



Student Academic Affairs Board Bylaws

The Associated Students of Lewis & Clark

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- I. Purpose and Scope
 - a. The Student Academic Affairs Board (SAAB) is a body of the Associated Students of Lewis & Clark (ASLC) which integrates student academic concerns with campus life, and provides resources for students to extend their academic pursuits.
 - b. SAAB shall serve as a channel between students, faculty, and academic departments and programs by supporting dialogue, interaction, and academic endeavors which engage the efforts of students and foster growth in the campus community.

- II. Organizational Structure
 - a. SAAB shall consist of one central board and two further bodies
 - i. The Board
 - 1. Role
 - a. Represents each academic department and program with a major or a minor (henceforth department), with the exception of those mentioned in section {ref:section}.
 - b. Facilitates student-faculty interaction within their department, and collaborates with other representatives to facilitate interaction between departments.
 - c. Hears and deliberates on grants proposed by members of the student body, and votes on the allocation of funding to these grants.
 - 2. Composition
 - a. The Board shall consist of one voting student representative belonging to each academic major and minor of the College of Arts and Sciences, excepting those mentioned in section {ref:section}.
 - b. The Board shall be overseen by the Grants Director
 - ii. The Tutoring Program
 - 1. Role
 - a. Provides the opportunity for students who have excelled in a course to assist students currently taking that course
 - b. Provides each student with up to two hours of tutoring per class each week
 - 2. Composition
 - a. The Tutoring Program shall consist of a Tutoring Program Director and Tutors in any number of courses and/or academic skills
 - iii. The College Honor Board
 - 1. Role
 - a. Engages the campus community with the notion of Academic Integrity and its application
 - b. Adjudicates cases of alleged academic dishonesty in the student body

2. Composition

- a.
- b. The SAAB Chair shall oversee the operation of these three bodies, in addition to the other responsibilities of the position.

III. The Board

- a. Purpose
 - i. The Board shall serve as a representative body where ongoing dialogue can occur with respect to the academic life of the College.
 - ii. Individually, representatives are responsible for facilitating student-faculty interaction within their departments, and are encouraged to coordinate efforts with other members of the Board to support inter-departmental dialogue.
 - iii. The Board meets weekly to hear and deliberate on grants presented by members of the student body.
- b. Grant Programs
 - i. SAAB sponsors four (4) competitive grant programs which extend students' academic pursuits beyond the campus sphere, and which return value to the campus community
 1. SAAB intends for grants to support student-motivated and student-directed research, but does not exclude student-faculty collaboration.
 - a. Grants are not a supplement to department or program budgets or a guaranteed source of funding for senior theses and projects, and should not be presented as such by departments or representatives
 - b. Seniors may apply to all types of grants for funding that would apply post-graduation if there is necessary reasoning given for the late deadline. The deadlines are ninety (90) days post-graduation to complete the grant and one (1) year post-funding date to complete the give back. The Board holds the right to reject any grants solely based on insufficient reasoning.
 - c. Grants may not be awarded to fund projects that have already taken place
 2. SAAB funds are awarded based on merit, and not based on need.
 - a. The sitting Board will discuss merit to establish an understanding of the standard to which grants are held
 3. Representatives shall consider the extent of a grant's giveback when deciding whether to award funding
 - a. Giveback represents value returned to the campus community at the conclusion of a funded project

4. Grant recipients must turn in a Final Report and any left-over money by three (3) weeks following the last date on their grant's timeline.
 - a. Failure to comply will result in the grant recipient's name being reported to Student Rights and Responsibilities.
- ii. SAAB Grant Programs
 1. Arts & Expression Grants
 - a. Arts & Expression Grants support students who are performing and/or displaying artistic work to the Lewis & Clark community.
 - b. This work must be academic in nature and may include, but is not limited to, independent projects, musical recitals, art shows, and senior capstone projects.
 2. Program & Conference Grants
 - a. Program & Conference Grants support students who are participating in or presenting at conferences or outside educational programs that combine current campus-wide issues and college curriculum and in general enhance the academic environment at Lewis & Clark.
 - b. These conferences and programs need not directly apply to one's major.
 - c. The Board shall not fund tuition for off-campus programs for which a student receives credit.
 3. Research Grants
 - a. Research Grants support students who are conducting self-motivated research that adds depth and perspective to existing courses, programs, and issues at Lewis & Clark.
 - b. Such research may be a part of, but is not limited to theses, capstones, and independent study projects.
 - c. The Research Grant program is primarily concerned that the research is student-motivated and is actively facilitated by students.
 4. Visiting Scholar Grants
 - a. Visiting Scholar Grant supports students who are inviting visiting scholars or professionals to campus who will both add depth and perspective to existing courses, programs, and issues at Lewis & Clark. Such programs may take the form of seminars, tutorials, public lectures, performances, and/or workshops.
 - b. Grant recipients are encouraged to contact scholars who can lecture, visit classes, and meet with students on an informal basis. Expenditures may include travel, meals, lodging, services, honorariums, and informal receptions.

