

SBA CODE

As Amended April, 2017

**THE STUDENT BAR ASSOCIATION ACTIVITY FEE ALLOCATION AND SPENDING
ACT (“SAFA”) OF SEPT. 23, 2009, AS AMENDED APRIL 12, 2015**

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§ 101: Purpose

This Act applies to any organization requesting or expending an appropriation from the activity fee. All procedures herein are the only procedures that govern the expenditures and appropriations of activity fee funds. This Act supersedes all previous Acts and procedures. This Act shall act as a supplement to the requirements of the Constitution and the By-Laws, but in any instance of conflict, the Constitution and By-Laws shall prevail.

§ 102: Short Title

The short title of this Act shall be known as: The Student Activity Fee Act or “SAFA.”

§ 103: Definitions

- 1) “§105 Activity” or “§106 Activity” refers to activities in which an organization is involved inside or outside of the law school to include, but not limited to: events, conferences, competitions, meetings, or seminars.
- 2) “Allocation” refers to an amount of money appropriated, or requested but not appropriated, under this Act to a student organization.
- 3) “Approved event” refers to an event approved in an organization’s §105 or §106 Request for Allocation.
- 4) “Approved expenditure” refers to an expense approved in an organization’s §105 or §106 Request for Allocation.
- 5) “Board of Governors” refers to the executive branch of the SBA as provided for in the SBA Constitution.
- 6) “Business Days” refers to days the law school holds classes and administrative offices are open.
- 7) “Capital” refers to any equipment or other property which is property of SBA and useful to the operation of SBA or to performing the functions assigned to the Board of Governors.
- 8) “Cash Advance” refers to an allocation of money made available to an organization in advance of purchasing an item or service for which receipts and/or documentation is provided after the allocation.
- 9) “Discretionary Operating Budget” refers to a budget, that once approved, can be spent by an organization without prior approval by the Budget Committee or the Student Senate provided that the expense does not violate §113 or any other section of this Act and is consistent with the organization’s §105 request made at the beginning of the Academic Year.
- 10) “Due Diligence” refers to the standard of care an organization will be held to in obtaining reasonable prices for expenditures made under this Act. Due Diligence can be satisfied by providing multiple quotes or including a separate statement that the item or service is a mandatory source, sole source or unique.
- 11) “Dues Account” refers to a separate account from the activity fee that an organization deposits dues money and fundraising profits into. Dues accounts are controllable by the organization and are not subject to the policies and procedures of this act with the exception of §110 Overspending Approved Allocation.

- 12) “§106 Event” refers to a speaker, program, banquet, demonstration, meeting, seminar, event, or other activity that is sponsored by an organization.
- 13) “Extenuating Circumstances” refers to a circumstance an organization could not have foreseen in advance of its Initial Request for Allocation and as such could not be expected to follow the required procedural aspects of §105 or §106.
- 14) “Multiple Organization Request” refers to a §106 Request for Allocation made jointly by two or more organizations.
- 15) “Open to the student body” refers to the concept that all students are welcome at an event funded through the Activity Fee. An event is considered open to the student body if the event is open to all members of the student body and is well advertised to the student body by way of, but not limited to, the SBA list-serve.
- 16) “Organization Registration Form” refers to a form prepared by the SBA Board of Governors that is submitted by an Organization annually and contains, but is not limited to, the following information: (a) name of organization, (b) list of current officers and their email addresses, and (c) number of members.
- 17) “Overspending” occurs when an organization expends more money for an event than it has been allocated by the SBA and that could not be paid for by the organization through its dues account or other sponsorship.
- 18) “Per Diem” refers to an amount allotted for expenditure per day.
- 19) “Personal Clothing or expenses” refers to an expense incurred on personal item(s), such as tee-shirts, etc., that only benefit the individual members of an organization and for which the item does not remain the property of the organization from year to year.
- 20) “SBA” means the Student Bar Association.
- 21) “SBA Budget Committee” refers to the committee, which reviews or processes a §105 or §106 Request for Allocation of the Activity Fee.
- 22) “SBA Expenditure Reimbursement Form” refers to a form prepared by the SBA Board of Governors to standardize the reimbursement process. See §109.
- 23) “Student Activity Fee,” “The Fee,” or “Activity Fee, ” refers to the amount of money collected from each student through the student’s tuition to fund events and activities at the law school, which will enhance student life.
- 24) “Student body” refers to all students of the law school considered members of the Student Bar Association as defined by the Student Bar Association Constitution.
- 25) “Student Organization” refers to a law school student group with a charter approved by the SBA and an annual Organization Registration Form on file with the SBA.
- 26) “Student Senate” refers to the legislative branch of the SBA as provided for in the SBA Constitution.
- 27) “This Act” as referred to within means the Student Bar Association Activity Fee Allocation and Spending Act.
- 28) “Amendment” refers to any change proposed during the two-year period between revisions and any changes proposed by a body other than the Constitutional Committee. Unless otherwise specified, amendments will not take effect until the following year.
- 29) “Revision” refers to a one-time group of changes that occurs every two years, proposed by the Constitutional Committee and made prior to the end of an academic year to take effect the following academic year. At no time may a revision take effect until the following academic year.

