

# **Budget Guidelines passed August 2017**

*The Budget Committee incorporates all SBA budget guidelines. These guidelines apply to all funding received from the SBA.*

**Section 1.** SBA funds **CANNOT** be used:

1. To purchase alcohol;
2. For awards,
  - A. Except for honorariums that are allowed for speakers and shall not exceed \$50 per speaker;
3. For past or future fiscal years;
4. For gift cards of any kind;
5. For funding debt that was not first approved; and
6. To directly or indirectly finance a political advocacy group or a political party.

**Section 2.** The guiding purpose of the Student Bar Association is to promote student activities that:

1. Expand the educational background of the students;
2. Provide employment opportunities to students
3. Allow students to promote the law school at various national meetings and competitions; and
4. Provide pro bono or public interest opportunities to students.

**Section 3.** These activities will receive preference, in order:

1. Moot Court or other competitions
2. Any activity that shall be deemed of high value to the law school;
3. Any activity that has an educational focus; and
4. Funding to national conventions, but shall be limited to
  - A. \$2,000 for the total cost of the conference
  - B. Travel (airfare & travel to airport), registration, and hotel
  - C. No food or entertainment.
  - D. 1 (One) conference per year

**Section 4.** Food for Student Meetings

The Student Bar Association will provide the following amount to each student organization in good standing every year for food for organizational meetings:

1. Three hundred dollars (\$300) for organizations that have less than 20 members;
2. Four hundred fifty dollars (\$450) for organizations that have between 20 and 35 members or;
3. Six hundred dollars (\$600) for organizations that have over 35 members.

**Section 5.** The Budget Committee evaluates events according to:

1. Concrete events in the past;
2. Look at projected success;

3. Expected participation;
4. Value added to the students, faculty, and community;
5. A majority of participants must be currently enrolled students of the law school.
  - A. Except in special circumstances subject to the sole discretion of the Budget Committee.

#### **Section 6. Donations**

1. The SBA shall only fund donation requests up to, but not exceeding two hundred and fifty dollars (\$250).
2. The Budget Committee shall retain the discretion in determining an appropriate amount recommendation to be presented to the Board of Governors.
3. The Budget Committee shall have the ultimate discretion in determining whether the donation request is in fact a donation;
4. The Board of Governors shall hold the power, by a two-thirds (2/3) majority, to propose and approve an amount greater than two hundred and fifty dollars (\$250).

#### **Section 7. Promotions and Fundraising**

The Budget Committee shall focus on recommending funding to events that benefit the law school or community as a whole over events that promote individuals, individual student organizations or outside organizations.

#### **Section 8. Available Funds for Fundraising Upon Request**

1. In order to be approved for fundraising funding, the student organization must show existing fundraising efforts.
  - A. The burden of proof lies on the student organization, i.e. the organization must present its own records monetary gain from fundraising; and
2. The Budget Committee shall not approve budget requests seeking funds for fundraising sales that include but are not limited to items of clothing, pins, decals, or drinking containers.

#### **Section 9. Assessing Membership Dues**

The assessment of membership dues by student organizations is not required but it is recommended.

#### **Section 10. Speaker Fees**

In an effort to notify the Dean and the law school administration of all speakers, student organizations must identify with certainty:

1. The speaker;
2. The date that the speaker will present;
3. The costs associated with the speaker;

4. The costs associated with the venue; and
5. Persons in attendance.

### **Section 11. National Membership Dues**

Student organizations and/or its members are responsible for paying for the organization's dues or individual membership dues to the national organization. A request to pay such dues, or related expenses, will be denied.

### **Section 12. Events**

1. *Annual Events.* In addition to SBA Events, certain annual events will receive approval without certainty because of their recurring and highly-attended nature, i.e. PILG Softball Tournament and Phi Alpha Delta Back-to-School Bash.
2. *Other Events.* Event budget requests seeking SBA funding must be detailed and include:
  - A. Description of the event,
  - B. Budget for the event,
  - C. Time and date of the event,
  - D. Who the event benefits,
  - E. Who will attend the event,
  - F. Who is allowed to participate in the event, and
  - G. If it is a national conference, an itinerary.

### **Section 13. Who can submit a budget request.**

1. *Organizations.* A recognized organization of the SBA can submit a budget request. The request must be submitted by the President or Treasurer or position that are the equivalent in rank and duties of that organization. A recognized organization must:
  - a. Have a Constitution and By-laws,
  - b. Be in good standing with the SBA Board of Governors, and
  - c. Must provide a list of officers to the SBA Executive Board.
2. *Class Officers.* Class Officers can submit a budget request. The President and Treasurer of that year must submit the request.
3. *Approval.* If either the President or Treasurer of a class or an organization rejects the existence of a budget request, then the Budget Committee will not consider the request in the next budget meeting.

### **Section 14. Subsequent Budget Request**

1. There is not a limit to subsequent budget requests for a single event that can be submitted after the primary budget has been approved but the Budget Committee recommends limiting subsequent requests to only when the organization has to pay more due to going through the proper channels.

2. The Budget Committee retains the power to reject and prevent a budget request from going to the Board after 1 (one) subsequent budget request has been made.

#### **Section 15.** Increasing Food Budget

1. *When an increase will occur.* The Budget Committee will increase the food budget for an organization that can show it is a medium organization (20-35 members) or a large organization (More than 35 members).
2. *Evidence required.* If an organization would like to be considered an increase, that organization must provide documentation of the first two meetings to the Budget Committee showing that there have been the appropriate number of members in attendance for that meeting.
3. *Multiple organizational meeting.* If there are multiple organization in a meeting, the organization shall provide a copy of the attendees that are in that meeting for that organization or use a different meeting to provide proof.
4. *Inaccurate meeting records.* If an organization provides inaccurate records:
  - a. The Budget Committee will not consider that meeting even after the record is cleared up.
  - b. If there is evidence that a group intentionally and willfully misrepresented information in order to gain funds, the Budget Committee will report the students responsible to the Student Bar Association Advisor and the Dean.

#### **Section 16.** Reimbursement

1. Students cannot be reimbursed without a signature from the President or Treasurer.
2. If the President or Treasurer is requesting for reimbursement, the other position must sign off.
3. Reimbursement will be provided based on the receipt and the amount requesting.
4. If the requested travel amounts (limited to hotel and flight rates) increase as a result of the budget process and by no fault of the organization or individual, the organization or individual can submit another budget request for the difference. In all other circumstances, retroactive funding is strictly prohibited.

#### **Section 17.** Inactive organization

If an organization becomes inactive, the Executive Committee can vote on whether to put the money into the SBA funds. If the Executive Committee votes to put the money back in the SBA funds:

1. The SBA must retain a record of the amount of organizational funds returned to the SBA for three (3) years.
2. The SBA executive board may decide to return the money if the organization becomes active again within the three (3) years.
3. Any newly reactivated organization may request the Board of governors to vote on overturning the executive decision and will succeed with a two-thirds (2/3) majority vote.

#### **Section 18.** Application of SBA fund awards

1. A student organization must apply the fund awards towards what it requested, however, if there is excess after refunds have been made, those excess funds can be applied to future events.
2. Any excess funds in student organization account will be taken into the consideration of any subsequent budget requests so long as an excess exists.

**Section 19.** Food allowance for moot court competitions

**No organization can request for money for food on trips, except:**

1. If the organization is participating in a moot court competition, and
2. The organization cannot request more than the per diem amount established and paid by the law school administration.