

RUSA ALLOCATIONS BOARD BY-LAWS

Section I. Allocations Board Responsibilities

A. Allocation Board Description

The Allocations Board is a non-elected Board of the Rutgers University Student Assembly that has been delegated the authority to distribute and monitor fees of students for student activities. You allocate funds out of the **student activity fee – regular** that are collected.

Students pay fees for a variety of things including student center operations, recreation services, and health services. In many cases, students have direct input in the setting and distribution of these fees.

The fee you are responsible for is the **student activity fee – regular**, which cannot be raised or lowered without student referenda or other expression of support from students.

B. Powers and Duties of the Allocations Board

a. Allocation of Fees

- i. The RUSA Allocation Board allocates money to registered Rutgers University Student Organizations as well as various registered events on an as needed basis. The goal of the Allocations Board is to promote and support diversity of programming made available to Rutgers University Students through the use of the student activity fee.

b. Liaison Relationships

- i. The Allocations Board shall be an affiliated committee of the RUSA that operates separately from the RUSA. Its purpose shall be to objectively recommend the distribution of student activities fees to student groups properly registered at Rutgers University.
- ii. Allocation recommendations are made by the chairperson of the Allocations Board on a semesterly basis to the RUSA legislative body for final approval. If the RUSA legislative body does not approve the allocation recommendations, the Allocations Board is responsible for submitting revised recommendations in a timely manner.
- iii. Funds are distributed in accordance with the RUSA Allocations Board Guidelines for Funding.

c. Management System of Records

- i. The Allocations Board keeps all budget requests, allocations decisions, and appeals in a database that is stored on a Remote Server. Records are kept by the University for a minimum of 7 years.
- ii. The SABO facilitates the process of managing record by maintaining student organizations accounts and fulfilling all banking transactions.
- iii. The Administrative Advisors within the Rutgers University Student Centers and Programs department are responsible for assisting Student Organizations in planning programs and other day to day functions.

C. Allocations Board Membership

In order to be a member of the Board you must be:

- A Rutgers University Undergraduate Student in good academic standing.
 - You must attend weekly meetings and office hours
 - You must attend all training sessions
- a. At-Large/Student Representatives
 - i. The RUSA Allocations Board is comprised of Student Reps that fulfill the positions and responsibilities described in Section E.
 - b. RUSA members
 - i. The Treasurer of the RUSA acts as a non-voting liaison to the Board.
 - c. Ex-Officio Advisors
 - i. The RUSA Allocations Board is advised by a member of the professional staff within Rutgers University Student Centers and Programs.
 - d. Voting/Non-Voting members
 - i. All appointed members of the Allocations Board have one vote. In the case of an Allocations Board with an even amount of members, the Chair doesn't vote, but can still voice his/her full opinion.
 - ii. Quorum is a 50% + 1 total. Voting will only take place if Quorum is reached. If there isn't quorum then voting will take place at the next meeting where quorum is attained.

D. Election, Terms of Office and Removal

- a. Position tenure/Term of Office
 - i. Members of the Allocations Board are appointed to a one year tenure beginning at the end of the spring semester. There is no limit on the amount of terms that can be served, but they still must go through the applications process again.
 - ii. Transition is to be held during the Retreat in the Spring Semester
- b. Selection Process
 - i. The Vice Chair of the Allocations Board is responsible for recruitment and selection of the applicants.
 - ii. The PR chair(s) is responsible for advertising open positions 2 weeks prior to the application due date.
 - iii. Applicants are required to complete an application that is provided by the *Student Centers and Programs Office*.
 - iv. The selection board consists of outgoing members of the previous Allocations Board, a representative from RUSA, as well as the current advisor.
 - v. No member of the RUSA or a Campus Council can be a member of the Allocations Board; unless serving as the Campus Council's representative to the Allocations Board.
 - vi. In order to be eligible form the Allocations Board the applicant must attend all scheduled training sessions.
 - vii. Students selected to join the Allocations Board will be notified by email as well as formal letter to their campus post office box.
- c. Decision making and Approval Process

