GUIDELINES

Active membership is open to all CSU students with the right to vote and hold office.

Associate (community members)/ alumni members may not vote or hold office.

As a recognized student organization at Colorado State University, our organization shall not deny membership to any student on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. \*

To remove a member or officer, adequate written notice to that person (7 days minimum) is required before officially removing them from the organization. \*\*

The advisor must be a recognized CSU employee as a faculty or staff member, or graduate student with approval from their academic advisor, who has an interest in serving as an advisor. The advisor does not have the right to vote.

The constitution may be amended at any regular business meeting of the organization by two-thirds vote of active membership, provided the amendment has been submitted to members in writing at least one week prior to the business meeting.