Preamble:
We, the members of the JMU Student Health Advisory Committee, do hereby establish this Constitution in order that our mission is realized to its fullest extent.

Article 1 – Name
The name of the organization shall be Student Health Advisory Committee, henceforth referred to as SHAC in this charter document.

Article 2 – Mission
SHAC will partner with the University Health Center to optimize student wellness through policy advocacy, health promotion, and advocating for the health of JMU students. Our goal is to promote healthy living and student success by focusing on preventative care.

SHAC understands and is committed to fulfilling its responsibilities for abiding by the policies of James Madison University.

Article 3 – Membership

Section 1. Members
(a) SHAC maintains open membership to all JMU students regardless of race, ethnicity, ability, sexual orientation, biological sex, and religion.

(b) A member is considered ACTIVE if she or he is an undergraduate or graduate student who:
   a. Attends at least 70% of regularly scheduled meetings;
   b. Attends all educational engagements to which is has committed himself, or provides a substitute when he is unable to uphold his commitment;
   c. Meets all other obligations of membership of SHAC

(c) A simple majority vote of those eligible to vote may override these restrictions, can excuse a previous deficiency, or modifies the nature of these requirements.

Section 2. Selection and Commitment
Selection of new members shall occur in one of the following two ways:
(a) The candidate shall be nominated by a current member of SHAC, or by a faculty or staff member of the university, or
(b) The candidate shall self-select and attend a regularly scheduled SHAC meetings.

Commitment to the group shall occur after the following:
(a) Attendance to at least one meeting of SHAC

(b) Thorough review of this SHAC Charter

(c) Conversation with the SHAC President to clarify any questions or concerns
The selection process may be changed, or additional stages added at the discretion of ACTIVE members of SHAC.

Section 3. Expulsion

A member may be expelled from SHAC for:
(a) Missing more than 45% of the meetings without notifying the President prior to the meeting.
(b) Missing more than 40% of the meetings, regardless of the reason.
(c) Conduct unbefitting a member of SHAC, including, but not limited to, breaches of JMU or University Health Center policies and procedures; deliberate deception of the group; and/or repeated disregard to commitments made to SHAC.

Expulsion shall be by these procedures:
(a) A written request from at least three members and presented to the President.
(b) Written notification from the President to the member in question to be present at the next meeting and be prepared to speak on his own behalf.
(c) A 3/4 vote of the total ACTIVE membership.

Article 4 – Officers

Section 1. Officers
(a) The elected officers of SHAC shall be: President, Vice President, Secretary, and Treasurer.
(b) All officers will assume their duties for one year’s term.

Section 2. Removal from office

Any officer may be removed from office for being in violation of the organization’s mission or its constitution, in accordance with this process:
(a) A written request by at least three members shall be presented to the President. If the President is the office in question, the written requests shall be presented to the advisor.
(b) Written notice from the President (or advisor, in the case of the President) that the officer in question be present at the next meeting and be prepared to speak on her or his own behalf.
(c) A simple majority vote of the total ACTIVE membership is required to carry his removal from office.
If an officer is removed from office, the membership may request that she or he also be expelled from the group. This vote may be taken immediately after the vote to remove the officer from office, and requires a three-fourths vote of the total ACTIVE membership.

Article 5 – Duties of Executive Board Officers

Section 1. President

1. The President is an elected position and a member of the SHAC Executive Board. Duties include responsibility for the following:
   a. Create meeting agendas and calls/runs all meetings
   b. Holds votes and has final decision in event of a tie
   c. Serve as the official spokesperson for SHAC
   d. Creates and maintains meaningful partnerships with other JMU departments, organizations, and/or entities as to support the mission of SHAC
   e. Holds SHAC officers, committee members, and SHAC Representative Positions accountable for execution of their assigned duties
   f. Meet regularly with SHAC Advisor

Section 2. Vice President

1. The Vice President is an elected position and a member of the SHAC Executive Board. Duties include responsibility for the following:
   a. Works with SHAC members and Advisor to find meeting times and locations
   b. Provides support to committees and their committee chairs; Receives reports on committee progress
   c. Identify and organize professional development opportunities for SHAC members; work with SHAC advisor and UHC as needed.
   d. Works with Secretary and SHAC Advisor to ensure that all JMU student organization requirements are adhered to (e.g. BeInvolved requirements, etc.)

