

The SEE Review Board

Section A. Purpose

Subsection 1. The SEE Review Board will have, as its purpose, to provide student groups with a means to present diverse programming for the University of Maryland campus community. In serving this purpose, it will compliment the programming of SEE.

Section B. Membership

Subsection 1. Membership of the SEE Review Board shall be broad in an attempt to represent the various interests of the campus community and shall include one representative from each of the following:

Asian American Student Union	Pan-Hellenic Association
Black Student Union	Pan-Hellenic Council
Jewish Student Union	Pride Alliance
Interfraternity Council	Residence Hall Association
International Student Council	Off-Campus Student Association
Latino Student Union	

The following people shall serve as representatives to the SEE Review Board:

SEE President
SEE Co-Sponsorship Director
Four (4) At-Large Students
An elected representative of the Student Government Association designated by the SGA President

No representative to the SEE Review Board can represent two organizations.

No representative to the SEE Review Board can also be a member of the SEE Executive Board or SGA with the exception of SEE President, Co-Sponsorship Director and SGA representative.

Any student who sits on the SEE Review Board who is also an incoming SEE Director, shall be allowed to hold his or her seat on the SEE Review Board, representing his or her organization until June 1st. He or she shall have and maintain his or her position and all voting power until June 1st. Said Board member shall relinquish his or her Board position when a new Board member is selected by the organization he or she represents.

Subsection 2. Membership will be reviewed according to the SEE Review Board Bylaws. There must be a 2/3 vote by all the voting members of the SEE Review Board to add new groups. Provisions in the form of applications will be made for organizations who seek membership. If an organization is inactive for two (2) years they will be removed from the SEE Review Board. All voting members must be registered undergraduate students at the University of Maryland, College Park. All organizations who are added or removed must be approved by SEE.

Subsection 3. The above listed organizations shall appoint an alternate to take the place

of the representative should he or she be unable to attend a meeting. However, should a representative or alternate miss more than three meetings, his or her organization will be suspended from the SEE Review Board until the following semester. Warnings will be sent by the Co-Sponsorship Director to an organization's president after it's representative or alternate has missed two meetings. Organizations suspended due to absences will have their absence taken into account when funding is granted.

Subsection 4. The Co-Sponsorship Director shall appoint through an application process the four At-Large students. These students may not be active members in any of the above listed organizations.

Subsection 5. The Office of Campus Programs shall appoint staff to serve on the SEE Review Board. These advising bodies will not have voting privileges.

Subsection 6. The SEE Co-Sponsorship Director shall act as chair for the SEE Review Board. Responsibilities of the chair include preparation of applications, facilitation of meetings, and serving as a liaison and advisor to all funded organizations.

Subsection 7. The SEE Program Coordinator or an appointed designee by SEE Program Coordinator shall serve as the advisor to the SEE Review Board. This individual shall provide assistance to both the Review Board and the Co-Sponsorship director as well as organizations receiving funding, but shall not hold voting rights.

Section C. Duties

Subsection 1. There shall be clear communication between the SEE Review Board and SEE Executive Board about the planning of campus-wide programs. The Co-Sponsorship Director will provide a weekly status report to the SEE Executive Board.

Subsection 2. The SEE Review Board shall provide co-sponsorship funds and/or advising/production resources for registered student groups and organizations. Production resources may be provided per the SEE bylaws.

Subsection 3. The SEE Review Board shall select the SEE President on a yearly basis.

- a. The top candidate(s) for the position of President of SEE will be brought before the Review Board for an official interview.
- b. All voting members of the Review Board will be permitted to pose questions to the candidate.
- c. Before deliberation is to begin, the current SEE President will read a recommendation as submitted by the SEE Program Coordinator. The recommendation will explain why the candidate(s) is/are being presented.
- d. The SEE Review Board must elect the next SEE President by a two-thirds (2/3) affirmative vote.

Subsection 4. The SEE Review Board must approve any amendments to the SEE constitution by a two-thirds (2/3) affirmative vote. The Vice President of Student Affairs or designee will give final approval for any SEE constitutional amendments.

Section D. Meetings

- Subsection 1. The SEE Review Board will meet as needed during the academic year and at least once a semester.
- Subsection 2. A quorum shall consist of at least one-half (1/2) plus one of the voting members of the Review Board. Suspended organizations shall not count toward quorum. Unfilled positions will not count toward quorum. Business will only be conducted at meetings in which a quorum is present.
- Subsection 3. The SEE Review Board shall abide by Robert's Rules of Order. All motions, in order to pass, must be voted upon affirmatively by a majority, which is defined as one-half (1/2) plus one, of the members present.

Section E. Bylaws and Amendments

- Subsection 1. SEE Review Board will operate according to these bylaws.
- Subsection 2. The SEE Review Board bylaws may be amended by a two-thirds (2/3) affirmative vote of the SEE Review Board. The Vice President of Student Affairs or designee must grant final approval for any changes to the bylaws.

Section F. SEE Review Board Co-Sponsorship Guidelines

- Subsection 1. Applications for co-sponsorship must be made available by the SEE Co-sponsorship Director. All groups seeking funding and/or resource support must fill out an application to be reviewed by the SEE Review Board.
- Subsection 2. Any group currently registered by the Office of Campus Programs and in good standing is permitted to apply to the SEE Review Board for co-sponsorship of events.
- Subsection 3. The Student Government Association may not request funding from the SEE Review Board due to conflict of interest. However, all other arms of the Student Government Association, with the exception of SEE, may submit applications to the SEE Review Board.
- Subsection 4. Only those registered student organizations that are eligible for undergraduate student activities fees can be funded by SEE Review Board.

