



Student Health Advisory Committee Bylaws

Article 1 Name

This committee shall be known as the Student Health Advisory Committee of the University of Oregon (hereinafter "SHAC" or "The Committee").

Article 2 Purpose

The SHAC shall serve the following purposes for the benefit of the University of Oregon Student Body (hereinafter "Student Body").

Section 2.1 Evaluate proposed budgets of the University Health Center (hereinafter "UHC") and recommend an annual budget to the UHC Director.

Section 2.2 Recommend the UHC fee to the UHC Director.

Section 2.3 Evaluate and recommend changes in the UHC program of services, based on the best interests of the student body.

Section 2.4 Establish a student health insurance policy and program for its administration and assist in negotiating the insurance policy terms with an appropriate underwriter.

Section 2.5 Evaluate and recommend criteria for determining policy for financing health care services for students through the UHC.

Section 2.6 Serve as liaison between the student body and the UHC.

Section 2.7 Promote good health throughout the University community.

Article 3 Committee Membership

Section 3.1 Voting members

The voting membership of this committee shall consist of nine (9) students at the University of Oregon who meet the minimum enrollment requirements established for service on student governance committees plus four (4) faculty not directly associated with the University Health Center. It is desired that one (1) of the student members also be members of the student senate or other elected campus office.

Section 3.2 Non-Voting Members

The non-voting membership of this committee shall consist of five (5) ex-officio members: The UHC Director, the UHC Medical Administrator, a representative from the Administration Division, a representative from the Student Affairs Division and a representative from the Office of International Education and Exchange. There will be other regular committee participants, involved on an ad hoc basis, such as the Student Health Insurance Coordinator and Student Health Insurance Consultant.

Section 3.3 Counseling Center Advisory Committee Linkage

It is desired that one (1) of the voting or non-voting members also serve on the Counseling Center Advisory Committee.

Section 3.4 Appointments

3.4a Individual appointments to the committee shall be made without regard to gender, race, religion, age, sexual orientation, marital status, disability, political viewpoint, national origin, ethnic background or any other extraneous consideration, however, the overall composition of the committee is intended to reflect the diversity of campus viewpoints.

3.4b Student members of the SHAC shall be nominated for appointment by the ASUO President, subject to ASUO procedures, and approval and confirmation by the University President. In the event that there are more qualified applicants than vacant positions, the ASUO President shall nominate qualified alternates, with order of preference. Alternates are also subject to ASUO procedures, and approval and confirmation by the University President.

3.4c The non-student members of the SHAC shall be appointed by the University President in accordance with student/faculty governance procedures.

Section 3.5 Length of Appointments

Student 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. Interested seniors are exempted from the two year requirement.

Section 3.6 Vacancies

3.6a In the event of a vacancy in a student member position on the committee, whether due to withdrawal, removal or recall, the ASUO president shall nominate a replacement within thirty (30) days of receipt of written notification of the vacancy from SHAC, subject to ASUO procedures and approval and confirmation by the University President .

3.6b The Director of the UHC shall notify the ASUO in the event of such vacancy and recommend a replacement, based on attendance, from the list of alternates, if available.

3.6c If such nomination is not done in a timely fashion (thirty days), the Director of the University Health Center shall nominate a replacement, subject to confirmation by the University President. The term of the replacement shall be one year plus the remainder of the current school year.

Section 3.7 Removal

3.7a An official student member of the committee who misses three (3) unexcused committee meetings per term may be removed from the committee for non fulfillment of duties by a simple majority vote.

3.7b A voting member of the committee may be recalled at any time without specific allegation of non fulfillment of duties by a three-quarters (3/4) vote of those members who are present and voting.

3.7c All members must be in academic good standing. Continued membership is contingent upon annual compliance.

3.7d In the case of non-fulfillment of duties by a faculty member, the committee shall, by a simple majority vote, petition the University President to appoint a replacement.

Section 3.8 Conference Guidelines

3.8a Requirements for attending conferences is as follows; the student must be an active member of SHAC, accepted by ASUO, and have served a minimum of one term as a SHAC member.

3.8b The student must be returning the following year. Preference will be given to those in a leadership position, i.e., Chair, Co-Chair, etc., as well as regular attendance at meetings.

3.8c In order to be considered for attendance at a conference, the student be considered for the opportunity, the student must have a good knowledge of SHAC, the functions and processes, as well as prepare a speech/essay about their expectations, qualifications, and experience.

3.8d The SHAC committee will vote to determine who is chosen to attend.

3.8e Conference attendance is dependent upon the Health Center budget, and subject to approval by the Health Center Director.

Section 3.9 Leave of Absence

3.9a A qualified leave of absence may be authorized for no more than one term per school year. To be qualified, the absence must be due to academic or medically related circumstances.

3.9b A qualified leave of absence will not count against a member for attendance purposes.

3.9c If more than one term of leave of absence is taken, the student may not continue to serve as a voting member, unless a waiver is approved by the SHAC executive committee. The student may continue to serve as an interested member, but must forfeit their position as a voting member.

Section 3.10 Participation

3.10a At the beginning of each term the executive committee must specify the necessary involvement of members for the impending term; this to typically include at least one extra event, with attendance and participation.

3.10b The participation requirement must be met for a minimum of two terms per academic year to maintain voting member status.

3.10c If a voting member does not maintain this requirement for two consecutive terms, the member must be brought before SHAC to determine if they shall retain their status as a voting member.

