PREAMBLE
The Student Activities Board (SAB) is a standing committee on the University Committee on Student Life (UCSL). All-University clubs and the funds, which are provided to them, shall serve the entire New York University student community, and the Student Activities Board shall be concerned with supporting their academic and social activities. It is the responsibility of the Student Activities Board and its subsidiary committees to establish policies and procedures that insure All-University clubs are serving the New York University student body, and that funds are equitably distributed to, and judiciously used by clubs.

I. STATUS AND PURPOSE.

A. The Student Activities Board (SAB) shall be a standing committee of the University Committee on Student Life (UCSL).

B. Pursuant to the SSC and UCSL Rules of Procedure, the SAB shall:

1. Consider matters involving clubs registered with the New York University Center for Student Activities, Leadership, and Service (CSALS);
2. Determine which clubs qualify as All-University clubs and grant/revoke such status;
3. Establish policies with the advice and consent of the UCSL regarding the development, governance, budget requests, allocations, and appeals of clubs;
4. Disseminate information to clubs regarding policies which govern the clubs and their use of All-University funds
5. Arbitrate grievances involving clubs in violation of the SAB policies, and grievances referred to the SAB by appropriate administrative offices or the SSC/UCSL Executive Committee
6. Serve as a liaison between the staff of the CSALS and students involved in All-University clubs;
7. Make recommendations concerning the CSALS policies and All-University club life facilities;
8. Review the SAB policies regarding allocation, funding, development, and governance of All-University clubs at least every two (2) years, and make recommendations to the UCSL regarding revisions

II. MEMBERSHIP AND STRUCTURE.

A. Officers. The officers of the SAB shall consist of one Chairperson and three (3) Vice Chairpersons: the Vice Chairperson of Allocation; the Vice Chairperson of Development; and the Vice Chairperson of Governance.

B. Subsidiary Committees. There shall be four (4) standing committees of the SAB: the Executive Committee, the Committee on Allocation and Funding, the Committee on Development, and the Committee on Governance.

1. The Executive Committee shall:
   a. Act in the name of the SAB on urgent matters that arise at times when the full SAB or any of its subsidiary committees cannot be convened;
   b. Report its actions at the first ensuing meeting of the SAB;
   c. Be comprised of the Chairperson, Vice Chairperson of Allocation, Vice Chairperson of Development, and Vice Chairperson of Governance.

2. The Allocation Committee shall:
   a. Primarily serve as the mechanism through which All-University funds are allocated to eligible clubs meeting established funding criteria;
   b. Inform clubs which apply for funding of their allocations;
   c. Be responsible for developing the forms and other means necessary for implementing these rules, policies, and procedures which govern the request, allocation, and use of All-University funds;
   d. Conduct budget workshops to instruct clubs on how to complete budget requests and inform them of policies which govern their requests;
   e. Make recommendations to the UCSL concerning the allocation of funds to these clubs;
   f. Establish policies and procedures, with the advice and consent of the UCSL, for the appeal of funding decisions;
   g. Hear and decide appeals of funding decisions for the current academic year; and
h. Be comprised of eleven (11) members: one (1) club representative from each of the five (5) categories outlined in the SAB All-University Club Policies and Procedures; five (5) members of the UCSL; and the Vice Chairperson of Allocation.

3. The Development Committee shall:
   a. Primarily be concerned with overseeing the New Club in Development (NCD) Program for new clubs sponsored by the CSALS;
   b. Create and publicize an application for the NCD Program;
   c. Review applicants to the NCD Program and decide on groups to be in the program;
   d. Recommend to the SAB to grant All-University status to those groups who have completed the NCD Program, with the advice of the CSALS and pursuant to the guidelines outlined in the SAB All-University Club Policies and Procedures;
   e. Make recommendations to the UCSL and the CSALS on the content and structure of the NCD Program; and
   f. Be comprised of eight (8) members: one (1) club representative from each of the five (5) categories outlined in the SAB All-University Club Policies and Procedures; two (2) members of the UCSL; and the Vice Chairperson of Development.

4. The Governance Committee shall:
   a. Perform audits on a regular basis of all clubs recognized by the SAB and the CSALS to review the general health and well-being of clubs and their usage of All-University funding;
   b. Review on a periodic basis the use of funds by clubs receiving All-University funding;
   c. Recommend sanctions to the SAB for any policy violation of a club found as a result of the audit pursuant to the guidelines outlined in the SAB All-University Club Policies and Procedures;
   d. Hear disputes between registered clubs;
   e. Arbitrate grievances against registered clubs;
   f. Recommend sanctions to the SAB for any policy violation of a club found as a result of an audit, dispute, or grievance pursuant to the guidelines outlined in the SAB All-University Club Policies and Procedures; and
   g. Be comprised of eight (8) members: one (1) club representative from each of the five (5) categories outlined in the SAB All-University Club Policies and Procedures; two (2) members of the UCSL; and the Vice Chairperson of Governance
   i. Of this membership, one (1) must also be a member of the Allocation Committee, and one (1) must also be a member of the Development Committee.