- i. Applicant will be judged by the following categories:
 1. Leadership
 2. Communication Skills
 3. Academic
 4. Experience
 - ii. These categories are judged on a 5 point scale by each member of the selection Board present at the interview. The scores are then totaled and the highest scoring applicants are chosen.
 - iii. Selected Applicants are placed into position based on desire and experience.
- d. Position vacancy and Removal from office
- i. If there are not enough members of the Allocations Board to fill all required positions, overlapping responsibilities will be given, while retaining one vote per member.
 - ii. Members are permitted to be absent from 3 meetings a semester before they can be removed from the Allocations Board.
 - iii. If a member violates any law, university policy, ethical violation, or Allocations Board responsibility based on the position descriptions given in section E they can be removed from the Allocations Board by a 2/3 vote of active members.
 - iv. If an Allocations Board member resigns his/her position then a new member will be selected from the previous applicant pool. If this proves insufficient a new recruitment effort will be made.

E. Member Responsibilities

CHAIRPERSON

Purpose of Position:

The Chairperson serves as the manager of the Allocations Board providing direction and motivation of the Allocations Board members. The Chairperson also serves as official representative of the Allocations Board and is often called upon to address issues within the University as they relate to student fee allocations, referenda or special concerns. S/he also directs the setting of goals and timelines for the Allocations Board.

Responsibilities:

- Provides direction to Allocations Board and individual members
- Serves as the official representative of the Allocations Board
- Coordinates all Allocations Board meetings

Tasks:

- Meets with Allocations Board members regularly and one-on-one to ensure responsibilities are being fulfilled
- Provide direction and feedback to individual members when needed
- Chairs and facilitates all meetings. Requests meeting space from the Central Reservations Office
- Communicates with organization representatives regarding issues, additional allocation requests and special circumstances
- Meets regularly with the Advisor regarding the status of the Allocations Board
- In conjunction with the Advisor, develops a timeline of activities and tasks for the Allocations Board
- Informs RUSA of Allocations Board activities

Key Relationships:

- Advisor
- RUSA Chair
- RUSA Treasurer
- Manager of Student Activities Business Office
- Advisors for RUSA

VICE-CHAIRPERSON

Purpose of Position:

The Vice-Chairperson, along with the Chairperson, provides direction and motivation for the Allocations Board. S/he is mostly concerned about internal matters of the Allocations Board including the training and development of Allocations Board members. The Vice-Chairperson serves as a liaison with the administrative office of *Student Centers and Programs*, and therefore, must maintain regular contact with all staff.

Responsibilities:

- Serve as a Liaison to the *Student Centers and Programs Office*
- Works in conjunction with administrative advisors within *Student Centers and Programs Office* in assigning Allocations Board members to serve as co-presenter for Treasurer Workshops and other related workshops
- Coordinates training & development activities for the Allocations Board
- In the absence of the Chairperson, serves as Acting Chairperson for the Allocations Board

Tasks:

- Ensures Allocations Board is aware of the status of registered organizations through the *Student Centers and Programs Office*
- Develops and distributes Allocations Board organization liaison assignments. Updates as necessary.
- In conjunction with the Advisor, develops a program plan and budget for the fall and spring retreats; reserves facility; communicates with guest speakers and special guests.
- Upon the request of the Chairperson or Advisor, may fulfill chairperson duties including facilitating meetings, coordinating tasks and timelines, serve on RUSA Executive Board, and attending special meetings.
- Educates Administrative Advisor regarding the allocation process.

Key Relationships:

- Advisor
- Administrative Advisor
- Student Activities Advisory Council

TREASURER

Purpose of Position:

The Treasurer is responsible for the financial management and well being of the Allocations Board. S/he provides an expertise on how to work effectively with the *Student Activities Business Office (SABO)* and is able to communicate and interpret pertinent policies and procedures that affect the allocation and management of student fees. The Treasurer also maintains a close and effective relationship with the staff in the *SABO*.

