

**Constitution of the  
Marquette University  
Student Health Advisory Board**

**ARTICLE I: NAME**

The name of the organization shall be the Student Health Advisory Board (herein referred to as The Board).

**ARTICLE II: PURPOSE**

- a. Provide a student voice in Student Health Service's operations;
- b. Promote a positive and open channel of communication between the Student Health Service staff and the student body;
- c. Contribute additional awareness of student issues to the administration of Student Health Service;
- d. Promote awareness of services available through Student Health Service that ensures personal and academic success.

**ARTICLE III: RESPONSIBILITIES**

- a. Represent the needs, opinions, and ideas of particular groups within the University.
- b. Evaluate proposed budgets of Student Health Service and recommend an annual budget to the Director of Student Health Service.
- c. Recommend changes in services offered by Student Health Service, based on the best interest of the student body.
- d. Serve as liaison between the student body and Student Health Service.
- e. Actively participate in the publicity and marketing of Student Health Service.
- f. Assist in survey research of Student Health Service.

**ARTICLE IV: MEMBERSHIP**

**Section 1: Board Membership**

- a. The Board shall consist of no more than **seventeen (17)** voting members: at least **eleven (11)** undergraduate students and at least **one (1)** graduate student.
- b. The Board shall consist of at least **two (2)** non-voting members: a Health Educator from the Center for Health Education and Promotion and the Director of Student Health Service.

**Section 2: Selection and Appointment**

- a. The voting members shall consist of the following: **one (1)** RHA rep; **one (1)** PHE rep; **one (1)** Interfraternity Council (IFC)/Panhellenic Association rep; **one (1)** International Education rep; **one (1)** Commuter Student Association rep; **one (1)** Student Athletics Advisory Council rep; **one (1)** representative from an approved multicultural organization; **one (1)** Graduate Student Organization rep; **one (1)** Off-Campus Rep; **four (4)** MUSG University Committee Student Reps (one for each class); and **four (4)** members at-large.

- b. The student members shall serve for one year and be eligible for reappointment, if recommended by their respective organization or the Student Health Advisory Board.

### **Section 3: Non-discrimination Clause**

Consistent with all applicable federal and state laws and University policies, The Board and its subordinate bodies and officers shall not discriminate on the basis of race, age, color, sexual orientation, religion, disability, veteran's status, or national origin in its selection of members or activities.

### **Section 4: Resignation and Expulsions**

- a. If at any time a Board member chooses to resign from The Board, a formal letter of resignation will be submitted by said member to The Board Co-Chairs and the Advisor. The Co-Chairs will be responsible for notifying The Board of the resignation.
- b. Any student on The Board may be expelled for due cause. This includes, but is not limited to, absenteeism, academic probation, or disciplinary action taken by the University. The removal of a member requires a two-third (2/3) vote of quorum following the notification of the member in question. Such notification shall be provided in writing no less than seven working days prior to the vote.
- c. Board members are expected to attend all scheduled meetings. Absences are detrimental to the effective consideration of matters before The Board. Two (2) consecutive, unexcused absences shall constitute resignation. Unexcused absences are those in which a member fails to notify the presiding co-chair and the advisor prior to the start of any Board meeting, unless an emergency precludes this.
- d. Board members are allowed one (1) excused absence per semester. Board members must notify the presiding co-chair and the advisory of their absence in as timely a manner as possible. When possible, Board members should try to find a representative to attend the Board meeting in their place.
- e. In case of vacancy, The Board shall notify the constituent group without representation in order to fill the vacancy in as timely a manner as possible, depending on the student organizations policies or procedures.
- f. In the case of vacancy for an at-large position, a search will be done through an open application and interview process with the Executive Committee and the Advisor.

## **ARTICLE V: OFFICERS**

- a. Active members of The Board who are in good standing shall be eligible for office through nomination by other active members or by self nomination.
- b. Officers shall not be on academic or university probation at the time of elections and throughout their term of office.
- c. Officers will be selected by simple majority. Elections will be conducted annually by secret ballot and the ballots will be counted by the advisor.
- d. The term of office shall be for one academic year and may be re-elected once.

- e. The newly elected officers will be installed during the next meeting following elections.
- f. The order of priority for filling vacant offices will be as follows: Co-Chairs, Secretary, Public Relations

## Section 2: Duties of Officers

- a. Co-Chairs
  - i. Set the agenda for Board meetings
  - ii. Run Board meetings with the assistance of other officers, thereby equally dividing the workload.
    - 1. Co-Chairs will alternate serving as the “Presiding Co-Chair” for each meeting.
  - iii. Maintain communication with The Board Advisor and Executive Officers on a regular basis.
  - iv. Arrange for guest speakers and special meetings
  - v. Notify Board members of regular and emergency meeting dates, times, and locations
  - vi. Serve as The Board contact for excused absences
  - vii. Will assist in writing the “End of Year” report
- b. Secretary
  - i. Record the minutes of each meeting and email them to all the members.
  - ii. Actively assist in the running of Board meetings.
  - iii. Responsible for keeping a record of Board members’ attendance and updating Board members’ on their current attendance status.
  - iv. Act as a historian for The Board.
- c. Public Relations
  - i. Actively assist in the running of Board meetings.
  - ii. Record the minutes of each meeting if the Secretary is not present.
  - iii. Manage webpage content
  - iv. Manage the logo for The Board
  - v. Create design layouts for event flyers or informational pieces for Student Health Service

## Section 3: Vacancies

In the case of a vacancy, a new officer shall be elected by simple majority vote.

