PREAMBLE.

The Student Activities Board (SAB) is a standing committee of the University Committee on Student Life (UCSL), which serves as the mechanism for the regulation of club life at New York University. It is the responsibility of the SAB, with the approval of the UCSL, to establish policies and procedures for the formation and regulation of recognized student organizations registered with the New York University Center for Student Activities, Leadership and Service (hereafter referred to as CSALS). In addition, the responsibilities of the SAB include granting of All-Square status, and review at least every two years the policies and procedures which govern student organizations and make appropriate recommendations to the UCSL as to any necessary revisions, and arbitrating grievances involving student organizations.

While the activities and services provided by student organizations are many and diverse, student organizations must be mindful that they are under an obligation to serve the students of NYU responsibly. The privileges granted to registered student organizations impose an additional responsibility not to abuse those privileges. These policies and procedures have been developed by the SAB to guarantee a standard of uniformity and accountability with regard to club life.

I. REGISTRATION OF STUDENT ORGANIZATIONS.

A. The following student organizations may register with CSALS pursuant to the procedures outlined in these Rules. The SAB bears the ultimate responsibility for deciding in which category a recognized student organization properly belongs.

1. All-Square Student Organizations. All-Square student organizations are those which have been granted All-Square status by the SAB pursuant to the procedures outlined in these Rules as a result of, among other requirements, a membership which includes students from a cross-section of schools or colleges of the University and a principle mission not related and/or
directed to the students of a particular school or academic department, as defined herein.

2. **School Clubs.** School clubs are those which are affiliated with a particular school or academic department, have been granted official recognition by their student council, and whose principle mission is related and/or directed to the students of that school/college or department.

3. **Student Councils.** Student councils are the elected student governing/representative bodies of an individual school or college recognized by the school or college for that purpose, or the Student Senators Council (SSC), the University Committee on Student Life (UCSL), the Inter-Greek Council (IGC), the Inter-Residence Hall Council (IRHC), or the Off-Campus Student Council (OCSC).

4. **Theme-Based Event Planning Committees.** Theme-based event planning committees are those whose principle purpose is to bring together a cross-section of registered All-Square student organizations to coordinate month-, week-, or day-long events centered around a common theme.

5. **Fraternities and Sororities.** Fraternities and Sororities are those organizations defined as “member organizations” in the Inter-Greek Council’s Rules of Procedure.

6. **Center for Student Activities, Leadership & Service Boards.** Center for Student Activities, Leadership & Service (CSALS) Boards are those student boards, which are affiliated with CSALS, whose principle purpose is to bring together a cross-section of students to coordinate All-University student activities and services that are related to the mission of CSALS. These student boards include the Program Board, Civic Team Advisory Board, Alternative Breaks Advisory Board, Project Outreach Advisory Board, and WNYU Radio Advisory Board.

B. **Student organizations wishing to register with CSALS shall use the following procedures as supplemented by procedures promulgated by CSALS:**

1. **New Student Organizations.** For the purpose of these policies and procedures, a new student organization is one which has not been properly registered with the 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 student organizations, unless specifically exempted by the SAB (e.g. school-based clubs, student councils, CSALS boards), are required to apply to, be accepted to, and successfully complete the New Club Development Program (NCDP) administered by CSALS, or its equivalent, on behalf of the SAB.

   a. **New Club Development Program (NCDP).** The New Club Development Program (NCDP) shall consist of a two-semester program during which proposed new All-Square student organizations will have the opportunity to develop their mission statement and goals, draft constitutions, recruit members, hold general meetings and other activities, and apply for All-
Square status, if applicable. Proposed new All-Square student organizations shall first apply to the NCDP by submitting an NCDP application to the SAB during their open application period of August 1 through the last Friday in September. Proposed new All-Square student organizations applying to the NCDP after the open application period, may, at the discretion of the SAB, be permitted to complete the application process. The SAB shall be empowered to accept or deny applications to the NCDP based on criteria set by the SAB and guidelines provided by CSALS.

b. Student organizations participating in the New Club Development Program (NCDP) may reserve space in University facilities, participate in the CSALS club fairs and other SAB/CSALS-sponsored events, co-sponsor activities with other registered clubs and academic and administrative departments, receive an NYU club web site URL and club alias, be included in CSALS’ club directories as an NCD club, promote club activities on NYU calendars, and use designated bulletin boards. Those student organizations which are eligible to apply for All-Square status may request funding from the Seed Fund administered by the ASSBAC.

