SECTION ONE: GENERAL PROVISIONS


1.1. **Purpose:** The purpose of these By-Laws is to provide an effective governance structure for the Student Bar Association (SBA) at the University of Cincinnati College of Law (College of Law).

1.2. **Dues:** Membership dues for full-time students shall be a one-time fee of one hundred and fifty (150) dollars to be paid the first year the student is enrolled. Only dues paying members shall be permitted to attend SBA sponsored events. Transfer, flex-time, and LLM students shall be charged on a pro-rated basis of fifty (50) dollars per year of enrollment.

1.3. **Transparency:** The SBA shall strive to maintain transparency in all of its activities. All members of the SBA shall have the right to review the information below upon a request to the Secretary:

   1.3.1. The SBA Constitution and Amendments
   1.3.2. The SBA By-Laws
   1.3.3. General Council Meeting Minutes
   1.3.4. Standing Committee Reports
   1.3.5. Chartered Student Organization Budget Reports

1.4. **Anti-Discrimination:** The SBA shall not discriminate on the basis of ancestry, color, or race; cultural or ethnic background; national origin; age; sex; gender; sexual orientation; disability; martial or parental status; ideological, philosophical, or political belief or affiliation; or religion. The SBA shall not encourage or condone discrimination, either explicitly or implicitly.
SECTION TWO: MEETINGS

2. Meetings

2.1. Executive Council

2.1.1. Scheduling and Notice: Meetings should be held at a regular time and place. Meeting dates and times shall be established at the beginning of each school year and distributed to the Executive Council members. No meetings shall be scheduled during any class period of any Executive Council member. Executive Council members are responsible for notifying the President of any conflicts.

2.1.2. Agenda: The President shall prepare an agenda for each meeting and distribute it to each Executive Council member the morning of the scheduled meeting. The President shall permit each Executive Council member to speak at every meeting. The President shall have the discretion to limit each members speaking time to no less than 5 minutes.

2.1.3. Absences: All Executive Council members are expected to attend every scheduled meeting. Any absence must be communicated to the President 24 hours in advance of the scheduled meeting.

2.1.4. Minutes: The Secretary shall take detailed meeting minutes including but not limited to starting and ending time, attendance, substance of discussions, and topics to be revisited at future meetings.

2.2. General Council

2.2.1. Scheduling: Meetings should be held at a regular time and place. Meeting dates and times shall be established at the beginning of each school year and distributed to the student body and chartered student organization leaders.

2.2.2. Notice: In the event that a regularly scheduled meeting cannot be held, the Secretary shall notify the student body and chartered student organization leaders of the conflict and state the date and time of the rescheduled meeting.

2.2.3. Agenda: The President shall designate a process for preparing an agenda for each meeting. This process shall include the means by which students and organization leaders may include items on the agenda. The President shall prepare an agenda for each meeting and distribute it to the student body and chartered student organization leaders the morning of the scheduled meeting.

2.2.4. Roll Call: Before the start of every meeting, the Secretary shall take attendance and record those present and absent. Official attendance sheets including specific officer attendance, student organization attendance, and total number of persons present shall be maintained by the Secretary for a period of at least two (2) years.

2.2.5. Agenda Discussion/Requests

2.2.5.1. Process: Once an agenda item has been introduced, all those present at the meeting shall have a chance to engage in discussion.

2.2.5.2. Debate: The President shall provide an opportunity for all members of the SBA to debate an agenda item. Members shall indicate their desire to speak by raising their hand. The President shall designate who is to speak, making all efforts to follow the order in which hands were raised.

2.2.5.3. Motions: All motions must be seconded and adopted by a majority vote unless indicated otherwise. All motions are debatable unless otherwise noted.

