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 interests 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 the Center for Student Involvement or designee in all matters pertaining to student organizations.

The Board works in consultation with the Director of the Center for Student Involvement or designee to approve changes in student organization constitutions, grant final recognition to new student organizations, foster communication and collaboration among student organizations, serve as a student-to-student organizational resource, and resolve disputes that arise within or between organizations.

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 Center for Student Involvement.
1.1.2. Each officially recognized student organization, except those enumerated in Article 1.5, must have been recommended recognition by the Board.

1.2. Student Involvement Board Liaisons for Tentative Student Organizations
1.2.1. Upon receiving tentative recognition from the Center for Student Involvement, prospective organizations will be assigned not less than two (2) Board representatives (liaisons) to prepare them for their presentation.
1.2.1.1. The Vice President for Student Involvement may not be assigned as a liaison to a tentative student organization without a simple majority vote of the Board.
1.2.2. Each Board representative assigned to tentative organization will communicate with the assigned organization as needed.
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 liaison(s) 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. Quorum shall be greater than 50% of the Board’s current membership and must include no fewer than two (2) student at large members present.

1.3.2. The following procedures will be followed when the Board is hearing the presentation of a tentative student organization for full recognition:

1.3.2.1. Tentative organizations are allowed not more than fifteen (15) minutes of audience with the Board.
1.3.2.2. The leadership of the prospective organization will present to the Board. During this period, the prospective leadership will present information concerning their group’s mission and purpose, plans for the future, and other pertinent information.
1.3.2.3. Members of the prospective organization will be questioned by members of the Board.
1.3.2.4. Question time having concluded with the departure of the tentative organization, the Board will enter debate in executive session.

1.3.2.4.1. If further questions arise during the debate, the tentative organization may be contacted and/or asked to return to address the questions.
1.3.2.5. 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 Student Involvement Board liaison(s)
1.4.1.4. Provided constitution contains conflicting items
1.4.1.5. Provided constitution contains substantive omissions
1.4.1.6. Organization’s purpose or function is unnecessarily repetitive of previously existing student organization(s) or campus resource(s)
1.4.1.7. Organization possesses unwieldy officer/executive structure
1.4.1.8. Organization possesses excessive limitations to student participation in its general membership
1.4.1.9. Improper executive board succession
1.4.1.10. Improper election procedures
1.4.1.11. Longevity concerns
1.4.1.12. Organization’s purpose or goals, as outlined in the presentation or constitution, are too narrow or wide in scope, vague, or infeasible
1.4.1.13. Lack of adequate concrete planning or initiative
1.4.1.14. Does not support the Northeastern community
1.4.1.15. Does not add substantive value to 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.

1.4.3. Decisions made by the Student Involvement Board will not have precedent on future decisions regarding full recognition, and all prospective organizations will be considered independently.

1.5. Exempted Organizations

1.5.1. Informal groups that exist under the scope of the Cultural and Spiritual Life Centers or as part of a Northeastern University college do not require the approval of the Student Involvement Board. These informal, non-Student Involvement Board recognized groups may not receive office space, book meeting space in the Curry Student Center, 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 organization and the Center for Student Involvement’s advisor to the Board.

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 2.5, 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 or require changes to bring the document to compliance with current standards.

2.3. Amendment Hearing
2.3.1. Quorum shall be greater than 50% of the Board’s current membership and must include no fewer than two (2) student at large members present. 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 constitution to the Student Involvement Board, as approved by that student organization.
2.3.1.1.1. 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; that is, groups will receive a fifteen (15) minute time slot to present their amendments to the board and answer any questions that arise pertaining to the amendments.
2.3.1.2. Each presented amendment to an organization’s constitution will be considered on an individual basis. Each Board member will be supplied with a copy of the proposed amendments.
2.3.1.2.1. If the organization has chosen to submit amendments electronically, 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(s) 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 and the Center for Student Involvement’s adviser to the Board.

2.4. Decisions made by the Student Involvement Board will not have precedent on future decisions regarding constitutional amendments, and all prospective amendments will be considered independently.

2.5. Exempted Organizations
2.5.1. Amendments to the Constitution and Bylaws of social Greek-letter organizations will be approved by the respective governing council.
2.5.2. The constitution of the Student Government Association is not subject to oversight or approval by the Student Involvement Board.

3. **Appealing a Decision**

3.1. An appeal may only be based upon at least one of the following criteria:
   
   3.1.1. Established policies and procedures were not followed,
   
   3.1.2. The recognition decision was arbitrary and capricious.
     
     3.1.2.1. The standard of “arbitrary and capricious” shall be obtained from the United States Courts for the Ninth Circuit, revised May 2012.
     
     3.1.2.1.1. The decision “may reverse under the arbitrary and capricious standard only if the agency (Board) has… entirely failed to consider an important aspect of the problem, offered an explanation for its decision that runs counter to the evidence before the agency, or is so implausible that it could not be ascribed to a difference in view or the product of agency expertise.”

3.2. An organization must submit a written appeal request to the Student Government Association Parliamentarian within five (5) 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. The decision letter submitted to the organization on behalf of the Student Involvement Board,
   
   3.2.3. The criteria on which the appeal is based.

3.3. The Parliamentarian 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 (5) business days of receipt.

3.4. The Appeals Board will consist of the following members, as outlined in the Student Government Association Constitution:
   
   3.4.1. Vice President for Student Involvement;
   
   3.4.2. A justice from the general membership of the Operational Appeals Board;
   
   3.4.3. The Director of the Center for Student Involvement, or designee;
   
   3.4.4. Student Body President, as an ex-officio, non-voting member; and
   
   3.4.5. Parliamentarian, as an ex-officio, non-voting member.

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; and
   
   3.5.3. Rationale used by the Student Involvement Board for their decision.

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 or conditional recognition.
   
   3.6.3. Allow the organization to restart the full recognition process as if they had just been granted tentative recognition from the Center for Student Involvement.
3.7. Once a decision has been made, the Parliamentarian must provide the rationale of the Appeal Board’s decision within three (3) business days in a memorandum to the student organization, the organization’s advisor, and the 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. **Advising Student Organization Resource Guide Revisions**

4.1. Each academic year, the Vice President for Student Involvement, or a designee on their behalf, will advise the Center for Student Involvement on proposed changes to the Student Organization Resource Guide.

4.1.1. The Vice President for Student Involvement, or their designee, will meet with the Center for Student Involvement as needed.

4.1.2. Both parties shall create a list of major, non-editorial, changes to the Student Organization Resource Guide.

4.2. The Vice President for Student Involvement shall provide the Board with a list of changes discussed with the Center for Student Involvement from Section 4.1.2.

4.2.1.1. All proposed revisions shall be reviewed with the Board either in person or electronically.

4.3. The Vice President for Student Involvement, or their designee, shall return to the Center for Student Involvement with feedback from the Board’s review.

4.3.1. Discussions pertaining to the Student Organization Resource Guide revisions between the Vice President for Student Involvement, or their designee, and the Center for Student Involvement will proceed as needed.

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 letter.

5.3. Overrides are considered on a case-by-case basis and do not set precedent for future decisions.

6. **References**