PREAMBLE

The All-Square Student Budget Allocation Committee (ASSBAC) is a standing committee of the University Committee on Student Life (UCSL) which serves 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 ensure that All-Square funds are equitably distributed to, and judiciously used by, student organizations.

While the activities and services provided by University student organizations are many and diverse, these organizations must be mindful that they are under an obligation to serve the students of NYU responsibly. Receipt of All-Square funds by a student organization imposes an additional obligation to use those funds wisely. Therefore, every attempt must be made to ensure that activities and services which are subsidized by ASSBAC are accessible to the University student population at-large. The following guidelines have been developed to guarantee a standard of uniformity and accountability with regard to the use of All-Square funds.

I. ELIGIBILITY REQUIREMENTS.

A. An organization requesting and receiving All-Square funding must:

1. Be properly registered with the Center for Student Activities, Leadership and Service (CSALS) pursuant to the criteria established by the Student Activities Board (SAB).

2. Have achieved “All-Square” status as determined by SAB in accordance with the criteria established by SAB or, if a theme-based event planning committee, be composed of representatives from All-Square organizations;

3. Successfully complete SAB’s New Club in Development (NCD) Program, or its equivalent, unless exempted from participation.

4. Be either a “club,” fraternity or sorority,” “publication,” “theme-based event planning committee,” or “travel/tournament club” as defined by SAB Rules of Procedure.

B. If an organization’s registration or All-Square status is revoked during
the current academic year, ASSBAC may suspend an organization's budget such that no member of the organization will be reimbursed for expenses incurred for activities which take place during the period of the organization's non-compliance. If such non-compliance exceeds one (1) month, ASSBAC may recommend to the UCSL that the organization's funds be forfeited to ASSBAC general account.

II. **BUDGET APPLICATION AND ALLOCATION SPECIFICATIONS.**

A. Each organization requesting All-Square funding must comply with all of the rules listed herein.

B. **Budget Workshops.** Each organization requesting All-Square funding must attend a budget workshop conducted by ASSBAC in conjunction with CSALS.

C. **Treasurer Workshops.** Each organization granted All-Square funding must attend a treasurer’s workshop conducted by CSALS.

D. **Budget Request Forms.** Each organization requesting All-Square funding must submit a completed, typed "Budget Request Form" by the budget request deadline applicable to the specific type of organization.

E. **Maximum Request.** An organization’s maximum request for the purpose of applying for All-Square funds shall be limited to the amounts listed below. An organization’s previous academic year’s allocation shall be exclusive of any contingency funds received during the previous budget year, but shall be inclusive of any appeals.

1. **Returning Clubs.** A returning club is a club that was allocated All-Square funds by ASSBAC in the semester immediately prior to the academic year for which funding is requested, not including summer semesters.

   a. A returning club with a current budget allocation of $5,000 or more shall be eligible for an increase of no more than 5% of the amount that was allocated by ASSBAC in the previous academic year.

   b. A returning club with a current budget allocation in the upper quadrant shall be eligible for an increase of no more than 10% of the amount that was allocated by ASSBAC in the previous academic year.

   c. A returning club with a current budget allocation in the lower quadrant shall be eligible for an increase of no more than 15% of the amount that was allocated by ASSBAC in the previous academic year.

   d. A returning club with a current budget allocation less than $1,000 may request no more than $1,000.
e. The ASSBAC chair will determine the allocation brackets, including the upper and lower quadrants. The quadrants will be based on the median allocation between $1000 and $5000 for the previous academic year.

III. New Clubs. A new club is a club that has not been properly registered with CSALS in the academic year prior to the current academic year. At least four (4) fully matriculated students may initiate an organization’s initial registration. Proposed new clubs, unless specifically exempted by SAB, are required to apply to, be accepted to, and successfully complete the NCD Program administered by CSALS, or its equivalent, on behalf of SAB. A new club may request no more than $1,000 if applying for funding for both the fall and spring semesters. A new club applying for funding for the spring semester only may request no more than $700.

IV. Theme-Based Event Planning Committees. Theme-based months are defined as coordinated programming of at least seven events in the designated month. Theme-based weeks are defined as coordinated programming of at least three events in the designated week. A theme-based planning committee which will coordinate programming for an entire month shall be eligible for an allocation up to and not more than $12,000. A theme-based planning committee which will coordinate programming for an entire week shall be eligible for an allocation up to and not more than $6,000. A theme-based planning committee's request is limited to those expenses for activities and services incurred during the theme-based programs. Theme-based event planning committees shall not be eligible for contingency funding.

V. Publications. Publications produced in compliance with Section VI. C. of these All-Square Student Budget Allocation Committee Student Organization Policies and Procedures shall receive a minimum allocation of $3000 for an academic year.

