

Appendix C: Standing Rules of the Club Review Board

1. Mission

- a. To act as an advisory board that oversees all policies and procedures that relate to Student Government's recognized clubs and provide recommendations concerning these policies and procedures to the Student Government President, Student Government Senate, and the Assistant Director for Campus Life Programming.

2. Membership

- a. Shall be chaired by the Representative at Large with an advisor appointed by the Center for Campus Life.
- b. Each semester, eight (8) randomly selected clubs shall be identified to have one (1) executive board member from their organization sit as a representative on the CRB for a term of one (1) semester.
 - i. Chosen clubs may only send one (1) member to be part of the CRB. These specified club representatives will change on a semester to semester basis.
 - ii. To offer each club adequate time to determine who will sit as a member of CRB, during week twelve (12) the Eight (8) clubs will be identified for the following semester. Those clubs will be contacted and by the end of week fourteen (14). Each club will be responsible for providing the name of the Executive Board club member that will hold a seat on CRB. If the designated club representative does not uphold their obligations as a CRB member, they will run the risk of their club being put on hold and/or may be required to meet with the Assistant Director for Campus Life.
 - iii. In addition, any other club member who is in good standing of a recognized club may join Club Review Board as an active participant of the Board; however, will not have voting privileges.
- c. Voluntary membership is also open to any student in good standing with a club recognized by Student Government.
 - i. Voluntary members to the CRB who are active members in two (2) or more clubs reserve the right to choose which club they will represent. However, this must stay consistent throughout the semester.

3. Structure

- a. For Fall Semester, the eight (8) clubs will be notified in week one (1) that a member in good standing must represent their club at CRB. The name of the representative must be provided by the end of the second week, and CRB meetings will begin in week three (3).
- b. For Spring Semester, selected clubs will be notified by week seven (7) of the previous semester, and will be required to submit the name of their representative by week fourteen (14). CRB meetings will begin in week one (1) of the following

semester.

- c. In the case that a club cannot send a member to any CRB meeting, that club shall appeal to the current CRB and explain their reasoning. By majority vote, the CRB can delay the selected club's term on the CRB for one (1) semester.
- d. For Fall Semester, appeals will be made in the third week with the new CRB.
- e. No club shall be allowed to delay their term more than two semesters. After two semesters, the club's budget will be frozen until a member attends a CRB meeting or until the following semester.
- f. The Club Review Board will be inactive summer term.

4. Attendance

- a. A quorum is achieved in the CRB with at least five (5) members and the Representative at Large present at a meeting.
- b. If any of the eight (8) selected clubs is unrepresented at two meetings during a semester, the Representative at Large will send that club a formal letter of warning. Thereafter, a missed meeting will result in the club's budget being frozen. The freeze will be lifted after a member of the club attends a CRB meeting or by majority vote of the other members of the CRB.

5. Responsibilities

- a. The Representative at Large will work with the CRB Advisor and the Club's Graduate Assistant (Clubs GA) to establish meeting times and agendas and will keep attendance at all meetings.
- b. CRB shall annually review Club Guidelines.
- c. CRB shall make recommendations on any University policy or procedure that affects clubs at RIT to be presented by the Representative at Large to the Student Government President and Student Government Senate.
- d. CRB shall decide Programming and Community Service Club-of-the-Semester for fall and spring semesters to be awarded during the first week of the following semester.
- e. CRB shall decide Community Service Club of the Year and Programming Club of the Year to be awarded at the Student Government banquet.
- f. The Representative at Large will report weekly to the Student Government President. This report will include any clubs that were recognized or denied, guidelines or policies that were changed, and any required members that were not present.

6. Procedure

- a. CRB shall make recommendations to grant or deny club recognition to the Assistant Director for Campus Life Programming.
 - i. In order to be recognized, clubs must adhere to the "Student Organization Recognition Guidelines" as established and updated by the Center for

Campus Life in coordination with Student Government.

- ii. Following recognition, the CRB shall recommend the appropriate category for the club and may also make recommendations concerning the club's name and budget.
- b. The CRB does not adhere to Robert's Rules of Order, and the meetings will not be formal. However, quorum and majority vote will be used in determining voting outcomes.
- c. Each member will be allowed one vote with the exception that if two members are representing the same club, only one will be allowed to vote.
- d. The Representative at Large will only cast a vote in the case of a tie.
- e. At the completion of meetings, voting records will only show a "passed" or "not-passed" result. No other records shall be kept.
- f. No member shall be allowed to take part in a vote that directly affects a club from which they are a member of, regardless of whether they are specifically representing that club or not.