

Student Academic Affairs Board (SAAB)

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Student Academic Affairs Board (SAAB) Rules of Procedure

ARTICLE I. Purpose

Section 1. Purpose of the Board

A. The Student Academic Affairs Board (SAAB) is established as a board of the Associated Students of Lewis & Clark (ASLC) to support research and curriculum enhancement at departmental and inter-departmental levels through the collaborative efforts of students and faculty. SAAB shall serve as a decision-making and funding body that encourages additional student participation in the academic mission of the College, part of which is “to know the traditions of the liberal arts, to test their boundaries through constant exploration, and to hand on to successive generations the tools and results of this quest.”

B. SAAB shall serve as a representative body where ongoing dialogue can occur with respect to the academic life of the College and, where appropriate, the Board will formulate and recommend policy to the faculty and administration through established channels.

C. Within the scope of its basic purpose, SAAB shall address these and other areas of academic support:

1. Student-motivated academic research,
2. Senior capstone/keystone projects (e.g. senior recitals, art projects, communication projects, theses, etc.),
3. Academic program enhancement (e.g. visiting scholars),
4. Academic advising and tutoring,
5. Participation in conferences or outside educational programs as a presenter or participant,
6. Equipment lending,
7. Any other concerns SAAB deems appropriate.

ARTICLE II. Responsibilities

Section 1. Responsibilities of the Board

A. SAAB shall provide a communication link between students, academic departments, the Dean of the College, and those offices that provide academic and career support in order to continually involve students in advising programs and advocate student concerns regarding program and policy matters.

B. Each year, SAAB shall review and evaluate its criteria and the application processes for its programs, which include:

1. Student-motivated research projects,
2. Arts expression projects,
3. Visiting scholar programs,
4. Conferences,
5. Outside educational programs
6. Tutoring program,
7. Peer academic advising program,
8. Equipment lending
9. Academic policies and issues,

10. Any other projects SAAB deems appropriate.
- C. Copies of all documents concerning projects reviewed or funded by SAAB shall be kept in a file accessible to all students, faculty, and staff.
- D. SAAB shall make information on preparing grant applications, including timetables and deadlines, available to students.
- E. SAAB representatives shall work with students and faculty through representation on faculty committees such as the Committee on the Curriculum, attendance at faculty meetings, consultation with the Dean of the College, Divisional Deans, and department chairs, and other means to represent student opinion in the development of departmental, divisional, and College curricula.
- F. Grant Responsibilities of the Board
 1. The Board shall encourage student participation and student/faculty cooperation in student-motivated research. While SAAB encourages faculty interaction with students, it is the intent of SAAB to fund only those projects for which students provide the energy, impetus, and motivation.
 2. The Board shall discuss grant opportunities with departments on a regular basis.
 3. The Board shall advise students in preparing and presenting grant proposals.
- G. During the spring semester, SAAB shall approve, by majority vote, a budget request for the SAAB Chair to present to the Charter and Budget Commission.

ARTICLE III. Members

Section 1. Composition and Appointment of the Board

- A. SAAB shall consist of one student representative from each academic major of the College of Arts & Sciences, to be appointed by the major department or program, with interdisciplinary majors represented as well. The Chair may appoint representatives from other College departments or programs as needed.
 1. If a position is vacant, the Chair shall consult with the respective department about finding a replacement representative.
 2. If the academic department does not appoint a representative within a reasonable time, the Chair shall appoint any willing declared major from the department to SAAB.
- B. The SAAB Chair-elect shall be an *ex-officio* nonvoting member of SAAB.

Section 2. Members shall:

- A. Attend all SAAB meetings.
- B. Confer with their department chairs on a regular basis. This can be done through departmental meetings, although further interaction is encouraged.
- C. Be responsible for informing students in their department or major about SAAB grants and other SAAB functions and be available to interested students for help on SAAB proposals.
- D. Provide information for students interested in obtaining academic advising and direct such students to appropriate faculty or staff members.
- E. Increase student awareness regarding departmental activities.
- F. Be available to proofread and authorize all proposals/applications for funding prior to submission of applications to the SAAB office and have a working knowledge of completed applications before cosigning with the applicant(s).
- G. Not be eligible for any SAAB grants while serving as a member.
- H. Assist the department in finding a replacement, upon leaving SAAB.

Section 3. Vacancy

A. In the event of a vacancy in a position, including the Vice Chair or Tutoring Director, the Chair shall confer with the respective department (if applicable) and appoint a new representative.

Section 4. Dismissal

A. SAAB may, by two-thirds vote, dismiss any member, including the Vice Chair or Tutoring Director, for dereliction of duties in connection with the member's responsibilities to SAAB. Following dismissal of a member, that member's position shall be considered vacant and the SAAB Chair shall appoint a replacement.

