PROPOSED

STUDENT ACTIVITIES BOARD

All-University Club Policies and Procedures

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 to establish policies and procedures for the formation, regulation, and funding of recognized clubs registered with the New York University Center for Student Activities, Leadership, and Service (CSALS). In addition, the responsibilities of the SAB include granting of All-University status, funding of clubs with All-University status, reviewing the policies and procedures which govern clubs and making appropriate recommendations to the UCSL as to any necessary revisions, and arbitrating grievances involving clubs.

While the activities and services provided by clubs are many and diverse, clubs must be mindful that they are under an obligation to serve the students of NYU responsibly. The privileges granted to registered clubs 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. DEVELOPMENT COMMITTEE GUIDELINES.

A. NEW CLUBS.

1. Clubs wishing to register with the CSALS shall use the following procedures as supplemented by procedures promulgated by the CSALS.

2. For the purpose of these policies and procedures, a new club is one that has not been properly registered with the CSALS in the academic year prior to the current academic year. Proposed new clubs, unless specifically exempted by the SAB (i.e. school-based clubs, student councils, CSALS boards), are required to apply to, be accepted to, and successfully complete the New Club Development (NCD) program administered by the CSALS on behalf of the SAB.

3. Procedure. The following procedures shall be used in acquiring All-University status:

   a. Student clubs participating in the New Club Development Program, upon the recommendation of the new club advisor, may petition the SAB for All-University status. The SAB shall develop a procedure for reviewing an club’s initial request for All-University status, consistent with these policies and procedures, which includes: meeting with the officers of the club, reviewing an club’s membership list, reviewing an club’s stated mission, and reviewing any other pertinent information which may assist the SAB in determining whether the club fulfills the requirements for All-University status outlined in this section. In any event, the SAB shall make a final determination upon completion of the New Club Development Program.

   b. New Club Development (NCD) Program. The NCD Program shall consist of a one-semester program during which proposed new All-University student clubs 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-University status, if applicable. Proposed new All-University clubs shall first apply to the NCD Program by submitting an NCD Program application to the SAB during their open application period. At least four (4) fully matriculated students may initiate an club’s initial registration. Proposed new All-University student clubs applying to the NCD Program 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 NCD Program based on criteria set by the SAB and guidelines provided by the CSALS.

   c. Clubs participating in the NCD Program may reserve space in University facilities, participate in SAB/CSALS-sponsored events, co-sponsor activities with other registered clubs and academic and administrative departments, receive an NYU OrgSync club web site URL and club alias, be included in the CSALS’ club directories as an NCD, promote club activities on NYU calendars, and use designated bulletin boards. Those clubs that are eligible to apply for All-University status may request funding from the Seed Fund administered by the SAB Allocation Subcommittee.

II. ALLOCATION COMMITTEE GUIDELINES.

A. ELIGIBILITY REQUIREMENTS.
1. A club requesting and receiving All-University funding must:
   a. Be properly registered with the CSALS, pursuant to the criteria established by the SAB.
   b. Have achieved "All-University" status as determined by the SAB in accordance with the criteria established by the SAB or, if a theme-based event planning committee, be composed of representatives from All-University Clubs;
   c. Successfully complete the SAB's NCD Program, or its equivalent, unless exempted from participation.
   d. Be either a "Open Enrollment Club," "Fraternity or Sorority," "Publication," "Theme-Based Event Planning Committee," or "Tournament or Travel Club."

2. If a club's registration or All-University status is revoked during the current academic year, SAB may suspend a club's budget such that no expenses incurred for activities which take place during the period of the club's non-compliance are permitted. If such non-compliance exceeds one (1) month, the SAB may recommend to the UCSL that the club's funds be forfeited to the SAB general account.

