



# United Tribes Technical College

## Healthy Community Coalition Committee

### Bylaws

#### **Article I. Name**

The name of this committee shall be United Tribes Technical College (*UTTC*) *Healthy Community Coalition Committee (HCCC)*

#### **Article II. Purpose**

The UTTC HCCC, serving UTTC, is committed to promoting and enhancing the health and well-being of all employees and students.

*Purpose Statement: to establish and promote wellness policies and programs by supporting the continued development of physical, mental, emotional, and spiritual health in the UTTC community.*

The coalition will focus on accomplishing these goals:

- 1) Enhance student/family health and safety on campus
- 2) Develop and promote an employee wellness program
- 3) Establish and enhance coalition sustainability

#### **Article III. Membership**

1) Members:

- a) The members of this committee shall be current employees, staff, or students at UTTC who are interested in improving the quality of life in the UTTC community.
- b) Members are appointed by department supervisors.
- c) The following departments are required to have active representation and participation in the UTTC HCCC:
  - Land Grant Extension
  - Wellness Center

- Nursing staff
- Strengthening Lifestyles
- Director
- Human Resources
- Academics
- Student Senate
- Institutional Resources
- Institutional Assessment
- Student Services
- Campus Services
- Safety/Security
- Athletics
- TJES
- Early Childhood
- Office of Public Information
- Diversity Committee
- *Administration (ad-hoc membership)*

2) Privileges and Responsibilities of Membership.

a) Voting

- i) One (1) representative from each department shall have voting rights, to be named by each department.
- ii) Should a voting member be absent from a meeting a proxy may be appointed. If a department has no representation when a vote takes place, a majority of those present shall suffice.
- iii) Chairperson shall not cast a vote, unless in the situation of a tie.
- iv) A quorum, 50% plus 1 of voting members, is required for any vote to take place.

b) Participation

- i) Members must carry an active membership and participate in meetings, activities, and other related events.
- ii) If a department fails to attend 3 consecutive meetings without notice, the executive board will contact the committee member's supervisor.

c) Responsibilities

- i) To carry information to and from departments and other committees to support all campus activities and to minimize duplication of event.
- ii) To act as liaisons and advocates for health and wellness efforts and policies on campus.

3) Terms and calendar for UTTC HCCC shall be July 1-June 30. Elections shall be held annually for corresponding positions in July of election years.

**Article IV. Membership Meetings**

- 1) The business meetings of the membership will be held the second and fourth Thursdays of every month at 8:30 am. Meeting Location will be sent out prior to meeting day.
- 2) During the months of May, June, and July, the UTTC HCCC shall meet only once per month on either the second or fourth Thursday, to be determined by the Executive Committee.
- 3) The Chairperson may call other meetings.
  - a. Subcommittee meetings will be schedules as deemed necessary

## **Article V. Officers**

- 1) Titles: The UTTC Healthy Community Coalition Committee shall have the following officers elected from the current membership:
  - a. Chairperson
  - b. Vice Chairperson
  - c. Secretary/Treasurer
- 2) Qualifications:
  - a. The officers must be current members of the committee.
  - b. Officers must be current UTTC employees in good standing.
- 3) Duties of Officers:
  - a. The Chairperson shall preside at all meetings and be responsible for appointing all standing, special, and ad-hoc sub-committees and shall perform other duties usually required of this office. UTTC HCCC shall oversee subcommittees.
  - b. The Vice-chairperson shall assist the chairperson in all meetings, programs, and policy development. The Vice-Chair will also facilitate meetings when the Chairperson is absent. UTTC HCCC Vice-chair shall oversee subcommittees.
  - c. The Secretary/Treasurer shall attend all meetings and shall record meeting minutes, record votes, distribute minutes of the meetings, and record financial reports.
- 4) Terms of Office:
  - a. Terms of officers and calendar for UTTC HCCC shall be July 1-June 30. Elections shall be held annually for corresponding positions in July of election years.
  - b. Each officer shall take office in July of the corresponding election year and serve a two-year term. Officers may be re-elected consecutively to the same office for additional terms.
- 5) Vacancies and Removal:
  - a. A vacancy in the office of the Chairperson or Vice-Chair shall be filled by election of the members by a majority of votes cast. A vacancy in the office of Secretary/Treasurer shall be left vacant until the Chairperson delegates the duties of that position.
  - b. Any officer including the Chairperson may be removed or suspended from office by a vote of two-thirds of the members at a regular meeting. Upon a vote of removal there will be nominations for a new Chairperson and a majority vote of members present at the regular meetings shall decide who the new Chairperson will be.

## **Articles VI: Sub-Committees**

- 1) The Chairperson, subject to the approval of the organization, shall appoint such standing, special, or ad hoc committees as required in the bylaws, as he or she finds necessary. The Chairperson shall appoint the chair to each subcommittee.
- 2) A vacancy in a Sub-Committee Chairperson position shall be filled by appointment of the Chairperson of the main committee with input from the outgoing sub-committee Chairperson.

## **Article VII: Parliamentary Authority**

- 1) The rules contained in Robert's Rules of Order, Revised, shall govern the committee in all cases to which they are applicable and in which they are not inconsistent with the bylaws or the special rules of order of United Tribes Technical College.

## **Article VIII: Responsibility of Coalition**

- 1) This committee shall abide by all applicable UTTC policies.

## **Article IX: Amendments**

- 1) These bylaws may be amended by a vote when a quorum of voting members of the organization are present at any regular meeting or at a special meeting called for that purpose, followed by approval of Administrative Council and UTTC Board of Directors. The membership shall be notified of adopted bylaw amendments by the most feasible means.