I. PURPOSE AND STATUS
   A. As specified in the Bylaw 67(a) of the University, the purpose of the
   University Committee on Student Life (UCSL) shall be to assist the
   Student Senators Council (SSC) in the fulfillment of its duties with
   respect to matters concerning the extracurricular life of students at
   New York University.
   B. As specified in the SSC Rules of Procedure, the UCSL shall be a
   standing committee of the SSC. The SSC shall have complete
   jurisdiction over all functions and decisions of the UCSL. Except for
   those resolutions that do not require express SSC approval, all
   resolutions passed by the UCSL shall be considered advisory in
   nature. The UCSL shall regularly transmit to the SSC the minutes,
   reports, and recommendations of the UCSL and its various
   committees.
   C. At the direction of the SSC, the UCSL shall have the power to
   act upon matters affecting the students of more than one school or
   college of the University. The UCSL may make recommendations for
   the consideration of the Student Councils at the University in
   reference to their programs and policies, and with the advice and
   consent of such Councils, may establish policies for their mutual
   governance and organization.

II. MEMBERSHIP
   A. Composition.
   The membership of the UCSL is prescribed by University Bylaw 67(a)
   and Section IX.B.2.a. of the SSC Rules of Procedure: the UCSL’s
   membership shall consist of the total membership of the SSC, the
   president of the Student Council of each school or college of the
   University, the designated chairperson of each standing UCSL
   committee, the President of the Commuter Students Council, the
   President of the Inter-Greek Council, the Present of the Inter-
   Residence Hall Council, the President of each of the Class Activities
   Boards, the Vice President for Student Affairs, one member of the
   Faculty Senators Council, and one member of the Deans Council. All
   voting councils shall be councils recognized by the UCSL.
   B. Rules Applicable to Alternate Members.
   1. Alternate Members.
      a. Alternate Senators. Alternate Senators shall be
      chosen in accordance with Section I.4. of the Senate
      Rules of Procedure. Upon timely notice to the Secretary
of the UCSL, an alternate Senator may attend UCSL Meetings and exercise the privileges of the absent member.

b. **Presidents' Substitutes.** Each student body authorized to name a president shall be authorized to name by the beginning of each academic year a substitute who, upon timely notice to the Secretary of the UCSL, may attend UCSL meetings and exercise the privileges of the absent member.

c. **Chairpersons' Substitutes.** Each standing committee of the UCSL shall name a committee member as vice chairperson of the committee who shall act as the substitute for the chairperson of the committee and who, on timely notice to the Secretary of the UCSL, may attend UCSL meetings and exercise the privileges of the absent member.

d. **Vice President's Substitute.** The Vice President for Student Affairs is authorized to designate by the beginning of each academic year a substitute who, upon timely notice to the Secretary of the UCSL, may attend UCSL meetings and exercise the privileges of the absent member.

e. **Dean and Faculty Substitutes.** The Deans and Faculty Senators Councils shall each be authorized to designate by the beginning of each academic year a substitute who, upon timely notice to the Secretary of the UCSL, may attend UCSL meetings and exercise the privileges of the absent member.

2. A designated alternate member attending a UCSL meeting as an observer may replace the member for the balance of the meeting, if the latter is obliged to leave.

3. The terms of alternate members correspond to those of the members whose alternates they are. Alternate members shall by virtue of their selection be entitled to formal notices and copies of UCSL minutes upon request.

4. Alternate members shall be eligible for regular assignments to all UCSL committees except those whose membership is otherwise restricted.

5. No alternate member shall substitute for an absent member other than his or her designated member(s). No person shall substitute for an absent alternate member substituting for an absent member.

III. **DUTIES OF MEMBERS**

A. It is the responsibility of each member and alternate member to consider carefully and responsibly all matters which may come before the UCSL, and to act in accordance with these Rules, the SSC Rules of Procedure, the Senate Rules of Procedure, and the University Charter and Bylaws.

