



## **Student Academic Affairs Board**

Associated Students of Lewis & Clark College

### **Bylaws**

- I. Purpose and Scope
- II. Responsibilities
- III. Membership
- IV. Officers
- V. Advisors
- VI. Meetings
- VII. Committees
- VIII. Finances
- IX. Grant Programs
- X. Tutoring Program
- XI. Parliamentary Authority
- XII. Amendments

Last amended: April 22, 2014

## I. Purpose and Scope

- 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 interdepartmental 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:
  - i. Student-motivated academic research;
  - ii. Senior capstone/keystone projects (e.g. senior recitals, art projects, theses, etc.);
  - iii. Academic program enhancement (e.g. visiting scholars);
  - iv. Peer tutoring
  - v. Participation in conferences or outside educational programs as a presenter or participant;
  - vi. Student motivated academic civic engagement;
  - vii. Any other concerns SAAB deems appropriate.

## II. Responsibilities

- a. SAAB shall provide a communication link between students, departments, the Dean of the College of Arts and Sciences, 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:
  - i. Student-motivated research projects;
  - ii. Arts expression projects;
  - iii. Visiting scholars program;
  - iv. Conference and outside educational programs;
  - v. Peer tutoring program;
  - vi. Academic policies and issues;
  - vii. Student-motivated academic civic engagement;
  - viii. Any other project SAAB deems appropriate.
- c. Copies of all documents concerning projects reviewed and/or funded by SAAB shall be kept in files accessible to all students, faculty, and staff (either in the ASLC Cabinet office or the College’s Archives maintained

- by the Watzek Library) except for those documents deemed confidential; such as, but not limited to, letters of recommendation.
- d. SAAB shall make information on preparing grant applications, including deadlines, available to students.
  - e. SAAB representatives shall work with students and faculty through representation on the Curriculum Committee, other *ad hoc* faculty committees, guest attendance at monthly faculty meetings, and on-going consultation with the Dean of the College and department chairs as well as other means to represent student opinion in the development of curricula.
  - f. Grant responsibilities:
    - i. The Board shall encourage student participation and student/faculty collaboration 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.
    - ii. The Board shall discuss grant opportunities with the faculty on a regular basis.
    - iii. The Board shall advise students in preparing and presenting grant proposals.
  - g. During the spring semester, SAAB shall approve, by majority vote, the budget request for the SAAB Chair to present to the ASLC Student Organizations Committee.

### III. Membership

- a. Composition and appointment of the SAAB Grant Board
  - i. SAAB shall consist of one voting student representative belonging to each academic major and **minor** of the College of Arts and Sciences.
    - 1. With the exception of Chinese, Russian and Japanese minors which will be represented by the Foreign Languages and Literatures representative, the exception of Art History and Studio Art majors which will together have one Art Representative and the exception of Computer Science/Mathematics Major which will together have one Math Representative and one Computer Science Representative. The Chair may appoint *ex officio* representatives from other departments and programs as needed.
    - 2. If a position is vacant, (when the previous representative has graduated) the department is required to appoint a new representative with one alternate. It is then the Chairs responsibility to contact the appointed student and seek their acceptance of the position.
    - 3. In case of a representative's resignation, the department will have two weeks to appoint a new representative in accordance with the previous subsection.

4. **If a representative fails to attend three meetings without notifying the Grant Director, this will constitute as a resignation.**
  5. **In the event that a representative takes a leave of absence or studies abroad, until the representative returns, the Grant Director shall appoint a temporary representative for that position.**
  6. **A department or program may not choose more than one alternate for their board position. If a position is shared, both members may not vote simultaneously. In the case of a shared position, board members are responsible for dividing duties.**
- ii. The SAAB Chair, Grant Director, Tutoring Program Director and College Honor Board Chair shall be non-voting *ex officio* members of SAAB.
  - iii. Elected ASLC Officers shall not serve as voting members of SAAB.
- b. Members shall:
- i. Attend all scheduled and special SAAB meetings.
  - ii. Confer with their department or program chair on a monthly basis. This can be done through departmental or program meetings, although further interaction is encouraged.
  - iii. Be responsible for informing students in their department or program about SAAB grants, opportunities offered by SAAB, and be available to interested students for assistance with SAAB grant proposals.
  - iv. Provide information for students interested in obtaining academic advising and direct those students to the appropriate faculty or staff members.
  - v. Increase student awareness of College, departmental, and program activities.
  - vi. Be available to proofread proposals/applications for funding prior to submission of applications and before cosigning with the applicant(s).
  - vii. Be allowed to apply for grants as long as they do not endorse or participate in that hearings executive session.
  - viii. Be allowed to assist the department or program in finding a replacement upon leaving SAAB.
- c. Vacancy and dismissal
- i. In the event of a vacancy in a position, the Grant Director, shall confer with the respective department, if applicable, and appoint a replacement.

