

1 **I. Definition**

- 2 A. The Allocations Board, operating in conjunction with the Student Activities
3 Office, shall recommend to the Dean of Students, for its approval, the allocation
4 of a portion of the Community Service Fee to recognized undergraduate student
5 organizations and shall oversee the distribution of those funds to the student
6 organization programming.
7 B. The Allocations Board By-Laws shall direct the Allocations Board in its work
8 and shall govern the conduct of its members.
9 C. If any part of the Allocations Board By-Laws conflicts with administrative
10 policies of Boston University, the university's policies shall supplant the
11 conflicting section of the Allocations Board By-Laws; however all other parts of
12 the Allocations Board By-Laws not in conflict with university policy shall
13 remain valid.

14 **II. Mission Statement**

- 15 A. The Allocations Board strives to fund student organization events that enrich the
16 overall quality of student life at Boston University.

17 **III. Allocations Board Funds**

- 18 A. Funds shall be allocated on an individual program basis, provided that the
19 requesting student organization meets the guidelines for funding set forth by
20 Allocations Board policy as listed in the Allocations Board Handbook.
21 B. To be eligible for funding, a student organization must:
22 1. Be fully registered with the Student Activities Office;
23 2. Open membership to the entire Boston University undergraduate study
24 body or program events for the entire undergraduate student body;
25 3. Operate within the University policies and procedures;
26 4. Have an executive board comprised of entirely undergraduate students;
27 and
28 C. The Allocations Board shall not use the Community Service Fee to fund the non-
29 fundable items outlined by the Student Activities Office or its subsidiary
30 organizations, including the Allocations Board in the Funding Handbook.
31 Exceptions may be made on a program-by-program basis.
32 D. All Student organizations have the right to appeal a funding decision.

33
34
35 **IV. Membership**

- 36 A. A maximum of 25 members shall be seated on the Allocations Board at any one
37 time. The Allocations Board will strive to select members representing the
38 diverse interests, skills, and opinions of the undergraduate students of Boston
39 University.
40 B. Any member of the Allocations Board in good standing and in good academic,
41 financial, and judicial standing with Boston University remains a member of the
42 Allocations Board until the completion of his or her undergraduate degree
43 program.
44 C. All members of the Allocations Board not on leave of absence and in good
45 standing with the Allocations Board shall have an equal vote on all matter
46 coming before the Allocations Board.
47 D. All members are required to do the following:
48 1. Attend weekly meetings
49 2. Hold one office hour per week. Executive Board members shall hold at
50 least two office hours per week;

3. Attend three student group events funded by the Allocations Board per semester. No more than two members may attend an event simultaneously;
 - a. Any member not serving a full semester on the Allocations Board shall meet with the Executive Board to determine the number of events to be attended for that semester.
 - b. The Executive Board shall have the right to initiate a disciplinary hearing before the Board on any member if that member fails or appears to be failing to fulfill this responsibility.
- E. Members of the Allocations Board are expected to abstain from decisions that represent a conflict of interest.
 1. Abstentions include but are not limited to voting.
 2. Members of the Allocations Board are expected to use discretion when contributing to discussions of a student group which a member has close affiliations professionally and personally.
 3. Members who choose not to abstain may be asked to leave the room by a majority vote of the Executive Board.
- F. Allocations Board members are responsible for the replacement costs of Allocations Board materials supplied to them, including name tags.
- G. The Chairperson shall assign additional duties to members of the Allocations Board base on their preference.
 1. Members of the Allocations Board shall not be compelled to perform any additional duties.
 2. The Chairperson, however, shall be responsible for ensuring that the additional Allocations Board member duties are performed.
- H. Allocations Board members with access to student organizations' accounts shall preserve the privacy of student organizations' financial information.
- I. **Leaves of Absence**
 1. Members of the Allocations Board have the right to take a leave of absence from the Allocations Board for a period up to one academic year. They must obtain the approval of a majority of the Allocations Board to take a leave of absence, unless studying abroad or taking a medical leave of absence from Boston University.
 - a. Members of the Allocations Board on a leave of absence shall continue to be considered members of the Allocations Board and shall have the right to serve on committees, receive nominations, run for positions on the Executive Board, and vote on membership matters, including elections and By-Laws amendments.
 - b. Members of the Allocations Board on leave of absence shall not count in the calculation of quorum at meetings, nor shall they vote on funding matters.
 2. If an Executive Board member takes a leave of absence from the Allocations Board, his or her leave of absence shall be regarded as a resignation from the Executive Board. The Allocations Board shall take appropriate action to fill his or her position.
- J. **Resignations**
 1. Resignations from the Allocations Board must be received in the form of a written letter to the Chairperson and Vice Chairperson of the Allocations Board and the Allocations Board advisor.
- K. **Seniority**