§ 104 Availability of Activity Fee Funds for Appropriation

- 1) The Student Bar Association will allocate discretionary budgets upon request of an organization as provided in §105. The remainder of the activity fee will be allocated on a rolling basis as provided in §106.
- 2) Funds remaining after §105, class, and Board of Governors' allocations will be available for §106 allocation until they are expended.
- 3) Funds available for §106 allocation not expended by the end of the fall semester will be available for allocation during the spring semester. §106 funds not expended by the end of the academic year will be carried-over into the following year and available for distribution in accordance with §117.

§ 105 Student Organization Discretionary Operating Budget

A student organization shall request an allocation from the activity fee at the beginning of each academic semester for the purpose of establishing a discretionary operating budget using SBA Form 105.

- 1) A request for a discretionary operating budget shall include:
 - a) The organization's name,
 - b) The contact information for the organization's finance/budget officer or equivalent,
 - c) The organization's membership numbers,
 - d) The previous semester's budget and spending information accounting for §105/§106 disbursements, fundraising, donations, and dues information,
 - e) The current semester's projected budget and spending information, including anticipated events/expenditures reviewed with due diligence, planned fund raising activities, and current and anticipated annual dues account balance.
 - f) Elements of a budget projection which are contingent in nature must have an explanatory note.
 - g) The percentage of the previous year's events that were recorded and made available on Blackboard.
 - (h) The fall semester allocation request shall include the entirety of the fall semester as well as the month of January. The spring semester allocation request shall include the rest of the spring semester. The Budget Committee's final allocation shall reflect this discrepancy by allocating funds based on the percentage of the year which the allocation takes up.
- 2) All § 105 allocation requests for the fall semester shall be due to the Budget Committee at a date determined by the Board of Governors, but in all cases, no later than the fourth Wednesday of the fall semester. All § 105 allocation requests for the spring semester shall be due to the Budget Committee no later than the first Wednesday of the first week of scheduled classes.
- 3) The Budget Committee shall review organizations' requests for a discretionary budget upon receipt of all organizations petitioning for initial §105 allotments.

The Budget Committee may approve, approve in part, or deny an organization's request for a discretionary budget. The Budget Committee shall present the report of the budget allocations to

the entirety of the SBA for no less than 7 days, including both the day it is presented to the SBA and the day it is voted on, prior to its vote and adoption. During this 7-day period, any complaints from members of the SBA shall be submitted to the Budget Committee. The spring budget shall be approved no later than February 1st.

- 4) Denial of an organization's request will be automatic if the organization in the preceding year violated any portion of this Act. The standard of review for such violations is as follows:
 - a) The Budget Committee shall deny an organization's request for a discretionary operating budget in whole if in the preceding year the organization violated §110 or §111 of this Act.
 - b) The Budget Committee shall penalize an organization that in the preceding year violated §113 or §114 of this Act by subtracting an amount from the Request for a Discretionary Budget that reflects the severity of the violation. However, this penalty may not exceed 60% of the organization's initial request.
- 5) An organization's Discretionary Operating Budget will lapse back into the §106 fund if:
 - a) It is not spent by the third Friday in April of the Spring Semester, and the organization has not stated, in writing to the Budget Committee, that it plans to spend it by the end of the Spring Semester, or,
 - b) The organization fails to provide budget reports to the SBA as required by the Board of Governors.
- 6) The Student Senate may freeze an organization's §105 Discretionary Operating Budget for severe misappropriation of the activity fee or violation of this Act. Such action requires a 2/3 majority vote by the Student Senate.
- 7) Unless otherwise expressly detailed, all provisions outlined in this Act apply in their entirety to S.P.I.N. expenditures, with the exception of the requirements described in §111(3) for the S.P.I.N. auction. It is understood that the allocation to S.P.I.N. will be, in part, used to execute fund raising events.
- 8) Upon a student organization's violation of section 109 of this act, the Budget Committee shall immediately notify the Organizational Review Committee; the Organizational Review Committee shall place the student organization on probation and notify the Student Organization by providing notice in the Organization's mailbox and by electronic media.

