



Boston College Student Staff Advisory Board
Adopted on January 31, 2018

The Constitution of the Boston College Student Staff Advisory Board

1. **Title:** Henceforth, the title designated for this group shall be the Boston College Recreational Complex Student Staff Advisory Board (SSAB).
2. **Mission:** The pivotal aim of Student Staff Advisory Board centers around both strengthening the bonds and mediating between Campus Recreation's professional staff and student employees. The board in itself features a composition of laudable and deserving student employees from various departments, whose unifying directive involves internal, and external, corroboration to organize events, develop student leaders, and promote overall workplace improvement. The board provides an empowering and meaningful avenue for change both in and beyond Campus Recreation.
3. **Purpose:** The Student Staff Advisory Board is a dedicated unit of student staff, representing seven departments within Boston College Campus Recreation: Equipment Desk, Intramural Sports/Instructional, Facilities, Fitness, Member Services, Aquatics, and Club Sports. Each member of the board has not only extended themselves on behalf of Campus Recreation community, but also brings forth a degree of insight attained through interactions and experiences within their respective departments. The purposes for which this Board is organized include:
 - a. Serve as a liaison between the Campus Recreation professional staff and student staff, in order to promote synergy amongst all employees
 - b. Encourage, assist and educate staff members in order to provide the optimal recreational experience for the Boston College community
 - c. Give voice to an invaluable body of student staff, while simultaneously encouraging positive change and upholding principles that maintain BC Rec as a safe, inclusive and exciting work environment
 - d. To promote student development through leadership opportunities and community engagement
 - e. Coordinate intra- and extra-departmental events that contribute to building a strong sense of community amongst students, faculty and staff
4. **Membership:** Any current student staff member who works for the Boston College Campus Recreation seeking to enhance their community qualifies to pursue placement amongst existing board members. For consideration, prospective students should sincerely complete an application during the *Spring Semester* of the academic year and submit said application to the Associate Director of Programming & Student Development, in addition to current Graduate Assistants.

- a. The Board will allow for a maximum of 12 students to serve during any one semester*;
 - b. Preference: The board shall aim to provide representation for each of the 7 individual departments contained within Campus Recreation during any one semester*;
 - c. Applications will be accepted during the spring semester and acceptance decisions will be made prior to summer break;*
 - d. As new programs are developed, and departments expand, Board membership requirements may be subject to change
5. **New Member Acceptance:** Acceptance of new members to the Board will take place during the spring semester to ensure that the Board is properly staffed for All Staff Training*. The number of accepted Board members will be contingent upon the number of graduating seniors, and juniors who intend to study abroad in the upcoming semester. Upon the application deadline, the Board will meet to review the submitted applications. Beyond the application, members of the Board will contact each applicant's supervisor to discuss the applicant's professional performance.
- Once every member of the Board has reviewed each application and the applicant's supervisor has been contacted, the Board will conduct an anonymous vote. Each member of the Board will email the two Graduate Assistants with the name of their preferred candidate followed by a detailed explanation for reaching their decision. Acceptance to the board will require majority rule. If there is a tie between two applicants, the professional staff members of the Board will make the final decision.
6. **Board Meetings:**
- a. Members of the professional staff shall prepare the order of business and preside over the Board meetings;
 - b. Meetings shall be used to outline upcoming event details, cover any questions or concerns the student staff has expressed, and discuss any other initiatives of the Board;
 - c. The Board is required to meet at least once per month. Attendance of each member to staff meetings and Board events (at least one per semester) is mandatory unless an acceptable excuse is presented, as outlined by this document.
 - i. 1. Non-Emergencies: including previously planned vacations, prior academic/personal arrangements. In the event of a non-emergency absence, the student will be required to meet with a professional staff member of the Board to go over what he/she missed during the meeting. The Board will permit one non-emergency absence per semester.
 - ii. 2. Emergencies: including sudden illness, accidents, or death of a loved one. The board will take note of repeated emergencies
7. **Professional Staff Meetings:** Each member of the Board will be required to attend at least one of the professional staff meetings per semester. Professional staff meetings take place



monthly, typically on a Wednesday from 1:00-2:00pm. During these meetings, Board representatives will be asked to serve as active contributors and provide insight from the student perspective.

If a Board member is unable to attend a professional staff meeting during the semester then he/she will be expected to contribute to the ideas that will be discussed by their peers

8. **Amending the Constitution:** All current members shall be eligible to vote on amendments to the constitution of the Board. In order to pass an amendment, two-thirds ($\frac{2}{3}$) of the Board must vote in its favor.

*Contingent upon study abroad and attrition. If the board loses the lone representative of any given department to study abroad or attrition, an exception will be made and applications will be accepted on a case-by-case basis