PREAMBLE

The All-Square Student Budget Allocation Committee (ASSBAC) is a standing Committee of the University Committee on Student Life (UCSL), founded to serve as the mechanism for the allocation of All-Square funds. All-Square funds are provided by the Administration to help support the academic and social activities of student organizations that serve the entire New York University student community and whose membership is derived from more than one school of the University. It is the responsibility of ASSBAC, with the approval of the UCSL, to establish policies and procedures in order to insure that All-Square funds are equitably distributed to, and judiciously used by, student organizations.

I. STATUS AND PURPOSE.

A. As specified in the Rules of Procedure of the Student Senators Council (SSC) and the UCSL, ASSBAC shall be a standing committee of the UCSL.

B. Pursuant to the SSC Rules of Procedure, ASSBAC shall:

1. Serve as the mechanism through which All-Square funds are allocated to eligible student organizations meeting established funding criteria;

2. Establish policies and procedures, with the advice and consent of the UCSL, for the request, allocation, and use of All-Square funds by eligible student organizations;

3. Make recommendations to the UCSL concerning the allocation of funds to these organizations;

4. Establish policies and procedures, with the advice and consent of the UCSL, for the appeal of funding decisions and shall hear and decide appeals arising out of funding allocations for the current academic year;

5. Conduct and/or participate in budget workshops for the purpose of instructing student organizations on how to complete budget request forms and informing them of the policies and procedures which govern their requests;

6. Inform those student organizations which apply for funding of
their allocations if requested;

7. Review on a periodic basis the use of funds by student organizations receiving All-Square funds;

8. Disseminate information to All-Square organizations as to the policies which govern the use of All-Square funds;

9. Review on a periodic basis the policies and procedures which govern the request, allocation, and use of All-Square funds and make appropriate recommendations to the UCSL as to any necessary revisions; and

10. Be responsible for developing the forms and other means necessary for implementing these rules and policies and procedures which govern the request, allocation, and use of All-Square funds.

II. MEMBERSHIP AND STRUCTURE.

A. The Vice Chairperson of the UCSL shall serve as the Chairperson of ASSBAC.

B. The Executive Committee of the SSC/UCSL may appoint no more than two sub-committee coordinators of ASSBAC from among the regular membership of the SSC of the UCSL. The Vice Chairperson of the SSC may serve in that capacity.

C. The membership of ASSBAC is prescribed by Rule IX. B. 2. e. ii. of the SSC Rules of Procedure.

1. The membership of ASSBAC shall be limited to the Chairperson, and fourteen (14) other students. These fourteen students shall be chosen by the SSC/UCSL Executive Committee in accordance with the following criteria:

   a. Four (4) must be undergraduate students;
   b. Four (4) must be graduate students;
   c. No more than six (6) may come from the same school, college, or student organization at the University;
   d. Eight (8) must be members or alternate members of the SSC or the UCSL, excluding the Chairperson of the Student Activities Board (SAB);
   e. Two (2) must be representatives of the SAB; and
   f. Two (2) may be the presidents of a registered All-Square student organizations, a member of a student council, or a member of SAB

2. If the SSC/UCSL Executive Committee is unable to fill the ASSBAC membership pursuant to Rule II. C. 1., the SSC/UCSL Executive Committee shall appoint such additional members as necessary to fill ASSBAC notwithstanding the restrictions in the
preceding rule.

3. With respect the member provided for in Rule II. C. 1. F. above, SAB may be invited to submit a slate of three candidates, with accompanying information regarding their qualifications, from which the SSC/UCSL Executive Committee may select the member. The SSC/UCSL Executive Committee may request additional names in the event that none of these candidates is qualified to be a member of ASSBAC.

4. Such representatives of the Division of Student Affairs, as ASSBAC may deem appropriate, shall serve in an ex-officio capacity.

D. ASSBAC will be responsible for all funding recommendations, reallocation approvals, allocation of contingency funds, and other matters related thereto for the organizations for which it is responsible. In addition, ASSBAC shall be responsible for hearing appeals of funding decisions made by the other subcommittee as specified in Rule IV of ASSBAC’s Student Organization Policies and Procedures.