B. Each member is expected to attend all duly called meetings of the UCSL and meetings of any UCSL committees of which that
person is a member. Each alternate member is expected to attend all
duly called meetings of the UCSL and meetings of any UCSL
committees at which that person is to substitute for a designated
member.
IV. MEETINGS OF THE UCSL
A. Stated Meetings. The UCSL shall meet monthly or at least
seven (7) times during the academic year. The first meeting of the
academic year shall serve as the annual organizational
meeting. Meetings will be scheduled to take place on Thursdays
unless otherwise advised. The UCSL may also meet during the
summer if a majority of the UCSL membership for the following
academic year can be assembled. The meeting day and time for
summer meetings shall be established by the Chairperson at least
two weeks prior to the actual meeting. In any event, the provisions of
Section VIII.A.2. and 6. shall apply whenever a majority of the UCSL
cannot be convened.
B. Special Meetings. At the call of the Chairperson or when
requested in writing by five members of the UCSL, a special meeting
shall be called on twenty-four hours' notice. Each member of the
UCSL shall be advised of the purpose of the meeting.
C. Time of Meeting. Meetings of the UCSL shall take place at 5:30
P.M. unless otherwise ordered at a previous meeting or delayed due
to the meeting of the SSC immediately prior to the meeting of the
UCSL.
D. Quorum. A majority of the total UCSL membership shall
constitute a quorum at meetings of the UCSL.
E. Voting. A majority of the votes cast at a meeting at which a
quorum is present shall authorize action, except as otherwise noted
in these Rules. Whenever the Chairperson believes it is in the best
interest of the students to defer action on a topic, the Chairperson
may defer action on the topic for only one meeting. Such a deferral
shall not close discussion on the topic at that meeting.
F. Order. The text of all substantive motions and reports to be
considered for action at a stated meeting of the UCSL agenda, made
by either a UCSL committee or an individual, must be submitted to
the UCSL Office by Wednesday noon of the week before the UCSL
meeting. Upon notice to the Chairperson, this requirement may be
waived at the Chairperson’s discretion. The latest edition of Robert’s
Rules of Order shall be used to decide all questions of order not
otherwise covered in these Rules.
G. Attendance of Observers and Guests.
1. All meetings of the UCSL shall be open to the general
University community. An effort shall therefore be made to
publicize the time and place of UCSL meetings in advance of
the actual meetings in order to allow any interested parties
to attend as observers. A copy of the minutes of any stated
meeting of the UCSL shall be made available to any member of
the University community that requests one.
2. Each alternate member, in the capacity of a non-voting
observer, may attend any meeting at which the alternate member is not replacing a member.
3. Individual guests may be invited to attend UCSL meetings at the request of the Chairperson or a majority of the UCSL.
4. For the dissemination of news of UCSL actions, representatives of each student medium, upon application approved annually by the Executive Committee of the SSC, shall be regularly invited to attend all UCSL meetings as observers.
5. Observers and guests may not speak at UCSL meetings except at the request of the Chairperson or a majority of the quorum present at a meeting. All observers and guests, except those specifically invited to remain, must leave if and when a majority of the quorum present at a meeting decides to sit in executive session.

V. OFFICERS
A. Chairperson. As specified in the SSC Rules of Procedure, the Chairperson of the SSC shall be the Chairperson of the UCSL. The Chairperson of the UCSL shall:
1. call and preside over all meetings of the UCSL, direct the minutes to be taken, administer all meetings in accordance with these Rules, and serve as the official spokesperson of the UCSL;
2. be responsible for the prompt and orderly execution of all resolutions adopted by the UCSL or any of its committees;
3. set the agenda for all meetings of the UCSL, be empowered to refer topics suggested as agenda items to the SSC or the appropriate UCSL committees, and refer administrative questions to the appropriate individuals, groups, or offices at the University;
4. sit as an ex-officio member of all UCSL committees and break any ties which may occur during votes taken at meetings of the UCSL;
5. delegate duties as necessary; and
6. perform all other duties as may be specified in these Rules.

B. Vice Chairperson. The Vice Chairperson of the UCSL shall:
1. exercise the duties of the Chairperson with respect to the UCSL during the temporary absence of the Chairperson;
2. serve as Chairperson of the All-Square Student Budget Allocation Committee;
3. assist the Chairperson in fulfilling the responsibilities of that office as stated in these Rules; and
4. perform all other duties as may be specified in these Rules.
VI. **ELECTION OF OFFICERS**

A. As specified in the SSC Rules of Procedure, the SSC shall elect the Chairperson.

B. The election of the Vice Chairperson of the UCSL for the following academic year must be held by June first of the current academic year at a meeting of the UCSL.