2. Returning Student Organizations. For the purpose of these policies and procedures, a returning student organization is one, which has properly registered with CSALS in the academic year prior to the current academic year. A returning student organization must re-register with CSALS for the next academic year by registering their organization’s officers during the annual SAB-designated officer registration period which begins on April 1 and ends on June 1 of each year. An organization’s registration is valid until May 31 of the following calendar year. A student organization’s registration status automatically terminates if it fails to re-register during the SAB-designated registration period. Registration and Re-registration requires:

a. attendance by all of a student organization’s club officers at initial advisement sessions, transition workshops, new budget allocation workshops, treasurer’s trainings and any other applicable workshops as set out by CSALS and SAB;

b. completion of any applicable forms requesting information including, but not limited to, a list of names of the mandatory four officers of an organization and their titles, net ID numbers, school, class status, and anticipated graduation date; certification that all officers are fully registered, matriculated students and in good standing with the University, and a detailed mission statement;

c. disclosure and identification of any affiliation with a non-University not-for-profit organization (e.g. campus chapters of not-for-profit organization), including the name and address of such organization and the extent of their affiliation with such organization (e.g., does the NYU student organization receive funding, training, or materials from the organization; does the student organization pay dues or other fees to the organization); and proof of the organizations not-for-profit status;

d. submission of the organization’s current constitution; and

e. submission of a current membership list which includes the name and school affiliation of each of the organization’s members. To register as a student organization at NYU all of an organization’s members must be fully matriculated NYU students.

3. Exemptions. Student organizations classified as student councils, umbrella
organizations, school clubs, theme-based planning committees or CSALS Boards may, at the discretion of the SAB and CSALS, participate in a modified registration process.

II. PRIVILEGES AND RESPONSIBILITIES OF REGISTRATION.

A. Registered student organizations may:

1. reserve space in the Kimmel Student Center;
2. apply for club office space in facilities administered by the Office of Student Programming;
3. maintain a club mailbox at 60 Washington Square South
4. have access to the Club Resource Center at 60 Washington Square South
5. post fliers on designated bulletin boards;
6. participate in CSALS-organized club fairs and other such activities;
7. apply for All-Square status; and
8. if eligible, apply for All-Square funding from the All Square-Student Budget Allocation Committee (ASSBAC).

B. Registered student organizations must:

1. Comply with New York University’s policy of non-discrimination, as follows:

“New York University is committed to a policy of equal treatment and opportunity in every aspect of its relations with faculty, students, and staff members without regard to sex, sexual orientation, marital or parental status, race, color, religion, national origin, age, or handicap.”

2. comply with New York State anti-hazing laws;
3. comply with current policies of New York University as determined, enforced, and/or interpreted by appropriate University officials;
4. adhere to all relevant deadlines established by the SAB and/or CSALS;
5. keep the respective organization’s advisor informed about all programs, meetings, and activities planned by the organization;
6. submit all event fliers for inclusion in the organization’s file at CSALS;
7. pick-up the organization’s daily mail from the organization’s club mailbox at the Student Activities Center;
8. attend all applicable CSALS workshops;
9. list its full name and any outside affiliation, in addition to any acronyms or abbreviated
names on all correspondence, fliers, and other material intended for public distribution. The full name of a registered organization typically will be the complete name under which it is registered;

10. ensure that no officer holds more than one executive position within a single student organization and that the president does not simultaneously serve as president of any other registered student organization. An individual may petition to SAB if they wish to hold more than one position;

11. hold elections for officer positions annually during the coordinated election period as designated by the UCSL or no later than May 1 of the current academic year, whichever is later.

12. must have a meeting with advisor regarding club elections. Only active members will be eligible to vote in elections. The requisite(s) for qualifying, as an active member of the organization must be articulated in the organization’s Constitution. The existing Executive Board must publish details regarding the nomination process for officer positions as well as the date of the election meeting at least 14 days in advance. The election must have a quorum of at least 33% of registered active members of the organization present and voting. Clubs traditionally holding elections in December must have this process confirmed by SAB at least 14 days in advance of the election meeting.