2.2.5.4. Time Limits: The President or Executive Council member presiding over the meeting may impose reasonable time limits on speakers.
2.2.6. Voting

2.2.6.1. General Voting: Voting shall be done by raising hands. The Secretary shall record the results of the vote.

2.2.6.2. Roll Call Voting: A roll call vote shall be conducted when requested by any member of the SBA. A roll call vote may be requested either before or after the vote. If a roll call vote is requested, the Secretary shall call each voting member by name. Each voting member is then required to state “yes,” “no,” or “abstain”

SECTION THREE: ELECTIONS

3. Elections

3.1. Scope: This section shall be used to effectuate the election of all Executive Council members as specified in Article Six, Section One of the SBA Constitution. Nothing in this section shall apply to persons appointed by the President to serve as a Chair of a Committee.

3.2. Violation: A violation of any rule contained in this Section shall result in a penalty to be determined by the Election Commissioner, up to and including removal of the candidate from the ballot.

3.3. Election Commissioner

3.3.1. Nomination: The President of the SBA shall nominate an Election Commissioner (Commissioner) at the January meeting of the Executive Council and shall appoint the Commissioner with the advice and consent of the Executive Council by the February General Council meeting. A majority consent of the Executive Council members is required.

3.3.2. Scope: The Commissioner shall supervise all aspects of all elections in order to facilitate a fair and impartial election. The Commissioner will be the exclusive contact for all matters pertaining to elections. The Commissioner is responsible for all communications relating to elections, including but not limited to any correspondence requiring the approval of the College of Law administration.

3.3.3. Committee: The Commissioner may, at his or her discretion, form an Election Committee. No member of the Committee may be a current member of the Executive Council or a candidate for any position on the ballot.

3.3.4. Discretion: Any questions which arise that are not specifically explained in these By-Laws will be left to the discretion of the Commissioner to be answered in the spirit of these By-Laws.

3.4. Pre-Election Procedure

3.4.1. Announcements: The Commissioner shall announce the exact dates of the elections at least fourteen (14) days prior to election. The date shall be selected in accord with Article Six of the SBA Constitution. The announcement shall be made by sending an email to the student body via the school provided listservs. The announcement shall also include the date and procedure for turning in Petitions and Position Statements as well as the date for the Candidate Forum.

3.4.2. Mandatory Material: The Commissioner shall provide each 1L with an electronic copy of the SBA Constitution and these By-Laws, and make available physical copies upon request, prior to or at the same time as announcing the exact date of the Fall election.
3.4.3. Petitions

3.4.3.1. A student must submit a petition for the office for which they wish to run. The petition must include the student’s name and the office for which they wish to run.

3.4.3.2. A student may not submit a petition for an office for which they are ineligible to run. The Commissioner shall ensure eligibility of all petitions in accord with Article Five of the SBA Constitution.

3.4.3.3. For all positions except 1L Representative, a valid petition must contain signatures of twenty-five (25) students currently enrolled at the College of Law.

3.4.3.4. Valid petitions for the position of 1L Representative must contain signatures of at least twenty-five (25) students from the 1L Class.

3.4.3.5. All Petitions must be submitted to the Commissioner at least 5 days prior to the election. The Commissioner has the discretion to set an earlier deadline and to determine the means by which candidates must submit their petitions.

3.4.4. Position Statements

3.4.4.1. Each candidate shall submit a position statement to the Commissioner detailing the candidate’s views and/or qualifications.

3.4.4.2. The Commissioner shall have the discretion to provide a specific form. The Commissioner should seek out advice from the current Executive Council members about relevant questions to be answered by the candidates in the position statement.

3.4.4.3. All Position Statements must be submitted to the Commissioner at least 5 days prior to the election. The Commissioner has the discretion to set an earlier deadline and to determine the means by which candidates must submit their position statements.

3.4.4.4. The Commissioner shall post all Position Statements in a well-traversed area at least three (3) days prior to the election.

3.4.5. Candidate Forum

3.4.5.1. The Commissioner shall arrange a designated time for candidates to deliver oral statements to the student body. The Commissioner has the discretion to determine a set amount of time allotted to each candidate. Ample time should be allotted for the candidates to receive and answer questions from the students.

3.4.5.2. Only qualified candidates whom have fully complied with the SBA election procedures shall participate in the forum.