B. **BUDGET APPLICATION AND ALLOCATION SPECIFICATIONS.**

1. Each club requesting All-University funding must comply with all of the rules listed herein.
2. **Budget Workshops.** Each club requesting All-University funding must attend a budget workshop conducted by the SAB in conjunction with the CSALS.
3. **Treasurer Workshops.** Each club granted All-University funding must attend a treasurer's workshop conducted by the CSALS.
4. **Budget Systems.** Each club will be assigned a budget system on which to operate based on the following criteria:
   a. Clubs on the Semester Budget Allocation System that have spent an amount equal to or above 90% of their budget, based on the SAB's data, will be given a choice to operate on either the Semester Budget Allocation System or the Per-Request Allocation System.
   b. Clubs that have spent an amount below 90% of their semester allocated budget, based on the SAB's data, will operate on the Per-Request Allocation System.
   c. Clubs in the NCD Program will be required to operate on the Per-Request Allocation System.
   d. Once a club operates on the Per-Request Allocation System, they must file an appeal to the SAB to operate on the Semester Budget Allocation System. See Section II (E) for more information on budget system appeals.
5. **Semester Budget Allocation System.** Clubs that operate on the Semester Budget Allocation System are subject to the following budget application and allocation specifications:
   a. **Budget Requests.** Each club requesting funding via the Semester Budget Allocation System must submit a completed, typed "Budget Request Form" by the budget request deadline applicable to the specific type of organization.
   b. **Maximum Request.** A club's maximum request for the purpose of applying for All-Square funds shall be limited to the amounts listed below. An club'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.
      i. A 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 the SAB in the previous academic year.
      ii. A 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 the SAB in the previous academic year.
      iii. A 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 the SAB in the previous academic year.
      iv. A club with a current budget allocation of less than $1,000 may request no more than $1,000.
   c. **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 $16,000. 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.
   d. **Publications.** Publications shall receive a minimum allocation of $3000 for an academic year.
   e. **Deadlines.** Budget Request Forms shall be submitted by the deadline established by the SAB. At the discretion of the SAB, a 5% penalty will be applied to the amount allocated by the SAB to clubs.
that do not adhere to deadlines.

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

g. **Semester Budget Request.** A request for funding shall be made on a per-activity basis, separated into fall and spring semesters. Recurring 4 activities (e.g., weekly meetings) shall be considered a single activity.

h. **Allocations.** Allocations shall be awarded on a lump sum basis for each semester. That is, an SAB-funded club 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 the SAB general account. A club desiring to spend allocated funds on an event not included in its approved budget shall request permission from the SAB to do so.

6. **Per-Request Allocation System.** Clubs that operate on the Per-Request Budget Allocation System are subject to the following budget application and allocation specifications:

a. **Funding Requests.** Each club requesting funding via the Per-Request Allocation System must submit a completed, typed "Funding Request" by the deadline applicable to the request. Funding requests can be categorized into two categories:

i. **Capital Expenditure Funding Request.** Capital expenditures fund club resources that serve long-term purposes, including but not limited to office supplies, banners, and equipment. Allocations for this purpose shall be awarded on a per-request basis.

ii. **General Funding Request.** The General Funding Request is for, but is not limited to, a club’s individual event, publication, tournament, meeting, and/or travel. Funds allocated for a particular event, but not used for that event, shall be forfeited to the SAB general account. Allocations for this purpose shall be awarded on a per-request basis.

b. **Deadlines.** Funding Requests must be submitted based on the following timeline:

i. If received twenty-eight (28) days prior to the date of the activity for which funding is requested, the club will have the opportunity to appeal based on Article II.D.

ii. If received fourteen (14) to twenty-seven (27) days prior to the date of the activity for which funding is requested, the club will not have the opportunity to appeal.

iii. The SAB may require, if necessary, a meeting with representatives of the club in addition to the written request prior to allocation.

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

d. **Allocations.** Allocations shall be awarded on a per-request basis. That is, a club shall be granted an allocation for their capital expenditures or individual event, publication, tournament, and/or travel which may be spent in a manner not inconsistent with these rules. Funds allocated in a Funding Request but not spent shall be forfeited to the SAB general account.

e. **Funding Requests more than or equal to $20,000 require UCSL approval.** Budget requests less than $20,000 do not require UCSL approval, but must be reported to the UCSL for informational purposes.