ARTICLE IV. Officers

Section 1. The SAAB Chair shall:

- A. Serve as a voting member of ASLC Council.
- B. Chair SAAB and vote only if needed to break a tie.
- C. Administer the SAAB Grant and Equipment programs.
- D. Be one of two student members on the College Committee on the Curriculum and report on the work of that committee to SAAB and ASLC Council on a regular basis.
- E. Be responsible for finding, in consultation with the Dean of the College, student representatives to all College Committees under the Dean of the College of Arts & Sciences, including the second student member on the College Committee on the Curriculum.
- F. Serve as one of two students representatives to the Board of Trustees.
- G. Serve on the Commencement Speaker Selection and Honors & Prizes Committees.
- H. Appoint the Vice Chair and Tutoring Director, subject to majority approval by SAAB.
- I. Appoint the Honor Board Chair and its three student members as per the process established by the current Chair and the Dean of the College.
- J. Appoint one representative to SAAB from each academic department and interdisciplinary program.
- K. Prepare and distribute the agenda for all SAAB meetings.
- L. Appoint special committees of SAAB as needed.

Section 2. The Vice Chair shall:

- A. Distribute grant applications to all SAAB members at least 24 hours before each meeting.
- B. Accurately take and distribute SAAB meeting minutes in a timely fashion.
- C. Update the SAAB Grant Database regularly.
- D. Make available to any student copies of the grant applications, application process, SAAB Rules of Procedure and all other SAAB literature documents in the public domain.
- E. Manage the SAAB Departmental Assessment Survey.
- F. Publicize the SAAB Grant program and all SAAB decisions and discussions.
- G. Keep in contact with student members of committees under the Dean of the College.
- H. Chair SAAB in the absence of the Chair.
- I. Assume the role of Chair and appoint a new Vice Chair in the event of a vacancy in the Chair position.
- J. Be a voting member of SAAB.
- K. Assist with projects as needed.

Section 3. The Tutoring Director shall:

- A. Administer the Tutoring Program and ensure that the program operates according to its policies.
- B. Set and carry out, in consultation with the Chair, tutoring policies regarding advertising, recruiting tutors, preparing and revising the roster of tutors, locating tutors for classes which are not on the roster at student request, holding regular office hours, and providing the proper information and materials for issuing money to tutors.
- C. Ensure that all SAAB tutors are approved by their respective departments.
- D. Consult regularly with the Chair.
- E. Be an *ex-officio* nonvoting member of SAAB.

ARTICLE V. Meetings

Section 1. Meeting Times

- A. At the first meeting each term, SAAB shall decide when and where weekly and semesterly meetings for that term shall be held.
- B. Each semester, SAAB shall review all research proposals at a meeting to be held no later than two weeks after the deadline for research grant applications and all arts expression projects at a meeting to be held no later than two weeks after the deadline for performance grant applications.
- C. Meetings shall be open to all members of the LC community, although the board may go into executive session by a majority vote. All discussions regarding grant proposals are conducted in executive session.

ARTICLE VI. Committees

Section 1. Standing Committees

- A. Each year, a Rules of Procedure committee shall be convened in order to review these rules and suggest any changes deemed necessary. Any willing SAAB members may serve as committee members. Members shall be appointed by the Chair

Section 2. Special (Ad Hoc) Committees

- A. Special committees may be appointed at the discretion of Chair as necessary to assist the Board in accomplishing its purposes.
- B. The Chair may appoint any willing student to serve as a committee member.
- C. The Chair shall be an *ex-officio* member of all committees.

ARTICLE VII. Finances and Equipment

Section 1. Finances

- A. The Business Office shall manage all SAAB accounts, including tracking of grants. The Chair shall gather all final reports and receipts for approval before sending them to the Business Office. In the event that a grantee does not fulfill all of his/her responsibilities or does not account for all monies, the Business Office shall bill the student for the outstanding amount in consultation with the Chair.
- B. Should a grantee have any outstanding bills prior to Commencement or transfer, the College may withhold that student's degree or transcript.

C. If granted funds, part-time students and students on leave of absence may not receive the money until they are full-time students again.

Section 2. Equipment

A. Students may apply to check out SAAB equipment. A list of SAAB equipment shall be posted for students.

B. Unless otherwise stated by the Board, any equipment purchased with SAAB funds shall become the property of SAAB. Equipment shall be returned within a timely manner upon completion of the grant.

C. When no SAAB grantees are using equipment, SAAB may check equipment out to other College departments and/or programs.

D. Should a student not return a piece of SAAB equipment within a timely manner, the Business Office shall bill the student for the cost of replacement, as determined by the Chair and the Business Office.

ARTICLE VIII. Grant Programs

Section 1. Eligibility

SAAB grant applicants shall:

A. Be ASLC members and full-time students. Students on leave of absence and part-time students may be considered at the discretion of and through a uniform process to be determined by the Board.