#### IV. Officers

- a. The SAAB Chair shall:
  - i. Serve as a member of the ASLC Cabinet and Student Senate.

- ii. Shall oversee the Tutoring Program Director and Grant Director and their respective programs.
  - iii. Shall help create training sessions in collaboration with the Grant Director and Tutoring Program Director for prospective or current SAAB Representatives, Grant Applicants, and Tutors.
  - iv. Be one of two student members of the College of Arts and Sciences Curriculum Committee and report on the work of that committee to the Board and Student Senate the week following the Curriculum Committee meeting.
  - v. Work in consultation with the Dean of the College to appoint the second student member of the College of Arts and Sciences Curriculum Committee.
  - vi. Consult with the current Tutoring Program Director on the selection process for the next academic year's Tutoring Program Director.
  - vii. Consult with current Grant Director on the selection process for the next academic year's Grant Director.
  - viii. Consult with the current College Honor Board Chair, the three student members of the Board, and the Dean of the College as per established procedure to select the next academic year's College Honor Board Chair.
  - ix. Appoint special *ad hoc* committees as needed.
  - x. Meet regularly with the ASLC Advisor to discuss the current work being undertaken by the Board.
  - xi. Attend one departmental chair meeting a semester in which they report on the activities of SAAB.
  - xii. Publicize SAAB, its programs, discussion topics, and decisions.
  - xiii. Maintain open communication with all students serving on committees under the auspices of the Dean of the College.
  - xiv. Facilitate the annual review of SAAB's Bylaws.
  - xv. In the event that the SAAB Chair has to vacate their position, the replacement Chair will be appointed by the ASLC President in consultation with the Grant Director and Tutoring Director.
  - xvi. Be responsible for submitting the SAAB budget request for the next academic year to the ASLC Student Organizations Committee.
- b. The Grant Director shall:
- i. Chair SAAB Grant Board meetings and vote only in the event of a tie.
  - ii. Administer SAAB's various grant program applications with the assistance of the Grant Director Assistant, as appropriate.
  - iii. Appoint one representative to SAAB from each academic department major and minor, in conjunction with the respective department or program chairs.
  - iv. Facilitate the training of the SAAB Board Members.
  - v. Maintain the SAAB section of the ASLC website.

- vi. Make available to any student copies of the grant application, application process, SAAB Bylaws and all other SAAB literature available in the public domain.
  - vii. Distribute copies of grant applications to all SAAB members at least twenty-four hours before each meeting.
  - viii. Prepare and distribute the agenda for all SAAB meetings.
  - ix. Provide guidance for grant applicants, but not sign any grant applications.
  - x. Have served as a SAAB Representative for at least one semester
  - xi. Be selected by the SAAB Chair through an application process, in consultation with the outgoing Grant Director. This appointment will be approved by 2/3 majority of the SAAB Grant Board.
  - xii. Solicit application, and hire a Grant Director Assistant to serve for the academic year.
  - xiii. In the event that the Grant Director has to vacate their position, the replacement Grant Director will be selected from the standing SAAB Grant Board, by the SAAB Chair
- c. The Grant Assistant shall:
- i. Accurately take and distribute SAAB minutes in a timely fashion.
  - ii. Update the SAAB Grant Database regularly.
  - iii. Assist with projects as needed.
  - iv. Facilitate departmental and program reviews for departments that are being reviewed by the Curriculum Committee's subcommittee on Department and Program Reviews. These surveys will be administered prior to the arrival of external reviews. SAAB will review the findings and issue a statement regarding the status of students in the department or program.
- d. The Tutoring Program Director shall:
- i. Serve as an *ex officio* member of SAAB.
  - ii. Administer the SAAB tutoring program and ensure its proper operation in accordance with its policies and procedures.
  - iii. Facilitate the recruitment, training and retention of all SAAB tutors.
  - iv. Verify that all tutors are approved by their respective department(s) and/or program(s).
  - v. Work with the Director of Student Activities to facilitate the prompt payment of tutors.
  - vi. Organize events and conduct outreach to promote the tutoring program and ensure its quality.
  - vii. Report to the Board at the first meeting of every month.
  - viii. Have served in the Tutoring Program for at least one semester
  - ix. Shall be selected by the SAAB Chair through an application process, in consultation with the outgoing Tutoring Director.
  - x. Solicit application, and hire a Tutoring Program Assistant to serve for the academic year.