Section 3. Secretary

1. The Secretary is an elected position and a member of the SHAC Executive Board. Duties include responsibility for the following:
   a. Maintain accurate and up-to-date membership rosters
   b. Disseminate meeting agendas to SHAC membership in advance of upcoming SHAC meetings
   c. Record meeting minutes and distribute to SHAC members after meetings
   d. Distribute any other information and materials to SHAC members as needed or directed
   e. Ensure SHAC info is up-to-date on the JMU BeInvolved website

Section 4. Treasurer
1. **The Treasurer** is an elected position and a member of the SHAC Executive Board. Duties include responsibility for the following:
   a. Leads efforts in determining allocation of SHAC funds provided by the UHC
   b. Works with SHAC Advisor at appropriate points during the fiscal year on building the SHAC budget
   c. Liaises with SHAC Advisor (and appropriate UHC Business Operations Team staff, as needed) for the purchase materials relevant to SHAC business
   d. Provides regular updates at SHAC meetings on status of SHAC funds

**Article 6 – SHAC Committees**

**Section 1. SHAC Membership Committee.**

1. The purpose of this committee is to attract, obtain, and retain student members. This committee is responsible for creating and running the membership process from application to full fledge member.
2. This is an annual standing committee that will consist of general SHAC members
   a. Committee Member Roles:
   b. Director
   c. Marketing
   d. Recruitment
   e. Public Relations
   f. Financing
3. The Membership Committee will hold separate meetings or otherwise work independently as needed in order to achieve the Committee’s purpose and goals
4. Projects may include (but are certainly not limited to) the following:
   a. Represent SHAC at Student Org Night and other venues
   b. Design and distribute SHAC recruitment materials
   c. Develop a new member application, applicant evaluation, and applicant acceptance process

**Section 2. UHC Services Awareness Committee**

1. The purpose of the UHC Services Awareness Committee is to improve awareness of the various services offered by UHC among JMU students.
2. This is an annual standing committee that will consist of general SHAC members
   a. Committee Member Roles:
   b. Director
   c. Marketing
   d. Liaison with the University Health Center
   e. Public Relations
3. The Membership Committee will hold separate meetings or otherwise work independently as needed in order to achieve the Committee’s purpose and goals
4. Projects may include (but are certainly not limited to) the following:
a. Work with UHC Communication Coordinator in designing and disseminating marketing messages
b. Conduct surveys or other assessments of students’ knowledge about UHC services
c. Provide recommendations to the UHC Leadership Team on how to more effectively communicate info about the UHC

Section 3. UHC Services Feedback Committee

1. The purpose of this committee is to provide the UHC with feedback from the student perspective about the UHC, suggest improvements, and propose ideas for new services and programs. This will provide a student voice in helping the UHC be as student-centered as possible in its approach to student healthcare.
2. This is an annual standing committee that will consist of general SHAC members
   a. Committee Member Roles:
   b. Director
   c. Survey Coordinator
   d. Survey Analyst
3. The Membership Committee will hold separate meetings or otherwise work independently as needed in order to achieve the Committee’s purpose and goals
4. Projects may include (but are certainly not limited to) the following:
   a. Review UHC policies and procedures, websites, publications, and other materials that support UHC programs and services
   b. Collect and provide feedback from students (solicited and unsolicited) to UHC Leadership Team
   c. Propose health and wellness-related ideas for programs and services to UHC Leadership Team

Article 7 – SHAC Representative Positions

Section 1. SHAC Representative to the UHC Leadership Team

1. The SHAC Representative to the UHC Directors Group will entail attending and being an active participant in bi-weekly UHC Directors Group meetings (typically held every other Tuesday from 9-11am). This representative position will be responsible for providing appropriate updates, information, and feedback from SHAC to the Directors Group, presenting a student perspective during Directors Group discussions, and reporting relevant information discussed in Directors Group meetings (as appropriate) to SHAC.

Section 2. Mid-Atlantic College Health Association (MACHA) Student Member-at-Large

1. The Mid-Atlantic College Health Association (MACHA) Student Member-at-Large, which is appointed by the MACHA President Elect, officially serves as the Student Regional Representative to the ACHA Student Section, is a member-at-large, and serves on the MACHA Program Planning Committee. Please note that while we can submit SHAC
member names to MACHA for consideration, there is no guarantee that a JMU SHAC member will be appointed to this role.

Section 3. American College Health Association (ACHA) Student Representative for our Institution (SRMI)

1. As part of JMU’s institutional membership with ACHA, JMU is allowed to appoint a Student Representative Member for our Institution (SRMI). As an institutional member, SRMI membership fees are free.

