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 with 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 available 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, and annual budget is a function of the SHAC.

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

1) Ex-Officio: The ASCSU Director of Health, though not considered a member de jure shall always be granted voting power and access to any proceedings equal to that of a member of the SHAC. 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: The SHAC shall consist of no greater than fifteen members. The ASCSU Director of Health is not included in the 15-member upper limit. There is no minimum number of members required but efforts should be made to select new members whenever there are currently or expected to be four or fewer members.

3) 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 for the duration of their time as a CSU student. Voting members consist of the ASCSU Director of Health and student at-large members. Meeting days and times will be determined at the beginning of each semester. All meetings are open to the public.

4) Members absent for two consecutive meetings without an excused absence or with three or more unexcused absences in one academic year must reapply for membership on the Council. The Vice President is responsible for tracking attendance and determination of whether an absence is considered excused.

Section 4: Leadership:

1) The SHAC shall elect the following leadership positions before the termination of spring semester to serve for a one-year term. In the event that any officer can no longer serve the duration of their term for any reason, an election shall be held at the next meeting to fill the vacancy.

President - Schedule monthly meetings and organize catering. Create agendas and facilitate meetings. Assign duties to the leadership team. Manage the Student Health Advisory Council. Manage memberships in collaboration with the Vice President by recruiting and selecting new members when necessary. Organize yearly pictures and elections.
Form subcommittees to handle large-scale events and projects. In the event of necessary sensitive discussions, a special executive session may be called with the SHAC leadership team. Be in direct contact with the SHAC advisor and CSUHN.

Vice President - Serves as president in their absence. Aid the president as is deemed fit by the president. Track member attendance at meetings. Coordinate with the volunteer coordinator and secretary as necessary.

Secretary- Generate and distribute meeting minutes to the membership via email. Announcements from other leadership positions may but are not required to be communicated through this position.

Volunteer Coordinator- Set up and coordinate SHAC participation in volunteer events in the

2) In the event that the secretary and/or volunteer position is vacant, the vice president is responsible for fulfilling those duties. The president shall be responsible for fulfilling the vice president’s duties during a vacancy of that position. The SHAC shall at all times have a president.

Section 5: Procedure for budget approval and officer elections

1) The SHAC advisor is responsible for presenting the proposed CSUHN budget to the SHAC as soon as feasible following the delivery of assumptions from the CSU Budget Office. The council members and ASCSU director of health will then have the opportunity to vote for or against approval. If more than half of the votes cast are in favor of approval, the budget may then be given to the SFRB. A quorum of council members must be present when the vote is held. A quorum is defined as one greater than 50% of council members. Members may choose to abstain from voting. The draft may be revised and voted on again at a later time if less than or equal to half of the votes cast are in favor of approval.

2) Leadership elections may only be held immediately after all candidates are allowed to speak before the SHAC. Votes for leadership but not budget approval are to be anonymous. A candidate may be elected with a plurality of votes.

Section 6: Should a conflict develop between the SHAC and CSUHN faculty, ASCSU Senate will mediate the conflict

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.