C. The outgoing Chairperson shall appoint an Election Director to supervise the administration of the election in accordance with these Rules. The Election Director need not be a member of the UCSL, and may be the Secretary of the UCSL. An outgoing Chairperson not seeking re-election as an officer shall have the option of assuming the position of Election Director.

D. Before the final meeting of the UCSL for the current academic year, the Election Director shall provide an orientation, which shall include a description of the responsibilities and duties of the officers of the UCSL. After the orientation, the members of the UCSL shall make nominations, not excluding self-nominations, for the office of Vice Chairperson. Only current student members of the UCSL who will be returning as student members of the UCSL the following academic year shall be eligible candidates for the office. In addition, only those Alternate Student Senators who are also members of the ASSBAC for the current academic year and who will be returning as full members of the UCSL the following academic year shall also be eligible candidates for the office. All other alternate members shall be ineligible for candidacy. All current members of the UCSL shall be eligible to vote for officers. After nominations have taken place, each nominee shall have an opportunity to speak on his or her own behalf.

E. If an election is not held immediately after nominations have taken place, it must be held at the final UCSL meeting of the current academic year. If for some reason an election cannot be held by University Commencement, the outgoing Chairperson, or in the Chairperson’s absence the Interim Chairperson, shall call an election meeting which must be held prior to the next annual meeting of the UCSL and in no event later than the first week in November.

F. For the purposes of the election, a member of the UCSL may either submit an absentee ballot or send a designated alternate member as a substitute. Absentee ballots and notices of substitution must be either notarized or delivered personally by the member to the Election Director before the election is held.

G. A quorum must be present to hold an election. Absentee ballots and substitutions may be counted in determining quorum.

H. **Vote Tally.**

1. The nominee receiving a majority of the votes cast shall become Vice Chairperson.

2. If no nominee receives a majority of votes, another casting of votes shall take place immediately. Only the two nominees that initially received the highest number of votes shall then be considered eligible for candidacy.

3. As many rounds of votes as need be shall be cast at the
elections meeting until a Vice Chairperson is elected. Any possible ties shall be decided by another round of votes for tied applicants.

I. The terms of office for the officers shall begin on the day after Spring Commencement for the current academic year and shall end either on the day of Spring Commencement for the following academic year or on the day the Interim Chairperson is appointed, whichever occurs first.

VII. SECRETARY
As specified in the SSC Rules of Procedure, the Secretary of the Student Senators Council shall serve as Secretary of the UCSL. The Secretary shall record the minutes of UCSL meetings, send announcements to members of the UCSL, and publicize and coordinate events sponsored by the UCSL or any of its committees. The Secretary shall perform such other functions as may be assigned to the office by these Rules, by the Chairperson, or by the UCSL. The Secretary need not be a member of the UCSL, and shall not be an officer of the UCSL.

VIII. COMMITTEES
A. Executive Committee.
1. As specified in the SSC Rules of Procedure, the Executive Committee of the SSC shall be the Executive Committee of the UCSL, and shall consist of the Chairperson, the Vice Chairperson of the SSC, the Vice Chairperson of the UCSL and the Global Vice Chair. The Chairperson shall be the chairperson of the committee. With respect to the UCSL, the functions of the committee shall be specified in the SSC Rules of Procedure, plus any additional functions which may be listed below.
2. The Committee shall act in the name of the UCSL on urgent matters that arise at times when the full body of the UCSL cannot be convened, and shall report its actions at the first ensuing meeting of the UCSL. The Executive Committee shall have the option, if a meeting of the UCSL cannot be convened, of authorizing a proposed action by polling the members of the UCSL individually, provided that: the poll must be conducted by e-mail; the entire membership of the UCSL must be notified of the poll and given an opportunity to participate; a majority of the members of the UCSL must respond to the poll in writing; and the action must be approved by a majority of the members who responded. The Executive Committee may establish reasonable deadlines for submitting responses. The results of the poll and the particulars of the action taken pursuant thereto shall be entered into the minutes of the next ensuing meeting of the UCSL.
3. The Committee shall make all appointments to all UCSL committees except those committees whose membership is otherwise prescribed. Wherever possible, the Committee should make every effort to:
a. ensure that all appointments to any one committee include representatives in equal numbers from both graduate and undergraduate schools of the University; and
b. give preference to qualified individuals wishing to serve on a particular committee.