VI. Seed Fund. In accordance with Section VIII. D., a club participating in the NCD Program will receive a lump sum of $250 in the spring semester, to complete the NCD process in accordance with SAB policies.

A. Deadlines. Budget Request Forms shall be submitted by the deadline established by ASSBAC. At the discretion of ASSBAC, a 5% penalty will be applied to the amount allocated by ASSBAC to clubs that do not adhere to deadlines.

B. All requests for funding shall be made in good faith, recognizing the limited resources available for distribution and the large number of organizations requesting funding. ASSBAC may refuse to consider a budget request which flagrantly violates this principle.

C. Budget Request. A request for All-Square funding shall be made on a per-activity basis, separated into fall and spring semesters. Recurring
activities (e.g., weekly meetings) shall be considered a single activity.

1. **Advertising.** An organization's request for advertising expenses shall be made on a per-activity basis, separated into fall and spring semesters.

2. **Office Supplies.** An organization's request for office supplies shall be made as a lump sum amount, separated into fall and spring semesters.

3. **Allocations.** Allocations shall be awarded on a lump sum basis. That is, an ASSBAC-funded organization shall be granted a fall allocation and a spring allocation which may be spent in a manner not inconsistent with these rules on any approved event included in its approved budget for that semester. Allocations for advertising and office supplies shall be limited to those purposes. Funds allocated for a particular semester but not spent during that semester shall be forfeited to ASSBAC general account. An organization desiring to spend allocated funds on an event not included in its approved budget shall request permission from ASSBAC to do so.

**VII. ALLOCATION CRITERIA.**

ASSBAC may consider the following criteria in determining allocations for individual organizations:

A. The relationship between an organization's stated purpose and the nature of the activities for which it is requesting All-Square funding;

B. The current size of an organization and the organization's past membership trends;

C. The scope of the University-wide participation in activities sponsored by the organization;

D. The impact of the organization on the University community;

E. The organization's financial history (e.g., percentage of allocation actually spent in past budget years);

F. The completeness and seriousness of the application for funding;

G. The organization's compliance with ASSBAC, SAB, CSALS, and University policies;

H. The organization's successful completion of SAB's NCD Program, if applicable; and

I. Any other criteria reasonably related to an organization's request, allocation or use of All-Square funds.
VIII. **APPEALS.**

A. An organization shall have the opportunity to appeal a funding allocation to ASSBAC, subject to the following conditions.

1. Submission of an appeal shall not guarantee an increase in an organization's funding allocation. An organization's allocation may be decreased following an appeal review.

2. By the current semester's specified deadline or within two (2) weeks of an organization receiving notification, whichever is later, an organization wishing to file an appeal must submit a completed, typed budget appeal request form to ASSBAC for its consideration, along with a copy of the organization's original request.

3. An appeal shall be based only upon the organization's original request. No additions or deletions from the original request shall be permitted.

4. An organization which received more than seventy-five (75) percent of its original request shall be ineligible for an appeal.

5. Organizations shall be afforded the opportunity to appeal in person to ASSBAC during a period of time specified by ASSBAC.

B. An organization may appeal a final decision of ASSBAC to the UCSL. In such an event, the UCSL Chairperson may refer the matter to the SSC Student Grievance Committee for an appropriate recommendation which shall be presented at the following UCSL meeting.

IX. **CONTINGENCY FUNDING.**

A. Contingency funding shall be limited to those expenses relating to new activities or unanticipated activities/expenses not contemplated at the time an organization's budget request form was prepared.

B. Organizations applying for funding from the Contingency Fund are subject to the same conditions and restrictions applicable to regular requests for funding.

C. Organizations applying for funding from the Contingency Fund must submit a completed, typed contingency funding request form to ASSBAC for its consideration. The Contingency Funding Request Form must be submitted by the deadline established by ASSBAC or, if no deadline has been established, at least twenty-one (21) days, prior to the date of the activity for which funding is requested. ASSBAC may require, if necessary, a meeting with representatives of a student organization in addition to the written request.
D. No organization shall receive monies from the Contingency Fund more than once per semester.

E. Contingency funding requests of more than $10,000 require UCSL approval. Contingency funding requests of less than or equal to $10,000 do not require UCSL approval, but must be reported to the UCSL for informational purposes.

X. **GUIDELINES FOR THE USE OF ALL-SQUARE FUNDS.**

A. **General Guidelines.**

1. No organization shall use All-Square funds in any manner or for any purpose which violates any policy of New York University as determined, enforced, and/or interpreted by appropriate University officials.

2. No organization shall use All-Square funds in any manner or for any purpose either specifically prohibited by ASSBAC when the organization’s budget request was reviewed or otherwise prohibited within these policies.