- xi. In the event that the Tutoring Director has to vacate their position, the replacement Tutoring Director will be selected from the standing Tutors and Tutees, by the SAAB Chair
- e. The Tutoring Program Assistant shall:
  - i. Monitor systems of tutor-tutee correspondence to ensure that tutee requests are reaching tutors and that tutors are responding to these requests.
  - ii. Maintain the database of tutors and courses by adding and removing tutors and courses as appropriate, with changes approved by the Tutoring Program Director.
  - iii. Report unmet demand for tutors to the Program Director and assist in the recruitment of new tutors.
  - iv. Review tutor timesheets to ensure that they are complete and in accordance with hours reported in Workday.
  - v. Assist with projects as needed.
- f. The Honor Board Chair shall:
  - i. Serve as an *ex officio* member of SAAB.
  - ii. Administer the College Honor Board process in accordance with the Code of Conduct.
  - iii. Report to the Board when requested by the Chair.

#### V. Advisors

- a. A member of the Faculty shall be selected by the SAAB Chair in consultation with the Dean of the College to serve as the SAAB Faculty Advisor. The Faculty Advisor is a non-voting *ex officio* member of SAAB.
- b. The Director of Student Activities shall serve as Advisor to the Board on all matters related to procedure and operation. The Advisor to the Board is a non-voting *ex officio* member of SAAB.

#### VI. Meetings

- a. The Grant Director will select a meeting time based on representative's availability.
- b. Each semester, SAAB shall review Research Grant and Art Expression Grant proposals at a meeting to be held once a month, with the exception of December and May.
- c. SAAB meetings shall be open to all members of the Lewis & Clark community, although the Board may go into executive session by a majority vote. All discussions regarding grant proposals are conducted in executive session.
- d. In the event that the Grant Director is unable to preside over a Board meeting, the Grant Director's Assistant *Pro Tempore* to preside over that particular meeting.
- e. Quorum shall consist of one-half of all SAAB members.

#### VII. Standing and Special Committees

- a. Each academic year, the Grant Director shall facilitate the annual review of SAAB's Bylaws.
  - i. Any revisions to the Bylaws will be brought to the Board by a voting member working on the annual Bylaw review process.
  - ii. All voting members of SAAB are invited to participate in the annual review of SAAB's Bylaws.
- b. Special Committees may be established at the discretion of the Chair or either Directors as necessary to assist the Board in accomplishing its stated purposes.
  - i. Membership on any special committee is open to any voting member of the Board.
- c. The SAAB Chair shall be an *ex officio* member of all committees.

#### VIII. Finances

- a. The Business Office, in consultation with the Director of Student Leadership and Service shall manage all of SAAB's grant, operation and program accounts. The Chair, with the assistance of the Grant Director shall gather all final reports and receipts for approval before submitting them to the Director of Leadership and Service for audit who will then in turn forward everything to the Business Office for processing. In the event that a grant recipient does not fulfill all of their responsibilities and/or does not account for all monies, the Business Office shall be directed to add the outstanding amount to the recipient's bill for repayment.
- b. Should a grant recipient have any outstanding bills with the College prior to Commencement or transfer, the College may withhold that student's degree and/or transcript.