4. The Committee shall appoint the chairpersons of all UCSL committees except those committees whose chairpersons are otherwise designated. Wherever possible, the Committee should make every effort to ensure that each chairperson of a UCSL committee without a designated chairperson is either a Senator or president of a Student Council.

5. The Committee shall coordinate the activities of the UCSL and its various committees and subcommittees.

6. In the event that the full UCSL is unable to be convened (as may be the case during the summer), the Chairperson shall be empowered to convene any number of UCSL members, and together they shall act in the name of the UCSL in order to effectuate the orderly and efficient transaction of UCSL business. The Chairperson shall report the actions of the group at the first ensuing meeting of the UCSL. The authority to manage the affairs, duties, and responsibilities of the UCSL is vested in the UCSL as a body, not in members as individuals. However, in any of those instances specifically delineated in these Rules, either the Chairperson or the Executive Committee, as appropriate, may bind the UCSL to a particular course of action without the need of prior UCSL approval. In all other instances, no member of the UCSL shall act individually, or by any means involving a less than majority action, to bind the UCSL unless authorized to do so by at least a majority vote of the quorum present at a previous meeting of the UCSL, provided that such authorization shall not preempt any of the powers, duties, or responsibilities of either the Chairperson or the Executive Committee under these Rules or the SSC Rules of Procedure, nor is in any way a contravention of these Rules. Any unauthorized action by a member of the UCSL may be subsequently approved by the UCSL only if so approved by a majority vote at the next ensuing meeting of the UCSL.

B. Responsibilities of UCSL Committees.

1. The function of UCSL committees and subcommittees is to investigate and study matters referred to them by the UCSL, in order to help the UCSL arrive at decisions in the areas of its responsibilities. The purview of each committee of the UCSL shall be limited to those functions expressly granted by the SSC or UCSL Rules of Procedure and those functions expressly granted to such committee by the SSC, UCSL, or SSC/UCSL Executive Committee. In all instances the SSC/UCSL Executive Committee, in consultation with the Rules Committee, shall
make the final determination as to the purview of each committee.
2. There shall be two classes of UCSL committees: standing and ad hoc. A standing committee shall be incorporated into these Rules by amendment. An ad hoc committee may be formed either at the direction of the Chairperson or by a majority vote of the UCSL, and shall continue to exist until such time that its mandate has been fulfilled or a majority of the UCSL dissolves it. Persons not members of the UCSL may be appointed to serve on any UCSL committee whose membership is not otherwise restricted; at least one member of the UCSL shall be appointed to each such committee. Every report of a UCSL committee shall be made by a member of the UCSL.
3. A majority of a committee’s total membership shall constitute quorum.
4. The chairperson of each committee, or his or her designee, shall take minutes of the committee’s meetings which shall be distributed to all committee members and the Secretary of the UCSL. The chairperson of each committee shall present to the Chairperson before June first of each year, a Final Committee Report, outlining the committee’s work during the year and its recommendations for action that should be taken in the future.
5. When a recommendation of substance is likely to be voted on, the chairperson shall so note in the call to meeting. The Vice Chairperson of the UCSL shall call a meeting of any committee, which has not met at least twice each semester.
6. Reports of committees requiring UCSL action shall be automatically entered upon the UCSL’s agenda.
7. It is the responsibility of committee members to make every effort to attend each meeting of his or her committee. It is the duty of committee chairpersons to call meetings at such times and places and with sufficient advance notice that committee members will not ordinarily be prevented from attending.
8. Only those persons duly assigned to a committee shall be eligible to vote at meetings of that committee. No substitution for a regular committee member shall be permitted without timely notice to the committee chairperson.
9. Each standing committee and any of its permanent subcommittees shall adopt for their administration, with the approval of a majority of the UCSL, rules of procedure or guidelines not inconsistent with these Rules.
10. Any decision of a UCSL committee may be overturned or modified by a majority vote of the UCSL.