§ 106 Requesting A General Allocation from the Student Bar Association

A student organization may request an allocation from the activity fee for an event or activity that will benefit the student body and law school community, and is open to the student body.

- 1) Requirements and procedures for an individual organization's request of less than or equal to \$150.00 or a multiple organization request of less than or equal to \$300.00.
 - a) The request shall be submitted in writing via a SBA Form 106 to a member of the Budget Committee, or the Treasurer or President of the SBA, no later than 4:00 PM on the Monday of the week before the planned event.
 - b) Requests shall include the following information:
 - i) The organization's name requesting the allocation;
 - ii) Contact information for the organization's officer responsible for budget/finance;
 - iii) Contact information of the organization member making the request;

- iv) Total number of active members in the organization;
 - v) Amount remaining in organization's dues account;
 - vi) Amount remaining in organization's §105 account;
 - vii) Event information:
 - (1) Name of the event
 - (2) Date
 - (3) Time
 - (4) Location
 - (5) Total anticipated Cost
 - viii) Fundraising statement
 - ix) Itemization of how requested funds will be expended.
- c) All requests shall be reviewed by the Budget Committee no later than the Friday after the request was due. The Budget Committee may adjust, approve in whole or part, amend, or deny the request by simple majority vote.
 - d) An organization may request an expedited review process for extenuating circumstances by submitting a written request to the President of the SBA. The President may grant or deny the request to expedite at their discretion. If granted, the President shall provide the organization a revised submission schedule.
 - e) All funds allocated under this section must be spent in accordance with this Act.
 - f) The Board of Governors may place a hold on an allocation approved by the Budget Committee and appeal the action of the Budget Committee directly to the Student Senate. Such an appeal should be made if this Act is violated or if the Budget Committee is acting arbitrarily or capriciously and/or misappropriating the Activity Fee.
 - g) The SBA Treasurer or their selected representative from the Budget Committee shall report to the Student Senate at each meeting the §106 (1) allocations approved by the Budget Committee and/or the Board of Governors.
 - h) The Student Senate may freeze §106 (1) spending for severe misappropriation of the activity fee by the Budget Committee by a 2/3 majority vote.
- 2) Requirements and procedures for an individual organization's request of greater than \$150.00 or multiple organization requests of greater than \$300.00.
- a) Requests for allocations under this provision shall also be submitted in writing via SBA Form 106 to the Budget Committee, Treasurer or President of the SBA in the same manner described in paragraph 1) of this section.
 - b) Requests under this provision shall be due no later than 4:00 pm, the Monday the week before the scheduled monthly SBA meeting which would serve as the starting point of a period in which the event is scheduled to take place. The following month's SBA meeting serves as the end point for this calculation.
 - c) Requests shall include the following information:
 - i) The organization's name requesting the allocation;
 - ii) Contact information for the organization's officer responsible for budget/finance;
 - iii) Contact information of the organization member making the request;
 - iv) Total number of active members in the organization;
 - v) Amount remaining in organization's dues account;
 - vi) Amount remaining in organization's §105 account;
 - vii) Event information:

- (1) Name of the event
- (2) Date
- (3) Time
- (4) Location
- (5) Total anticipated Cost
- viii) Fundraising statement
- ix) Itemization of how requested funds will be expended.
- x) A due diligence statement as annotated on SBA Form 106.
- d) Upon receipt, the SBA Budget committee shall review the request before submitting it to the Student Senate for consideration. The SBA Budget committee shall make a recommendation to the Student Senate concerning the request by way of the Treasurer of the SBA or their designee.
- e) The Student Senate shall review the request for allocation, weighing the recommendation of the SBA Budget committee.
- f) The Student Senate may adjust, amend, limit, approve, and/or deny the request for allocation in whole or in part.
 - i) Any request equal to or less than \$1000.00 may be approved via a simple majority vote of the Student Senate.
 - ii) Any request greater than \$1000.00 must be approved by a 2/3rds vote of the Student Senate.
- g) An organization may request an expedited review process for extenuating circumstances by submitting a written request to the President of the SBA.
 - i) The President, shall at his or her discretion, grant or deny the request to expedite. If the request to expedite is granted, the SBA President may convene a special meeting of the Student Senate, pursuant to the authority vested upon him by the SBA Constitution.
 - ii) An approved expedited request may be voted on by the Student Senate using email provided that the number of representatives voting by email ordinarily would constitute a quorum.
- h) All funds allocated under this section must be spent in accordance with this Act.
- 3) An organization may request a 106 allocation from the Student Bar Association at any time during either the spring or fall semesters, provided the request meets the minimum format, content, and submission deadlines described in paragraphs 1) and 2) of this section.
- 4) Absent extenuating circumstances, organizations may not receive a §106 allocation for an activity or event similar in nature to an event or activity for which an allocation of greater than \$500.00 was provided in two consecutive preceding years, without approval of 2/3 of the Student Senate. Such requests shall normally be included in the organization's initial §105 request.

§ 107 Appealing a Denial of a Request for Appropriation

- 1) The process for a student organization to appeal an initial §105 Initial Request for a Discretionary Operating Budget is as follows:

- a) Appeals shall be submitted, in writing to the President of the SBA, within 10 business days of notice of the initial allocation by the Budget Committee. Failure to submit within 10 business days constitutes a waiver of the right to appeal.
 - b) The President shall then submit the appeal to the Board of Governors within 3 business days of receipt.
 - c) The Board of Governors then has 5 business days to weigh the merits of the appeal and to craft a potential remedy, if one is required. The Board of Governors shall concur on the remedy by simple majority vote.
 - d) The Board of Governors shall inform the appellant of their decision within 2 business days. The organization may accept the Board's decision or appeal further to the Student Senate.
 - e) If the organization wishes to appeal to the student senate, they shall inform the SBA President, who shall put the issue on the agenda at the next regularly scheduled SBA meeting.
 - f) A speaker from the appellant student organization and a speaker from the Budget Committee opposing the appeal shall both be heard. The Student Senate will vote to grant or deny the appeal at that meeting. A vote to grant the appeal requires a 2/3 majority vote of the Student Senate.
- 2) The process for a student organization to appeal a request for funding pursuant to §106(1) is as follows:
- a) Appeals shall be submitted in writing to President of SBA, within 5 business days. Failure to submit within 5 business days constitutes a waiver of the right to appeal.
 - b) The President shall then submit the appeal to the Board of Governors within 2 business days of receipt.
 - c) The Board of Governors then has 2 business days to weigh the merits of the appeal and to craft a potential remedy, if one is required. The Board of Governors shall concur on the remedy by simple majority vote.
 - d) The Board of Governors shall inform the appellant organization of their decision within 2 business days. The organization may accept the Board's decision of further appeal to the Student Senate.
 - e) If the organization wishes to appeal to the student senate, they shall inform the SBA President, who shall put the issue on the agenda at the next regularly scheduled SBA meeting.
 - f) A speaker from the appellant student organization and a speaker from the Budget Committee opposing the appeal shall both be heard. The Student Senate will vote to grant or deny the appeal at that meeting. A vote to grant the appeal requires a simple majority vote of the Student Senate.
- (3) All decisions of the Student Senate are final and not subject to appeal. This includes all allocations made by the Senate, pursuant to § 106(2).

§ 108 Prohibition on Cash Advances

- 1) Unless required under the terms of the transaction, cash advances for approved allocations are not allowed.
- 2) All appropriations will be allocated on a refund basis as provided in §109.

- 3) Requests for cash advances must be submitted to and approved by the SBA President.
- 4) If granted a cash advance:
 - a) The student receiving the advanced allocation is personally liable for the allocation.
 - b) The student must immediately provide receipts of expenditure as provided in §109.
 - c) Any cash advance not expended by the date of the approved event is to be returned to the SBA immediately.
 - d) A student organization not providing receipts for a cash advance or returning an unspent cash advance will be prohibited from requesting any allocations pursuant to §105 and §106 for one calendar year.