1. Executive Board seniority shall be as follows: Chairperson, Vice Chairperson, Treasurer, Director of Operations, Secretary, and if applicable, Vice Chairperson *ad interim*, Treasurer *ad interim*, Director of Operations *ad interim*, and Secretary *ad interim*.
2. Executive Board members of the Allocations Board shall be senior to all non-Executive Board members, and non-Executive Board members' seniority shall be by date and time of admission to the Board.

V. Member Application Process

- A. The Allocations Board prohibits discrimination against any individual on the basis of race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, or because of marital, parental, veteran, or financial aid status.
- B. Applicants to the Allocations Board must be full-time undergraduate students in good academic, financial, and judicial standing with Boston University.
- C. Applicants must complete the Hazing Law Acknowledgement and the Responsibilities Acknowledgement and Non-Disclosure Agreement.
- D. During the first meeting, applicants will meet with the Vice Chairperson to discuss his or her interests in joining the Allocations Board, campus involvement and funding viewpoint.
- E. Applicants are required to fill out a membership questionnaire prior to the interview for full membership.
- F. At the second meeting, applicants will be on junior membership status.
- G. As junior members, applicants will sit with the Board, offer opinions on funding requests and motion. Junior members are not permitted to vote on funding decisions. Junior members must meet with the Vice Chairperson prior to his or her interview for full membership. At his or her discretion, the junior member can choose to interview for full membership at the completion of 2-4 weekly meetings as a junior member.
- H. Upon the fourth weekly meeting as a junior member, the applicant must interview for full membership or reapply for membership during the next semester.
- I. Applicants will interview with the Allocations Board. The Allocations Board will discuss the applicant and vote on his or her admittance in a closed session.
 - a. During discussion, members of the Allocations Board shall refrain from sharing any information about a candidate that is more prejudicial than probative.
 - b. A majority vote of the active, voting members of the Allocations Board shall be required to admit an applicant to the Allocations Board.
 - c. The Allocations Board may table a decision once for a period of up to one calendar month from the interview of the applicant.
 - d. A time cap of two hours shall be placed on discussion.
 - a. At the end of two hours there shall be a mandatory vote to approve the applicant. If the motion fails, the applicant's application to the Allocations Board shall be denied.
 - b. A two-hour limit would carry over through tabling such that the maximum total time a candidate's application to the Allocation Board is discussed shall be two hours.

2. If the Allocations Board rejects the applicant, he or she will be notified by the Chairperson and may interview again during a new academic semester.
 3. If the Allocations Board accepts the applicant, he or she will be notified by the Chairperson and will be seated with the Allocations Board in the meeting room.
 4. The Allocations Board will admit a junior member as a full member of the Board based on the membership questionnaire, the level of participation and opinions displayed during the junior membership process.
- J. Newly accepted members must shadow an Executive Board member for two hours in the office before being granted his or her own office hour and receiving an account on the Allocations Board funding database.