C. Membership. The SAB shall be comprised of the twenty-two (22) members of the subsidiary committees, as well as the three (3) Vice Chairpersons and the Chairperson. In any vote of the full SAB, the Chairperson shall not get a vote. There should be an effort made to have at least four (4) graduate students in the SAB.

III. DUTIES OF OFFICERS.

A. Chairperson. The Chairperson of the Student Activities Board shall:
   1. Be selected by the SSC/UCSL Executive Committee and must be a current member of the SSC/UCSL Executive Committee
   2. Inform the University student community about the functions and structure of the SAB, and how to contact the SAB and its subsidiary committees;
   3. Call meetings of the SAB at least once per month during the academic year in a timely manner;
   4. Preside over all meetings of the SAB and its subsidiary committees;
   5. Set the agenda for each meeting of the SAB;
   6. Report the activities and decisions of the SAB to the UCSL;
   7. Serve as an ex-officio, non-voting member of all the SAB subsidiary committees; and
   8. Preside over an orientation at the beginning of the academic year for members of the SAB based on the Members’ Manual, which is a set of recommendations put together by the outgoing Chairperson (different than the ‘Transition Report’).

B. Vice Chairpersons. The Student Activities Board Chairperson shall appoint three (3) Vice Chairpersons:

1. The Vice Chairperson of Allocation shall:
   a. Have served on the Allocations Committee for at least one full semester;
   b. Assist in presiding over all meetings of the Allocation Committee;
   c. Organize and conduct the budget allocation process; and
   d. In consultation with the chair, develop an agenda and philosophical vision for the Allocations Committee

2. The Vice Chairperson of Development shall:
   a. Have served on the Development Committee for at least one full semester;
   b. Assist in presiding over all meetings of the Development Committee;
   c. Organize and conduct the New Club in Development (NCD) Program; and
d. In consultation with the chair, develop an agenda and philosophical vision for the Development Committee

3. The Vice Chairperson of Governance shall:
   a. Have served on the Governance Committee for at least one full semester;
   b. Assist in presiding over all meetings of the Governance Committee;
   c. Organize and conduct an audit of All-University clubs on a regular basis; and
   d. In consultation with the Chair, develop an agenda and philosophical vision for the Governance Committee

IV. DUTIES OF MEMBERS.

A. Members. Each member of the SAB shall be accessible to the University student community and attend all duly called meetings of the SAB and any subsidiary committees of which they are a member. Each SAB member shall perform all other duties as may be assigned to them by these Rules, the SAB Chairperson, or the SAB.

B. Conflicts of Interest. No member shall vote on an issue that directly affects any club in which they are affiliated unless such action affects all or a significant portion of clubs. At the discretion of the Chairperson, a SAB member may not be an applicant in the NCD Program.

C. Impeachment and Removal. A motion may be made at any duly called meeting of the SAB for the impeachment of any member of the SAB as a result of a violation of these Rules. A member who is the subject of an impeachment motion shall receive a written notice outlining any alleged violation and shall have the opportunity to speak on their behalf prior to any vote. The vote to remove a SAB member shall be made at a duly called SAB meeting no earlier than the next regularly scheduled meeting following that meeting at which the motion was introduced. A vote of two-thirds (\(\frac{2}{3}\)) of SAB members present shall be necessary to remove a member. All votes shall be cast by secret ballot.

D. Attendance. Any member who is absent from three (3) general and/or subsidiary committee meetings, unless excused by the SAB Chairperson or a Vice Chairperson, shall automatically be the subject of a motion to remove.

V. MISCELLANEOUS.

A. Decisions and Quorum. A simple majority of the total number of voting members appointed to the SAB or any of its subsidiary committees shall be necessary to conduct business. A majority of the quorum present shall be required to recommend a specific course of action.

B. Meetings. All meetings of the SAB or any of its subsidiary committee shall be closed and attendance shall be limited to members, ex-officio members, the SAB advisor, and any invited guests. All proceedings of the SAB shall be considered confidential.

C. Allocation. The SAB shall divide its annual allocation received from the Administration, exclusive of any carryover from the previous fiscal year, to the following categories; returning clubs, new clubs, theme-based events, seed funds, any facility improvements which benefit All-University clubs, and All-university events hosted by the SSC and the UCSL. The SAB shall have the discretion to assign any funds carried over from the previous year, in whole or in part, to any of these categories.

D. Executive Authority. In the event that a quorum of the SAB or UCSL members cannot be convened and that an All-University Club requires that a matter be resolved by the SAB or the UCSL and that the urgency occurs through no fault of the club, the SSC/UCSL Executive Committee shall act in the name of the SAB and any subsidiary committee and shall report its actions at the first ensuing meetings of the UCSC, the SAB, or any SAB subsidiary committee, as appropriate.

E. AMENDMENTS AND INTERPRETATIONS.

A. An amendment to these Rules requires a vote of two-thirds (\(\frac{2}{3}\)) of the UCSL members present at a regularly scheduled UCSL meeting.

B. An amendment, which reduces or enlarges the jurisdiction of the SAB shall not take effect until the first day of the semester following the adoption of the amendment. The summer sessions, separately or together, are not a semester for the purpose of these Rules.