C. Standing Committees.
1. The Student Affairs Budget Advisory Committee (SABAC) shall consider all matters relating to the budget,
policies, personnel, and practices of the Division of Student Affairs. After a review of such matters, the committee shall make, where appropriate, recommendations to the UCSL which are designed to protect and promote the interests of students and student life at NYU. The SABAC shall also allocate contingency funding to Student Councils and establish the criteria under which such funding may be given. The SABAC's funding recommendations must be approved by a majority of the UCSL. Membership on the SABAC shall be limited to five student members who are either Senators or Student Council presidents from those schools who are funded by the Division of Student Affairs. Two of the members shall be graduate students and two shall be undergraduate students. No more than one member of the SABAC shall be from any one school of the University. Such representatives of the Division of Student Affairs and Services as the SABAC may deem appropriate shall serve in an ex-officio capacity.

2. The All Square Student Budget Allocation Committee (ASSBAC)

A. shall serve as the mechanism through which All-Square funds are allocated to eligible student organizations meeting established funding criteria; shall make recommendations to the UCSL concerning the allocation of funds to All-Square organizations; shall hear and decide appeals arising out of funding allocations for the current academic year; shall inform student organizations about policies and procedures which govern their requests; shall review on a periodic basis the use of funds by student organizations receiving All-Square funds; shall 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 shall be responsible for developing the forms and other means necessary for implementing these rules and the policies and procedures which govern the request, allocation, and use of All-Square funds.

B. The Vice Chairperson of the UCSL shall be the chairperson of the committee. Committee membership shall be limited to the chairperson, fourteen other students chosen in accordance with the following criteria; four of the fourteen must be undergraduate students; four of the fourteen must be graduate students; no more than six of the fourteen may come from the same school, college or student organization at the University; eight must be members or alternate members of the SSC or UCSL, excluding the chairperson of the Student Activities Board; two must be a representative of the Student Activities Board; and two
may be a president of a registered All-Square student organization, a member of a student council, or a member of the Student Activities Board. Such representatives of the Division of Student Affairs as the committee may deem appropriate may be invited to serve in an ex-officio capacity. An effort must be made to conform the committee to the membership guidelines outlined.

3. The Student Activities Board (SAB) shall consider matters involving the life of student organizations registered with the New York University Center for Student Activities, Leadership & Service (CSALS); shall establish policies regarding the formation and regulation of student organizations registered with the CSALS; shall determine which student organizations should be granted All-Square Status; shall assign and monitor office space available to student organizations registered with the CSALS; shall arbitrate grievances involving registered student organizations in violation of SAB rules and other grievances duly referred to the SAB by an appropriate administrative office or the SSC/UCSL Executive Committee; shall review on a periodic basis the policies and procedures which govern student organizations and make appropriate recommendations to the UCSL as to any necessary revisions; shall make recommendations concerning the policies and facilities administered by the Office of Vice President for Global Student Affairs; and shall serve as a liaison between the staff of CSALS and students involved in student organizations at New York University. The chairperson of the SAB must make timely reports to the UCSL concerning the activities of the committee. The membership of the committee shall be limited to fifteen students. All members must be active, duly qualified members of either a registered student organization, a Student Council, or the UC and shall be appointed by the Executive Committee of the SSC/UCSL. At least one member of the committee must be selected from each of the CSALS designated club categories. The President of the Program Board (or his/her representative) and such representatives of the Division of Student Affairs as the committee may deem appropriate may be invited to serve in an ex-officio capacity. The SSC Vice Chair shall chair the committee.

4. The Student Services Committee shall consider all non-academic matters relating to the general well-being and comfort of students at NYU; after a careful review of current problems and issues, the committee shall make recommendations to the UCSL concerning policy, services, and short/long-range plans. The Committee shall address, but is not limited to, such topics as dining services, campus transportation services, space, disabled student services, health
services, etc. The chairperson of the committee is appointed by the Executive Committee.

5. The External Affairs Committee shall consider all matters relating to the SSC/UCSL’s association with external organizations, such as, but not limited to, other colleges and universities.

6. The Public Relations Committee shall be responsible for the processing and dissemination of information relating to University student government. In order to facilitate this process, the committee may oversee the publication of a newsletter issued on regular basis and the administration of various informational forums.