3.4.5.3. The forum shall be held at a regular time and place.

3.4.5.4. The Commissioner shall serve as the moderator of the program.

3.4.5.5. The Commissioner shall publicize the program to the student body.

3.5. Campaigning

3.5.1. Campaigning may begin after the deadline for receipt of petitions and position statements as decided by the Commissioner.

3.5.2. Candidates may campaign in any manner in which they see fit so long as campaign efforts comply with these By-Laws and do not disrupt the integrity of the classroom or the building. The Commissioner has the discretion to make reasonable determinations of when campaign efforts are disrupting.

3.5.3. No active campaigning shall be conducted on election days. This includes personal solicitations, solicitations on the candidates’ behalf by a third-party, social media posts, and all other interactive means of campaigning for office. Posters and other hanging campaign tools are permitted to remain in place on election days.
3.5.4. All posters and other hanging campaign tools must be displayed twenty-four (24) hours prior to the election. New and additional materials are not permitted to be displayed less than twenty-four (24) hours prior to the election.

3.5.5. All campaign materials must be taken down within twenty-four (24) hours of the commencement of elections. Election results will not be released until all campaign materials have been removed.

3.6. Casting Votes

3.6.1. Votes shall be cast through an online ballot casting system. The Commissioner shall have the discretion to utilize any online ballot casting system he or she sees fit so long as the system complies with these By-Laws and enables the Commissioner to ensure a fair and impartial election.

3.6.2. All students enrolled at the College of Law that have full-time status with the University of Cincinnati shall be eligible to vote in any election held during a semester in which they are enrolled. Each student shall have one vote for each position in which they are eligible to vote in accord with Article Five of the SBA Constitution.

3.6.3. All votes cast must remain anonymous to all, including the Commissioner.

3.6.4. The Commissioner shall ensure the online ballot casting system allows students to cast a vote for a write-in candidate.

3.7. Vacancies

3.7.1. Notice: If, at the deadline for the receipt of petitions and position statements, no candidate has qualified for a position, the Commissioner shall post notice that the position is vacant, and that any person seeking to be considered for the position shall notify the President-elect no later than five (5) business days after the results of the election are posted. The President-elect shall have the power to appoint positions as described in Article Five of the SBA Constitution.

3.7.2. Out of Session President Vacancy: If a vacancy arises in the office of the President when regularly scheduled classes are not in session, the Vice-President shall assume the duties of the President until a formal election can be held to elect a new President in accord with the SBA Constitution and these By-Laws.

3.7.3. Other Out of Session Vacancies: If a vacancy arises in the office of Vice President, Treasurer, or Secretary when regularly scheduled classes are not in session, the President shall appoint, with the advice and majority consent of the Executive Council, a student to temporarily fill the position. The temporary replacement shall meet all the eligibility requirements as established in Article Five of the SBA Constitution. The temporary replacement shall serve until a formal election can be held as provided by the SBA Constitution and these By-Laws.

3.8. Post-Election Procedure

3.8.1. Inauguration: Inauguration of newly elected SBA Executive Council members shall be conducted in accord with Article Six of the SBA Constitution. The oath to be taken by all elected Executive Council Members is attached as Appendix A. The inauguration of the newly elected Executive Council shall be done in the following order:

3.8.1.1. The outgoing President will inaugurate the President-elect.
3.8.1.2. The newly sworn in President will then inaugurate the remainder of the Executive Council.

3.8.2. Meeting: Between the time of the election in March and the inauguration of the newly elected Executive Council, or within a reasonable time after the inauguration, the outgoing
President and President-elect shall convene an instructional session in which newly elected Executive Council members will meet with outgoing Executive Council members to discuss job duties.

3.8.3. **Required Documents:** At the instructional session, each new Executive Council member shall be given a copy of:

- 3.8.3.1. The Student Bar Association Constitution;
- 3.8.3.2. The Student Bar Association By-Laws;
- 3.8.3.3. The most recent Executive Council meeting minutes; and
- 3.8.3.4. Any documents, passwords, or other information necessary for the newly elected member to fully assume their position.