13. be assigned a Student Activities Advisor;

III. ALL-SQUARE STATUS

A. Eligibility. A student organization requesting All-Square status must satisfy the following prerequisites concerning its membership and activities. Organizations failing to satisfy any of these criteria shall be ineligible for All-Square status. Eligibility for All-Square status requires that a student organization:

1. shall properly register with CSALS pursuant to the policies listed in these Rules;

2. shall successfully complete CSALS new club development program, if applicable;

3. shall have a minimum of two executive board officers (President and Treasurer). The number of active members shall be at least two (2) times the number of executives. Organizations may appeal to SAB in special circumstances if a case is to be made regarding membership.

4. shall have no more than two-thirds (2/3) of its membership from any one school or college of the University;

5. satisfy one of the following requirements, depending on its type and purpose, goals or objectives:
a. sponsor at least three activities per semester which are open to the entire University, one of which may be co-sponsored with another organization; or

b. in the case of organizations identified as a publications, publish at least one edition per semester.

6. maintain a visible impact on campus;

7. have a stated principle purpose or mission which concerns a cross-section of students and is not directed to the students of one college or academic department; and

8. demonstrate that they will serve a purpose or provide a service which is currently not performed by an existing student organization. This proviso shall not be interpreted in a manner which will impede the formation of organizations which will make legitimate contributions to the NYU student community; rather, it is intended to curtail unnecessary duplication of effort by All-Square student organizations in their activities.

B. Procedure. The following procedures shall be used in acquiring All-Square status:

1. New Student Organizations. Student organizations participating in the New Club Development Program, upon the recommendation of the new club advisor, may petition the SAB for All-Square status. The SAB shall develop a procedure for reviewing an organization’s initial request for All-Square status, not inconsistent with these policies and procedures, which includes: meeting with the officers of the organization, reviewing an organization’s membership list, reviewing an organization’s stated mission, and reviewing any other pertinent information which may assist the SAB in determining whether the organization fulfills the requirements for All-Square status outlined in this section. In any event, the SAB shall make a final determination upon completion of the New Club Development Program.

2. Returning Student Organizations. A student organization which has maintained its All-Square status during a previous academic year need not petition the SAB in the following academic year for renewal of its All-Square status. Student organizations will be deemed to have maintained their All-Square status unless the SAB makes a determination otherwise. Returning student organizations shall submit a current membership list including the names and school affiliations of its members during the club registration period for returning organizations.

3. At its discretion, the SAB may periodically review a student organization’s All-Square status. In doing so, the SAB shall review an organization’s membership list and may request any other pertinent information from the organization under review.

C. Maintaining Status. If an organization’s All-Square status lapses during an academic year, the ASSBAC may take appropriate action pursuant to the ASSBAC Student Organization Policies and Procedures to freeze an organization’s ASSBAC funding for that academic year.
D. **Granting/Revoking Status.** All-Square status will only be granted or revoked by the full SAB at a regular meeting at which quorum is present.

E. **Appeals.** Decisions of the SAB pursuant to this section may be appealed 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 to the UCSL.

F. **Reporting.** The SAB shall regularly report to the CSALS and the UCSL those organizations, which have achieved All-Square status and the status of those organizations applying for All-Square status.

G. **Inactive Clubs Reinstatement.** To reinstate an All-Square organization, the group must have a petition of 200 signatures from NYU students, an officer list along with a two-thirds vote majority from the Student Activities Board. Only clubs who have been inactive for less than one year will be eligible to appeal to SAB. All-Square organizations who have been inactive for more than one year will have to apply in the NCD process.

IV. **GRIEVANCE SUBCOMMITTEE GUIDELINES.**

A. **Jurisdiction.**

1. The SAB Grievance Subcommittee shall hear:
   a. disputes arising under the SAB Student Organization Policies and Procedures involving student organizations;
   b. disputes between two or more student organizations;
   c. disputes between members within a single student organization which relate to club life;
   d. disputes between a member of the University community and a student organization which relates to club life;
   e. disputes arising under an applicable University policy as determined and/or interpreted by the University Administrator who promulgated the rule; and
   f. other cases and grievances referred to it by the SAB Executive Sub-Committee, the Executive Committee of the SSC/UCSL, the ASSBAC, or other appropriate University official.