III. DUTIES OF MEMBERS.

A. Officers.

1. The Chairperson of ASSBAC shall:

   a. Act as the official representative of ASSBAC to the university community;
   b. Call and preside over all meetings of ASSBAC and ASSBAC subcommittees, and set the agenda for each meeting of ASSBAC;
   c. Serve as official recorder during meetings of ASSBAC;
   d. Report the activities and decisions of ASSBAC to the UCSL;
   e. Not vote on any issues before ASSBAC, except in the case of a tie. In such instances, the Chairperson shall cast the deciding vote;
   f. Issue a report, stating all pertinent information and recommendations for the following year’s ASSBAC members, at or prior to the final meeting of the UCSL for the current academic year; and
   g. Perform all other duties as may be assigned to him/her by these rules, the SSC/UCSL Executive Committee, the SSC, and/or the UCSL

B. Ex-Officio Members.

1. Ex-officio members shall serve only in a non-voting advisory capacity, and shall not participate in the actual line-by-line allocation of funds to student organizations. Ex-officio members shall attend ASSBAC meetings at the invitation of ASSBAC’s Chairperson.
2. Representatives of the Division of Student Affairs serving as ex-officio members shall be responsible for: maintaining the official accounting record of All-Square funds; processing and disbursing checks drawn upon the ASSBAC account; and bringing to the attention of ASSBAC any matters arising out of their duties which may be pertinent to the committee’s deliberations. Representatives of the Division of Student Affairs shall attend ASSBAC meetings at the invitation of ASSBAC’s Chairperson.

C. Members. Each member of ASSBAC shall be responsible for attending all duly called meetings of ASSBAC. At the discretion of the SSC/UCSL Executive Committee, a member who is excessively absent may be removed from ASSBAC and may be subject to disciplinary action pursuant to Rule III. D. below, and to the censure proceedings outlined in Rule X. of the SSC Rules of Procedure.

D. Removal of Members. Subsequent to advance formal notification to members of ASSBAC that a motion for removal of a member or members is on the agenda, a motion may be made at any duly called meeting of ASSBAC to recommend the removal of any member from ASSBAC as a result of a breach or negligence of his or her duties. Sufficient time shall be allowed between formal notification and the meeting at which the question of removal of the member(s) is to be addressed for the member(s) in question to respond. A majority vote of the remaining committee members may find that a member is not in good standing and may recommend to the SSC/UCSL Executive Committee that the member found not in good standing be removed from ASSBAC.

IV. MISCELLANEOUS.

A. Meetings.

1. ASSBAC shall meet regularly during the academic year at the discretion of the Chairperson.

2. If a meeting of the full ASSBAC is called, a majority of the total voting members of ASSBAC shall constitute a quorum (i.e. eight). A quorum shall be required to conduct business.

3. A majority of the quorum present shall be required to recommend a specific allocation or other course of action.

4. All meetings of ASSBAC shall be closed; attendance shall be limited to members and ex-officio members. ASSBAC reserves the right to admit any invited guests. All proceedings of ASSBAC meetings shall be confidential. All invited guests and members shall maintain confidentiality. In the event that confidentiality is breached, the member breaching confidentiality may be subject to disciplinary action pursuant to Rule III. D. above.
B. ASSBAC shall divide its annual allocation received from the Administration, exclusive of any carryover from the previous budget year, in to the following categories; returning clubs, new clubs, contingency fund, theme-based events, seed funds, and all-university events hosted by the SSC and the UCSL. ASSBAC shall have the discretion to assign any ASSBAC carryover from the previous year, in whole or in part, to any of the categories.

C. In the event that a quorum of ASSBAC or UCSL members cannot be convened and that a ASSBAC-funded organization requires that a matter be resolved by ASSBAC or the USCL and that the urgency occurs through no fault of the organization, the SSC/UCSL Executive Committee shall act in the name of ASSBAC and shall report its actions at the first ensuing meeting of the UCSL or ASSBAC, as appropriate.

V. **AMENDMENTS AND INTERPRETATIONS.** Amendments to these rules shall require a two-thirds (2/3) vote of the membership present at a regularly scheduled UCSL meeting.