C. **ALLOCATION CRITERIA.**

1. The SAB may consider the following criteria, in addition to the SAB Allocation Spending Guidelines, in determining allocations for individual clubs:

a. The relationship between an club’s stated purpose and the nature of the activities for which it is requesting All-University funding;

b. The current size of an club and the club’s past membership trends;

c. The scope of the University-wide participation in activities sponsored by the club;

d. The impact of the club on the University community;

e. The club’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 club’s compliance with the SAB, the CSALS, and University policies;

h. The club’s successful completion of the SAB’s NCD Program, if applicable; and

i. Any other criteria reasonably related to a club’s request, allocation or use of All-University funds.

D. **CONTINGENCY FUNDING.**

1. Clubs that are on the Semester Budget Allocation System are subject to these guidelines for contingency funding:

a. Contingency funding shall be limited to those expenses relating to new activities or unanticipated activities/expenses not contemplated at the time a club’s budget request form was prepared.

b. Clubs applying for contingency funding are subject to the same conditions and restrictions applicable to regular requests for funding.
c. Clubs applying for contingency funding must submit a completed, typed “Contingency Funding Request Form” to the SAB for its consideration. The Contingency Funding Request Form must be submitted by the deadline established by the SAB 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. The SAB may require, if necessary, a meeting with representatives of a club in addition to the written request.

d. 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.

2. Clubs that are on the Per-Request Allocation System are subject to these guidelines for contingency funding:

a. Contingency funding shall be limited to those expenses relating to unanticipated expenses not contemplated at the time a club’s General Funding Request was submitted or last-minute events that could not be planned fourteen (14) days in advance.
   i. Abuse of the contingency fund, especially for funding last-minute events, can result in the suspension of a club’s ability to apply for contingency funding in the future at the discretion of the SAB.

b. Clubs applying for contingency funding are subject to the same conditions and restrictions applicable to regular requests for funding.

c. Clubs applying for contingency funding must submit a completed, typed “Contingency Funding Request Form” to the SAB for its consideration. The Contingency Funding Request Form must be within seven (7) days after the event in which you are requesting contingency funding for. The SAB may require, if necessary, a meeting with representatives of a club in addition to the written request.

E. BUDGET SYSTEM APPEALS.

1. If a club determines that their assigned budget system is detrimental to the success, mission, or function of their club, the club shall have the opportunity to appeal to the SAB.

2. The club must submit their budget system appeal to the SAB by the deadline the SAB determines. The appeal must include the following:
   a. Why the budget system on which the club currently operates affects the success, mission, or function of their club and;
   b. Why a change in the club’s budget system will be beneficial to their success and;
   c. An outlined budget for the following semester, including projected events, event descriptions, line item expenditures per event, and anticipated event attendance.

3. If a club’s budget system appeal is approved, the club will operate on the differing budget system the subsequent semester. The club is still subject to the budget system guidelines in Section II (b).

4. A club may appeal a final decision of the SAB to the UCSE. In such an event, the UCSE Chairperson may refer the matter to the SSC Student Grievance Committee for an appropriate recommendation, which shall be presented at the following UCSE meeting.

F. FUNDING ALLOCATION APPEALS.

1. A club shall have the opportunity to appeal a funding allocation to the SAB, subject to the following conditions:
   a. Submission of an appeal shall not guarantee an increase in a club’s funding allocation. A club’s allocation may be decreased following an appeal review.
   b. Within one (1) week of receiving an allocation update, a club wishing to file an appeal must submit a completed, typed budget appeal to the SAB for its consideration, along with a copy of the club’s original budget request.
   c. An appeal shall be based only upon the club’s original budget request. No changes from the original budget request shall be permitted.
   d. A club which received more than seventy-five (75) percent of its original budget request shall be ineligible for an appeal.

2. A club may appeal a final decision of the SAB to the UCSE. In such an event, the UCSE Chairperson may refer the matter to the SSC Student Grievance Committee for an appropriate recommendation, which shall be presented at the following UCSE meeting.

