

ADVISORY BOARD OF UCCS WELLNESS CENTER  
BYLAWS  
Revised April 29, 2019

I. INTRODUCTION

The Bylaws of the Advisory Board of the Wellness Center of the University of Colorado Colorado Springs (UCCS) serve as the governing documents on the purpose, responsibilities, and authority of the Board.

II. STATEMENT OF PURPOSE

The purpose of the Student Health Advisory Board is to enhance the role of the Wellness Center as UCCS's resource for health, mental health, nutrition, and wellness programming for all students. It also serves to endorse the Wellness Center for all actively enrolled students of the UCCS community. It shall be the responsibility of the Board to continually review and provide feedback on existing services and programs to the UCCS administration in order to better enhance the mission of the Wellness Center.

It is also the purpose of this Board to provide a student development opportunity for students and allow for meaningful involvement and engagement in university matters, in particular those related to the operation of the Wellness Center. In addition, involvement on this Board also facilitates faculty and staff to play a meaningful role in the operation of the Wellness Center.

The Board shall develop, in cooperation with the Executive Director of the Wellness Center, long-range goals and short-term objectives, which will help to provide the operational framework of the Wellness Center in accordance with the mission of UCCS and the Laws of the Board of Regents. The Board shall review and recommend the allocation of new resources and the implementation of new services, programs or activities it advises necessary to achieve the goals and objectives of the Wellness Center.

III. GOVERNANCE

A. Membership

The Board shall be composed of a minimum of seven (7) voting members and a variable number of ex-officio members. Voting members must attend a minimum of 75% of meetings and volunteer to assist with at least two Wellness Center related events per semester. All terms shall be renewable, given that they are re-ratified by memberships established bodies.

1. Voting Members

- a. Students. There shall be a minimum of five (5) student members. One (1) shall be appointed by the UCCS Student Government Association (SGA). Three (3) shall be appointed by the incumbent Board as at-large students. One (1) shall be appointed by the Vice Chancellor for Student Success or their designee. This appointee shall be appointed from a pool of students who are not department proper employees. Terms for all student appointments shall be for a minimum of one year, that may be re-elected for renewable terms up to four terms.
- (1) Eligibility of student members. Any member of the SGA (currently registered student) is eligible for application of membership to the Board.
  - (2) Should the Board at any time feel that a member or members have undertaken actions inappropriate to a member of the Board, they may be censured or impeached by a vote of two-thirds of the voting membership of the Board.
  - (3) In the event of an absence, voting members of the board may appoint a non-Wellness Center employed Ex-officio Member of the Board to cast their vote by proxy. The Chair must be notified of the appointment prior to the Call to Order of the meeting.
- b. At-Large Non-Student Representatives. There shall be a minimum of two (2), one (1) staff and one (1) faculty voting members appointed by the Board for two-year terms and must be approved by the Vice Chancellor for Student Success or their designee. There are no term limitations on At-Large Non-Student Representatives and may be re-elected to multiple two-year terms.
- c. If any position cannot be filled by the appropriate designated representative, the Student Health Advisory Board can substitute another classification of voting member in an effort to ensure a complete Board.
- d. The revised membership structure is a result of the Board's recognition that a diverse and expanded membership can best address and effectively administer its responsibilities.

- e. In an effort to reach a variety of students, advertising for Board vacancies shall be done through applicable outlets.

## 2. Non-Voting Members

There may be ex-officio (by virtue of or because of an office) members of the Board including:

- a. The Executive Director of the Wellness Center shall be a permanent ex-officio member and shall serve as advisor to the Board.
  - i. The Executive Director of the Wellness Center, or by vote of the members of the board, may appoint additional advisors who would become ex-officio members of the Board.
- b. The Manager of Wellness Promotion shall be a permanent ex-officio member and shall serve as advisor to the Board.
- c. Other ex-officio members may be chosen by a majority vote of the voting members of the Board. Process for becoming an ex-officio member shall be by written request by application to the Board.
- d. Ex-officio members can vote in sub-committee meetings.
- e. Ex-officio members (non-Wellness Center proper employees) can vote as proxies.

## B. Officers

### 1. Chairperson

- a. Eligibility, Election, Term. The presiding officer of the Board is the Chairperson. They shall be a voting student member of the Board and shall serve a one-year term commencing in December. The Chairperson must be ratified by the Vice Chancellor for Student Success or their designee. The Chairperson must be a voting member for one semester before becoming Chairperson.
- b. The Chairperson sits at the pleasure of the Board and can be censured or impeached by a vote of two-thirds of the total voting membership of the Board.

- c. In the case where a qualified student is not available and there is not quorum, the Bylaws shall be temporarily suspended so that members of the Board may appoint the Vice Chairperson to serve as Chairperson. In the event that a qualified student is unavailable or unwilling to serve in this role, a qualified voting staff or faculty member may serve in this role until such time as a qualified student can be identified. This process and the decision must be approved by the Vice Chancellor for Student Success or their designee.
- d. The Chairperson cannot serve for more than two consecutive one-year terms as Chair, excluding their term as a regular student-voting member, serving a maximum of four years.
- e. The Chairperson shall schedule regular meetings of the Board, call special meetings, prepare the agenda, chair meetings, handle all routine correspondence, keep the Board informed of all pertinent information regarding the Wellness Center, appoint members to subcommittees, and represent the Student Health Advisory Board before all formal and informal gatherings regarding Student Health Advisory Board matters.
- f. The Chairperson shall send to the Board membership both minutes from the previous meeting and the agenda for the upcoming Board Meeting at least 24 hours before the next Board Meeting.