#### **Section 4: Removal of Officers**

- a. Officers may be removed from office for failing to fulfill their given responsibilities and duties or for actions clearly in violation of the operation and purpose of The Board.
- b. The removal of an officer requires a two-third (2/3) vote of quorum following the notification of the officer in question. Such notification shall be provided in writing no less than seven working days prior to the vote.

### **ARTICLE VI: ADVISOR**

#### **Section 1:**

- a. The advisor shall be a Health Educator from the Center of Health Education and Promotion or another Student Health Service Staff member appointed by the Director of Student Health Service.
- b. The Advisor will be a non-voting member

**Section 2:** The Advisor's term shall be open.

### **ARTICLE VII: MEETINGS**

#### **Section 1: Regular Meetings**

- a. The Board shall meet bimonthly during the academic year. Meetings will be held at 5:00 p.m. on the first and third Tuesday of the month for an hour. Board meetings are open to the public. However, The Board reserves the right to close a meeting or any part thereof to discuss confidential matters.
- b. The Executive Committee may call additional meetings when the need arises.

#### **Section 2: Agenda**

- a. The Executive Committee will meet the week prior to The Board meeting in order to set the agenda.
- b. Agenda items may be submitted by any member of the Marquette Community and may be considered at the next Board meeting, at the discretion of the Co-Chairs. At the request of five or more Board members, an item must be placed on the agenda and considered by The Board.

#### **Section 3: Voting**

- a. All appointed and at-large student Board members are voting members.
- b. Each Board member shall have one vote, except the presiding co-chair. The presiding co-chair shall vote only in the case of a tie.

#### **Section 4: Attendance**

- a. Board members are expected to attend all scheduled meetings. Absences are detrimental to the effective consideration of matters before The Board. Two (2) consecutive, unexcused absences shall constitute resignation, and a replacement shall be requested from the constituent group losing its representation. Unexcused

absences are those in which a member fails to notify the presiding co-chair and the advisor prior to the start of any Board meeting, unless an emergency precludes this.

- b. Board members are allowed one (1) excused absence per semester. Board members must notify the presiding co-chair and the advisor of their absence in as timely a manner as possible. When possible, Board members should try to find a representative to attend The Board meeting in their place.

#### **Section 5: Quorum**

- a. Nine members shall consist of a quorum and at least one of the three at-large members and two of the four University Committee Student representatives must be present.
- b. A quorum shall be present in order for any official business to be conducted. Official business shall include elections of officers or any other major decisions affecting The Board.

#### **Section 6: Procedure**

Procedure shall be guided by Robert's Rule of Order, dependent of The Board's choice at the beginning of the new term.

#### **Section 7: Minutes**

- a. Minutes shall be taken by the Secretary or another Executive Officer if the Secretary is not present.
- b. Minutes shall be approved at subsequent regular meeting.
- c. Minutes shall be made publicly-available through the Center for Health Education website.

### **ARTICLE VIII: COMMITTEES**

#### **Section 1:**

- a. The Co-Chairs may create standing committees, as needed, to serve any long-term goal or function of The Board.
- b. Co-Chairs shall appoint a Board member to serve as Chair of each committee created.
- c. Board committees are charged with carrying forward the purpose and charge of The Board, as listed in The Board Constitution.

#### **Section 2:**

Each subcommittee shall submit a written report documenting its actions by the end of the spring semester or after a committee has decided to disband. These reports will form part of the annual Student Health Advisory Board End of the Year Report.

## ARTICLE IX: CONFIDENTIALITY

**Section 1:** Whereas confidentiality is fundamental in the daily operation of Student Health Service, it is imperative that Board members maintain the same standards of confidentiality in the same manner as employees of Student Health Service.

**Section 2:** Each Board member upon the assumption of a position on The Board shall sign and be bound by a statement of confidentiality.

**Section 3:** In the event that a Board member is suspected of violating the statement of confidentiality, the following procedure must be followed.

- i. A formal complain of just concern must be filed in writing, detailing the alleged infraction, with the Advisor of the Student Health Advisory Board
- ii. The Advisor shall then refer the complaint to a Special Committee of Review. The Special Committee of Review Shall be composed of the following:
  1. The Director of Student Health Service
  2. The Advisor of the Student Health Advisory Board
  3. The Coordinator of the Center for Health Education and Promotion
  4. The Student Health Advisory Board Co-Chairs
- iii. The Special Committee of Review shall conduct a timely investigation of the complaint.
- iv. The Board member under investigation may present at the Special Committee of Review meeting if he/she so chooses and has ample opportunity to make testimony on the complain.
- v. All meetings of the Special Committee of Review shall be closed meetings.
- vi. The Special Committee of Review shall report its finding and recommendations for status of the Board member (retention or expulsion) to the full Board in writing at the conclusion of its deliberations.
- vii. The recommendation report shall receive a two-thirds (2/3)-majority vote of members present.

## ARTICLE X: AMENDMENTS

### Section 1:

- a. All amendments to this constitution require notice of one week prior to being discussed and voted quorum
- b. All amendments require a 2/3 vote of a quorum for adoption.