#### IX. Grant Programs

- a. SAAB grant applications shall:
  - i. Be from any undergraduate Lewis & Clark student who is enrolled as a full time student or who pays the full student fee. Students on a leave of absence and part-time students may be considered at the discretion of the Board.
  - ii. Be in good academic standing at the time the application is submitted. The Registrar will verify academic standing.
  - iii. Have applications signed by the faculty advisor associated with the project and by at least two voting members of the Board.
  - iv. One of the Board members signing the grant application must be from the same department or program under which the applicant is applying, except for self-designated majors, unless, by majority vote, the Board decides to review the application.
  - v. Have an invitation from the Board if reapplying with the same project. One additional Board member who did not sign the original application must sign the new application.
- b. Board Approval
  - i. All proposals require a two-thirds majority vote for approval.



c. Funding Guidelines

- i. SAAB is not meant to fund repeating events, symposia, or conferences that have become a regular part of a department or program's activities.
- ii. **SAAB is not meant to supplement department or program 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 to a step beyond what is normally done.
- iii. **If you have graduated or if your project will be completed after your graduation, you may not apply for a SAAB grant.**
- iv. SAAB funds are awarded on the basis of merit, not need.
- v. Grants that highlight civic engagement in an academic manner while meeting the other grant criteria are encouraged.
- vi. SAAB will not accept any grant application that is submitted after the intended project/event has taken place.

d. Grant recipients must:

- i. Submit all receipts pertaining to and a final report about the funded application directly to the Grant Director within three weeks of completion of the Research, Arts Expression, Program & Conference, or Visiting Scholar program. Any funds not used must be returned to SAAB.
- ii. Sign a promissory note taking responsibility for the entirety of the funds granted to them, and acknowledging that all funds not accounted for or returned shall incur immediate consequences (see VIII).
- iii. 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 Business Office shall bill the grantee in 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.
- iv. SAAB requires its grant recipients to bring their project back to the LC community and encourages them to bring it to the larger global community. We recommend working with the Office of Student Leadership and Service and other appropriate departments to find the best venues. SAAB also requires that grant recipients attend an event each semester dedicated towards the presentation and celebration of funded grants and their contributions.

e. Arts Expression Grant

- i. 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.

- ii. SAAB shall establish a once a month deadline for Arts and Expression grant applications.
- f. Program & Conference Grant
  - i. SAAB shall support student participating 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.
  - ii. The Program & Conference Grant 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.
  - iii. **The Board shall not fund off-campus programs for which a student receives credit**, from Lewis & Clark College or any other institutions. The Registrar and other appropriate offices must verify this.
- g. Research Grant
  - i. 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.
  - ii. SAAB's Research Grant program is primarily concerned that the research is student-motivated and is actively facilitated by students.
  - iii. SAAB shall establish a deadline for Research Grant applications once a month
- h. Visiting Scholar Grant
  - i. 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.
  - ii. The Board shall fund and support student/faculty development opportunities in targeted 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.

- iii. The board may fund students wishing to visit or shadow a scholar in his/her field in order to gain further insight. These grants must have a clear method of returning knowledge gained to the Lewis & Clark community.

## X. Tutoring Program

### a. Purpose and Scope

- i. SAAB provides a Tutoring Program so that students who have gained academic experience are able to help students who are currently trying to better understand material relevant to their studies. SAAB seeks to make academic instruction more available to students in a one-on-one or small group setting, enhancing the academic mission of the College to push the boundaries of the liberal arts through ongoing exploration. The program's goal is to provide the opportunity to students for continual enhancement of their academic experience, whether by receiving tutoring or providing it.
- ii. All undergraduate students may take part in the program.

### b. Responsibilities of the Tutor/Tutee

- i. Tutees shall make their own appointments with tutors.
- ii. Tutors are responsible for responding to all requests in a timely manner (within two business days), whether or not they choose to accept the request. Tutors are also responsible for handling, completing, and submitting all time cards and tax forms by the set deadlines in order to be paid.
- iii. Tutors may also be required by the Program Director to attend all-program meetings. Tutors will not be paid for attendance at these meetings
- iv. The tutee shall not be tutored more than two hours per week in any one course.

## XI. Parliamentary Authority

### a. Procedure

- i. 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 Constitution, Bylaws, and any special rules or Bylaws SAAB may adopt.

## XII. Amendments

- a. All amendments to these Bylaws must be approved by a two-thirds majority vote of SAAB and a majority vote of the ASLC Student Senate.