§ 109 Reimbursement for Approved Expenditures

- 1) A student organization may request a reimbursement for expenditures consistent the organization's §105 allocation and/or as expressly provided for in their approved §106 requests.
- 2) Reimbursements will only be made to organizations that complete the SBA Form 109 and submit required receipts that are in a form that complies with University requirements.
- 3) Eligible expenses for reimbursement under §105 are to be in accordance with §113 Activity Fee Expenditure Guidelines.
- 4) Eligible expenses for reimbursement under §106 are limited to approved §106 expenditures incurred by an organization between the date the allocation is approved by the SBA Budget committee, Board of Governors, and/or Student Senate and the date of the §106 event. Any amount of the allocation remaining after the date of the §106 event cannot be expended and the allocation will be reabsorbed into the activity fee.
- 5) All requests for reimbursement must be forwarded to the SBA Treasurer within 1 week after the date of the §105 or §106 event, unless provided an extension by the Treasurer or President of the SBA. Absent an extension, the allocation will be considered expired after the 1-week reimbursement period and the approved allocation will be reabsorbed into the activity fee.
- 6) All requests for reimbursements are to be submitted to the SBA Treasurer or member of the Budget Committee.
- 7) A payment voucher will normally be issued within 4 business days of submitting a completed SBA Expenditure Reimbursement Form with appropriate attachments.
- 8) Under no circumstances shall a student organization directly request a reimbursement from the Office of the Assistant Dean of Student Affairs for expenses under §105 and §106 without first receiving approval from the SBA Treasurer.

§ 110 Overspending Approved Allocation

- 1) Overspending is not authorized under any circumstances. Student organizations will be reimbursed using their available §105 funds or as expressly provided for in an approved §106 request.
- 2) Any student organization that overspends its discretionary operating budget or §106 allocation will be required to offset its deficit by expending funds in its dues account.

- 3) Any overdraft which results in the SBA to offset the budget deficit through the SBA Emergency Contingency Fund will result in a complete bar of access to §105 and §106 funds for that over-drafting organization for 1 calendar year.

§ 111 Allocation for Fundraising

- 1) There are no SBA restrictions that limit any organization from expending monies from its dues account for the purposes of fund raising or donations to charitable causes.
- 2) Direct transfer of SBA funds beyond those necessary to conduct normal commercial transactions for goods and services are expressly prohibited. This includes, but is not limited to transfer to private entities, charitable organizations, non-profits, religious institutions, etc. This provision shall be broadly construed for purposes of determining potential violations.
- 3) Student organizations may use § 105 funds to plan fundraising events or activities for charitable organizations. However, only the money gained in excess of the cost of actually executing the event or activity may be donated.
- 4) Any organization undertaking a fund-raising event using §105 funds shall provide a report to the Student Senate at the next regularly scheduled SBA meeting immediately following the event, which shall include:
 - a) The total cost of the event, including an itemized list of all expenditures,
 - b) If applicable, ticket or admission price,
 - c) If applicable, number of tickets sold,
 - d) If applicable, amount of goods or services sold,
 - e) The name and description of the charitable organization,
 - f) The amount of money transferred to that organization,
 - g) The balance of the organization's §105 account showing the return of the initial §105 funds used to pay for the event.
- 5) Any organization desiring to use §106 funds in any amount to execute a fund-raising event shall seek the approval of the Student Senate prior to the event. The Student Senate may approve the event via a simple majority vote.
- 6) An organization using §106 funds for a funds for a charitable fund raiser shall provide a report to the Student Senate, before the event, which shall include:
 - a) The name and description of the charitable organization,
 - b) The name and description of the event,
 - c) Anticipated cost, including due diligence, of the event,
 - d) Anticipated ticket or admission price,
 - e) Total amount of available goods or services to be sold,
 - f) Anticipated profit to be donated and quantitative support for that belief,
 - g) Balance of §105 and dues account to offset any potential loss to the §106 fund.
- 7) An organization that receives approval from the SBA to expend §106 funds to conduct a charitable fund raising event shall also provide a post-event report to the Student Senate at the next regularly scheduled SBA meeting immediately following the event, which shall include
 - a) The actual total cost of the event, including an itemized list of all expenditures,
 - b) If applicable, ticket or admission price,
 - c) If applicable, number of tickets sold,

- d) If applicable, amount of goods or services sold,
 - e) The amount of money transferred to that organization,
 - f) A showing that the §106 funds authorized to execute the event have been returned to the Student Activity Fund.
- 8) Failure to abide by the provisions of this section, intentional or otherwise, as determined by the Board of Governors, will result in an automatic and immediate freeze of access to all SBA funds, which will last for the remainder of the school year in which the violation occurred and will continue for the next two full school years.
- 9) An organization found by the Board of Governors to have violated this section of the act, may appeal the finding to the Dean of Student Affairs once a year until the access to SBA funds are restored.