- c. There shall be a \$500 honorarium cap, and speaker fees will not be covered by SAAB.

iii. Grant Applicants

1. Shall be undergraduate Lewis & Clark students who are enrolled full-time or who pay the full student body fee. Students on a leave of absence and part-time students may be considered at the discretion of the Board, with special consideration regarding community giveback.
2. Shall be in good academic standing at the time the application is submitted. The Registrar will verify academic standing (typically above a 2.0 institutional Grade Point Average).
3. Shall have applications signed by the faculty advisor associated with the project and by at least two voting members of the Board.
4. Shall 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.

iv. Hearing Process

1. Grant Presentation
 - a. Applicants shall present their grant during a meeting of the Board, with a limit of seven (7) minutes.
 - b. Following their presentation, applicants shall have five (5) minutes to answer questions from the Board.
2. Executive Session
 - a. The Board shall deliberate on grants in Executive Session
 - i. During Executive Session, only members of SAAB (including *ex officio* members) may be present. Grant applicants may not be present.
 - ii. *Quorum* must be present in order for the Board to vote on a grant. *Quorum* is defined as two-thirds ($\frac{2}{3}$) of the total voting members of the Board.
 - b. Discussion
 - i. Shall include testimony from all signers of the grant in question
 - ii. Shall include group discussion, either as a full board or in small groups
 - c. Fill in the Blank
 - i. During this phase of deliberation, members may propose monetary numbers to be considered by the Board
 - ii. Numbers must be calculated from numbers provided by the grant applicant, but are not limited to provided optimum and minimum budget numbers

- iii. If numbers other than the provided optimum and minimum budget numbers are proposed, the Board must enter Consider the Numbers
 - d. Consider the Numbers
 - i. During this phase of deliberation, members decide whether proposed numbers are reasonable amounts to vote on
 - ii. Each proposed number requires a majority ($\frac{1}{2}$) vote of present voting members to remain in consideration
 - e. Funding
 - i. During this phase of deliberation, each considered number is voted on, in order of highest to lowest
 - ii. Each considered number requires a two-thirds ($\frac{2}{3}$) vote of present voting members to be funded
 - iii. Once members vote to fund a number, the remaining numbers are not voted upon
 - iv. If no numbers receive a two-thirds ($\frac{2}{3}$) vote of present members, the grant is not funded, and applicants will be given feedback by the Grants Director and invited to reapply

IV. The Tutoring Program

- a. Purpose
 - i. The Tutoring Program provides students who have excelled in their coursework, displayed enthusiasm toward the material, and demonstrated propensity for communicating their knowledge to tutor students who are currently enrolled in those courses.
- b. Operation
 - i. Tutoring Appointments
 - 1. Students requesting tutoring may contact a tutor directly, or may send a request to all applicable tutors concurrently through the Tutoring Program's web service. This service shall be accessible from the ASLC website.
 - ii. Hiring Process
 - 1. Students who wish to tutor for a course may be nominated by a faculty member, or may apply directly to the Tutoring Director
 - 2. Approval
 - a. Applications must be approved by the faculty instructor for the course at the time the student took the course, or, in their absence, the department chair
 - b. All applications must be returned to the Tutoring Director, to be sent to Human Resources for hiring.
 - iii. Training and Information
 - 1. Semesterly tutor training dinner

