

STUDENT BAR ASSOCIATION BYLAWS

Article I - Purpose

The duties of the members of the Student Bar Association (“SBA”) shall be as prescribed by these Bylaws, the Constitution, and Election Code of this SBA.

Section 1: Transparency

The SBA shall strive to maintain transparency in all of its activities. All members of the SBA shall have the right to access and review the following documents:

- a) The SBA Constitution and Amendments;
- b) The SBA Bylaws;
- c) Any and all Resolutions or Initiatives adopted in accordance with the SBA Constitution;
- d) Internal Standing Committee Reports;
- e) Student-Faculty Committee Representative Reports;
- f) All periodic reports regarding expenditures and allocations made by the Treasurer on behalf of the SBA; and
- g) Copies of the Minutes of all SBA meetings of the current academic year.

Article II – Elections

- a) The election of Executive Board members shall be governed by the SBA Constitution and the Election Code.
- b) The President, Vice President, and Dean of Student Affairs will designate within the law school appropriate places where campaign posters, and other material may be displayed and promulgated. The purpose of the campaign materials will be to inform the student body of candidate qualifications. The President is further empowered to establish and enforce on an equitable basis such rules as the President deems necessary and proper in regard to the number of posters per candidate, the size of the posters, etc.
- c) All newly elected officers shall assume their duties on the day following graduation in the Spring semester.

Article IV – Student Organizations

Section 1: New Student Groups

- a) To be recognized as a student organization, a student group must submit:
 1. A New Student Group Request Form
 2. The composition of the group’s executive board officers
 3. The group’s bylaws
- b) A student group is approved and eligible for funding pending confirmation by the President, Treasurer, and the Office of Student Affairs.

Section 2: Self-dealing

Self-dealing by Student Groups is strictly forbidden. Self-dealing includes, but is not limited to, payment for goods and services provided by any member or relative of any member of the sponsoring group, any member or relative of a member of a Student Group which regularly cosponsors (defined as four events or more in the past two semesters) events with the sponsoring group, or past members of the Student Group. The SBA Treasurer may grant an exception to this rule only when the exception is requested in writing before the goods and services are provided and only when compelling reasons justify the approval of the request.

Section 3: Student Group Record Keeping

The SBA Treasurer shall encourage all Student Groups to maintain a ledger of expenses, disbursements, and income. Expense reports will aid Student Groups in managing their allocations, donations, and expenses, allowing groups to better use their budget and prevent overdraft of their accounts. These ledgers will also aid Student Groups in their current year budgets to include the actual costs of the events they held or sponsored.

Section 4: Decommission

Approved Student Groups may lose their standing if they are defunct (i.e., no programming, no activity or no communication) for 4 semesters.

Article V - Budget

Section 1: Budget

The SBA will receive notice of its budget (the “SBA Treasury”) near the beginning of the Fall semester from the Dean of Student Affairs. Budgets for each student group seeking funding from the SBA shall be established in accordance with SBA bylaws.

Section 2: Applications and Guidelines

The SBA will design an application process for allocations. Final decisions will be made by the entire Executive Board with input from the Office of Student Affairs.

- a) For the purpose of calculating the total annual budget with respect to a particular organization or committee, the SBA Executive Board may consider the group’s prior spending history, past-due reports, events, and group membership.
- b) Further, the Executive Board may consider whether the group has abided by SBA, PIRC, and Office of Student Affairs regulations.
- c) No more than 70% of the SBA Treasury may be allocated during the funding process described in the SBA bylaws.
- d) At least 30% of the SBA Treasury is to be designated as a general fund to cover events/initiatives funded by the SBA and cover unanticipated expenses.

Section 3: Disbursement of Funds

- a) All allocations of the SBA Treasury are to be made pursuant to the SBA Bylaws. Such funds remain in the SBA Treasury until committees and groups receiving allocations

actually incur expenses or until proper documentation is provided showing that funding is needed prior to the club's allocation of funds.

b) Budgets for each student group seeking funding during a particular academic year shall be recommended and approved by the Executive Board.

1. Said applications must be submitted by the date specified by the Office of Student Affairs. The applications should include a schedule of that group's events and an explanation for its funding request.

2. No group will receive funding unless they have met all the requirements to become officially recognized by both the SBA and the Office of Student Affairs.

c) The Treasurer reserves the right to bring in student group representatives to further explain their finance requests.

d) After the Treasurer's presentation to the Executive Board, the Board will discuss the suggestions and share opinions.

e) The final SBA budget will be determined by a two-step review process. The first step will be the individual-level review where each board member creates their desired budget based on all the factors previously mentioned. The next step is the group-level review. Here, the board members will discuss their individual-level proposals, elaborate on their rationales, and determine the final SBA budget together. If the board members disagree on the amounts, a majority vote will determine the final SBA budget amounts.

f) The Treasurer will record and report the allocations to each student group, and thereafter track each group's finances.

g) The SBA reserves the right to rescind allocations if a student group is not spending wisely or if the student group has not spent any of its funding by April.

h) Each student organization will be required to submit an End of Year Report to the outgoing SBA Secretary. The End of Year Reports must include a summary of all group activity and events, a summary of expenditures, and a list of the outgoing and incoming board members.

1. These End of Year Reports will be turned into the SBA, and the PIRC Office if the group is a PIRC Group.

2. The Deadline for End of Year Reports will be no later than Graduation.

Article VI – Amendments

a) Amendments to these Bylaws will be deemed adopted upon a majority vote of the Executive Board as "Executive Board" is defined in the SBA Constitution.

b) Proposed Amendments must be read to the members of the Executive Board at the meeting prior to which it is voted upon.

These Bylaws are effective as of **September 26, 2021**, and supersedes all prior Bylaws.