§ 112 Banquets

- 1) Student organizations may expend their discretionary operating budgets or request an additional allocation for a banquet, dinner, or other organization party, provided that the event is open to all of the members of the law school.
- 2) Student organizations may request permission from the SBA to hold a banquet, dinner, or other organizational party exclusively for members of the organization. The SBA may approve such a request via a 2/3 majority vote.
- 3) An organization may request an allocation or expend its discretionary operating budget from the Activity Fee Account to purchase awards associated with an awards banquet or dinner, provided the awards are:
 - a) Not cash,
 - b) presented only to members of the student body. Honoraria for guest speakers are expressly prohibited.
 - c) and do not exceed \$50 an award, \$150 an event, and \$200 for the school year.

§ 113 Activity Fee Expenditure Guidelines

- 1) Food and Beverage
 - a) §105 Discretionary Operating Budgets.
 - i) Food and beverage may be purchased for organization meetings held at the law school.
 - ii) Food and beverage may be purchased for organization meetings held away from the law school.
 - iii) With the exception of the provisions of § 112, §113(1)(a)(i) and §113(1)(a)(ii), food and beverage may not be purchased by an organization unless it is associated with an event that is open to the entire student body.
 - b) §106 Requests for Allocation.
 - i) Food and beverage may be purchased consistent with the restrictive guidelines of § 113(1)(a) for activities that are approved under §106.
- 2) Travel Expenses
 - a) §105 Discretionary Operating Budgets

- i) Gas, tolls, and hotel expenses may be purchased for travel to, from, and associated with official activities, meetings, conferences, academic competitions, etc., that require organization members to be away from the law school. Due diligence is required for hotel expenses prior to booking reservations and documentation of such diligence is required to be retained on file with the student organization's finance records for a period of one year after the date of travel.
- ii) Airfare expenses are authorized for travel pursuant to §113(2)(a)(i), provided it is arranged in accordance with University travel reimbursement policy, and:
 - (1) All travel is conducted in coach class or its equivalent,
 - (2) In all cases regardless of airfare cost, due diligence is done, documented, and retained in the organization's budget files for one year after the travel,
 - (3) The total expenditure does not exceed \$500 or \$150 per traveler, whichever is less per trip.
 - (a) The limit on total expenditures does not apply to travel associated with activities during Academic Spring Break, planned by the Temple Alternative Break organization.
- b) § 106 Requests for Allocation.
 - i) Gas, tolls, and hotel, and airfare expenses, consistent with the limiting provisions of §113(2)(a), may be purchased for activities, events, conferences, competitions, etc., that require organization members to be away from the law school,. However, pre-approval for such expenses requires a 2/3-majority vote of the Student Senate.
- 3) Activity fee expenditures made under this Act shall not be used for purchasing personal clothing, or other personal expenses.
- 4) Activity fee expenditures made under this Act shall not be used for national membership dues.
- 5) An organization receiving a §106 allocation greater than or equal to \$500 for a §106 event, regardless if food or beverage is being served, must be open to the entire student body. The entire student body must be made aware of such a § 106 event by advertising and use of SBA list-serve.
- 6) Any expense not described in this section or expressly prohibited in another section, is an allowable expense under §105.
- 7) Any expense not described in this section or expressly prohibited in another section, is an allowable expense under §106 provided the budget committee and/or the Student Senate approved such an expense.

§ 114 Mandatory Attendance at Student Bar Association Meetings

All student organizations are required to attend Student Bar Association meetings. Any organization that misses two SBA meetings in a row or three SBA meetings during the academic year, without leave from the SBA President, will be ineligible for §106 funding for the remainder of the year. Additionally, the organization's discretionary operating budget under §105 will be immediately frozen and lapse into the activity fee where it will be eligible for re-distribution.