- a. Process by which the program welcomes new tutors, discusses styles of tutoring, expectations, and requirements of the tutors
 - 2. Specialized training sessions by department, as organized by the department
 - a. Example of the Foreign Languages, and Environmental Studies departments, GIS and DS specialty tutors training
 - iv. Expectations of Tutors
 - 1. Recording hours on Workday, and on record on paper logs with tutee signature and date
 - 2. Responding to email requests from students for a tutor, with a definitive answer of availability
 - 3. Tutoring to the best of their ability and maintaining their position through active participation
- V. College Honor Board
 - a. Purpose
 - i. The College Honor Board provides an opportunity for students to engage with the notion of academic integrity
 - ii. Student representatives on the College Honor Board meet for trainings and discussions which extend this principle
 - iii. When a student is accused of academic dishonesty, a body consisting of three (3) student members of the College Honor Board and three (3) faculty members will convene to hear the case
 - b. Operation
 - i. The College Honor Board shall undertake campus engagement activities as per the direction of the College Honor Board Director
 - ii. When a student is accused of academic dishonesty, a body consisting of three (3) student members of the College Honor Board and three (3) faculty members will convene to hear the case
- VI. Membership
 - a. The Board
 - i. Officers
 - 1. Grants Director
 - a. Responsibilities
 - i. Coordinates the activities and meeting times of the Board, and facilitates meetings
 - ii. Oversees the appointment of representatives, in collaboration with the SAAB Chair, current representatives, and the appropriate department
 - iii. Facilitates communication between grant applicants and representatives
 - b. Appointment
 - i. The Grants Director shall be selected by the SAAB Chair through an application process, in consultation with the outgoing Grants Director, and the outgoing SAAB Chair, if

- applicable. This appointment will be approved by a two-thirds ($\frac{2}{3}$) vote of the Board
 - ii. Applicants must have served as a member of the Board in order to be eligible for selection
 - c. Vacancy and Dismissal
 - i. In the event that the Grants Director vacates their position, the replacement Director will be selected from the standing Board by the SAAB Chair, and approved by a two-thirds ($\frac{2}{3}$) vote of the Board.
 - d. The Grants Director is paid a stipend of \$500 per semester from the SAAB Operations Account
- 2. Historian
 - a. Responsibilities
 - i. Records and distributed meeting minutes
 - ii. Support SAAB's image by publicizing SAAB's programs and grantee giveback
 - iii. Manages the return of Final Reports and ensures adequate grant records be kept
 - iv. Facilitate needed precedent, bylaw, and constitutional changes as SAAB evolves
 - b. Appointment
 - i. The Historian shall be selected by the SAAB Chair through an application process, in consultation with the outgoing Grants Director, and the outgoing SAAB Chair, if applicable. This appointment will be approved by a two-thirds ($\frac{2}{3}$) vote of the Board
 - c. Vacancy and Dismissal
 - i. In the event the Historian vacated their position, a replacement Historian will be selected by the SAAB Chair, and approved by a two-thirds ($\frac{2}{3}$) vote of the Board
 - d. Compensation
 - i. The Historian is paid a stipend of \$500 per semester from the SAAB Operations account
- 3. Program Assistant
 - a. Responsibilities
 - i. Records and distributes meeting minutes
 - ii. Publicize SAAB's programs and activities
 - iii. Assists the Grants Director
 - b. Appointment
 - i. A Program Assistant may be appointed through an application process by the Grants Director
 - c. Compensation

- i. The Program Assistant shall be paid a stipend of \$150 per semester from the SAAB Operations Account
 - ii. Members
 - 1. Voting Representatives
 - a. Consists of one (1) or two (2) Representative(s) from each department and one or two Academic English Studies (AES) representatives
 - i. In the case of co-Representatives, both are considered voting members, although they share one vote
 - ii. The Grants Director is neither considered a Representative nor a voting member, although they vote in the event of a tie in the grant hearing process
 - b. Responsibilities
 - i. Facilitates student-faculty interactions
 - ii. Attends and participates in SAAB Grant Meetings
 - iii. Leads students through the grant process
 - iv. Signs and advocates for grants when deemed meritorious
 - c. Appointment
 - i. Representatives are selected by their department, as needed, in consultation with the outgoing representative, the Grants Director, and the SAAB Chair
 - ii. Prospective Representatives may be selected by the sitting representative in consultation with the Grants Director and will be considered *ex-officio* members of the board
 - iii. The Academic English Studies (AES) representative shall be any degree-seeking student who has taken one or more classes offered by AES
 - d. Compensation
 - i. Each department Representative shall receive a stipend of \$50 per semester from the SAAB Operations Account
 - ii. In the case of co-representatives, the amount may be split using a mutually agreed-upon ratio
 - e. Vacancy and Dismissal
 - i. Any and all absences must be reported to the Grants Director prior to the convening of the Board meeting in question