Responsibilities:

- Manages and reconciles the Allocations Board's budget
- Manages and reconciles the student activity fee "control" account

Tasks:

- Prepares, in conjunction with the Chairperson, the Allocations Board's operating budget
- Pays all bills and processes all vouchers for the Allocations Board
- Reconciles the Allocations Board's budget on a monthly basis
- Prepares all budget transfers and line transfers for student organizations
- Reconciles the student activity control account on a monthly basis
- Meets regularly with the Advisor to discuss the status of the Allocations Board's account and the control account

Key Relationships:

- *SABO* Staff especially the Manager of the *SABO*
- Advisor

AUDITOR

Purpose of Position:

The Auditor is responsible for ensuring appropriate management of student fees. This is accomplished through random audits of registered organizations that receive student fees from the Allocations Board. S/he documents the outcome of all audits and shares the written information with the Allocations Board. If action should be taken, the Auditor works with the appropriate Allocations Board or staff members to facilitate disciplinary action.

Responsibilities:

- Develops a clear and consistent process for facilitating audits
- Facilitates random audits on a regular basis
- Addresses issues of improper or inappropriate management of student fees

Tasks:

- Develops schedule for audits. Prepares written guidelines and processes for audits.
- Works in conjunction with *SABO* staff to select account(s) to review. Copy and review all materials
- Prepare written reports of all audits with outcomes and proposed recommendations
- Facilitate any action (e.g. mediation, grievance, etc) towards an organization

Key Relationships:

- *SABO* Staff
- *Student Activities Advisory Council*
- Chairperson
- Advisor

SECRETARY

Purpose of Position:

The Secretary's function is to ensure an accurate documentation of the actions taken by the Allocations Board and provide for a historical record of the Allocations Board's activities. S/he ensures that the Allocations Board's office has the resources, information and materials necessary for Allocations Board functioning. The Secretary assists the Chairperson in his/her correspondence.

Responsibilities:

- Oversees the effective functioning of the Office of the Allocations Board
- Accurately documents meeting minutes and actions taken of the Allocations Board

Tasks:

- Completes Organization Registration Form; receives appropriate signatures for Chairperson, Treasurer and Advisor
- Takes minutes at meetings; prepares written documentation and distribute copies to Advisor and Allocations Board members.
- Maintains record of office supplies purchased. Purchases supplies as requested
- Completes Office Space request; receives appropriate signatures from Chairperson and Advisor
- Maintains, updates, and distributes Allocations Board roster
- Files Allocations Board correspondence and paperwork

Key Relationships:

- Advisor
- Chairperson

AT LARGE MEMBERS

Purpose of Position:

At large members represent the diverse campus population. At large members can be assigned specific duties and responsibilities to help maintain the successful functioning of the Allocations Board, as needed. These duties can be, but are not limited to, coordinating publicity for the organization, assisting with recruitment and selection, and maintaining the Allocations Board's website.

ADVISOR

Purpose of Position:

The Advisor, as assigned by the Executive Director of *Student Centers and Programs Office*, provides the necessary support and direction for the Allocations Board. S/he interprets and communicates pertinent policies, procedures and laws as they relate to the allocation of student fees. The Advisor provides a historical perspective and continuity for the Allocations Board members.

Responsibilities:

- Meets with key Allocations Board members as necessary
- Provides necessary information and documentation to the Chairperson and Allocations Board members as they relate to the allocation of student fees
- Ensures that proper training and development activities occur for the Allocations Board
- Ensures that a fair and equitable selection process occurs for Allocations Board members

Tasks:

- Attends Allocations Board meetings
- Coordinates training efforts for Allocations Board; assist in training as requested
- Communicates key timelines and issues to the Chairperson and/or appropriate Allocations Board member
- Meets regularly with the Chairperson and Treasurer
- Prepares and distributes semesterly "take back" memo to organizations, advisors and vendors
- Informs Rutgers University community of outcome of selection process for Allocations Board
- Assists in the facilitation of communication between the Allocations Board and RUSA.

