

Student Health Advisory Committee (SHAC)

UCLA STUDENT HEALTH ADVISORY COMMITTEE CHARTER

Mission

The UCLA Student Health Advisory Committee (SHAC) was established on the UCLA campus on November 2, 1972. SHAC was formed in order to provide formal student participation into the administration of UCLA Student Health Services (The Ashe Center). As the officially recognized UCLA student committee charged with having oversight and input into the provision of health services as well as with fostering the overall health and wellbeing of UCLA students, SHAC has established formal relationships not only with the Ashe Center, but also with other administrative bodies associated with student health and wellness and organizations charged with the oversight of these programs. These programs include, but are not limited to: the Ashe Center, Student Affairs, the University of California Office of the President, Counseling And Psychological Services (CAPS), the Undergraduate Student Association (USAC), and the Graduate Student Association (GSA).

The mission of SHAC is to ensure that the health, wellness and mental welfare of UCLA's student body are provided for by the University to the best possible extent. To accomplish this, SHAC acts as a liaison between students and The Ashe Center, CAPS, and other affiliated administrative bodies, and as an advocate for the healthcare of its students when there is a difference in vision between students and administrators. It is the expectation of the students that UCLA provides high quality efficient and cost effective health care for UCLA students, and that other UCLA programs provide needed physical and mental health services and other services needed to foster student wellbeing. To this end SHAC:

1. Regularly gathers student body opinion on student physical and mental health services, student health insurance, operations, and effectiveness; promotes the development of programs to enhance student wellbeing; monitors the programs and operations of the Ashe Center and other campus programs and services related to student health and wellness; offers input regarding staff-student relations and assists in selecting key staff personnel, and;
2. Advises the administration of the Ashe Center, Student Affairs, CAPS, and other UCLA programs about student concerns and priorities related to health and health care, and advises UCLA in making policy decisions regarding health-related programs, funding, and staff.
3. Communicates to the students and to the student government in the following ways:
 - A. Regularly briefs the GSA and USAC boards on issues of concern or success;
 - B. Briefs USAC Senate and Graduate Forum annually on issues of importance;
 - C. Regularly communicates directly to the UCLA student body, both graduates and undergraduates, information on student health, wellness and insurance at least once annually;
 - D. Maintains a visible electronic presence through social networking or websites.
4. Advocates for the interests of students when it feels that their needs are not being met or adequately considered and lobbies relevant administrators for resolution to these issues.

Article 1. Objectives and Activities

- A. **Soliciting Student Opinion:** Through various methodologies, SHAC shall assess the health-related needs of the student population, determine satisfaction of users of student health-related services, provide an ongoing mechanism for student feedback to health-related services, and convey student feedback to the administration of UCLA health-related programs.
- B. **Monitoring Fiscal Policy:** In conjunction with the Student Fee Advisory Committee (SFAC), Ashe Center administration, the Student Health Insurance Committee (SHIC), and other UCLA and UC-wide Administrative bodies, SHAC shall review and make recommendations regarding the annual health services budget, and will participate in the negotiation and selection of coverage through the Student Health Insurance Plan (SHIP)), as described by the UC Office of the President and Student Affairs.

- C. Interacting with relevant organizations in promoting Student Health: SHAC shall communicate with campus bodies, such as Counseling and Psychological Services, The Ashe Center, the Graduate Students Association, the Undergraduate Students Association, the Student Welfare Commission, and other student and administrative groups working on health-related issues. SHAC will also outreach to the SHACs of other universities and to the American College Health Association (ACHA) to exchange information regarding the provision of student health services.
- D. SHAC, in conjunction with graduate and undergraduate student governments, will develop criteria for the selection of new SHAC members by the appropriate student government associations (e.g. GSA and USAC).
- E. SHAC will appoint from its own membership representatives to the University of California System-Wide Insurance Advisory Board and, when relevant, the System-Wide Insurance Executive Board. If the number of representatives should exceed the number of SHAC members, the GSA and USAC shall appoint additional members as necessary.

Article II. Composition and Eligibility:

- A. Membership: the voting membership of SHAC shall consist of:
 - 1. Four (4) members of the Undergraduate Students Association Council (USAC) to be appointed according to the procedures of that body.
 - 2. Four (4) members of the Graduate Students Association (GSA) to be appointed according to the procedures of that body.
 - 3. One or more member/s of the Ashe Center staff to function as administrative liaison and to be appointed by the Director of the Ashe Center (not a voting member).
- B. Eligibility: All student members of SHAC shall remain in good academic standing with the University during each term. Student members shall be registered UCLA students each term except summer.
- C. Term of Service:
 - 1. Appointments by USAC and GSA shall be for one or two years of service, beginning and ending on last day of finals week of spring quarter of consecutive years. Outgoing and incoming SHAC members will hold a transitional meeting near the end of each spring quarter in order for outgoing members to share their experiences and to orient new members to the work and priorities of SHAC. The date and participants for this meeting will be determined by outgoing and incoming SHAC members.
 - 2. No SHAC student member shall serve on SHAC for more than two years, unless approved by USAC or GSA according to their policies and procedures, in which case, the total length of SHAC service should not exceed the longer of two consecutive terms or four years.
- D. Resignations and Expulsions:
 - 1. Resignations of members will be submitted in writing or verbally to SHAC, according to the Bylaws. The Chair will be responsible for notifying SHAC of the resignation. SHAC shall then notify the appropriate student government association.
 - 2. Any student on SHAC may be expelled from the organization for due cause. This includes, but is not limited to, absenteeism, academic probation, or disciplinary action taken by the University. After notification and opportunity for rebuttal, a majority vote of members present at a duly organized meeting may decide expulsion is warranted. SHAC shall then make a

