

Carnegie Mellon University
University Center Allocations Board Bylaws

Article I. Purpose and Scope.

- A. The purpose of these bylaws is to establish structures and operating procedures for the University Center Allocations Board, which is a standing committee of Student Government established in the Carnegie Mellon University *Student Body Constitution*.
 - 1. The purpose of the University Center Allocations Board is to advise the Dean of Student Affairs regarding the use of student space in and around the University Center.
 - 2. The University Center Allocations Board also has the right to spend money from the Student Government Operating Reserve, provided they do so in accord with these bylaws, the Carnegie Mellon University *Student Body Constitution*, and the Carnegie Mellon University *Student Government Fiscal Policy*.
- B. When there is a contradiction between these bylaws and the Carnegie Mellon University *Student Body Constitution*, the *Student Body Constitution* shall supersede these bylaws.
- C. When there is a contradiction between these bylaws and the Carnegie Mellon University *Student Government Fiscal Policy*, the *Student Government Fiscal Policy* shall supersede these bylaws.

Article II. Definitions.

- A. The *Graduate Student Assembly* is the graduate legislative branch of Carnegie Mellon University student government, created in the Carnegie Mellon University *Student Body Constitution*.
- B. *SGOR* refers to the *Student Government Operating Reserve*, which is an account used by Student Government to cover unexpected costs, and to provide on-campus office and storage space maintenance and upgrades for student organizations and/or student government.
- C. *Student Government Recognition* refers to the recognition, along with its associated privileges, afforded to student organizations through the Committee on Student Organizations, as governed by the Carnegie Mellon University *Student Body Constitution* and *Committee on Student Organizations Bylaws*.
 - 1. A *Student Government Recognized organization* is an organization that has been granted the status of Student Government Recognition by the Committee on Student Organizations, and whose status as a Student Government Recognized organization has not been revoked.
- D. A *student organization* is any grouping of Carnegie Mellon University students except for Student Senate and the Graduate Student Assembly.
- E. *Student Senate* is the undergraduate legislative branch of Carnegie Mellon University student government, created in the Carnegie Mellon University *Student Body Constitution*.
- F. *UCAB* refers to the University Center Allocations Board.

Article III. Structure and Duties of UCAB.

- A. UCAB shall be established as specified in the Carnegie Mellon University *Student Body Constitution* and shall consist of a minimum of seven (7) and a maximum of fourteen (14) members, not including the Student Body Vice President for Organizations.

- B. The Student Body Vice President for Organizations shall be a member of the committee and shall serve as Chair of UCAB.
- C. General Duties of UCAB:
 - 1. Meet at least once each complete month of the academic year;
 - 2. Make recommendations to the Dean of Student Affairs regarding the allocation of student space in and around the University Center;
 - a. The process of providing space allocation recommendations must take place at least once every two (2) years.
 - b. UCAB is responsible for communicating information regarding their space allocation procedure to Student Government Recognized organizations, Student Senate, and the Graduate Student Assembly.
 - c. UCAB is also responsible for addressing space requests that arise outside of the official space allocation period.
 - 3. Facilitate the use of funds from the SGOR for regular maintenance and improvement of student organization space;
 - a. The total budget for UCAB expenditures shall be limited to ten (10) percent of the funds were in the SGOR at the beginning of the fiscal year
 - (i) UCAB may petition to increase this limit for a fiscal year with approval by way of a simply majority vote of Student Senate and the Graduate Student Assembly.
 - b. Expenditures from the SGOR shall be approved by way of a majority vote at a meeting of UCAB. Such expenditures must be related to regular maintenance, upkeep, or improvement of student organization and/or student government space.
 - 4. Coordinate with the Director of the University Center and/or a representative from the Department of Student Activities to perform space walk-throughs in order to evaluate student organization space use and needs;
 - 5. Educate student organizations regarding University Center policy and procedure regarding space reservations for student organizations;
 - 6. Provide recommendations to the Director of the University Center regarding University Center policy and procedure regarding space reservations for student organizations.

Article IV. Amendment.

- A. Amendments to these bylaws must be proposed and passed in accord with the procedure set out for amendment to the Carnegie Mellon University *Student Body Constitution*.
- B. A record of all amendments to these bylaws must be kept, by the Constitutional Advisor, as an appendix to these bylaws.

Adopted by Student Senate: April 6th, 2011.
Adopted by the Graduate Student Assembly: April 6th, 2011.

Appendix: Amendments to the UCAB Bylaws

This appendix contains a record of amendments to the UCAB Bylaws since the date of their adoption by Student Senate and the Graduate Student Assembly.

December 7, 2014

Article III.C.3: Added clauses to specify how UCAB can spend from the SGOR, and how much can be spent in a given year.

January 24, 2019

Article III. A: ... consist of a minimum of seven (7) and a maximum of fourteen (14) members, not including the Student Body Vice President for Organizations