Internal Rules  
Service-Learning Advisory Board  
October 1, 2002

I. NAME: The name of this advisory board shall be the Service-Learning Advisory Board of Boise State University, hereinafter referred to "the Advisory Board".

II. PURPOSE: The Advisory Board offers guidance and expertise for utilizing campus resources and contacts for the advancement of Service-Learning.

III. PROGRAM MISSION STATEMENT:
Service-Learning at Boise State University exists to foster citizenship and enhance learning through active involvement in academically-based community service.

IV. MEMBERSHIP:
A. Membership: The membership of the Advisory Board shall consist of ten (10) voting members and one (1) non-voting, ex-officio member:

   • Two (2) Community Agency Representatives (Voting)
   • Four (4) faculty from multiple colleges who have an interest in service-learning and volunteer services (Voting)
   • One (1) Deans' Council representative (Voting)
   • One (1) Students-at-Large (Voting)
   • Two (2) Boise State Campus Compact liaisons (Voting)
   • One (1) Volunteer Services Board Director or designee (Voting)
   • One (1) ASBSU President, or designee (voting, Ex-officio)
   • One (1) Service-Learning Coordinator (non-voting, Ex-officio)

B. Qualifications:
1. A general knowledge of and interest in the Service-Learning
2. Attend all Advisory Board meetings--approximately 1 per month (some meetings may be electronic).
3. Meet any other qualifications as applicable to the position.

C. Selection:
1. The Campus Compact liaisons shall be appointed by the BSU President in consultation with the SL Coordinator.
2. All other members shall be solicited by the Service-Learning Coordinator and his/her supervisor.
3. Advisory Board members shall be recruited at the end of the academic year.

D. Term of Office:
1. The term of office for all Advisory Board student members shall be one academic year and may be renewed.
2. The term of office for all Advisory Board faculty, staff, and community members shall be two academic years and may be renewed.

E. Removal of Advisory Board members:
When a member has missed three or more meetings annually, the Chairperson may remove the member and take action to fill the vacancy.

V. ORGANIZATION OF THE BOARD:
A. There shall be two elected officers: Chairperson and Vice Chairperson. Officers shall be elected from within the membership at the first meeting of the year.
B. The Service-Learning Coordinator shall be the Executive Secretary.

C. The officers shall hold office for one year, or until their successors are elected. In the case of a vacancy the Board shall hold a special election of the voting membership to select a Chairperson.

VI. DUTIES OF THE SERVICE-LEARNING ADVISORY BOARD:
   A. To influence priorities and direction of the Service-Learning Program.
   B. To have representatives participate in the selection of the Service-Learning Coordinator.
   C. To promote Service-Learning in various departments, colleges, or programs.
   D. To assist with Service-Learning faculty recruitment.
   E. To review and respond to research and evaluation of the program.
   F. To serve as delegates to conferences when appropriate.
   G. To facilitate or assist with Service-Learning Program initiatives.

VII. DUTIES OF OFFICERS:
   A. Chairperson
      1. Shall develop meeting agendas in cooperation with the Executive Secretary.
      2. Shall facilitate Board meetings
      3. Shall be responsibility for reviewing meeting minutes from the prior meeting before distribution to the Board membership
      4. Shall facilitate Executive Committee meetings
      5. Will serve as chairperson of the "Futures" committee.

   B. Vice Chairperson
      1. Shall facilitate meeting when the chairperson is not present
      2. Shall chair one committee.

   C. Executive Secretary
      1. Shall be responsible for the recording and distribution of meeting minutes
      2. Will develop the agenda and review the meeting minutes with the Chairperson prior to distribution to the Board members
      3. Shall maintain the membership lists and historical records for the Board
      4. In the absence of a chairperson or vice-chairperson, shall convene board meetings and facilitate the meetings until the election of new officers.

VIII. MEETINGS:
   A. The full advisory board shall meet approximately every other month during the academic year (some meetings may be electronic).
   B. Committees may meet every other month or as needed.
   B. Quorum shall be a minimum of six (6) voting members.
   C. Special meetings shall be called by the Chairperson as applicable.

IX. COMMITTEES:
   A. The Chairperson may appoint committees as needed, which shall be approved by the Advisory Board.
   B. Potential committees may included, but not be limited to:
      1. Executive
      2. Promotion and Awareness
      3. Assessment and Evaluation
      4. Futures
   C. All recommendations taken by the committees shall be reported to the Advisory Board at the next available meeting.
X. CRITERIA FOR SERVICE-LEARNING AGENCY PARTNERS

A. Service-Learning agency partners shall usually be beyond Boise State University and shall include:
   1) Private and public non-profit agencies such as those defined by 501(C)(3), 501(C)(4), and 501(C)(7) status. Examples of these include religious, educational, charitable, scientific, literary groups and organizations; programs for children and the aging; social welfare organizations; social and recreational clubs.

   2) Proprietary (privately owned, non-public) health-care agencies and organizations such as nursing homes and hospice care facilities.

   3) Governmental programs that meet the following conditions:
      i. they directly or indirectly serve vulnerable, under-served or marginalized populations
      ii. their primary mission is to educate the public about or directly address critical community issues
         (Examples include Central District Health or its grantees, MK Nature Center, Idaho State Veteran's Home)

B. The service site accepts responsibility for assignment, supervision, and liability of students. Students at these sites may not displace an employed worker.

XI. AMENDMENTS TO THE INTERNAL RULES:

A. The Advisory Board Chairperson will maintain internal rules and procedures as necessary.

B. Any Advisory Board member may propose an amendment to these internal rules. Proposed amendments shall be presented in writing to the membership at least one week prior to any regular meeting. The proposed amendment shall be discussed and voted on at the next regular meeting of the Advisory Board.

 C. Amendments must be approved by a simple majority of the membership of the Board.

XII. EFFECTIVE DATE

These Advisory Board Internal Rules shall become effective upon formal approval by the Service-Learning Advisory Board.