G. GUIDELINES FOR THE USE OF ALL-UNIVERSITY FUNDS.

1. **General Guidelines**
   a. No club shall use All-University 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.
   b. No club shall use All-University funds in any manner or for any purpose either specifically prohibited by the SAB when the club’s budget request was reviewed or otherwise prohibited within these policies.
c. All-University funds shall be used to promote the interests of NYU student clubs only. No club shall transfer any of its All-University funds other than as payment for bona fide services rendered. No All-University funds may be used to pay dues to an club, chapter, etc. outside of NYU. Additionally, clubs cannot require their members to cover these costs incurred.

d. No club member shall receive a stipend drawn from All-University 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.

e. Certain items or services shall not be purchased with All-University funds. These include:
   i. Articles of clothing or accessories (e.g., T-shirts, jewelry, wigs, costumes, makeup);
   ii. Athletic equipment;
   iii. Gaming equipment;
   iv. Promotional material (including off-campus advertisement and websites);
   v. Alcoholic beverages.

f. For exceptions to these guidelines refer to Article IV.A. of these policies.

2. Spending Guidelines. The SAB shall establish spending guidelines, review these guidelines periodically, and make appropriate revisions as necessary. These spending guidelines shall be a standard in which to allocate to all clubs to prevent bias in allocation.

3. Publications.
   a. A club requesting funding for a printed 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. A club's request and publication-related expenditures shall not include typesetting charges and other costs which the club's members can reasonably perform on campus at minimal or no-charge.
   b. No club shall receive funding for a publication that is not the product of New York University students. The majority of copies of any publication funded by All-University funds must be distributed to the NYU community at no-charge. In no event shall a club receive funding for a publication, which is sold on-campus or off-campus.

4. Tournament or Travel Clubs.
   a. A registered Tournament club may only receive funding from the SAB by fulfilling their minimum requirement of participation in at least one tournament.
   b. A registered Travel club may only receive funding from the SAB by fulfilling their minimum requirement of hosting at least one trip outside the five boroughs of New York City.

5. Other Limitations.
   a. Any item or service purchased with All-University funds shall be collectively owned by the club that purchased the item or service, and not by an individual member of the club. In the event that a club's registration with the CSALS lapses, any item purchased with All-University funds in the possession of that club shall become the property of the SAB for the purpose of redistribution.
   b. Activities and services that are subsidized by All-University funds must be made available to all members of the University student community.
      i. Activities and services, such as closed meetings, that are open only to members of one club or a select group of individuals within one or more clubs, shall not be funded by the SAB.
      ii. A club funded by the SAB must make every reasonable attempt to demonstrate that its activities and services are indeed open to the University student community.
   c. Reimbursement for the SAB approved expenses shall be limited to expenses incurred for activities which take place during the period beginning on the first day of classes in the fall semester until the last day of classes in the spring semester.
   d. Any club that receives All-University 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 the SAB.

H. REIMBURSEMENTS.

1. Deadline. To receive reimbursement for expenses, clubs must submit receipts, reimbursement forms, and other required paperwork to the CSALS Budget Office. These items must be submitted by the deadline established by the SAB.

I. PENALTIES AND GRIEVANCES.

1. At the recommendation of the Chair of the SAB Governance Committee or the Inter-Greek Council (IGC) Judicial Committee, the SAB Chairperson may suspend a club's budget such that it will not be reimbursed for expenses as long as a grievance is pending.

2. The SAB is limited to imposing the following penalties:
   a. The SAB, when investigating a club's compliance with these policies, may freeze a club's budget for a maximum of one (1) month pending the resolution of the allegation.
b. The SAB, when it finds a club is not in compliance with these policies, may suspend a club’s budget. The club will not be reimbursed for expenses incurred during the suspension period.

c. The SAB, when it finds that a club has willfully, egregiously, or repeatedly violated these policies may recommend to the UCSL that a club’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 SAB may recommend that a club’s budget be revoked for the duration of the current academic year.

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

e. Decisions of the SAB may be appealed to the UCSL pursuant to Article III.C.5. Decisions of the UCSL under this section may be appealed to the Student Senators Council (SSC). Decisions of the SSC are final and binding.