7. The Graduate Affairs Committee shall consider all matters relating to the academic and extracurricular life of students enrolled in graduate and professional Schools of the University. The committee shall serve as an advocate to the UCSL for such students on issues which affect them as a distinct and identifiable entity within the University community without regard to School affiliation. The committee shall act as a liaison among the various graduate and professional School student councils at the University for the purpose of exchanging and disseminating information on matters of concern to graduate and professional students. The committee shall consider issues pertaining to graduate and professional student life, services, and programming, such as (but not limited to) housing, insurance coverage, etc. When appropriate, the committee shall work in conjunction with other UCSL committees on matters which may be of mutual concern and responsibility. In such cases, any disputes concerning the scope of each committee’s responsibility shall be resolved by the Executive Committee of the SSC. After a careful review of matters within its purview, the committee shall make recommendations to the UCSL concerning policy, services, and short/long-range plans. Such representatives of the Division of Student Affairs or of other administrative offices as the committee may deem appropriate shall serve in an ex-officio capacity.

8. The Undergraduate Affairs Committee shall consider matters relating to the academic and extracurricular life of students, enrolled in the undergraduate Schools of the University, that affect them as a distinct and identifiable entity within the University community, without regard to School affiliation. The committee shall act as a liaison among the various undergraduate School student councils at the University for the purpose of exchanging and disseminating information on matters of concern to the undergraduate student population. At the direction of the SSC or the UCSL, the committee shall coordinate All-University undergraduate programming endorsed by the several undergraduate School student councils. When appropriate, the committee shall work
in conjunction with other UCSL committees on matters which may be of mutual concern and responsibility. In such cases, any disputes concerning the scope of each committee’s responsibility shall be resolved by the Executive Committee of the SSC. After a careful review of matters within its purview, the committee shall make recommendations to the UCSL concerning policy, services, and short/long-range plans. Such representatives of the Division of Student Affairs or of other administrative offices as the committee may deem appropriate shall serve in an ex-officio capacity.

9. The Student Health Advisory Board shall serve as an advocate for the student interest in university health decision making and implementation. The board shall meet regularly with the administration of the Student Health Center to discuss student concerns with health policy and programs and provide the student perspective on that office’s efforts. The board will solicit student grievances on all topics concerning health, both physical and mental. The chairperson of the committee is appointed by the Executive Committee.

10. The Conference Funding Committee shall consider any application for academic, leadership and/or other conferences for the advanced of NYU students. After carefully reviewing each application, the committee shall be charged to determine who shall receive any specified amount at the committee’s sole discretion. The committee shall be charged to showcase each approved applicant at a end of the year colloquium. The chairperson of the committee is appointed by the Executive Committee of the SSC and shall be charged to communicate with the Executive Committee, applicants and other committee members, and make informed decisions in needed scenarios.

11. The Academic Services Committee shall consider all matters concerning academically related support services and programs provided by the University to students. After a careful review of existing student concerns and institutional problems, the committee shall make recommendations to the UCSL and/or relevant university administrators concerning policy, services, and short/long term improvements. The Committee shall address such topics as: advising, library services, student/faculty relations, university resource and learning centers, registration, classroom facilities, computer services, the academic calendar, etc. The chairperson of the committee is appointed by the Executive Committee.

12. The Committee on International Student Affairs shall consider all matters relating to the academic and extracurricular life of international students at the University. The Committee shall serve as a forum for international student leaders and others to discuss relevant issues, policies and initiatives, and exchange and disseminate information on matters of concern to the international student community at the University. The Committee shall work closely with the
Office of Global Services (in particular the Director, who shall serve in an ex officio capacity on the Committee) and the various international student organizations at the University to determine the issues facing international students, as well as formulate short- and long-term means of resolving these issues. In addition to serving as an advocacy body, the Committee shall facilitate communication between various international student constituencies and relevant administrators at the University. The chairperson of the committee is appointed by the Executive Committee.

13. Global Affairs Committee (GAC) shall consider all matters relating to the NYU and its global network. The committee shall also oversee the SSC’s Global Ambassador Program. The Global Vice-Chairperson of the SSC shall serve as the Chairperson of the Committee.

14. The Chairs Circle’s membership shall consist of all of the Committee Chairs of the standing committees of the SSC & UCSL. The committee shall meet regularly as determined by the Chairperson who shall be the Vice-Chairperson of the SSC. The committee shall serve as an advisory board to the Executive Committee on matters delegated to them by the Executive Committee. All decisions of the Chair’s Circle shall be strictly advisory in nature.