3. All-Square funds shall be used to promote the interests of NYU student organizations only. No organization shall transfer any of its All-Square funds other than as payment for bona fide services rendered. No All-Square funds may be used to pay dues to an organization, chapter, etc. outside of NYU. Additionally, All-Square clubs cannot require their members to cover these costs incurred.

4. No organization member shall receive a stipend drawn from All-Square funds or profits derived thereof. In addition, stipends, including honoraria, may not be paid to any member of the New York University community. An exception to this rule is student disc jockeys properly registered with CSALS.

5. Certain items or services shall not be purchased with All-Square funds. These include:
   a. Articles of clothing or accessories (e.g., T-shirts, jewelry, wigs, costumes, makeup);
   b. Athletic equipment;
   c. Gaming equipment;
   d. Promotional material (including off-campus advertisement) other than fliers, posters, banners, buttons or internal newspaper advertisements;
   e. Furniture, accessories, or capital expenditures of any kind; and
   f. Alcoholic beverages.

B. **Spending Guidelines.** ASSBAC shall establish with the advice and consent of the UCSL spending guidelines which shall be incorporated into these rules as an appendix. The Committee shall review these
guidelines periodically and shall make appropriate recommendations to UCSL as to any necessary revisions.

C. Publications.

1. An organization requesting funding for a printed publication or online publication, other than one which is being duplicated on a copier, should contract the lowest bid through a vetting process, under the direction of its CSALS advisor. An organization’s request for, and expenses for, publication-related expenditures shall not include typesetting charges and other costs which the organization’s members can reasonably perform on campus at minimal or no-charge.

2. No organization shall receive funding for a publication the majority of whose content is not the product of New York University students. The majority of copies of any publication funded by All-Square funds must be distributed to the NYU community at no-charge. In no event shall an organization receive funding for a publication which is sold on-campus or off-campus.

D. Other Limitations.

1. Any item or service purchased with All-Square funds shall be collectively owned by the organization which purchased the item or service, and not by an individual member of the organization. In the event that an organization’s registration with the Student Activities Office lapses, any item purchased with All-Square funds in the possession of that organization shall become the property of ASSBAC for the purpose of redistribution.

2. Activities and services which are subsidized by All-Square funds must be made available to all members of the University student community. Activities and services, such as closed parties, which are open only to members of one organization or a select group of individuals within one or more organizations, shall not be funded by ASSBAC. An organization funded by ASSBAC must make every reasonable attempt to demonstrate that its activities and services are indeed open to the University student community.

3. Reimbursement for ASSBAC approved expenses shall be limited to expenses incurred for activities which take place during the period one-week prior to the first day of classes for the fall semester until the University’s Commencement.

4. Any club which receives All-Square funding for a specific event may charge up to five (5) dollars per person for each NYU student as an admission fee for the event unless an exemption is granted by ASSBAC.

XI. PENALTIES AND GRIEVANCES.
A. At the recommendation of the chair of SAB Grievance Committee or the Inter-Greek Council (IGC) Judicial Committee, ASSBAC's Chairperson may suspend an organization's budget such that it will not be reimbursed for expenses incurred for activities which take place while a grievance is pending.

B. ASSBAC is limited to imposing the following penalties:

1. ASSBAC, when investigating whether an organization may not be in compliance with these policies, may freeze an organization's budget pending the resolution of the allegation for a time period that will not exceed one (1) month.

2. ASSBAC, when it finds that organization is not in compliance with these policies, may suspend an organization's budget. The organization will not be reimbursed for expenses incurred for activities occurring during a time period that will not exceed one (1) month.

3. ASSBAC, when it finds that an organization has willfully, egregiously or repeatedly violated these policies may recommend to the UCSL than an organization's budget be suspended such that it will not be reimbursed for expenses incurred for activities occurring during a specified period of time. This time period may exceed one (1) month. In the most extreme circumstances, the ASSBAC may recommend that an organization's budget be revoked for the duration of the current academic year.

4. In situations not covered by these policies, ASSBAC may recommend an appropriate penalty to the UCSL.

5. Decisions of ASSBAC may be appealed to the UCSL pursuant to Rule IV.C. Decisions of the UCSL under this section may be appealed to the Student Senators Council (SSC). Decisions of the SSC are final and binding.

C. In any case, expenditures which are found to be in violation of these policies shall not be reimbursed.

D. In any case, ASSBAC may refer any grievance involving a student organization to SAB's Grievance Committee.

XII. **SEED FUND.**

A. The purpose of the Seed Fund shall be to permit new clubs in SAB's NCD Program to receive a limited amount of funding.

B. Any club applying for All-Square funding which has not received such funding in the two (2) academic years prior to the year for which funding is requested shall be required to participate in SAB’s NCD
Program for the period of time proscribed by SAB Policies and Procedures. SAB may make an exception to this requirement.