recommendation to USAC or GSA for action, except in the case of absenteeism, for which members can be expelled directly

3. Absenteeism constitutes grounds for expulsion. Absenteeism shall be defined as: An unexcused absence at more than one SHAC meeting per academic quarter. Absences shall be excused at the discretion of the chair; specifically excused absences are those for finals, illness, or unavoidable and unexpected academic commitments. The Chair may request students absent from more than one meeting to complete additional projects or decline a portion of their stipend. The Chair and Vice-Chair of SHAC may not miss more than one meeting per quarter, excused or not; these members may request a leave of absence or resign their post in such an advent.
4. In case of vacancy, SHAC shall notify GSA or USAC in order to fill the vacancy in as timely a manner as possible, depending on the student government body's policies and procedures. A successor shall complete his/her predecessor's term of office only.

Article III. Officers:

- A. Election of Officers: Procedures for election of Chair and Vice-Chair.
The chair and vice-chair may be an undergraduate or graduate, but not both (i.e., the chair and vice-chair cannot both be graduate students or undergraduate students). To assist with continuity, the chair shall be a two year appointee, elected at the end of the previous year; the vice-chair shall be elected at the beginning of the subsequent year.
 1. Only students may be nominated for elective offices.
 2. Terms of office are for one calendar year.
 3. The Chair shall receive a higher stipend, as directed by the Student Fee Advisory Committee; the Vice Chair shall not receive a higher stipend, unless by agreement.
- B. Vacancies: In the event of a vacancy, the duly elected officer shall be chosen according to the procedure specified in Section A of Article III and shall serve through the balance of his/her predecessor's term.
- C. Duties of Officers:
 1. Chair: the Chair shall be the principle elected officer of SHAC, shall preside at General Meetings, and shall perform such other duties incident to the office as defined in the Bylaws. The Chair shall appoint liaisons, schedule meetings, and be the primary liaison to administrators and the primary liaison to his or her student governments (i.e., USAC or GSA).
 2. Vice-Chair: The Vice-Chair shall keep minutes and shall be the primary liaison to his or her government (i.e., USAC or GSA). The Vice-Chair shall also be in charge of ensuring that SHAC maintains an electronic presence on the internet, a responsibility he or she may delegate.

Article IV. Meetings and other SHAC Events:

- A. SHAC shall hold General Meetings, Special Meetings, subcommittee meetings, and other SHAC activities, meetings, and events as specified in the Bylaws.
- B. SHAC shall hold at least four (4) General Meetings per quarter and twelve general meetings per academic year, and may hold meetings over the summer when necessary. Additional meetings may be called by SHAC membership as needed.

- C. A quorum shall consist of one-half of the current membership plus one. No voting shall occur without a quorum present.
- D. SHAC shall hold at least one University-wide town hall per year, in the fall, to inform students about their health services and changes to their insurance.

Article V. Subcommittees:

- A. SHAC may establish committees to assist in carrying out its objectives.
- B. These committees are *ad hoc* and formed at the discretion of the chair

Article VI. Bylaws:

SHAC may draft Bylaws or operating procedures consistent with the provisions of the charter.

Article VII. Amendments:

This Charter may be amended, repealed, or altered by a majority vote of all SHAC members. Notification of proposed changes shall be submitted, in writing, to USAC, GSA, SFAC, and the UCLA Vice Chancellor of Student Affairs. The Charter will be ratified by USAC and GSA.

SHAC BYLAWS

Article I. Objective of Bylaws:

- A. The Bylaws are established as procedures to be followed by SHAC in carrying out the provisions of the SHAC Charter.

