



**UNIVERSITY STUDENT CENTERS  
ALLOCATION BOARD  
MEMBER RULES OF PROCEDURE**

The amount of time required at each meeting varies, depending on the activity level of Registered Student Organizations.

**RULES BY WHICH EACH MEMBER MUST AGREE TO AND FOLLOW:**

- Attend mandatory weekly meetings on Thursdays @ 3:30pm .If you have an emergency and cannot attend, you must contact Valerie Yancy vryancy@udel.edu **AND** Scott at avenger@udel.edu **OR** call 831-6166.
- Arrive at meetings on time and be ready to start at 3:30pm (we all enjoy chatting but this needs to happen at end of meeting)
- When a request is being reviewed for a group in which you are involved at any level, you will be asked to step out of the room while the request is being reviewed.
- **CONFIDENTIALITY IS A MUST FOR BEING A BOARD MEMBER.** Decisions of the board, discussions about a proposal or group, and budget amounts are never to be shared with anyone outside of the Board meeting.
- Conduct yourself in a respectful manner with other board members. This includes listening to the thoughts and perspectives of others.
- Be mindful of removing biases while making decisions.

Violation of any of the rules noted above can lead to immediate dismissal from the board at the sole discretion of the Financial Controller and/or the Senior Associate Director.

I understand and agree to the above:

Print name: \_\_\_\_\_

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Signature

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Date