VI. Executive Board

- A. An Executive Board consisting of the following officer positions shall be formed from the membership of the Allocations Board: Chairperson, Vice Chairperson, Treasurer, Director of Operations, and Secretary.
1. The Executive Board shall be responsible for maintenance and upkeep of the Allocations Board Handbook, funding calendar, database, email account, and website.
 2. The Executive Board shall have the authority to sign off on Allocations Board Funds Transfers Forms.
 3. The Executive Board shall submit the criteria and application process for Allocations Board Program of the Year Award to the Allocations Board for majority approval.
 4. Only the Executive Board shall make official public statements on behalf of the Allocations Board.
 5. The Executive Board shall be empowered to purchase supplies and materials, place reservations for use by the Allocations Board, and plan the Allocations Board Retreat.
- B. The Executive Board shall meet weekly during the academic year.
- C. During summer break, the Executive Board shall have the authority to make all decisions regularly made at weekly Allocations Board meetings.
1. "Summer break" is defined as the period from the day after spring classes end to the first weekly meeting in the fall.
 2. The Executive Board shall not have the authority to expel any member or amend the By-Laws unless the appropriate number of Allocations Board members agrees via email or other written means.
- D. **The Chairperson**
1. The Chairperson shall convene weekly meetings, set the agenda, preside over the Allocations Board, and adjourn meetings.
 2. The Chairperson shall have the power to schedule, convene, and adjourn special meetings of the Allocations Board at his or her discretion.
 3. The Chairperson shall direct funding policy and set a budget for funds available.
 4. Regarding funding issues, the Chairperson shall vote only in the case of a tie but shall be able to propose motions.
 - a. The Chairperson shall have the authority to vote on all other matters.
 - b. During summer break, the Chairperson has the authority to vote on all matters, including funding issues.

1
2
3
4
5
6
7
8
9
10
11
12

5. The Chairperson shall engage Boston University administrators on behalf of the Allocations Board.
6. The Chairperson shall meet weekly with the Allocations Board Advisor during the academic year, and regularly during summer break.
7. If the Vice Chairperson, Treasurer, Director of Operations, or Secretary resigns or take a leave of absence from the Allocations Board, the Chairperson may appoint an *ad interim* official until an election is held to fill the vacated position.
8. At the end of each academic year, the Chairperson shall submit the final written financial report of the Allocations Board to the Dean of Students and the Director of the Student Activities Office.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51

E. The Vice Chairperson

1. The Vice Chairperson shall convene meetings when the Chairperson is absent and shall act as Chairperson until he or she has returned.
 - a. The Vice Chairperson shall not vote on funding issues while presiding over the meeting and shall be under the procedural restrictions of the Chairperson.
2. The Vice Chairperson shall assist the Chairperson in such manners as audits, budgeting and day-to-day functions of the Allocations Board.
3. The Vice Chairperson shall work with the Chairperson in overseeing the recruitment process of the Allocations Board.
4. The Vice Chairperson shall oversee the internal processes of the Allocations Board, including disciplinary actions against Allocations Board members.
5. If the Chairperson resigns or takes a leave of absence from the Allocations Board, the Vice Chairperson shall act as the Chairperson *ad interim* until an election is held to fill the vacated position.

F. The Treasurer

1. The Treasurer shall convene meetings when both the Chairperson and Vice Chairperson are absent and shall act as Chairperson until either the Chairperson or Vice Chairperson has returned.
2. The Treasurer shall keep track of Allocations Board money as allocated, including appeals and On the Spot allocations, as well as the Allocations Board operating budget.
 - a. Up to one percent of the Allocations Board budget may be reserved for administrative costs of the Board.
3. The Treasurer shall create an auditing schedule and oversee the auditing of student organizations.

G. The Director of Operations

1. The Director of Operations shall work with the Chairperson in overseeing Allocations Board relations with student organizations and managing public relations.