3.10d If a member is brought before the committee for failure to participate, the member must receive at least one weeks notice in writing from the SHAC executive committee.

3.10e Each term the requirement is not met, the member shall receive a written warning from the SHAC executive committee.

Section 3.11 Shirts

3.11a SHAC shirts will be earned each year by all members who satisfactorily complete the year adhering to the attendance guidelines. Determination of who earns a shirt will occur every year during winter term.

3.11b The member must be present for at least four meetings a term for three consecutive terms, dating back to spring term of the preceding year. Or be present for at least four meetings a term for two consecutive terms, with at least one major even participation which shall be approved by the SHAC executive committee and the Health Center Director.

3.11c Exceptions will be for those who have taken a qualified leave of absence, or those who have excused absences due to academic conflicts, but the member must still have maintained at least one major event participation. In these cases, a waiver will be approved by the SHAC executive committee and the Health Center Director.

Section 3.12 Waiver Process

3.12a If a waiver is required for any of the participation or attendance guidelines, the member must submit their request in writing to the SHAC executive committee who will verify attendance and submit the waiver with their recommendation to the Health Center Director.

3.12b If the member wishes to appeal the decision, they may request it be brought to a vote of the SHAC committee, where voting procedures will be followed.

Section 3.13 Executive Committee

3.13a The executive committee shall at a minimum consist of the Health Center Director and the student Chairperson for SHAC.

3.13b When elections take place, the SHAC committee must determine who will participate in the executive committee. This is to include, co-chairs, program chairs, or whatever positions seem necessary to be in communication with the Health Center Director.

3.13c The responsibilities of the SHAC executive committee are to meet and communicate with the Health Center Director weekly concerning agenda items for the meetings. The executive committee also keeps the Health Center Director current on all SHAC issues, as well as, assist in any waiver process brought forth.

Article 4 Committee Officers:

Section 4.1 Chairperson

4.1a At its last meeting each Spring term, or any time thereafter upon vacancy of the chairperson's seat, the committee shall elect from its student membership a chairperson to conduct the business of the committee.

4.1b The chairperson shall serve for one year and may be reelected once. Election of the chairperson shall be by a simple majority vote. The vice-chairperson from the current SHAC shall be automatically nominated for the chairperson position.

4.1c The sitting chairperson of the SHAC or the Director of the UHC shall convene the first meeting each Fall term.

Section 4.2 Duties of the Chairperson

4.2a Preside at all committee meetings.

4.2b Assist the UHC Director with preparing an agenda at least one day prior to each scheduled meeting.

4.2c Represent the committee to the campus community.

4.2d Make a best effort to ensure that the business of the committee is conducted in a prompt and efficient manner.

Section 4.3 Vice Chairperson

4.3a The committee shall elect a vice chairperson at the second meeting each Fall term to assist the chairperson, serve in the chairperson's absence and conduct other committee business as the chairperson may request from time to time.

4.3b The vice-chairperson nominees must be returning to the SHAC the following academic year.

Section 4.4 New Positions

4.4a At the beginning of each academic year, the committee must determine what positions are necessary depending on membership and the proposed agenda for the year.

4.4b The committee may therefore create new positions annually as deemed necessary, i.e. PR, Outreach Committee etc.

Article 5 Duties of the Committee:

Section 5.1 Needs assessment and impact surveys

5.1a Among other duties, the committee is responsible for producing, managing, and evaluating representative needs assessment surveys.

5.1b A campus wide survey will be conducted annually.

5.1c The deadline for completion of said survey is to be determined by the Director of the UHC.

5.1d The funds for said survey shall be generated by the UHC operating budget.

Section 5.2 Determination of the Annual Budget

5.2a The Director of the UHC shall initiate the budgeting process early enough for committee members to have thoughtful discussion, debate and deliberation before it needs to be submitted to University Administration.

5.2b Based on the needs assessment survey, utilization data at the Health Center, recommendations of the ~~SHC~~ UHC Director, Medical Administrator and other professional staff, the SHAC will vote to either approve or reject the proposed budget.

- 5.2c The UHC Director, based on the SHAC recommendation, shall submit a budget request to the University President for approval by the Oregon University System (OUS) Board, via the Vice President for Administration.

Section 5.3 External Health Care

- 5.3a The SHAC may study health care services and costs performed outside the UHC for students.
- 5.3b The SHAC may help develop, market and evaluate a program or programs to provide for health care services and their financing outside the UHC. This may encompass health insurance, managed care or other arrangements, as appropriate.

Section 5.4 Operation and Conduct

SHAC shall operate and conduct its business in a manner consistent with these bylaws, pertinent Oregon Revised Statutes and Oregon Administrative Rules.

Article 6 Committee Meetings

Section 6.1 Frequency

- 6.1a SHAC meetings shall be held at least bimonthly during the regular school year and monthly, if possible, during the Summer term.
- 6.1b On occasion, the SHAC may invite the Counseling Center Advisory Committee to a joint meeting.
- 6.1c Ad hoc task force and work group meetings may be held from time to time, as needed.

Section 6.2 Quorum

A quorum shall be the majority of voting members.

Section 6.3 Public Meetings

Meetings shall be open to the public, pursuant to the Oregon Public Meetings Law. Notice of time and place of meetings will be submitted in advance to the Oregon Daily Emerald.

Article 7 Amendments:

Amendments to these bylaws shall be made in accordance with standard University of Oregon procedures for administrative committees of the University.

Approved by Dan Williams
Vice President for Administration
October 9, 1998