

STUDENT INVOLVEMENT BOARD MANUAL

APPROVAL AUTHORITY: Senate

REQUIRED VOTE: Simple Majority

CHANGES TAKE EFFECT: Upon adjournment of meeting

The Student Involvement Board (the Board) represents the consensus of the Northeastern student organization community, and serves as the Student Government Association's official liaison to student organizations. The Board advises the Director of Campus Activities in all matters pertaining to student organizations.

The Board works in consultation with the Director of Campus Activities to approve changes in student organization constitutions, grant final recognition to new student organizations, foster communication and collaboration among student organizations and serve as a student organizational resource.

The Board also performs student organization office space allocations.

The Student Involvement Board is chaired by the Student Government Association Vice President for Student Involvement.

1. Responsibilities of the Student Involvement Board

- 1.1. Serve as the liaison of the Student Government Association to the administration in matters concerning Student organizations by exercising the right to:
 - 1.1.1. Review amendments to the Campus Activities Manual;
 - 1.1.2. Recommend amendments to the Campus Activities Manual on behalf of the Student Government Association;
 - 1.1.3. Review and approve any student organization classifications proposed by the Campus Activities;
 - 1.1.4. Review and make a recommendation on new policies and standards proposed by the Campus Activities Office; and
 - 1.1.5. Advise the Director of Campus Activities in matters pertaining to student organizations.
- 1.2. Serve as a student organizational resource by exercising the right to:
 - 1.2.1. Recommend full recognition to student organizations given tentative recognition by the Office of Campus Activities;
 - 1.2.2. Review and approve changes in student organization constitutions, except the constitution of the Student Government Association;
 - 1.2.3. Allocate Curry Student Center office space to student organizations; and
 - 1.2.4. Review questions regarding a student organization's status and/or classification.
- 1.3. Provide oversight of the Finance Board:
 - 1.3.1. Review and approve the Student Activity Fee Manual.
- 1.4. Other responsibilities of the Board include the right to:
 - 1.4.1. Hear concerns related to the area of Campus Activities and scheduling;

- 1.4.2. Serve as an arbiter in matters when a student feels that a student organization is not following its constitution as approved by the Board;
- 1.4.3. Encourage communication and collaboration between student organizations;
- 1.4.4. Educate organizations on university policies and procedures relating to common topics of concern; and
- 1.4.5. Draft and maintain a mission statement, as well as amendments to this manual.

2. **Membership of the Student Involvement Board**

- 2.1. The Board will be comprised of the following:
 - 2.1.1. The Vice President for Student Involvement, who will serve as chair and cast a vote only in the case of a tie;
 - 2.1.2. The Assistant Vice President for Student Involvement, who will serve as vice-chair;
 - 2.1.3. Not more than six Student Government Association senators;
 - 2.1.4. Not more than six members of student organizations in good standing, as determined by the Campus Activities Office; and
 - 2.1.5. The Director of Campus Activities, who serves as an ex-officio, non-voting member.
 - 2.1.6. There must be at least two students that are not Senators for voting to occur.
- 2.2. The Chair of the Student Involvement Board will have the power and responsibility to:
 - 2.2.1. Chair meetings and enforce Parliamentary Procedure, as defined in the most current edition of Robert's Rules of Order.
 - 2.2.2. Set the date, time, place and agenda for each meeting.
 - 2.2.3. Convene emergency meetings when necessary, with 24 hour notice provided to members of the Board.
 - 2.2.4. Maintain the roster.
 - 2.2.5. Coordinate all administrative duties of the Board.
 - 2.2.6. Convene subcommittees when necessary.
 - 2.2.7. Serve as the Board's liaison to the University administration.
 - 2.2.8. Maintain the rights and privileges of a member of the Board.
 - 2.2.9. Excuse or unexcuse all board member absences.
- 2.3. The Vice-Chair of the Student Involvement Board will be appointed by and serve at the discretion of the Vice President for Student Involvement. The Vice-Chair will have the responsibility to:
 - 2.3.1. Chair meetings of the Student Involvement Board in the absence of the Chair;
 - 2.3.2. Assign Board Members to work with organizations, both tentative and fully recognized, that wish to appear before the Board;
 - 2.3.3. Perform duties as assigned by the Chair; and
 - 2.3.4. Maintain the rights and privileges of a member of the Board.
- 2.4. Each member of the Board will have the responsibility to:
 - 2.4.1. Attend all Board meetings; after two unexcused absences in one semester, the seat will be considered vacant;
 - 2.4.2. Work with student organizations, as assigned;
 - 2.4.3. Cast their vote in a responsible, unbiased manner, and preserve the integrity of the Board by recusing him or herself in the event of a conflict of interest; and
 - 2.4.4. Keep all matters discussed confidential, unless otherwise instructed by the Chair.

3. **Application to the Student Involvement Board**

- 3.1. Each Senator desiring to sit on the Board must submit an application to the Vice President for Student Involvement
- 3.2. Each applicant for an at-large seat must submit an application to the Vice President for Student Involvement and submit the written consent of his/her organization President.
- 3.3. The Vice President for Student Involvement will determine the merit of the application.
- 3.4. Meritorious applicants will then be interviewed by the Student Government Association Executive Cabinet.

- 3.5. Applicants will be considered on a rolling basis.
- 3.6. Each applicant to the Student Involvement Board must possess:
 - 3.6.1. The ability to serve on the Board for a minimum of two semesters; and
 - 3.6.2. Good judicial and academic standing.
- 3.7. Each member of the Student Involvement Board must meet the following criteria:
 - 3.7.1. One at-large member per student organization is eligible to serve on the Board.
 - 3.7.2. Members of the Student Involvement Board may not be members of the Finance Board.
 - 3.7.3. Senators may not hold at-large membership on the Board, although a Senator may transfer to a vacant at-large seat if he or she leaves the Senate, and an at-large member may transfer to a vacant Senator seat if he or she joins the Senate.