H. The Secretary

1. The Secretary shall record attendance and take minutes, which shall include the number of members voting for and against and abstaining from each motion, of all official meetings of the Allocations Board and of the Executive Board.
 - a. Detailed minutes shall only be available to Boston University undergraduates and faculty, including the Student Activities Office and Dean of Students.
 - b. Publicized meeting minutes shall not include individual member's records of votes and ballots.
 - c. In the absence of the Secretary, the Chair at his or her discretion, shall select an Allocations Board member to fulfill secretarial duties until the Secretary returns.

I. Executive Board Elections

1. Members of the Allocations Board shall be permitted to be on a leave of absence from the Allocations Board at the time of their nomination and election to the Executive Board.

2. The Executive Board shall be elected for the coming academic year no later than one calendar month before the final weekly meeting of the academic year.
3. The date of elections shall be set by majority vote of the Allocations Board.
4. Nominations for office shall be held at the weekly meeting before elections.
 - a. The Chairperson shall open nominations by majority vote of the Allocations Board.
 - a. The Chairperson shall open nominations for Executive Board positions in the following order: Chairperson, Vice Chairperson, Treasurer, Director of Operations, and Secretary.
 - i. Nominations for an office must be closed before nominations for another office may be opened.
 - ii. The Chairperson shall only entertain a motion to close nominations for each office upon the nomination of at least one member of the Allocations Board.
 - b. A nomination for an Executive Board position inherently includes a nomination for all offices of lesser seniority.
 - c. Nominations may be made by any member of the Allocations Board.
 - d. Upon nomination, a nominee shall choose either to accept or decline a nomination.
5. Allocations Board elections shall be presided over by the most senior-ranking member who is not nominated for office. If all members are nominated, the presiding individual will be chosen by majority vote of the Board.
6. On the day of elections, the presiding individual shall entertain a motion to open elections. Elections shall proceed in the following order: Chairperson, Vice Chairperson, Treasurer, Director of Operations, and Secretary.
 - a. A nominee may retract his or her nomination before he or she is voted upon.
 - b. Each nominee will have the opportunity to make a brief presentation.
 - c. The Allocations Board has the opportunity to question each nominee.
 - d. The presiding individual may end the question period at his or her discretion.
 - e. At the end of the question period, the nominees shall leave the room, and the Allocations Board shall discuss nominees and select a candidate for office by majority vote of active and voting members.
7. If an Executive Board member does not fulfill his or her duties for an entire academic year, a special election shall be held to fill the position on a date selected by the Board.
8. Executive Board terms shall commence on the first day of summer break and shall expire on the last day of classes of the following spring semester.

9. There is no limit to the number of terms an Allocations Board member may serve on the Executive Board.

VII. **Committees**

- A. Select committees shall be made at the discretion of the Chairperson or by majority vote of the Allocations Board.

VIII. **Disciplinary Actions**

- A. The Allocations Board may, by majority vote of the active, voting members, remove an Executive Board member from office.

B. **Probation**

1. Cause for automatic probation:
 - a. Two absences from weekly meetings within a funding period without proper cause and reasonable prior notification to the Executive Board;
 - b. Failure to appear at two consecutive office hours without proper cause and reasonable prior notification to the Executive Board of the absence;
 - c. Failure to attend the required number of student group events per semester funded by the Allocations Board, excepting events programmed by and for the membership of the Allocations Board;
 - d. Failure to maintain good academic, financial, and judicial standing with Boston University.
2. The Chairperson shall notify a member who actions have resulted in automatic probation.
3. The Allocations Board may put any member on probation for actions it deems unacceptable by majority vote.
4. Members on probations shall have voting privileges for funding proposals revoked for a period determined by the Vice Chair. He or she shall remain on probation until the end of the semester. This decision is subject to the majority veto by the Executive Board.