Section G. Process

- Subsection 1. The SEE Review Board shall only conduct business when a quorum of one-half (1/2) plus one of the voting membership is present.
- Subsection 2. Applications for all co-sponsorships, with the exception of emergency financial co-sponsorship, must be submitted no less than thirty (30) academic days prior to the proposed event to the SEE Review Board Advisor. The SEE Review Board Advisor will initially review applications for completion and accordance with all necessary criteria for co-sponsorship.
- Subsection 3. Approved applicants must attend the SEE Review Board meeting assigned to them by the Co-Sponsorship director to explain and answer questions concerning the proposed event. The meeting will

occur at least 30 days prior to the proposed event. The organization's treasurer and event program coordinator(s) must present the proposal to the SEE Review Board. Advisors will not be allowed to present. All members of the organization must leave the room while the SEE Review Board decides on funding. This includes representatives from the applying organization on the SEE Review Board.

Subsection 4. Emergency financial co-sponsorship funding is available only for programs that have already received co-sponsorship funding or are unable to meet the cost of a program that falls within thirty (30) days of application submission. Emergency funding is designed to meet additional, unexpected costs. As such, it may not exceed \$1,000.00 and must be requested at least one week before the event. Emergency funding applications must be heard and unanimously approved by the SGA VP of Human Relations or designee, SEE President, SEE Co-Sponsorship director, and the SEE Review Board Advisor.

Subsection 5. Any organization planning an event that falls less than thirty (30) academic days after the first day of classes for either semester must seek funding at least one week before the event. Applications must be heard and unanimously approved by the SGA representative, SEE President, SEE Co-Sponsorship director, and the SEE Review Board Advisor.

Subsection 6. The SEE Review Board must approve funding for an event by majority vote of board members present no later than thirty-five days (35) prior to the proposed event. Exceptions may be made upon consultation and the unanimous approval of the SGA representative or designee, SEE President, SEE Co-Sponsorship Director, and the SEE Review Board Advisor.

Subsection 7. It shall be the duty of the Co-Sponsorship director to notify SEE and pass along approved applications at the next regularly scheduled SEE meeting. SEE must then consider proposed events within one (1) week of SEE Review Board approval for funding. SEE may veto proposed events with a two-thirds (2/3) majority for events it feels are not feasible. The SEE President must contact the SEE Review Board in writing to inform them of the results of its vote counts prior to the next meeting of the SEE Review Board. Vote counts for events vetoed by SEE should be accompanied by an explanation for their disapproval. The SEE Review Board may overturn SEE's veto by a two-thirds (2/3) majority vote at the next SEE Review Board meeting.

Section H. The SEE Review Board may choose not to sponsor an event for any of the following reason(s):

Subsection 1. The Review Board reserves the right to define what enhances diversity by its own parameters and fund programs accordingly.

Subsection 2. Financial infeasibility.

Subsection 3. The Review Board is the sole source of funding. Funding should be supplemental in nature, unless it is a newly started program.

Subsection 4. Repetitive Programming. Too many similar events in one year or too many planned programs on the suggested date.

Subsection 5. Annual Programs.

- The first year an organization requests funding it is eligible to receive full co-sponsorship funding.
- The second year an organization requests funding it is eligible To receive one-half (1/2) of the amount that was allocated The previous year.
- The third year an organization requests funding it is eligible to Receive one-fourth (1/4) of the amount that was allocated the first year.
- An organization is not eligible for co-sponsorship funding the fourth year.
- On the fifth year an organization is eligible to repeat the process.

Funding of annual programs is based on the program, not the organization seeking co-sponsorship. The SEE Review Board reserves the right to define what are annual events.

Subsection 6. Organizations or groups may only co-sponsor one program with the SEE Review Board per academic semester.

Subsection 7. The SEE Review Board may not co-sponsor any concerts deemed large scale by the Concert Task Force standards.

Subsection 8. The SEE Review Board cannot provide funding to any form of banquet or award ceremony.

Subsection 9. The SEE Review Board cannot provide funding to any form of party or similar social event.

Subsection 10. The SEE Review Board cannot fund the purchase of clothes, hats, other wearables, or the rental of costumes.

Subsection 11. The SEE Review Board cannot fund any event in which money is being collected for fundraising purposes or donated to charitable causes.

Subsection 12. The SEE Review Board will not sponsor any programs in which there is a clearly documented threat of death or overwhelming injury to either the producers or participants.

Subsection 13. Organizations seeking co-sponsorship may not have any sanctions against them from the University. Organizations must also be in good standing with the SEE Review Board.

Subsection 14. Only SEE may make negotiations with outside promoters.

Subsection 15. No member of the SEE Review Board may add his or her group or organization to a proposed event as a condition for approval.

Subsection 16. All events must be open to the entire University of Maryland community.

Subsection 17. All financial contributions provided by the SEE Review Board must be repaid to it out of the revenues from the co-sponsored event, with the exception of merchandise sales, before any money earned is distributed back to the group.

Section I. The Review Board requires a co-sponsoring group or organization to sign a Co-Sponsorship Agreement with the SEE Review Board Advisor before SEE will officially recognize the event.

Subsection 1. No contracts may be signed before co-sponsorship is granted.

Subsection 2. If the SEE Review Board agrees to co-sponsor programs where contracts are dependant on funding, the contracts must be handled by the SEE Review Board Advisor.

Subsection 3. If co-sponsorship is granted, SEE Review Board must be advertised in all promotional material and at the program.

Subsection 4. SEE Review Board will directly pay for all co-sponsored expenses, no transfers will be made into organization's accounts.