

Student Executive Board in Relation to Student Organizations

Student Executive Board (SEB) serves student organizations in several ways. SEB is a group made up of representatives from Indiana Tech's recognized Student Orgs and are interested in helping student organizations flourish.

Official Recognition of New Student Organizations

Once a new student organization feels they are ready to apply for recognition, the Pre-Recognition Liaison will schedule the group to attend the next SEB meeting. The organization will then attend an SEB meeting and present their information to SEB for consideration. Note: this process is not always applicable to professional organizations, national or regional. Student Executive Board does not ensure that national or regional academic organization guidelines are being met, that is at the discretion of the Faculty Advisor, department head, and/or dean.

Student Organizations' Monthly Attendance at Student Executive Board Meetings

In an effort to be more cognizant of what they can do to assist student organization growth, student organizations who are recognized through SEB are required to send 1-2 representatives to SEB meetings to voice/vote that organization's interests in organizational governance.

All recognized student organizations are advised to select two members to be representatives on SEB.

Financial Assistance

SEB will allocate up to \$300 to an organization through an application process each year, primarily towards the purpose of hosting all-campus events. Anytime funds from SEB are spent, copies of receipts from must be turned in to the SEB Allocation Chair. Please see the Allocation Application Form for more details. Funds are available on a first come first serve basis. Once they run out, there will be no more allocations granted.

Minimum Requirement Maintenance Checks

SEB will also check with each organization twice per year that they are maintaining the minimum requirements to be an organization: 1) they have five members, 2) they have an advisor, and 3) they have a constitution.

Probation & Revoking of Recognition

The same body who recognizes new student organizations will also be responsible for placing organizations on probation and revoking the recognition of student organizations.'

Student Executive Board Chair Expectations

ALLOCATION CHAIR

1. As soon as Allocation Request documentation is turned in, the Chair is responsible for ensuring he/she has a copy and that a copy is forwarded to the Student Life office for printing.
2. The Chair is expected to initiate contact with the organization within 24 hours of being notified an allocation request has been turned in.
3. Reviews materials and asks questions to ensure form is filled out correctly
4. Schedules the group to attend the next meeting and puts on agenda with Facilitator
5. Tracks all allocation usage in spreadsheet and reports at each meeting how much funds have been used and remaining balance available.
6. Follows up with groups regarding receipts for their purchases

Facilitator

1. The Facilitator's role is to create and disperse the regular agenda, lead the meeting, and guide discussion with minimal help from the Advisor. The agenda should be emailed to the secretary prior to the meeting for minutes.
2. To the end, it is his/her responsibility to set an appointment with the Advisor prior to each meeting (not the same day) in order to finalize the agenda.
3. He/She also needs to contact the Pre-Recognition Chair and Allocation Chair prior to each meeting to see if any organization will be present for recognition and/or allocation requests.

Secretary

1. The Secretary is to generate electronically distributed notes regarding SEB's business and send them to SEB members within one week of the meeting.
2. Notes are to be taken according to the meeting agenda and note any discussion points and decisions made by the group.
3. The Secretary is to also keep record of attendance for each meeting.

PRE-RECOGNITION CHAIR

1. Groups or students contact Bethany to indicate they would like to form a student organization. They are given materials to begin an organization at that time. This includes the Pre-Recognition Process form, Pre-Recognition Application, Constitution and By-Laws Guidelines, & Advisor Agreement.
2. Once they return the paperwork, Bethany initiates a standard email to the advisor(s), identified student leaders, and cc's the Pre-Recognition Chair. The email identifies their timeline and the opportunities available to them.
3. Within 48 business hours the Pre-Recognition Chair generates an email to the advisor and group which introduces himself, explains his role, and offers ongoing assistance.
4. The Pre-Recognition Chair will contact the group (copy the advisor) every two weeks, if they do not contact him or her, to check on their status. During this time, the groups can seek assistance with their constitution from the Pre-Recognition Chair as well as ask general questions.
5. After the group submits a first draft of the constitution, the Pre-Recognition Chair will send bullet-pointed feedback on the constitution to the group regarding their constitution with any recommended changes. If there are an overabundance of items which need to be reviewed, it is advised that a meeting be set up with the student leaders, advisor(s), the Pre-Recognition Chair, and if applicable, Bethany.
6. Once their constitution is ready, the group needs to submit the most updated draft of their constitution electronically, as well as an Application for Recognition by Student Executive Board. We need to ensure we have current and signed Advisor Agreements for the Advisor(s) before they are recognized.
7. Once these are in place, the Pre-Recognition Chair does the following:
 - a. Communicates to the group seeking recognition the date they can come to present
 - b. Gives the group the outline of what information they need to discuss
 - c. Communicates to Facilitator that they need to be added to the agenda
 - d. Emails the application and constitution to SEB members prior to the meeting (prior to the day of the meeting, too, give us enough time to read if that is our desire)