§ 115 Operating and Expense Budget of the SBA

- 1) The Student Bar Association will have a total annual operating and expense budget not to exceed 20% of the total Activity Fee.
- 2) The President of the SBA shall submit the Student Senate for confirmation an itemized projection of the SBA Operating Budget, which the Board of Governors approved.
- 3) The SBA operating budget includes the following expenses:
 - a) office supplies;
 - b) printing costs;
 - c) advertisements/marketing;
 - d) Food and beverage expenses for monthly Board of Governors meetings. This expense cannot exceed \$40.00 per meeting regardless of the location;
 - e) school wide events sponsored by the SBA;
 - f) section/class accounts; and
 - g) Emergency contingency.
- 4) The SBA operating budget cannot be expended on the following:
 - a) personal clothing, or other expenses;
 - b) food and beverage not available nor advertised to the entire student body with the exception of §115(3)(d);
 - c) travel expenses;
 - d) any other item not related to the operating of an effective SBA or any event not open to the entire student body.
- 5) The Treasurer of the SBA shall report monthly to the Student Senate the operating expenses of the SBA and the balance of the Operating Budget.
- 6) The Student Senate by a 2/3-majority vote may freeze the operating budget for severe misappropriation of student fees.
- 7) The President of the SBA shall expend the operating budget as provided in the budget confirmed by the Student Senate.
- 8) The Student Senate must approve any §106 request for allocation of the activity fee made by the SBA Board of Governors, regardless of the amount requested. The Board of Governors may not approve, under any circumstances, a §106 request for allocation for the SBA without Student Senate approval.

§ 116 Repealed

§ 117 Carry-Over Accounts

- 1) All organizations shall have expended or substantially planned for the expenditure of their allocated § 105 budgets by April 15.
- 2) All §105 funds not expended before ten calendar days prior to the first day of Spring finals shall be returned to the Student Activity Fund and carried over pursuant to §104(3).
- 3) At the final Student Senate meeting of the academic year, the SBA Treasurer shall, after consulting with the President-Elect, Treasurer-Elect and the Board of Governors, present to the Student Senate a proposed allocation of all carry-over funds.
- 4) The Student Senate shall either accept or deny the proposed allocation. In the event of denial, the Student Senate shall determine how the carry-over funds are to be allocated.
- 5) Carry-over funds may be allocated to the following accounts:

- a) Capital Expenditure Account
- b) Board of Governors Summer Allocation Account
- c) Barrister's Ball Account

§ 118 Capital Expenditure Account

- 1) Those funds carried over in accordance with §117(5)(a) are governed by this section.
- 2) These funds are to be used solely for the purchase, maintenance, and repair of such capital that the Board of Governors sees fit.
- 3) Expenditure of these funds requires a majority vote of the Board of Governors.
- 4) Funds available for §118 allocation not expended by the end of the academic year will remain in the Capital Expenditure Account for future use.
- 5) The Board of Governors may propose alternate uses for funds in the Capital Expenditure Account, and expenditures for such uses may be approved by a majority vote of the Senate.

§ 119 Board of Governors Summer Allocation Account

- 1) Those funds carried over in accordance with §117(5)(b) are governed by this section.
- 2) These funds are to be used in the months between the final SBA meeting of an academic year and the first SBA meeting of the following academic year.
- 3) Expenditure of these funds requires a majority vote of the Board of Governors.
- 4) These funds are limited to the following uses and conditions:
 - a) Activities that occur during or in preparation for 1L orientation and/or return to law school activities;
 - b) Initial organization meetings occurring during the time period covered;
 - c) Organization-sponsored events that occur prior to the first SBA meeting that are directly related to school sponsored activities for orientation of 1Ls and/or return to law school activities;
 - d) The attendance at the American Bar Association Annual Convention by the SBA President and ABA Representative, subject to the travel provisions of this Act;
 - e) Any activities that are in conjunction with the election of the Class Officers.
 - f) Funds in this account not expended by the first SBA meeting of the academic year will be carried over into the Capital Expenditures Account, the Barrister's Ball Account, the §106 Fund, or a combination thereof based upon a simple majority vote of the Board of Governors.

§ 120 Barrister's Ball Account

- 1) Those funds carried over in accordance with §117(5)(c) are governed by this section.
- 2) These funds are to be used to subsidize the cost of the Barrister's Ball in that academic year.
- 3) Expenditure of these funds requires compliance with §106 and §112 procedural formalities.
- 4) Funds in this account not expended by the end of the academic year will be carried over to the next academic year.