**SECTION FOUR: APPOINTED REPRESENTATIVES**

4. **Appointed Representatives**

4.1. The President shall have the power to appoint a student representative to any bar association, professional service provider, SACUB, or other entity that seeks a student appointment from the College of Law.

4.2. The appointed student must be enrolled at the College of Law and be in good-standing with the University of Cincinnati.

**SECTION FIVE: STANDING COMMITTEES**

5. **Standing Committees**

5.1. **Established Committees:** The following committees shall be established as standing committees of the Student Bar Association:

- 5.1.1. The Constitution and Rules Committee
- 5.1.2. The Budget Committee
- 5.1.3. The Hooding Committee
- 5.1.4. Barristers Charity Ball Committee

5.2. **The Constitution and Rules Committee**

5.2.1. **Membership:** The Constitution and Rules Committee shall be led by the Vice President of the Student Bar Association and shall consist of the Secretary of the Student Bar Association and at least one representative from each of the three classes. The representative need not be a member of the Executive Council.

5.2.2. **Retention:** The Constitution and Rules Committee shall maintain complete copies of the constitutions of all chartered student organizations submitted in accord with Section Six of these By-Laws.

5.2.3. **Advice:** The Constitution and Rules Committee shall receive proposed changes in constitutions of chartered student organizations and recommend acceptance or rejection to the Executive Council. Acceptance or rejection shall be based solely on compliance with the SBA Constitution, these By-Laws, and any other documents subsequently adopted.

5.2.4. **Constitution Changes:** The Constitution and Rule Committee shall duly consider, investigate, and initiate recommendations on all proposed amendments to the SBA Constitution in accord with Article Nine of the SBA Constitution.

5.2.5. **Chartered Student Organization Appeals:** *Reserved.*
5.3. **The Budget Committee**

5.3.1. **Composition:** The Budget Committee shall be comprised of the following:

5.3.1.1. The Treasurer of the SBA, as a facilitator and non-voting member; and
5.3.1.2. Three members of the law school student body, one from each class.

5.3.1.3. **Appointments**

5.3.1.3.1. The 2L from the prior year’s committee will act as chair for the present year.

5.3.1.3.2. The 1L from the prior year’s committee will act as the representative for the 2L class.

5.3.1.3.3. The newly seated 3L chair shall appoint a representative for the 1L class.

5.3.2. **Purpose and Duties**

5.3.2.1. The Budget Committee shall prepare and review the budget for the SBA as well as oversee budgetary and expense account decisions.

5.3.2.2. The Budget Committee shall maintain copies of all documents submitted to the Committee by chartered student organizations, the University, or other parties for a period of three (3) years.

5.3.2.3. The Budget Committee shall maintain copies of all documents submitted by the Committee to chartered student organizations, the SBA General Council, the University, or other parties for a period of three (3) years.

5.3.3. **Proposed Budgets**

5.3.3.1. The Budget Committee shall prepare a proposed budget for the SBA, including budgets for chartered student organizations, based upon the guidelines set forth in Sections 6 and 7 of these By-Laws.

5.3.3.2. The proposed budget shall be circulated to the student body via email no later than seven (7) days before the first general council meeting of the SBA.

5.3.4. **Appeals**

5.3.4.1. The appeals process shall be determined by the Treasurer of the SBA and approved by a majority of the Executive Council.

5.4. **The Hooding Committee**

5.4.1. **Membership:** The Hooding Committee shall be led by the 3L Representatives of the Student Bar Association and shall consist of any persons deemed necessary by the 3L Representatives to carry out the functions of the committee.

5.4.2. **Purpose:** The Hooding Committee shall raise money to support the graduating J.D. and L.L.M. with the cost of graduation regalia.

5.4.3. **Authority:** The Hooding Committee shall have the discretion to raise money as they see fit so long as it is in accordance with the SBA Constitution and these By-Laws. The Executive Council shall retain control over any activities that involve funding from the SBA.