2. Vice Chairperson

- a. Eligibility, Election, Term. The Vice Chairperson shall be any voting member of the Board. They shall serve a one-year term, commencing in December, or at the pleasure of the Board. The Vice Chairperson cannot serve for more than two consecutive one-year terms as Vice Chairperson, excluding their term as a regular student-voting member, serving a maximum of four years.
- b. Duties.
  - i. The Vice Chairperson shall preside and otherwise serve as Chairperson in the event of the Chairperson's temporary absence or incapacity or until a new Chairperson can be elected by the Board.

- ii. The Vice Chairperson will coordinate the educational process for new members.
- iii. The Vice Chairperson shall organize Student Health Advisory Board group events and team building activities, dependent on the wishes and interests of the Board members. This person will also be responsible for communicating updates of such events and activities to the Board during meetings.

3. Recording Secretary

- a. They shall keep minutes and perform other secretarial duties as assigned by the Board.
- b. The Board secretary may be a voting member or a non-voting member. The Secretary shall serve a one (1) year term and may be re-elected to subsequent terms.

C. General Conduct and Policies of the Board

- 1. Open to the Public. All meetings of the Board and subcommittees shall be open to the public.
  - a. The Board may move into executive session to discuss matters of a sensitive nature. A vote of 2/3 majority of the voting members present is necessary to move into and out of executive session. Executive sessions are not open to the public and minutes taken during the executive session are not made public.
- 2. Open Records. All official actions of the Board shall be a matter of public record. The Wellness Center Executive Director or their delegate shall be responsible for assuring that copies of the minutes of meetings as approved by the Board shall be kept on file and distributed to Board members, the Vice Chancellor for Student Success or their designee, and other such offices as may be deemed appropriate by the Chairperson. In addition, the Chairperson shall assure that copies of pertinent minutes and prior notification of pertinent meetings are sent to the persons and organizations concerned with specific Board actions.
- 3. Special Meetings. In calling special meetings, the Chairperson is responsible for informing members at least 48 hours in advance. A special meeting is any, which convenes at an irregular time and/or on short notice.

4. Quorum. A quorum shall consist of a majority of its current voting members.
7. Vacancies. When a current member announces their intention to resign from the Board, the Board will attempt to obtain a new member three weeks prior to the date of resignation.
8. Attendance of Members
  - a. An absence from a meeting shall be an excused absence:
    - (1) If the Chairperson, Vice Chairperson, Secretary, or Wellness Center Executive Director are notified of the absence at least one hour in advance of the meeting, or
    - (2) If a letter of intent to continue working on the Board (not to be confused with an excuse) is presented to and accepted by the Board at the following scheduled meeting. Acceptance shall be indicated by a simple majority of the Board present at said meeting.
  - b. If any student, that is a voting member misses more than 25% of the meetings within a semester, a review of their membership shall be brought before the board. This shall consist of, but not be limited to the member stating reasons for their absences. The Student Health Advisory Board may also exercise the right to remove said member for attendance infractions or other offenses.
  - c. This removal process does not apply to the faculty or staff as their removal process is handled administratively by the Vice Chancellor for Student Success or their designee. A request to remove a faculty or staff member shall be brought to the Vice Chancellor for Student Success or their designee by the Chairperson of the Board for their consideration.
9. Conflict of Interest. Individuals employed by the Wellness Center may serve as ex-officio Board members only. Board members shall refrain from voting on matters which affect an organization of which they are a member. Upon request, Board members shall submit in writing for the public record the organizations in which they are members or in which they participate.

10. Equal Opportunity and Affirmative Action. The Board, in accordance with its statement of purpose and with University Policy, shall conduct its business and make its appointments in compliance with the intent of equal opportunity and affirmative action guidelines.
11. Bylaw Changes
  - a. Suspension. A vote of at least two-thirds of the total current voting membership of the Board shall be required to set aside these Bylaws or any section thereof in a particular instance.
  - b. Amendments. The Board shall make a general review of these Bylaws at least every two years. Any amendment must be made at a regularly scheduled meeting. Notification of proposed changes must precede by at least one week the meeting during which action is taken. Any amendment shall require approval of two-thirds of the total voting membership of the Board. Amendments to these Bylaws may be reviewed by the Vice Chancellor for Student Success or their designee at their discretion.
12. Policy Manual. The Board shall make a general review of the departmental services and a general overview of protocols at least every two years, the revision of which shall require a majority vote of the voting membership.
13. In general, the conduct of the Board business shall follow Robert's Rules of Order, Revised or at the discretion of the Chairperson, a modified version of Robert's Rules of Order,

#### IV. RESPONSIBILITIES OF THE BOARD

- A. The Board shall, in cooperation with the Executive Director of the Wellness Center, review and recommend the annual budget for Wellness Center services, programs, and activities.
- B. The Board shall provide a general overview of the Wellness Center services, programs, and general protocols as established in these Bylaws and in accordance with the mission of UCCS and the Laws of the Board of Regents.

- C. The Board shall continuously and conscientiously seek guidance from the student body, faculty, and staff and recognizing its diverse nature, serve as a conduit for student opinion regarding the Wellness Center services, programs, and objectives.

V. ACCOUNTABILITY

The Board is administratively responsible to the Vice Chancellor for Student Success or their designee and any action of the Board is subject to the Vice Chancellor's or their designee's review and approval. The Board shall attempt to be responsible to the student population and campus community in an effort to reflect student needs.