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

4. In any case, the SAB may refer any grievance involving a club to the SAB Governance Committee.

J. MISCELLANEOUS.

1. Income. Income derived from activities funded by All-University funds shall be used solely for expenses related to a club’s stated mission. Clubs may be asked to account for the receipt and use of such funds.

2. Fundraising. Clubs may sponsor activities, with All-University funds, whose purpose is to raise awareness, conduct philanthropic programming, and fundraise for bona fide charities, 501(c)(3) clubs, foundations, and other not-for-profit clubs provided that:
   a. The club clearly identifies the name of the charity for which funds are being raised in all advertising; and
   b. Transfers such funds to the charity in the form of an SAB check.

3. Outside Bank Accounts. Clubs are restricted from maintaining outside bank accounts.

4. Publicity. With respect to all events and publications funded by All-University funds, clubs shall indicate that such an event or publication is being funded by the SAB. Clubs need to include the SAB logo or the statement, "Sponsored by the Student Activities Board."

5. Communication with the SAB. It is the responsibility of each SAB-funded club to ensure that all communications with the SAB are timely and provide the SAB with as much information as is reasonably necessary for a decision to be made.

6. Co-Sponsorship. Clubs may co-sponsor activities with other clubs, and/or University offices.

K. DISCLAIMERS.

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

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

3. The SAB and/or New York University shall not be held liable for the debts incurred by any club it funds.

4. No club shall be guaranteed, nor should any club expect, that the SAB will fund any expense incurred or obligations agreed to before receiving an approved SAB allocation.

5. The SAB shall not reimburse a club for services which were not actually performed.

III. GOVERNANCE COMMITTEE GUIDELINES.

A. REGISTRATION OF CLUBS.

1. Clubs wishing to register with the CSALS shall use the following procedures as supplemented by procedures promulgated by the CSALS.
   b. Returning Clubs. For the purpose of these policies and procedures, a returning club is one, which has properly registered with CSALS in the academic year prior to the current academic year. A returning club must re-register with CSALS for the next academic year by registering their club’s officers during the annual SAB-designated officer registration period which begins on April 1 and ends on June 1 of each year. A club’s registration is valid until May 31 of the following calendar year. A club’s registration status automatically terminates if it fails to re-register during the SAB-designated registration period. Registration and Re-registration requires:
      i. Attendance by all of a club’s officers at initial advisement sessions, transition workshops, new budget allocation workshops, treasurer’s trainings, and any other applicable workshops as set out by the CSALS and the SAB;
      ii. Completion of any applicable forms requesting information including, but not limited to: a list of names of the mandatory two (2) officers of an club and their titles, Net ID, 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;

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

iv. Submission of the club's current constitution; and

v. Submission of a current membership list which includes the name and school affiliation of each of the club's members. To register as club at NYU, all of an club's members must be fully-matriculated NYU students, current faculty/staff, or alumni.

B. PRIVILEGES AND RESPONSIBILITIES OF REGISTRATION.

1. Registered clubs may:
   a. Reserve space in the Helen and Martin Kimmel Center for University Life and Global Center for Academic and Spiritual Life;
   b. Have access to the Club Resource Center at 60 Washington Square South;
   c. Post fliers on designated bulletin boards;
   d. Participate in the CSALS-organized club fairs and other such activities;
   e. Apply for All-University status; and
   f. If eligible, apply for All-University funding.

2. Registered clubs must:
   a. 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."
   b. Comply with New York State anti-hazing laws;
   c. Comply with current policies of New York University as determined, enforced, and/or interpreted by appropriate University officials;
   d. Adhere to all relevant deadlines established by the SAB and/or the CSALS;
   e. Keep the respective club's advisor informed about all programs, meetings, and activities planned by the club;
   f. Pick-up the daily mail from the club's mailbox at 60 Washington Square South;
   g. Attend all applicable CSALS workshops;
   h. 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 club typically will be the complete name under which it is registered;
   i. Ensure that no officer holds more than one executive position within a single student club and that the president does not simultaneously serve as president of any other registered club. An individual may petition to the SAB if they wish to hold more than one position;
   j. Hold elections for officer positions annually during the coordinated election period as designated by the UCSL or no later than May of the current academic year.
   k. Must have a meeting with their advisor regarding club elections.
   l. Be assigned a CSALS Advisor.