B. Be in good academic standing at the time the application is filed. This shall be verified by the Registrar.

C. Not have already been granted or received funding from the ASLC General Allocations Board.

D. Have a representative on the Board from the department or program under which they are applying, excepting self-designed majors.

E. Have the application signed by a faculty advisor and at least two SAAB members.

F. Have an invitation from the Board if reapplying with the same project. The new application must be signed by two SAAB members who did not sign the original application.

Section 2. Board Approval

A. All proposals shall require a two-thirds vote for approval.

Section 3. Funding Guidelines

A. SAAB is not meant to fund repeated events, symposia, or conferences that have become a regular part of departmental activities.

B. SAAB is not meant to supplement departmental budgets or to be a guaranteed source of funding for senior theses/projects. Instead, SAAB seeks to fund those proposals that take one's scholarship and academic pursuits a step beyond what is normally done.

C. SAAB funds on the basis of merit, not need.

Section 4. Grantees must:

A. Submit all receipts pertaining to and a final report about the funded application directly to the Chair within three weeks of completion of the research, arts project, conference, educational program, or visiting scholar program. Any funds not used must be returned to SAAB.

B. Complete all activities detailed in the application before leaving or graduating from the College. In the event that the activities in the grant are not sufficiently completed, the grantee shall be billed by the Business Office for the amount of the grant. In the event that a student does not

reimburse SAAB before departure/Commencement, that student's degree and/or transcripts shall be withheld until all outstanding charges are paid.

Section 5. Arts Expression Projects

A. The Board shall fund and support projects which will be performed or displayed to the campus community. This may include but is not restricted to independent performance projects, senior recitals, senior art shows, and senior capstone projects.

B. SAAB shall establish a deadline for Arts Expression grant applications that shall be between six to ten academic weeks into the semester.

Section 6. Program & Conference Program

A. SAAB shall support student participation in outside educational programs and conferences that aid study or present research that has been conducted either alone or in collaboration with professors or other students of the College. SAAB's interest is to facilitate student participation in these functions with the hope that participation will bring information and experience back to classes, seminars, symposia, etc., thereby enriching the Lewis & Clark community.

B. The Program & Conference program may financially support those students who meet the SAAB general eligibility requirements and who also meet one of the following specific Program & Conference grant criteria:

1. They are presenting a paper at a conference, including joint presentations.
2. They are indirectly affiliated with a completed work, such as research assistants and lab technicians.
3. They wish to explore more thoroughly their discipline and gain professional experience.
4. They wish to participate in an outside educational program in order to gain disciplinary experience.

C. The Board shall not fund off-campus programs for which a student receives credit.

Section 7. Research Program

A. SAAB may fund student-motivated research and academic projects. This may include but is not restricted to independent study projects, senior theses, and senior capstone/keystone projects.

B. SAAB's research program is primarily concerned that the research is student-motivated and is actively facilitated by students.

C. SAAB shall establish a deadline for research applications that shall be between three to five academic weeks before the end of the semester. Students wishing only to request SAAB equipment for their projects may apply on a rolling schedule throughout the semester.

Section 8. Visiting Scholar Program

A. The Board may fund visiting scholars who will add both depth and perspective to present or planned course offerings. Visits may be in the form of classes, seminars, performances, tutorials, and/or public lectures. Priority shall be given to scholars who can lecture, visit classes, and meet with students on an informal basis.

B. The Board shall fund and support student/faculty development opportunities in targeted topic areas of concern to both students and faculty. This may take the form of seminars, conferences, and workshops and may be co-funded by other interested groups or departments.

ARTICLE IX. Tutoring Program

Section 1. Purpose and Scope

A. SAAB recognizes the need for a free campus-wide tutoring program outside of specific departmental tutoring. By initiating such a program, SAAB seeks to make academic instruction more available to students and enhance the overall academic mission of the College. The program's goal is not to help students cram for exams, but rather to offer help throughout the semester to students who are experiencing trouble understanding concepts taught in class.

B. All ASLC members may take part in the program.

Section 2. Responsibilities of the Tutor/Tutoree

A. Tutorees shall make their own appointments with tutors.

B. The tutor is responsible for signing and handling all time cards and tax forms in order to be paid and is responsible for returning them to the Tutoring Director by the established deadline.

C. The tutoree shall not be tutored more than two hours per week in any one course.

ARTICLE X. Parliamentary Authority

Section 1. Procedure

A. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern SAAB in all cases to which they are applicable and in which they are not inconsistent with these Rules of Procedure, the ASLC Bylaws, and any special rules of order SAAB may adopt.

ARTICLE X. Amendments

Section 1. Approval

A. All amendments to these Rules of Procedure must be approved by a two-thirds vote of SAAB and a majority vote of ASLC Council.

Last amended April 16th, 2002