C. Clubs which have successfully completed participation in the Program, which are otherwise eligible to apply for All-Square funding and have achieved All-Square status, may apply for All-Square funding.

D. A club participating in the NCD will receive a lump sum of $250 in the spring semester, to complete the NCD process in accordance with SAB policies.

E.

F. Organizations receiving funding from the Seed Fund are subject to the same guidelines for the use of All-Square funds as delineated in section VI of these policies.

XIII. MISCELLANEOUS.

A. UCSL Approval. All budgetary recommendations made by ASSBAC must be approved by a majority of the UCSL.

B. Exceptions. An organization which believes that its unique circumstances merit special consideration, such that one or more of the requirements or restrictions contained in these policies, must submit additional information to justify its request that ASSBAC waive these requirements.

1. Such waiver may be granted only at the discretion of ASSBAC and only under extremely unusual circumstances. Any waiver shall be limited to the particular organization requesting the waiver and for the particular purpose(s) outlined in the organization's request. The granting of a waiver to an organization one year shall not guarantee that a waiver will be granted in a subsequent year.

2. Exceptions may be made to the following sections/rules only: II, III, V, VI.A.4-5, VI.B., VI.C, VI.D., and VIII. In no event may an exception be made by an individual member of ASSBAC or an administrator.

C. Auditing and Record Keeping. Each ASSBAC-funded organization is responsible for maintaining adequate records pertaining to, but not limited to, its receipt and use of its ASSBAC allocation, club income, membership dues, donations to the club, donations from the club to not-for-profits, funding given to or received from co-sponsorships, and all other funding the club receives, has access to, or dispenses. Such records should include, but not be limited to, copies of the organization's approved budget request and allocation, copies of submissions to ASSBAC and CSALS budget advisor, and a record of income, membership dues, donations to the club, funding related co-
sponsorships, all other funding the club receives or has access to, expenses and donations from the club to not-for-profits. ASSBAC reserves the right to review an organization’s records pertaining to its receipt and use of its ASSBAC allocation, income and donations.

D. **Income.** Income derived from activities funded by All-Square funds shall be used solely for expenses related to an organization's stated mission. Organizations may be asked to account for the receipt and use of such funds.

E. **Fundraising.** Organizations may sponsor activities with All-Square funds whose purpose it is to raise awareness, conduct philanthropic programming, and fundraise for bona fide charities, 501(c)(3) Organizations, foundations, and other not-for-profit organizations provided that:

1. The organization clearly identifies the name of the charity for which funds are being raised in all advertising; and
2. Transfers such funds to the charity in the form of an ASSBAC check.

F. **Outside Bank Accounts.** Organizations are restricted from maintaining outside bank accounts. shall make the records of such accounts available to ASSBAC, upon request.

G. **Publicity.** With respect to all events and publications funded by All-Square funds, organizations shall indicate that such an event or publication is being funded by ASSBAC. All-Square clubs need to include the SSC logo or the statement, “Sponsored by the Student Senators Council.”

H. **Communication with ASSBAC.** It is the responsibility of each ASSBAC-funded organization to insure that all communications with ASSBAC are timely and provide the Committee with as much information as is reasonably necessary for a decision to be made.

I. **Co-Sponsorship.** Organizations may co-sponsor activities with other ASSBAC-funded organizations, other clubs, and/or University offices. In any event, ASSBAC-activities shall be administered by ASSBAC-funded organizations.

XIV. **DISCLAIMERS.**

A. Mere observance of the criteria delineated in these policies shall not guarantee any organization a particular level of funding.

B. No organization which has received All-Square funding in the past or is receiving such funding for the first time shall be guaranteed a certain level of All-Square funding.

C. ASSBAC and/or New York University shall not be held liable for the
debts incurred by any organization it funds.

D. No organization shall be guaranteed, nor should any organization expect, that ASSBAC will fund any expense incurred or obligations entered into before receiving an approved ASSBAC allocation.

E. ASSBAC shall not reimburse an organization for services which were not actually performed.

XV. **AMENDMENTS AND INTERPRETATION.**

A. Amendments to these policies shall require a two-thirds vote of the membership present at a regularly scheduled UCSL meeting.

B. An amendment to these policies shall take effect the first day of the semester following the adoption of the amendment. This rule shall not prohibit ASSBAC from including information about a new rule in the materials it disseminates to eligible organizations following its adoption but before the start of its implementation.

C. The decision of ASSBAC in determining an organization's allocation must be made in accordance with the criteria articulated in these policies, other applicable rules, and its reasonable interpretation of these policies. However, the UCSL may reverse and/or clarify such an interpretation by an appropriate amendment to these policies.

D. ASSBAC may create forms and develop additional guidelines not inconsistent with these policies for the sole purpose of implementing these policies. Such guidelines shall be reported to the UCSL in a timely manner.