STUDENT ORGANIZATION APPROVAL AND REVISION MANUAL

APPROVAL AUTHORITY: Student Involvement Board
REQUIRED VOTE: Simple Majority
SECONDARY APPROVAL AUTHORITY: Senate
REQUIRED VOTE: Simple Majority

CHANGES TAKE EFFECT: Upon adjournment of the meeting

The Student Involvement Board (herein 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-to-student organizational resource.

The Board also performs student organization office space allocations and provides oversight of the Finance Board regarding student organization budget allocations.

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

1. Student Organization Recognition

1.1. Student Organization Recognition Stipulation
   1.1.1. All current student organizations must be recognized by the Office of Campus Activities.
   1.1.2. Each prospective student organization, except those enumerated in Article 1.5, must be granted recognition by the Board.

1.2. Student Involvement Board Liaison for Tentative Student Organizations
   1.2.1. Upon receiving tentative recognition from the Campus Activities Office, prospective organizations will be assigned not less than two (2) Board representatives to prepare them for their presentation.
   1.2.2. Each Board representative assigned to tentative organization will communicate with assigned the organization within 2 business days.
   1.2.3. Each Board representative assigned to a tentative organization will analyze the purpose and function of the tentative organization in question and thoroughly review their governing documents for their recognition hearing. There must be at least one in-person meeting between Board members and organizations prior to presentation to the Board.
   1.2.4. When the prospective leadership of the tentative organization and the Board’s representatives have agreed the organization is ready to present for full recognition, a recognition hearing date will be scheduled.

1.3. Recognition Hearing
   1.3.1. The following procedures will be followed when the Board is hearing the recognition of a new student organization:
   1.3.1.1. The leadership of the prospective organization will present to the Board for not more than ten minutes. During this time, the prospective leadership will present information concerning their group’s mission and purpose, plans for the future, and other pertinent information.
1.3.1.2. Members of the prospective organization will be questioned by members of the Board for an indefinite amount of time.
1.3.1.3. Members of the prospective organization will be asked to leave; the Board will enter executive session.
1.3.1.4. Question time having concluded with the departure of the tentative organization, the Board will enter debate. If further questions arise during the debate, the tentative organization may be contacted and/or asked to return to address the questions.
1.3.1.5. Debate concludes, the Chair will hear a motion for full recognition, conditional recognition, denial, or tabling of the prospective student organization.

1.4. Guidelines for Student Organization Recognition
1.4.1. Reasons for non-recognition or conditional recognition of a student organization include, but are not limited to:
1.4.1.1. Inexperience of prospective organization leadership
1.4.1.2. Non-compliance with University guidelines and standards
1.4.1.3. Non-cooperation with or failure to meet with SIB liaison(s)
1.4.1.4. Governing documents contain extraneous items
1.4.1.5. Governing documents contain substantive omissions
1.4.1.6. Organization’s purpose or function is unnecessarily repetitive of previously existing organization(s)
1.4.1.7. Organization possesses unwieldy officer/executive structure
1.4.1.8. Improper executive board succession
1.4.1.9. Improper election procedures
1.4.1.10. Longevity concerns
1.4.1.11. Does not support the Northeastern community
1.4.2. The Student Involvement Board reserves the right to refuse recognition of organizations not in line with the educational mission and goals of Northeastern University.

1.5. Exempted Organizations
1.5.1. Informal groups that exist under the scope of the Cultural and Spiritual Life Centers do not require the approval of the Student Involvement Board. These informal, non-SIB recognized groups may not receive office space, book meeting space in the Curry Student Centers, request funds from the Finance Board, maintain an account with SABO, or enjoy the other privileges of a fully recognized student organization.
1.5.2. New social Greek-letter organizations do not require the approval of the Student Involvement Board.

1.6. Decision Notification
1.6.1. All Board decisions will be conveyed in writing within five (5) business days to the President or contact person of the tentative organizations and the Director of Campus Activities.

2. Student Organization Constitutional Amendments
2.1. Student Organization Constitutional Amendment Stipulation
2.1.1. Any and all changes to the constitution of any recognized student organization, except those enumerated in Article 2.3, must be approved by the Student Involvement Board.