2. The jurisdiction of the SAB Grievance Subcommittee shall be limited to the extent that it shall not hear cases which are properly within the jurisdiction of the Judicial Board of the University Senate, the Judicial Committee of the Inter-Greek Council, some other administrative proceeding, or subject to the University’s disciplinary guidelines.

B. **Procedures for Adjudicating Disputes.**

1. A written or typed grievance must be submitted to the Grievance Subcommittee of the
SAB within thirty (30) days of the alleged incident.

a. Grievances need not be typed, but must be neatly written and legible. Grievances must be dated, contain explicit information concerning the nature of the grievance (e.g., day of the alleged incident, parties involved, etc.) and be signed by a contact person.

b. When a grievance is received, the chairperson of the SAB Grievance Subcommittee may recommend to the chairperson of the ASSBAC or the chairperson of the SAB that a registered student organization’s All-Square funding be frozen (pursuant to the ASSBAC Student Organization Policies and Procedures) or that the privileges, granted to that organization by the SAB, be limited or suspended pending the resolution of the grievance.

2. The Grievance Subcommittee shall host a meeting with the club officers and/or members making the grievance along with the CSALS advisor.

3. The Grievance Subcommittee shall first attempt to mediate an informal resolution of the grievance.

3. In the event that an informal resolution cannot be achieved, the Grievance Subcommittee shall conduct a grievance hearing during which each party shall have the opportunity to present its version of the alleged incident or charge.

a. In any event, a decision shall be reached by the Grievance Subcommittee within thirty (30) days of receiving the grievance unless waived by the parties.

b. Decisions of the Subcommittee need not be unanimous, but must be agreed to by a simple majority.

4. A decision of the Grievance Subcommittee may be appealed to the full SAB within thirty (30) days not including University holidays. The full SAB shall conduct a grievance hearing during which each party shall have the opportunity to present its version of the alleged incident or charge.

5. A decision of the full SAB may be appealed to the Student Grievance Committee of the Student Senators Council (SSC) within thirty (30) days not including University holidays. The Student Grievance Committee shall conduct a grievance hearing during which each party shall have the opportunity to present its version of the incident. The decision of the Student Grievance Committee is final and binding.

6. In extraordinary circumstances, the Student Grievance Committee may recommend that the appeal be heard by the full SSC instead of the Committee. In such cases, the full SSC shall conduct a grievance hearing during which each party shall have the opportunity to present its version of the alleged incident. In such cases, the decision of the full SSC is final and binding.
V. MISCELLANEOUS

- Exceptions. An organization which believes that its unique circumstances merit special consideration, such that one or more of the above outlined policies and procedures should be waived must submit in writing an explanation demonstrating why the parties or organizations are entitled to such a waiver. Such waiver may be granted only at the discretion of the SAB and only under extremely unusual circumstances. Any waiver shall be limited to the particular organization requesting the waiver for the particular purpose(s) outlined in the organization's request for the waiver. The granting of a waiver to an organization in one year shall not guarantee that the waiver will be granted in a subsequent year. In no event may an exception be made by an individual member of the SAB or an administrator.

VII. AMENDMENTS.

A. An amendment to these policies and procedures requires a vote of two-thirds (2/3) of the UCSL members present at a regularly scheduled meeting.

B. An amendment to these policies and procedures shall take effect the first day of the semester following the adoption of the amendment. This rule shall not limit the ability of the SAB to include a rule in the information it disseminates to eligible organizations following its adoption but before the start of its implementation.
Policies and Procedures

Appendix:
Procedures for Clubs
Applying for All-Square Status

Approved by the University Committee on Student Life
on March 25, 1999

Pursuant to Rule III.B.1 of the Student Activities Board (SAB) Policies and Procedures, the following guidelines have been developed for student organizations applying for All-Square Status.