- ii. In the case that a representative vacates their position, or forfeits their position by missing more than three (3) meetings in a semester without just cause, the department shall nominate a new representative
 - 2. *Ex-Officio* Members
 - a. Include all SAAB Officers, Advisors, and non-voting prospective members
- b. The Tutoring Program
- i. Officers
 - 1. Program Director
 - a. Responsibilities
 - i. Organizing the tutoring program, approving and hiring new tutors, communicating with Professors and all departments about tutor vacancies and appointments, as well as facilitating program expansion and working toward higher program efficiency
 - b. Appointment
 - i. The Director of Tutoring shall be appointed by the SAAB Chair in consultation with the outgoing Director of Tutoring
 - ii. Applicants for the position of Director of Tutoring must have a minimum of one (1) semester of experience in the Tutoring Program.
 - c. Vacancy and Dismissal
 - i. In the event that the Director of Tutoring vacates their position, a new director shall be appointed by the SAAB Chair
 - d. Compensation
 - i. The Director of Tutoring shall be paid a stipend of \$500 per semester from the SAAB Operations Account
 - 2. Program Assistant
 - a. Election/Appointment
 - i. A Program Assistant may be appointed through an application process by the Tutoring Director
 - b. Responsibilities
 - i. Assisting the Program Director with organization of the program, and facilitating the generation of program expansion
 - 1. Answering emails, hiring tutors, communicating with Professors for future tutor nominations
 - c. Compensation

- i. The Program Assistant shall be paid a stipend of \$150 per semester from the SAAB Operations Account
 - 3. Tutors
 - a. Election/Appointment
 - i. Tutors shall be selected as described in section I,V subsection b, paragraph i
 - b. Responsibilities
 - i. Tutors shall have responsibilities as outlined in section IV, subsection b, paragraph iv
 - c. College Honor Board
 - i. Officers
 - 1. College Honor Board Director
 - a. Responsibilities
 - i. Maintain the databases and information systems of the College Honor Board
 - ii. Send out applications and interview students for the College Honor Board Student Voting Member positions. After selection the Chair will ensure that the members have a sound understanding of College Honor Board procedures and FERPA policy
 - iii. Communicate and meet with students accused of academic dishonesty to explain the process and their rights
 - iv. Monitor communication when cases of academic honesty are brought to the board
 - v. Distribute relevant documentation for each case
 - vi. Coordinate time and meeting location of College Honor Board Hearing
 - vii. Run the College Honor Board hearing and archive audio record
 - viii. Write and send out outcome letters to the Registrar, student and College Honor Board
 - ix. Represent the interests of the student body at Curriculum Committee meetings
 - x. Continually strive to improve the effectiveness of the College Honor Board
 - b. Election/Appointment
 - i. The College Honor Board Director shall be selected by the SAAB Chair through an application process, in consultation with the outgoing College Honor Board Director, and the outgoing SAAB Chair, if applicable. This appointment will be approved by a two-thirds ($\frac{2}{3}$) vote of the Board

- ii. Applicants must have served as a member of the College Honor Board in order to be eligible for selection
 - c. Vacancy and Dismissal
 - i. In the event that the College Honor Board Director vacates their position, the replacement Chair will be selected from the sitting Board members by the SAAB Chair, and approved by a two-thirds ($\frac{2}{3}$) vote of the Board
 - d. Compensation
 - i. The College Honor Board Director shall be paid a stipend of \$500 per semester from the SAAB Operations Account
- 2. Program Assistant
 - a. Election/Appointment
 - i. A Program Assistant may be appointed by the College Honor Board Director
 - b. Responsibilities
 - i. Assisting the College Honor Board with organization of the program, and facilitating the generation of program expansion
 - c. Vacancy and Dismissal
 - i. In the event that the Program Assistant vacates their position, the replacement will be selected by the College Honor Board Director
- ii. Members
 - 1. Election/Appointment
 - a. College Honor Board members will be selected through an application process by the SAAB Chair and the College Honor Board Director
 - 2. Responsibilities
 - a. Actively serve as a voting member on cases brought before the College Honor Board
 - b. Participate in College Honor Board programming in addition to board hearings
 - 3. Vacancy and Dismissal
 - a. In the event that a College Honor Board member vacates their position, the replacement will be selected by the College Honor Board Director
- d. The SAAB Chair
 - i. Responsibilities
 - 1. Oversee the operation of all branches of SAAB
 - 2. Facilitate the Board's interaction with their departments where necessary
 - 3. Sit as a voting member of the college's Curriculum Committee, as well as the Course Proposal Subcommittee

