

**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 the Marquette University Medical Clinic's operations;
- b. Promote a positive and open channel of communication between Marquette University Medical Clinic staff and the student body;
- c. Contribute additional awareness of student issues to the administration of the Marquette University Medical Clinic;
- d. Promote awareness of services available through the Marquette University Medical Clinic 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 the Marquette University Medical Clinic and recommend an annual budget to the Director of the Marquette University Medical Clinic.
- c. Recommend changes in services offered by the Marquette University Medical Clinic, based on the best interest of the student body.
- d. Serve as liaison between the student body and the Marquette University Medical Clinic.
- e. Actively participate in the publicity and marketing of the Marquette University Medical Clinic.
- f. Assist in survey research of the Marquette University Medical Clinic.
- g. Participate in a Board service project

ARTICLE IV: MEMBERSHIP

Section 1: Member Eligibility

- a. Voting Member
 - i. Voting Membership is open to any full-time or part-time Marquette Student (undergraduate, graduate, professional) or MIAD Student
 - ii. Members shall not be on university or academic probation (2.0 GPA or less)
 - iii. Must be able to serve a full academic year
 - 1. Exceptions may be made for those with class conflicts or who are planning to study abroad.
 - iv. Must be able to attend and participate in Board meetings and activities

- b. Non-Voting Member
 - i. Are any Marquette or MIAD students who are interested in being a part of the Board but cannot meet the above requirements.

Section 2: Non-discrimination Clause

- a. 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 3: Board Membership

- a. The Board shall consist of no more than **twenty-five (25)** voting members.
- b. The Board shall consist of at least **two (2)** non-voting members: the Assistant Director and the Executive Director of the Marquette University Medical Clinic.

Section 4: Selection and Appointment

- a. The voting members shall consist of the following: **one (1)** RHA rep; **one (1)** Greek Life rep; **one (1)** International Education rep; **one (1)** Commuter Student rep; **one (1)** Student Athletics rep; **one (1)** representative from an approved multicultural organization; **one (1)** Graduate Student rep; **four (4)** MUSG University Committee Student Reps (one for each class); and at least **six (6)** members at-large.
- b. In the event that a Student Organization is unable to fill a vacancy the Student Health Advisory Board may recruit for additional members at-large in order to fill Student Organization representative vacancies.
- c. 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 5: 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 academic probation, failing to fulfill Board member responsibilities 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 five class days prior to the vote.
 - i. The Board Advisor and/or the Marquette University Medical Clinic Executive Director reserve the right to expel any member immediately for failing to fulfill Board member responsibilities or violating the Marquette University Medical

Clinic's expectations of Board members as representatives of the Marquette University Medical Clinic.

- c. Board members are expected to attend all scheduled meetings. Absences are detrimental to the effective consideration of matters before The Board.
 - i. 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.
 - ii. Two (2) unexcused absences within one academic semester shall result in a review of the Board member's status with the Board's advisor. If after a review of status the board member wishes to remain on the Board, The Board member will be put on probation for the remainder of the academic year.
- d. 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.
 - i. Any absence that occurs after using an excused absence will count as an unexcused absence. Multiple unexcused absences will result in a review of the Board member's status with the Board's advisor.
- e. In case of vacancy of a student organization representative, 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. If the Student Organization is unable to fill the vacant position the Student Health Advisory Board may fill the vacant position with a member at-large.
- 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

Section 1:

- a. Active voting 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 officers 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, Outreach Officer, Public Relations Officer

Section 2: Duties of Officers

- a. Co-Chairs
 - i. Attend bimonthly executive committee meetings during the academic year.
 - ii. Set the agenda for Board meetings.
 - iii. 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.
 - 2. The non-presiding Co-Chair will serve as parliamentarian in order to ensure the constitution is being upheld.
 - iv. Maintain communication with The Board Advisor and Executive Officers on a regular basis.
 - v. Arrange for guest speakers and special meetings.
 - vi. Notify Board members of regular and emergency meeting dates, times, and locations.
 - vii. Serve as The Board contact for excused absences.
 - viii. Will assist in writing the “End of Year” report.
- b. Secretary
 - i. Attend bimonthly executive committee meetings during the academic year.
 - ii. Record the minutes of each meeting, email minutes to all members and post approved minutes on the Board’s website.
 - iii. Actively assist in the running of Board meetings.
 - iv. Responsible for keeping a record of Board members’ attendance and updating Board members’ on their current attendance status.
 - v. Serve as parliamentarian if the Outreach Officer is not present.
 - vi. Act as a historian for The Board.
- c. Outreach Officer
 - i. Attend bimonthly executive committee meetings during the academic year.
 - ii. Actively assist in the running of Board meetings.
 - iii. Record the minutes of each meeting if the Secretary is not present.
 - iv. Serve as parliamentarian if the non-presiding Co-chair is not present.
 - v. Manage web page content
 - vi. Serve as Chair of the Outreach sub-committee
 - vii. Organize a Board Service Project
- d. Public Relations Officer
 - i. Attend bimonthly executive committee meetings during the academic year.
 - ii. Actively assist in the running of Board meetings.
 - iii. Record the minutes of each meeting if neither the Secretary nor the Outreach Officer is present.
 - iv. Serve as parliamentarian if neither the non-presiding Co-chair nor the Outreach Officer is present.
 - v. Serve as Chair of the Public Relations Subcommittee.

Section 3: Vacancies

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

Section 4: Removal of Officers

**Marquette University Student Health Advisory Board
Constitution, page 5**

- a. Officers may be removed from office for failing to fulfill their given responsibilities and duties, for actions clearly in violation of the operation and purpose of The Board, or for disciplinary action taken by the University.
 - i. The Board Advisor and/or the Marquette University Medical Clinic Executive Director reserve the right to remove an officer from office immediately for failing to fulfill Board member responsibilities or violating the Marquette University Medical Clinic's expectations of Board members as representatives of the Marquette University Medical Clinic.
- 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 five class days prior to the vote.

ARTICLE VI: ADVISOR

Section 1:

- a. The advisor shall be a Marquette University Medical Clinic Staff member appointed by the Director of the Marquette University Medical Clinic.
- 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. 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 a 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.
 - i. 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.
 - ii. Two (2) unexcused absences within one academic semester shall result in a review of the Board member's status with the Board's advisor. If after a review of status the board member wishes to remain on the Board, The Board member will be put on probation for the remainder of the academic year.
- 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.
 - i. Any absence that occurs after using an excused absence will count as an unexcused absence. Multiple unexcused absences will result in a review of the Board member's status with the Board's advisor.

Section 5: Quorum

- a. **Ten (10)** members shall consist of a quorum and at least **three (3)** Executive Officers, **two (2)** Student Organization appointed reps, **two (2)** At-large members and **two (2)** of the four University Committee Student representatives must be present.
 - i. Exceptions will be made when there are vacancies for the appointed Student Organization representatives and University Committee Student representatives.
- 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 Marquette University Medical Clinic 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 the Marquette University Medical Clinic, it is imperative that Board members maintain the same standards of confidentiality in the same manner as employees of the Marquette University Medical Clinic.

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 complaint 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 the Marquette University Medical Clinic
 - 2. The Advisor of the Student Health Advisory Board
 - 3. 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 complaint.

- 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.

Written & Approved 10/06/2009
Revised & Approved 04/06/2010
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Revised & Approved 04/30/2013
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