C. **Expulsion**

1. Causes for expulsion:
 - a. Probation-worthy offenses committed by a member already on probation;
 - b. Failure to remain in good academic, financial, and judicial standing with Boston University. Special consideration shall be given to members who are on a leave of absence from Boston University;
 - c. Any action deemed worthy of expulsion by 2/3 majority of the Allocations Board.
2. If the Allocations Board discusses the potential expulsion of a member at a meeting while the member is absent, the Chairperson shall notify the member immediately following the meeting. This member shall have the opportunity to address the Allocations Board regarding his or her actions before a vote is taken for expulsion
3. A 2/3 majority of active, voting members of the Allocations Board shall be required to remove any member.
4. Expelled members must surrender their Allocations Board nametag and, if applicable, their office keys to the Chairperson.

IX. **Administrative Relations**

- A. The Allocations Board shall invite the Dean of Students to at least one meeting each semester.
- B. The Chairperson and Vice Chairperson shall stay in communication with the Dean of Students and the Director of the Student Activities Office, regarding the activities and progress of the Allocations Board.
- C. No Allocations Board funding decisions will be final until they are approved by the Dean of Students.
- D. **Allocations Board Advisor**
 1. The Director of Student Activities shall serve as the Allocations Board Advisor.
 2. The Allocations Board Advisor shall act as a resource to members of the Allocations Board in discerning Student Activities Office policies and financial viability of student organizations' programs.
 3. There shall be standing invitation to the Allocations Board Advisor to attend all meetings.
 4. The Allocations Board Advisor shall have access to the Boston University student records of all members of the Allocations Board.

X. Procedure

A. Quorum

1. Quorum, constituted of a simple majority of all active, voting members of the Allocations Board, including no fewer than three Executive Board members, shall be necessary to conduct business.

B. Weekly Meetings

1. The Allocations Board shall hold weekly meetings every week of the academic year. Meeting place and time shall be consistent throughout each semester.
2. Weekly meeting shall be open to the public, but the Allocations Board shall respect the privacy of student organizations' finances. Certain portions of meeting shall be closed to students who are not members of the Allocations Board.
3. There is a standing invitation to the liaison of the Student Government to attend all Allocations Board weekly meetings as an observer.
4. All decisions remain confidential after a meeting's adjournment until made available to the Boston University undergraduate population.

C. Voting and Balloting

1. Motions must be seconded before being put to a vote.
2. Motions for funding need a simple majority to pass.
3. Regarding the funding of a program, discussion and voting shall continue until the program is either funded, tabled, or denied funding.
4. On all matters of general business, there shall be no secret voting; all votes shall be cast openly.
5. In voting on members and officers, members may cast a secret ballot which shall be tallied openly by the Secretary.
6. "Active, voting members" of the Allocations Board as referred to elsewhere in the Allocations Board By-Laws shall mean all Allocations Board members not on a leave of absence or on probation, except as further provided in this section.
 - a. Members on probation may vote on issues that require a majority vote of active voting members of the Allocations Board, but they shall not count toward the enumeration of active, voting members.

- b. When a member of the Allocations Board on a leave of absence elects to vote on a matter coming before the Allocations Board for which he or she is eligible to vote, the enumeration of active, voting members shall include the individual on a leave of absence who elects to vote.

D. Absences

1. The accepted reasons for missing an Allocations Board meeting include:
 - a. Members' university courses meeting,
 - b. Religious observance or religious worship time,
 - c. Personal illness,
 - d. Family emergencies, and
 - e. Personal plans established before the Allocations Board determined a date for an Allocations Board meeting.
2. A member's explanation of absence from meeting shall be reviewed by the Executive Board who shall determine the appropriateness of said absence.

XI. Amendments

- A. Amendments to the Allocations Board By-Laws may be introduced and voted upon at any meeting of the Allocations Board.
- B. A majority vote of 2/3 of all Allocations Board members not on a leave of absence shall be necessary to amend the Allocations Board By-Laws.
- C. All amendments to the Allocations Board By-Laws after being approved by the Allocations Board shall be forwarded to the Director of the Student Activities Office for review.