C. ALL-UNIVERSITY STATUS.

1. Eligibility. A club requesting All-University status must satisfy the following pre-requisites concerning its membership and activities. Clubs failing to satisfy any of these criteria shall be ineligible for All-University status. Eligibility for All-University status requires that a club:
   a. Shall properly register with the CSALS pursuant to the policies listed in these Rules;
   b. Shall successfully complete the SAB NCD program, if applicable;
   c. Shall have a minimum of two (2) executive board officers (President and Treasurer). The number of active members shall be at least two (2) times the number of executives. Clubs may appeal to the SAB in special circumstances if a case is to be made regarding membership;
   d. Shall have no more than two-thirds (2/3) of its membership from any one school or college of the University;
   e. Satisfy the following requirements, depending on its mission, goals and objectives:
      i. Sponsor at least three (3) activities per semester which are open to the entire University, one of which may be co-sponsored with another club; or
      ii. In the case of clubs identified as a publication, publish at least one edition per semester.
      iii. In the case of clubs identified as a tournament club, participate in at least one (1) collegiate tournament.
      iv. In the case of clubs identified as a travel club, host at least one (1) trip at a location outside of the five boroughs of New York City.
f. Maintain a visible impact on campus;
g. 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
h. Demonstrate that they will serve a purpose or provide a service that is currently not performed by
an existing student club. This provision shall not be interpreted in a manner that will impede the
formation of clubs that will make legitimate contributions to the NYU student community; rather, it is
intended to curtail unnecessary duplication of effort by All-University student clubs in their activities.

2. Procedure. The following procedures shall be used in re-acquiring All-University status:
b. Returning Clubs. A club that has maintained its All-University status during a previous academic
year need not petition the SAB in the following academic year for renewal of its All-University
status. Clubs will be deemed to have maintained their All-University status unless the SAB makes a
determination otherwise. Returning clubs shall submit a current membership list including the
names and school affiliations of its members during the club registration period for returning clubs.
c. At its discretion, the SAB may periodically review a student club’s All-University status. In doing so,
the SAB shall review an club’s membership list and may request any other pertinent information
from the club under review.

3. Maintaining Status. If a club’s All-University status lapses during an academic year, the SAB Allocation
Subcommittee, in conjunction with the SAB Governance Subcommittee, may take appropriate action
pursuant to freeze an club’s funding for that academic year.

4. Granting/Revoking Status. All-University status will only be granted or revoked by the SAB Governance
Committee.

5. 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 Student Senators Council (SSC) Student Grievance
Committee for an appropriate recommendation, which shall be presented to the UCSL.

6. Reporting. The SAB shall regularly report to the CSALS and the UCSL those clubs that have achieved
All-University status and the status of those clubs applying for All-University status.

7. Inactive Clubs Reinstatement. To reinstate a club, the group must have a petition of 200 signatures from
NYU students, an officer list along with a two-thirds (2/3) vote majority from the SAB. Only clubs that have
been inactive for less than one year will be eligible to appeal to SAB. Clubs that have been inactive for more
than one year will have to apply in the NCD process.