5.5. **Barristers Charity Ball Committee**

5.5.1. **Membership:** The Barristers Charity Ball Committee shall be led by the Philanthropy Chair and Social Chair of the Student Bar Association, or a designated Barristers Chair, and any persons deemed necessary by the Chairs to carry out the functions of the committee.

5.5.2. **Purpose:** The Barristers Charity Ball Committee shall raise money to support the designated Barristers Ball Charity.

5.5.3. **Authority:** The Barristers Charity Ball Committee shall have the discretion to raise money as they see fit so long as it is in accordance with the SBA Constitution and these By-
Laws. The Executive Council shall retain control over any activities that involve funding from the SBA.

**SECTION SIX: SBA BUDGET**

6. SBA Budget

6.1. **In General**

6.1.1. The fiscal year for the Student Bar Association shall begin on August 1 and end on July 31.

6.2. **Guidelines for the Allocation of Funds**

6.2.1. **Contingency Fund:** The Budget Committee shall allocate at least five (5) percent of the total public funds available at the beginning of the fiscal year to a Contingency Fund. This fund shall be available for non-chartered student organizations and any emergency needs of the SBA or chartered student organizations. Any balance remaining in this fund on April 30 of the fiscal year shall revert to the SBA General Public Fund.

6.2.1.1. The exact percentage of the funds to be allocated shall be determined by the Treasurer of the Student Bar Association based on overall budgetary requests and expected activities.

6.2.1.2. At least one half (1/2) of all money allocated to the Contingency Fund shall be reserved for Spring Semester disbursement.

6.2.2. **Priority:** In preparing an overall budget, the funds shall be allocated in the following order of priority:

6.2.2.1. SBA Contingency Fund;

6.2.2.2. SBA;

6.2.2.3. Chartered Student Organizations in compliance with 7.2.2.3.

6.2.3. **Additional Funds:** In the event the SBA receives additional unbudgeted funds for disbursement to chartered student groups during the fiscal year, the SBA shall consider a supplemental budget in accordance with these By-Laws. The Budget Committee shall retain sole discretion to create a supplemental budget. Any supplemental budgets must be approved in the same manner as the final budget.

6.3. **Spending Policy:** Reserved.

6.3.1. **In General:** Reserved.

6.3.2. **Reimbursements:** Reserved.

6.3.3. **Credit Card:** Reserved.

6.4. **Limitations**

6.4.1. **In General:** No funds shall be allocated by the SBA for any of the following:

6.4.1.1. Any expenditure in violation of the rules promulgated by the University;

6.4.1.2. Any organization or activities that discriminates on the basis of race, nationality, sex, religion, or sexual preference;

6.4.1.3. Individual memberships in any organization;

6.4.1.4. Donations to charity; or

6.4.1.4.1. **Exception:** The SBA may use funds in a manner consistent with this Section to organize and execute an event with proceeds donated to charity, but may not make a donation to any charity directly.

6.4.1.5. Gift Cards
6.4.1.5.1. Exception: Gift cards may be solicited as donations, but never directly purchased with any university funds.

6.4.2. Presumption: There shall be a presumption that SBA will not fund events hosted by the University. Any amount of money used to host events at the request of the University or in conjunction with the University must be approved by a majority of the Executive Council.

SECTION SEVEN: CHARTERED STUDENT ORGANIZATIONS

7. Chartered Student Organizations

7.1. Charters

7.1.1. Charters In General

7.1.1.1. A list of all currently chartered student organizations and their executive boards is maintained by the SBA Secretary and available to any student within seven (7) days upon receipt of a written request.

7.1.2. Procedure to Secure a New Charter

7.1.2.1. Submissions: Any student organization seeking to be chartered by the SBA shall submit the following to the President of the SBA:

7.1.2.1.1. A brief statement about the student organization, its purposes and goals, and how the organization serves the purposes of the SBA as set forth in Article Two of the SBA Constitution;

7.1.2.1.2. The constitution of the student organization, which must contain:

7.1.2.1.2.1. The purpose and goals of the student organization;

7.1.2.1.2.2. The purposes and goals of the sponsoring national organization, if applicable;

7.1.2.1.2.3. The non-discrimination policy statement for the student organization; and

7.1.2.1.2.4. The list of officers of the student organization and the procedure by which they are elected.

7.1.2.1.3. A list of ten (10) members of the student organization, all of which must be current students of the University of Cincinnati College of Law and must be in good academic standing.