Key Relationships:

- Chairperson
- Treasurer
- *Manager of SABO*
- Executive Director of *Student Centers and Programs Office*
- RUSA Chair
- Auditor(s)

Section II. Allocation of Student Fees

A. Purpose of Student Activities Fees

- a. Description of Student Activities Fees – Regular and Special
- b. Disbursement of Fees
 - i. The Allocations Board will disperse student fees in accordance to the attached “Allocation Board Guidelines for Funding”
- c. Fees Allocated by Allocations Board
 - i. The Allocations Board is responsible for the student activity fee – regular

B. Allocation of Student Fees

- a. Semester Budget Allocation
 - i. In order to receive funding for the semester, student organizations must complete and submit an online budget, due before the semester allocation meeting.
 - ii. Each budget will be reviewed by the Allocations Board. Once completed, the total budget will be reviewed by the Assembly for approval.
 - iii. Each organization will be notified within a week of the Assembly’s approval of their allocated amounts.
 - iv. The allocation guidelines are to be determined by the Allocations Board and approved by the Rutgers University Student Assembly.
 - v. The funding criteria shall be developed and/or adjusted by the Allocations Board when necessary.

C. Other Allocation

- a. Appeal for Event Basis Funding- Is a funding request for a program that was not included in the semester budget.
 - i. The student organization must complete an Appeal for Event Basis Funding Request and submit it to the Allocations Board.
 - ii. Once submitted, the Secretary of the Allocations Board will place the organization onto the agenda for an upcoming meeting.
 - iii. A member of the executive board of the organization will be required to attend this meeting to adequately describe the event and the reason for the event not appearing on the semester budget.
 - iv. The Allocations Board is responsible for reviewing the Appeal for Event Basis Funding Request and deciding the amount to be allocated (if any).
 - v. The organization is to be notified within a week of the Allocations Board’s decision.
- b. Appeal for Additional Funding

- i. Requesting additional funding for an event that has been funded for the current semester.
 - ii. Process for filing an appeal:
 - a. Submit an Appeal for Additional Funding Form to the Allocations Board.
 - b. Once submitted, the Secretary of the Allocations Board will place the organization on an upcoming meeting agenda.
 - c. A member of the executive board of the organization will be required to attend the meeting and explain their reasoning for the appeal.
 - d. The Allocations Board is responsible for reviewing the Appeal and deciding the amount to be allocated (if any).
 - e. The organization is to be notified within a week of the Allocations Board's decision.
 - c. Change of Program Request
 - i. Changes should be submitted to the organization's administrative advisor and/or the Allocations Board for approval.
 - a. Organizations funded for a particular type of program (lecture, film, etc) may only substitute a similar type of program consistent with the mission of the organization.
 - b. If funding is left over because an event did not happen or expenses were not as anticipated, the student organization must request from the administrative advisor and/or the Allocations Board permission to use those funds for another event.
 - d. Special Event Funding
 - i. Event must be open to all Rutgers University students
 - ii. Must not be allocated through the semester budget or Appeal for Event Basis
 - iii. Criteria???
2. Special Provision for Direct Disbursement Referenda Fees
- a. Student organizations and/or events funded by a Direct Disbursement Referenda Fee under the 06-07 College (Rutgers College, Douglass College, University College, Livingston College and Cook College) structure, will have their funding amount relatively preserved for 07-08 until such time as a new referenda is held or funding structure developed.
- D. Allocation to Departments and Organizations not Registered
- a. Department Affiliates such as but not limited to special interest housing sections will be treated as a case by case basis using the same established guidelines for registered RU organizations.
 - b. Special Events follow the guideline set by the RUSA congress as stated in the RUSA Allocations Board Guidelines for Funding.

E. Reserve Funds

- a. The Allocations Board sets aside 5% reserve funds during the bi-annual seminar that are used to fund additional allocations for the upcoming semester, in addition to takebacks and anything unallocated in the previous semester. This money is kept in the student activity fee – regular account.
- b. Take Backs
 - i. The Allocations Board takes back all programming funds each semester from organizations that are not used to run their events. These funds are placed back into the student fund – regular for allocation in the following semester.
 - ii. Overhead is taken back at the end of the academic year.
 - iii. Generated Revenue is kept in the organizations account for as long as the organization is registered.
 - iv. Groups wanting to keep their accounts open during official university closings are required to fill out an Application provided by the Allocations Board near the end of each semester.

F. Maintenance of Account

- a. Location of Account
 - i. Organizations are required to maintain only one account with Rutgers University.
 - ii. If it is found that an organization has more than one operational account the RU account will be frozen until the organization meets the above mentioned allocations policies and guidelines.