§121 Amendments, Exceptions, and Revisions

- 1) Amendments to this Act can be made by a majority vote of the Student Senate; however, those areas of the Act that require a 2/3 majority vote by the Student Senate for approval of appropriation also require a 2/3 majority vote for amendment. Unless otherwise specified, amendments to this Act will not take effect until the following academic year.
- 2) Individual exceptions to this Act for an organization presented with an extraordinary opportunity may be made by a 2/3 majority vote of the Student Senate provided the extraordinary opportunity benefits the student body and/or law school community.
- 3) This act shall be reviewed for revision by the Constitutional Committee every two years, beginning with the 2016-17 academic year. If revised, the new act shall be placed before the Student Senate for approval prior to the commencement of any organizational budget allocations for the following academic year, besides spending authorized by §119. The student senate may approve a revision via simple majority vote. All revisions shall not take effect until the following academic year.

THE STUDENT BAR ASSOCIATION BUDGET COMMITTEE REFORM ACT
("BCRA")

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§101: Purpose

§102: Short Title

§103: Budget Committee Application Procedure

§ 101: Purpose

This Act applies to the SBA Budget Committee and is designed to make changes to its procedures and practices, specifically its application procedures. This Act supersedes all previous Acts and procedures. This Act shall act as a supplement to the requirements of the SBA Constitution and By-Laws, but in any instance of direct conflict, the Constitution and By-Laws shall prevail.

§ 102: Short Title

The short title of this Act shall be known as: The Budget Committee Reform Act or "BCRA"

§ 103: Budget Committee Application Procedures

- 1) The SBA Board of Governors shall solicit applications for the Budget Committee for the following academic year from the rising 2L, 2LE, 3L, 3LE, and 4LE classes. The Board of Governors shall choose no more than 2/3 of the Committee for the following year at the conclusion of the current academic year.
- 2) The SBA Board of Governors shall solicit applications for the Budget Committee from the incoming 1L and 1LE classes at the beginning of the academic year. The Board of Governors shall choose the 1L/1LE members of the Budget Committee before budget allocation requests are due.
- 3) This section is designed to ease the transition to the following academic year and to ensure that the new members of the Budget Committee know the budget process and procedures. This section will also allow upper level members of the Committee help 1L/1LE members acclimate to the budget process faster and more efficiently.

**THE STUDENT BAR ASSOCIATION FREEDOM IN EDUCATION AND SPEECH
TOWNHALL INITIATIVE TO GIVE VOICES TO UNDERREPRESENTED STUDENTS
ACT (“FESTIVUS”)**

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§ 101: Purpose
§ 102: Short Title
§ 103: Time, Place, and Frequency
§ 104: Moderator
§ 105: Solicitation of Issues/Speakers
§ 106: Rules or Order

§ 101: Purpose

This Act shall establish a standing meeting, sponsored by the SBA Board of Governors, for the purpose of allowing the student body to bring issues to the attention of the Board of Governors and to air grievances to the Board of Governors.

§ 102: Short Title

The short title of this Act shall be known as the “FESTIVUS” Act

§ 103: Time, Place, and Frequency

The time and place of these meetings shall be determined by the Board of Governors no later than one week prior to each meeting. The Board of Governors shall, to the best of their abilities, hold these meetings at a time and place that is both accessible to a wide number and variety of students, and shall, to the best of their abilities, avoid conflicts with large events held by SBA Organizations. The frequency of these meetings shall be once every other week, but never in the same week as the monthly SBA meeting. The frequency of these meetings shall be changed only by a majority vote of the Board of Governors.

§ 104: Moderator

These standing meetings shall be moderated by a member of the Board of Governors. The Board of Governors shall choose which member shall moderate each of the meetings, but it is suggested that a different member moderate each meeting in a cycle so as not to burden any one member of the Board of Governors. The moderator shall be in charge of taking note of any and all issues raised at the meeting for the purpose of reporting these issues to the Board of Governors and student body. The moderator shall be in charge of enforcing the rules of order.

§ 105: Solicitation of Issues/ Speakers

The Board of Governors shall, in the week leading up to the meeting and in a conspicuous place in the law school, solicit issues and students to speak at the meeting. These issues may be submitted with the student's name or anonymously, and will provide the moderator with the means to guide the conversation at the meeting.

§ 106: Rules of Order

The meeting shall be conducted and attended in a respectful manner. All points of view shall be given ample time to be expressed. No issue shall be trivialized. The moderator shall be an unbiased mediator, guiding the conversation but not participating in it, other than to report on the official stance of the Board of Governors. The moderator shall have the power to exclude a student for violation of these rules. Any student excluded from two meetings shall be excluded for the remainder of the semester. Any student excluded for the remainder of the semester may appeal this decision to the Student Senate, which may reinstate the student's ability to attend the meetings by a 2/3 vote, not counting abstentions.