Step 1: Preliminary Meeting Between Applicant Club and Advisor/
New Club Information Workshop

At least one representative of the newly forming student organization ("applicant club") seeking All-Square status shall meet with an advisor from the Center for Student Activities, Leadership and Service (CSALS) New Club Development Program ("Advisor"). During this meeting, the applicant club is:

1. provided with the dates for New Club Information Workshops.
   It is mandatory that each applicant club attend one New Club Information Workshop during which the following is provided: a) a Club Plan of Action Form; b) an explanation of the significance of the form; c) instructions on how to fill out the Club Plan of Action Form; d) the due date for the return of the completed form; and e) any other pertinent information. At the New Club Information Workshop, the applicant club is also informed that it must discuss and develop a club mission statement and uniqueness statement before its first meeting with the Advisor;

2. advised, in detail, of the procedures for obtaining All-Square Status;

3. informed of CSALS/SAB New Club Registration deadlines and procedures.

Step 2: First Meeting Between Club and Advisor

After attending a New Club Information Workshop, each applicant club is required to schedule an appointment with the Advisor in order to review the applicant club’s mission statement and uniqueness statement. When the Advisor and the applicant club believe that the statements have been expressed in the best possible form, the Advisor will submit them for review to SAB’s All-Square Subcommittee. The All-Square Subcommittee will review each mission statement and uniqueness statement in a timely manner. Upon review by the Subcommittee, the
Subcommittee will forward its recommendations to the full SAB for either approval of admission to the New Club Development Program, rejection, or deferral pending additional information.

If approved by the full SAB, the club will begin Step 3: *Interim Period of New Club Development Program.*

In the event that an applicant club’s admission to the Program is deferred or rejected by the full SAB, the Subcommittee will schedule a meeting with the applicant club to inform it of the SAB’s decision and/or request more information or clarification. Any applicant club denied admission into the New Club Development Program may appeal the decision pursuant to Rule III.E. of the SAB Policies and Procedures, as described at the end of this document.

**Step 3: Interim Period of New Club Development Program (One Academic Year)**

Following the SAB’s determination to accept an applicant club to the New Club Development Program, a meeting must be scheduled between the Advisor and the applicant club. During this meeting, a detailed explanation of the New Club Development Program will be provided. The New Club Development Program will be a two-semester process, not including the summer sessions. During this mandatory period, each applicant club must:

1. develop and complete its Constitution and *Club Plan of Action Form* within thirty (30) days of entering the New Club Development Program;

2. recruit members;

3. organize one event per semester and meet with the Advisor prior to each event, to complete the CSALS Club Program Form. The applicant club must inform the SAB of any of its events at least ten (10) days in advance so that All-Square Subcommittee members may attend programs and events sponsored by the applicant club as part of the evaluation process;

4. schedule a meeting with the Advisor after each event to complete an Event Evaluation Form (Refer to Member’s Manual in SAB Rules of Procedure);

5. meet periodically with members of the SAB’s All-Square Subcommittee, who will review the applicant club’s progress.

**Step 4: Final Approval for All-Square Status by Full SAB**

At the conclusion of an applicant club’s participation in the New Club Development Program, the applicant club must meet with the Advisor for an evaluation. Following this meeting, the applicant club shall submit an application for All-Square status to the SAB’s All-Square Subcommittee. The SAB’s All-Square Subcommittee will meet with the Advisor and (at the same time or separately) the applicant club’s Executive Board for its final evaluation of the club. Applications will be reviewed preliminarily by the Subcommittee to determine whether an
applicant club has demonstrated its uniqueness and active involvement in the NYU community. After this meeting, the SAB’s All-Square Subcommittee will forward the club's application and the Subcommittee’s recommendation to the full SAB. Subsequently, applications will be reviewed by the full SAB, which will determine whether to grant or deny All-Square status. A complete application shall include:

1. a list of at least six (6) members, of which no more than 2/3 may be from the same school;

2. the applicant club’s Constitution and Club Plan of Action Form; and

3. event evaluations.

Appeals

Pursuant to Rule III.E. of the SAB Policies and Procedures, applicant clubs which have been denied All-Square status or admission into the New Club Development Program may appeal the decision of the SAB to the University Committee on Student Life (UCSL). Appeals shall be submitted within thirty days (30), excluding University holidays, to the UCSL Chairperson. In such an event, the UCSL Chairperson may refer the matter to the Student Senators Council Student Grievance Committee for an appropriate recommendation, which shall be presented to the UCSL.