Article 8 – Advisor

Section 1. Advisor

The advisor to SHAC, which is not an elected position, shall:
(a) Be a professional staff member of the JMU University Health Center;
(b) Provide support and guidance to the organization;
(c) Challenge members to carry out the mission of the organization with dedication and ownership;
(d) Attend at least 50% of meetings when feasible and appropriate;
(e) Be responsible for budgetary matters;
(f) Act as liaison to other SHAC (or related groups) at other institutions of higher education.

Article 9 – Meetings

Section 1. Meetings

(a) Meetings of SHAC shall be conducted 1-2 times per month, or on some other regular basis, as established by the membership.

(b) The order of business of SHAC meetings shall be as follows:
   a. Attendance noted by scribe
   b. New issues notes – President or person running the meeting takes inventory of new issues to be discussed and scribe records the topics
   c. Unfinished business – unresolved issues from previous meetings are discussed and voted on for resolution
   d. New business – President or meeting presider directs the discussions by following the list of new issues taken by the scribe. Consider issues of significance for priority voting. To move from one issue to the next there must be a majority vote.
   e. Announcements – program opportunities, upcoming events, schedules, etc.
f. Adjournment

Section 2. Quorum

Fifty-one percent of the membership shall constitute a quorum. A quorum must be present in order to conduct the business of the group. If a quorum is not present, two options exist: Seek enough members to make the quorum, or wait until the next regularly scheduled meeting. The absence of a quorum on a regular basis warrants immediate corrective action by the group as a whole.

Article 10 – Elections

The election of officers shall take place at the first regularly scheduled meeting in [MONTH] in this manner:

(a) Nominations come from ACTIVE members, including self-nomination. Only ACTIVE members may be considered. All nominations must be seconded.

(b) Nominations are considered office by office, beginning with the President and continuing through the officers, as listed in the constitution.

(c) Elections shall be conducted by the retiring President. If the President is seeking another term, the advisor shall conduct that election. If the advisor is not present, the co-advisor or someone appointed by the President shall conduct the President’s election.

(d) Election shall be by consensus. If consensus is not possible, a vote will be taken by a show of hands. A simple majority decides the election. Candidates shall not be present during the discussion to reach consensus.

(e) If more than two persons seek the same office and no one receives more than 50 percent of the vote, run-off elections will be held between the two candidates who received the most votes.

(f) Only ACTIVE undergraduate and graduate members are entitled to vote.

Article 11 – Amendments

SHAC By-Laws are binding upon its members. Amendments may be made to the document to meet the needs of the membership and the changing nature of the organization. Amendments may be made in this manner:

(a) Amendments may be proposed in writing by any ACTIVE member of SHAC at any meeting under new business;

(b) The proposed amendment shall be placed on the agenda of the next regularly scheduled meeting, under unfinished business;

(c) Amendments require a two-thirds vote for adoption and become effective immediately
AMENDMENT PROCEDURE

SHAC By-Laws may be amended as follows:

1. Any SHAC member may propose an amendment of the SHAC By-Laws. It must be in written form to the SHAC advisor.
2. The proposal shall be presented to the SHAC advisor one week prior to the next scheduled meeting, and will be copied and distributed to all committee members.
3. The President shall open the proposal for discussion at the meeting with a vote at the conclusion of discussion.
4. Amendments are subject to review and approval by the Director of the University Health Center.

Article 12 – Ratification

This constitution shall become effective upon approval by a ¾ vote of the membership. Ratified constitutions must be submitted to the Office of Student Activities & Involvement within 10 days for final approval.

Article 13 – Hazing

SHAC, in keeping with JMU’s expectations for a positive academic and social environment, unconditionally opposes hazing. No individual member of our group or the group itself may engage in or plan any activity that may be defined as hazing.

SHAC opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule to its members or potential members. In addition, no individual nor recognized organization may by physical or mental stress or by subtle or covert technique, impair, make captive, or destroy an individuals’ freedom of thought and choice.

Hazing, under Virginia law, is defined as activities for the initiation or induction into an organization which include calisthenics or other strenuous physical activity; exposure to inclement weather; consumption of food, liquid, beverage, drug or other substance; confinement in any room or compartment; spraying, painting or pelting with any substance; burying in any substance; burning, branding or tattooing or another activity which may result in physical injury or endanger the health or life of the individual being hazed.

J17-101 Section 18.2-56 of the Code of Virginia, as amended, which declares hazing illegal, establishes conditions for civil and criminal liability and outlines the duties of the university when a student has been found guilty of hazing.

It is hereby incorporated as part of this constitution and will serve as a guide for action by the university and SHAC if there is an instance of hazing by this organization or any of the members of this organization. It will be the duty of the officers of SHAC to educate the membership of this policy.