IX. CENSURE
A. As specified in the SSC Rules of Procedure, the SSC shall have the power to censure the members and officers of the UCSL and the members of any UCSL committee.
B. The UCSL may recommend to the SSC that a member or officer of the UCSL be censured. Such a recommendation shall require a majority vote and shall take place only at a duly called meeting of the UCSL. Before voting to recommend the censure of a party, the UCSL must give the party adequate notice of the vote as well as an opportunity to speak on its behalf.
C. An individual may be censured only for gross neglect of duty, flagrant abuse of office, intentional violation of applicable University rules or procedures, or two consecutive or three nonconsecutive unexcused absences from meetings of the group(s) of which that person is a member.
D. Censure shall result in the permanent loss of membership from any UCSL committee of which that person may be a member, permanent loss of any office that the individual may hold, and may include the permanent loss of all other privileges of UCSL membership.
E. In recommending to the SSC that an individual be censured, the UCSL shall apply any guidelines which may be formulated by the Student Grievance Committee of the SSC.
X. **AMENDMENTS**

A. A proposal to amend these Rules of Procedure must be presented in writing for discussion at a stated meeting of the UCSL and voted on at a subsequent meeting of the UCSL during the same academic year. As specified in the SSC Rules of Procedure, proposals to amend or adopt any Rules of Procedure for the UCSL or any of its committees shall be referred initially to the SSC Committee on Rules and Organization, which must submit a written report detailing the results of its review of the proposal, including any possible impacts on student government structure and process if the proposal is adopted.

B. Acceptance of a proposal to amend these Rules requires a three-quarters vote of the quorum present at a stated meeting of the UCSL. A proposal to amend these Rules which has been rejected by a vote of the UCSL may not be reintroduced during the same academic year.

C. A proposal to amend these Rules which has been approved by the UCSL shall then be submitted to the SSC for approval. As specified in the SSC Rules of Procedure, such approval of the SSC shall require a two-thirds vote of the total SSC membership. A proposal to amend these Rules which has been rejected by a vote of the SSC may not be reintroduced during the same academic year.

D. Suspension of a portion of these Rules shall require a two-thirds vote of the quorum present at a stated meeting of the UCSL. Such suspension shall occur no more than once at any meeting of the UCSL, and shall be limited only to portions of Sections IV and VIII of these Rules. These Rules shall not be suspended in their entirety.

XI. **EFFECT AND INTERPRETATION**

A. All references to the Chairperson in these Rules shall, whenever necessary, apply equally to the Interim Chairperson or Chairperson Pro Temp.

B. The adoption of the Rules of Procedure herein delineated shall require a two-thirds vote of the total UCSL membership.
University Committee on Student Life  
RULES OF PROCEDURE  
APPENDIX I:  
UCSL Chief of Staff

I. The Executive Committee of the SSC shall appoint a SSC Chief of Staff to:  
   1. assist the SSC and members of the Executive Committee in fulfilling the strategic goals and special projects  
   2. oversee all of the UCSL daily operations and special projects, serve as ASSBAC Vice Chair, and handle all goals and timelines pertinent to the UCSL  
   3. serve as support for the entire Executive Committee, most specifically to the UCSL Chair and Vice Chair.  

II. Duties and Responsibilities of the Chief of Staff  
   1. Serves as ASSBAC Vice Chair. Must be present for all meetings and fulfill committee duties, and must have weekly meetings with the Chair of the respective committee. Must work with Committee Chair to delegate duties specific to the committee.  
   2. Will assist the UCSL Vice Chair in maintaining and working with School Councils.  
   3. Will be in charge of the UCSL Google Drive and Calendar as well as updated roster of Presidents.  
   4. In charge of maintaining SSC/UCSL budget/records and facilitating student reimbursement.  
   5. Will work closely with the SSC/UCSL administrative assistant to coordinate between the two offices and make certain the administrative needs of the SSC/UCSL are met.  
   6. Develops goals and projects that support the UCSL’s Strategic Plan and facilitate their implementation by guiding, assisting, and encouraging the Executive Committee.  
   7. Maintains communication with Executive committee via email and individual meetings in order to ensure cooperation and goal accomplishment. In the event the SSC/UCSL administrative assistant is not able to meet his or her duties related to the UCSL, the UCSL Chief of Staff will assume the role.  
   8. Serves as a supportive role for the Executive Committee. Takes charge on projects and activities delegated by the Chair and the UCSL Vice Chair.  
   9. Attends all meetings and events relevant to the SSC or as requested by Chair.