D. All-UNIVERSITY CLUB LIFE AUDIT.

1. An audit shall be performed on a regular basis of all clubs recognized by the SAB and the CSALS.
2. The objective of an audit is to assess the overall health of a club in all aspects of its operations, membership
and use of funding.
   a. The SAB Governance Subcommittee shall audit clubs from each of the five identified club
categories: Open Enrollment Clubs, Fraternities and Sororities, Tournament/Travel Clubs,
Publications, Theme-Based Event Planning Committees
   b. The process for auditing clubs will involve:
      i. Obtaining a club roster to ensure proper membership is established;
      ii. Assessing club operations, events, mission, and constitution;
      iii. Discussing with club leadership any prohibitive policies held by the SAB in terms of club
life;
      iv. Verifying collection of all necessary club documentation as required by the SAB and the
CSALS;
      v. Assessing role of the CSALS advisor in club operations; and
      vi. Evaluating club expenditures and efficiency of reimbursement
3. Each SAB-funded club is responsible for maintaining adequate records pertaining to, but not limited to:
   a. Its receipt and use of its SAB allocation;
   b. Club income;
   c. Membership dues;
   d. Donations to the club;
   e. Donations from the club to not-for-profits;
   f. Funding given to or received from co-sponsorships; and
   g. All other funding the club receives, has access to, or dispenses.
4. Such records should include, but not be limited to:
   a. Copies of the club’s approved budget request and allocation;
   b. Copies of submissions to the SAB and the CSALS Budget Office;
   c. A record of income;
   d. A record of membership dues;
   e. A record of donations to the club;
   f. A record of funding related co-sponsorships;
   g. A record of all other funding the club receives or has access to; and
   h. A record of expenses and donations from the club to not-for-profits.
5. The SAB reserves the right to review a club’s records pertaining to its receipt and use of its SAB allocation, income and donations.

E. CLUB ELECTIONS.

1. Only active members will be eligible to vote in elections. The requisite(s) to qualify as an active member of the club must be articulated in the club’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 club present and voting. Clubs traditionally holding elections in December must have this process confirmed by the SAB at least 14 days in advance of the election meeting.

F. GRIEVANCES.

1. All grievances shall be reviewed according to its jurisdiction.
   a. Jurisdiction of grievances include:
      i. Disputes arising under the SAB All-University Club Policies and Procedures involving student clubs;
      ii. Disputes between two or more student clubs;
      iii. Disputes between members within a club which relate to club life;
      iv. Disputes between a member of the University community and a club which relates to club life;
      v. Disputes arising under an applicable University policy as determined and/or interpreted by the University Administrator who promulgated the rule; and
      vi. Other cases and grievances referred to it by the SAB Executive Subcommittee, the Executive Committee of the SSC, or other appropriate University officials.
   b. The jurisdiction of the SAB Governance 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 hearing, or subject to the University’s disciplinary guidelines.

2. Procedures for Adjudicating Disputes.
   a. A typed grievance must be submitted to the Governance Subcommittee of the SAB within thirty (30) days of the alleged incident.
      a. Grievances need be typed, 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 Vice-Chairperson of the SAB Governance Subcommittee may recommend to the chairperson of the SAB that a registered club’s funding be restricted (pursuant to the SAB Student Club Policies and Procedures) or that the privileges, granted to that club by the SAB, be limited or suspended pending the resolution of the grievance.
   d. The Governance Subcommittee shall host a meeting with the club officers and/or members making the grievance along with the CSALS advisor.
   e. The Governance Subcommittee shall first attempt to mediate an informal resolution of the grievance.
      a. In the event that an informal resolution cannot be achieved, the Governance Subcommittee shall conduct a grievance hearing during which each party shall have the opportunity to present its version of the alleged incident or charge.
   g. In any event, a decision shall be reached by the SAB Governance Subcommittee within thirty (30) days of receiving the grievance unless waived by the parties.
   h. Decisions of the Subcommittee need not be unanimous, but must be agreed to by a simple majority.
   i. A decision of the Governance Subcommittee may be appealed to the full SAB within thirty (30) days not including University holidays. The SAB shall conduct a grievance hearing during which each party shall have the opportunity to present its version of the alleged incident or charge.
   j. A decision of the full SAB may be appealed to the SSC Student Grievance Committee within thirty (30) days not including University holidays. The SSC Student Grievance Committee shall conduct a hearing during which each party shall have the opportunity to present its version of the incident. The decision of the SSC Student Grievance Committee is final and binding.
      a. 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.

IV. MISCELLANEOUS.
A. **Exceptions.** A club that 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 clubs 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 club requesting the waiver for the particular purpose(s) outlined in the club’s request for the waiver. The granting of a waiver to a club 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.

V. **AMENDMENTS AND INTERPRETATION.**

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 clubs following its adoption but before the start of its implementation.

C. The decision of the SAB in determining a club’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. The SAB 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.