Article II. Composition and Eligibility:

- A. Selection of Members:
 - 1. The annual operational term of a SHAC member shall be as follows. For members appointed during the Spring quarter or the summer, the term shall be from the first day of the fall quarter to the next year's fall quarter (for 1 year appointments) or the second subsequent fall quarter (for 2 year appointments). For members appointed during the school year, their term shall span from the day they are appointed until the first day of the fall quarter (for 1 year appointees) or the subsequent fall quarter (two year appointees). Members may choose to serve during the summer at their own discretion and availability.
 - 2. Of the eight SHAC student members, four appointments shall be undergraduate students chosen by USAC and four appointments will be graduate students selected by GSA, through the regular procedures of these respective bodies.
 - 3. All SHAC student members are voting members (one vote per member).
- B. Definitions:
 - 1. Definition of Absence: An absence is defined as non-presence at more than one half of the meeting time of a SHAC meeting. Meeting time begins at the time a meeting is called to order and ends at the time that meeting is adjourned. The Minute-Taker shall make note of both these times in the minutes. Absences will be listed in the minutes per this definition.
 - 2. Definition of SHAC Meeting: A SHAC Meeting includes all general SHAC meetings for the quarter. Attendance of student members at SHAC General Meetings is mandatory. Students needing to miss a SHAC General Meeting should excuse their absence with the SHAC presiding Chair in as timely a manner as possible

3. Additional SHAC meetings or events: These additional activities may be convoked during the regular course of SHAC business. SHAC members are highly encouraged to actively participate in these additional SHAC activities. While participation in these additional activities is voluntary, SHAC members are encouraged to maintain standards of professionalism, and provide notification in case of anticipated absence.

Article III. Duties of Officers:

A. Duties of the Chair shall include:

1. Acting as the principal representative of SHAC to the Ashe Center administration.
2. Presiding in the role of parliamentary chair at all General Meetings.
3. Preparing General Meeting agendas, calling General Meetings, and establishing a schedule of General Meetings.
4. Creating subcommittees when necessary and providing for subcommittee administration.
5. Acting as the official SHAC liaison to USAC or GSA (depending on whether the Chair is a graduate or undergraduate student), Ashe administration, UCLA administration, University of California administration other UCLA campus bodies, and the SHACs of other universities. These responsibilities may be delegated through liaison positions.
6. Handling official correspondence to and from various administrative and student groups. All or portions of these duties may be delegated.
7. Maintaining the official records and files of SHAC.
8. When possible, briefing at least one delegate representing UCLA's SHAC on critical issues, and sending the same to the ACHA annual convention to gather vital information and report such information to UCLA SHAC.
9. Preparing a report on the state of SHAC to be submitted by June 30 after completion of his/her term of office (the "Continuity Report").
10. Assigning the rotation for the keeping of minutes, taking roll, and recording absences.
11. Providing through the minutes an accurate and useful historical record of actions of SHAC and a basis for the Chair's annual report.

B. Duties of the Vice -Chair shall include:

1. The role of primary liaison to the GSA or USAC (depending on if the student is a graduate or undergraduate)
2. Taking minutes and submitting them for approval
3. Ensure that SHAC maintains an electronic presence on the internet, a responsibility he or she may delegate.

Article IV. Meetings and Other Mandatory Events:

- A. General Meetings: General Meetings are regularly occurring convocations of SHAC for transacting business pertaining to the membership as a whole. The Chair shall set the General Meeting schedule prior to or at the first General Meeting of an academic quarter, with consideration to SHAC's workload and consistent with SHAC members' schedules.
- B. Special Meetings: SHAC shall meet on call of the Chair or upon request of three (3) SHAC members. This definition includes meetings of subcommittees.
- C. Any meeting of SHAC may be held under Robert's Rules of Order at the Chair's discretion or upon the request of a majority of the membership present. SHAC meetings are open to the public. However, SHAC reserves the right to close a meeting or any part thereof to discuss confidential matters.

Article V. Minutes:

- A. Minutes shall be taken by the Vice-Chair, or members of SHAC whom he or she designates.
- B. Minutes shall be approved at a subsequent regular meeting.
- C. Minutes shall be made publicly-available through the SHAC website or other venue.

Article VI. Subcommittees:

- A. Subcommittees may be formed with the majority vote of any duly constituted quorum of SHAC.
- B. SHAC Subcommittees are charged with carrying forward the mission of SHAC, as listed in the SHAC Charter.

Article VII. Stipends:

- A. Student members of SHAC shall receive a stipend as determined by the SFAC Student Stipend Policy. To be eligible, students must be registered and enrolled for each quarter/semester of service and should attend all SHAC General Meetings per quarter. One unexcused absence per quarter will be permitted.
- B. The Chair shall receive an additional stipend based on the SFAC Student Stipend Policy.
- C. Disbursements are to be made available during the 5th and 10th week of each academic session.
- D. In the event that any student member has two or more unexcused absences within any one quarter as defined in Article II.D.3 of this charter, this matter may result in the forfeiture of stipends for that member. Refer to the SFAC Student Stipend Policy for additional information.

Article VIII. Amendments:

- A. These Bylaws may be altered in a manner consistent with the SHAC Charter by majority vote of all SHAC members.
- B. Changes must be approved by GSA and USAC.

Revised: January 22, 2007

Revisions Approved by SHAC: February 12, 2007

Revisions Approved by GSA: March 7, 2007

Revisions Approved by USAC: April 24, 2007