- a. In this respect, the SAAB Chair is charged with representing student voices to the best of their ability
 - b. The SAAB Chair should inform students of their role in this capacity, and hold office hours where students may voice their concerns that may be relevant to the operation of the Curriculum Committee
 - 4. Serve as a member of the ASLC Cabinet, and act in an advisory role to the ASLC Senate
 - 5. Conduct program development initiatives to improve the operation of SAAB
 - 6. Strive to be personally involved and to involve members of the Board in college processes and events where the voice and experience of SAAB members may be relevant
 - 7. The SAAB Chair may hire an assistant if it becomes necessary to administer the extent of their responsibilities
- ii. Election/Appointment
 - 1. The SAAB Chair shall be elected during the ASLC Cabinet Elections each spring semester, subject to a vote of the student body
 - 2. To be eligible for selection, a prospective SAAB Chair must have at least one (1) semester's experience as a member of SAAB
- iii. Vacancy
 - 1. If the SAAB Chair position becomes vacant, a new SAAB Chair shall be selected by the ASLC President in consultation with any sitting SAAB Directors, and approved by a two-thirds ($\frac{2}{3}$) vote of the ASLC Senate.

VII. Advisors

- a. To SAAB
 - i. Role
 - 1. As a branch of ASLC, SAAB shall fall under the advisement of ASLC's advisor
 - 2. The ASLC advisor shall primarily advise the SAAB Chair in their capacity as a member of the ASLC cabinet, but shall be available as a resource to all members of SAAB
 - ii. Appointment/Succession
 - 1. The Advisor to SAAB shall be the Director of Student Leadership and Service
- b. To the Board
 - i. Role
 - 1. The Advisor to the Board shall assist Board members in navigating administrative and faculty channels within and between departments
 - 2. Board members may seek the assistance of their Advisor with individual and Board-wide initiatives
 - ii. Appointment/Succession

1. The Advisor to the Board shall be selected by the Grants Director in consultation with the SAAB Chair and the Associate Dean for Student Academic Affairs
- c. To the Tutoring Program
 - i. Role
 1. The Advisor to the Tutoring Program shall advise the Tutoring Director as to how to best reach students, as well as other concerns as to the tutoring program's operation
 - ii. Succession
 1. The Advisor to the Tutoring Program shall be the Director of Student Support Services
- d. To the College Honor Board
 - i. Role
 1. The Advisor to the College Honor Board selects the Board's faculty voting members and serves as a resource for the College Honor Board Director
 - ii. Succession
 1. The Advisor to the College Honor Board shall be the sitting Associate Dean of Student Academic Affairs

VIII. Finances

- a. The SAAB Endowment
 - i. SAAB shall maintain an endowment of funds, managed by the same offices as other endowments of the college, which shall have a portion available to draw each year
 1. The SAAB endowment exists to aspirationally give SAAB some level of autonomy from allocations of the Student Body Fee. While it is unlikely that the SAAB endowment will ever wholly sustain SAAB as an organization, it should be managed with this goal in mind
- b. Student Body Funding
 - i. SAAB shall apply each spring semester to be funded by the Student Organizations Committee, as per the systems which they set in place.

IX. Amendments

- a. All amendments to these Bylaws must be drafted by any voting SAAB board member or by the chair or directors making changes to the branches they oversee. Amendments may be reviewed, revised, and approved during executive session of regular SAAB meetings.
 - i. All amendments must be approved by a two-thirds (⅔) vote of SAAB.
 - ii. Any amendment pertaining to the dispersal of student body funds must also be approved by a majority (>½) vote of the ASLC Student Senate.