2.2. Scope of Amendment
2.2.1. A constitutional revision must be submitted to the Board for review and approval. Depending on the scope of the change, and the time elapsed between the last review and approval, the Board reserves the
right to review the document in its entirety and suggest changes to bring the document to compliance with current standards.

2.3. Amendment Hearing

2.3.1. The following procedures will be followed when the Board is considering an amendment to the constitution of a student organization:

2.3.1.1. The Executive Board of the student organization in question will submit its governing documents to the Student Involvement Board, as approved by that student organization. The organization may choose to present amendments before the Board, or submit to the Board a written rationale for each amendment. If the organization chooses to present, the standard order of business will be followed.

2.3.1.2. Each Board member will be supplied with a copy of the proposed amendments. At this time, if the organization has chosen to submit amendments via email, the Board may vote to request the organization present before the Board.

2.3.1.3. Question time, if applicable.

2.3.1.4. The Board will enter executive session.

2.3.1.5. The Board will enter debate. If further questions arise during the debate, the organization may be contacted and/or asked to return to address the questions.

2.3.1.6. Debate concludes, the Chair will hear a motion for full approval, conditional approval, denial, or tabling of the prospective amendment to the constitution of the student organization.

2.3.2. All Board decisions will be conveyed in writing within five (5) business days to the President or contact person of the organization or tentative organization and the Director of Campus Activities.

2.4. Exempted Organizations

2.4.1. Amendments to the Constitution and Bylaws of social Greek-letter organizations will be approved by the respective governing council.

3. Appealing a Decision

3.1. An appeal may only be based upon the following criteria:

3.1.1. Established policies and procedures were not followed,

3.1.2. The recognition decision was arbitrary or capricious

3.2. An organization must submit a written appeal request to the Student Body President within five business days of recognition decision notification including the following, when applicable:

3.2.1. All supporting materials presented or provided to the Board

3.2.2. All recognition decision memos

3.2.3. The criteria on which the appeal is based, noting the specific policies within the Student Organization and Approval Manual that were violated

3.3. The President will receive the appeal and determine if the appeal has merit based on criteria established in this Manual. An appeal that has been found to have merit will be considered by the Appeals Board within five business days of receipt.

3.4. The Appeals Board will consist of the following members:

3.4.1. Vice President for Student Involvement

3.4.2. Student Body President, and

3.4.3. The university’s Director of Campus Activities, or designee

3.5. The Appeals Board will consider all aspects of an appeal, including but not limited to:

3.5.1. Criteria on which the appeal is based

3.5.2. Student Organizational Revision and Approval Manual policies that were or were not followed
3.6. The Appeals Board may make one of the following decisions:
   3.6.1. Uphold the original decision of the Board
   3.6.2. Amend the decision to grant full recognition
3.7. Once a decision has been made, the Appeals board must provide the rationale of the decision within three business days in a memorandum to the student organization, the organization’s advisor, and Student Involvement Board.
3.8. Decisions made by the Appeals Board will not have precedent on future appeals, and all appeals will be considered independently.
3.9. The decision of the Appeals Board is final.

4. Campus Activities Manual Revisions

4.1. Proposed Changes by the Student Involvement Board
   4.1.1. Each year the Student Involvement Board will review the Campus Activities Manual in its entirety and compile a document proposing any recommended changes to the Director of Campus Activities.

4.2. Proposed Changes by the Campus Activities Office
   4.2.1. All revisions to the Campus Activities Manual will be provided to the Student Involvement Board once per year, as updated.
   4.2.2. The Student Involvement Board will deliberate each of the proposed changes and vote upon them. The vote of the Student Involvement Board will serve as the consensus and recommendation of the Student Organization community, and will be non-binding.

5. Overriding the Manual

   While it is important to note that this Manual holds true for the majority of cases, it is also important to recognize that exceptions may be needed on occasion.

5.1. The Board may override any portion of this Manual on a case-by-case basis with a 2/3 majority vote.
5.2. Any override of the Manual should be specifically documented in the decision memo.
5.3. Overrides are considered on a case-by-case basis and do not set precedent for future decisions.