7.1.2.1.4. Faculty advisors are strongly encouraged but not required.

7.1.2.2. Review: The Constitution and Rules Committee shall review the constitution of the student organization to determine the validity of the constitution. A report of its determination shall be submitted to the General Council for review prior to conducting an approval vote.

7.1.2.3. Voting: The President of the SBA shall conduct a vote at the earliest possible General Council Meeting. A student organization shall be chartered when they receive approval votes from two thirds (2/3) of General Council.

7.1.2.4. Budget. Any student organization that is chartered by approval of the General Council shall receive a $250 budget to be taken from the Contingency Fund.

7.1.3. Losing a Charter

7.1.3.1. Revocation: The President shall put the revocation of a student organizations charter to a vote when:

7.1.3.1.1. It has no members;

7.1.3.1.2. It actively pursues a course of conduct contrary to the purposes of the SBA or any University policy; or
7.1.3.1.3. It fails to meet the SBA attendance policy set forth in the SBA Constitution.

7.1.3.2. **Vote:** A two thirds (2/3) vote of the General Council shall be necessary to revoke the chartered status of a student organization.

7.1.3.2.1. Before a vote is conducted, a representative from the chartered student organization shall be given an opportunity to make a statement to the General Council.

7.1.3.3. **Reversion of Funds:** All funds allocated or remaining in a student organizations budget after they lose their charter shall revert to the Contingency Fund.

7.1.3.4. **Appeals:** Reserved.

7.2. **Budgeting Procedure**

7.2.1. **In General**

7.2.1.1. Only organizations chartered by the Student Bar Association shall be eligible to request a budget allocation.

7.2.1.2. The fiscal year for all chartered student organizations shall begin on August 1 and end on July 31.

7.2.1.3. It shall be the responsibility of each chartered student organization to oversee their own financial position and to remain within their allocated budget for the fiscal year.

7.2.2. **Prerequisites to Receiving a Fiscal Year Budget**

7.2.2.1. **Treasurer:** Each chartered student organization receiving a budget from the Student Bar Association shall have a treasurer.

7.2.2.2. **Ledger:** The treasurer of each chartered student organization receiving a budget from the Student Bar Association shall maintain a line item ledger of all organization transactions. This ledger shall be available to the Treasurer of the SBA upon request.

7.2.2.3. **Proposed Budget:** The treasurer of each student organization shall present to the Treasurer of the SBA a proposed budget for the upcoming fiscal year. The proposed budget shall be in the form requested by the Budget Committee and must be submitted on or before August 10th of the current fiscal year, or at a date set by the Budget Committee. The Budget Committee has the sole discretion to accept or deny proposed budgets submitted after the stated deadline.

7.2.2.4. **Schedule of Events:** The treasurer of each student organization shall present to the Treasurer of the SBA a proposed schedule of events for the upcoming fiscal year. The proposed schedule of events shall be in the form requested by the Budget Committee and must be submitted on or before August 10th of the current fiscal year, or at a date set by the Budget Committee. The proposed schedule of events must include two (2) events per semester and must briefly describe the purpose and include a breakdown of the anticipated cost of each event. A proposed budget shall not be accepted without a proposed schedule of events.

7.2.2.5. **Constitution:** The treasurer of each student organization shall present to the Treasurer of the SBA the current Constitution of the student organization. The Constitution must be submitted on or before August 10th of the current fiscal year, or at a date set by the Budget Committee. The Constitution must comport with the requirements of this Section. A proposed budget shall not be accepted without a Constitution.
7.2.3. Guidelines for the Allocation of Funds

7.2.3.1. Value of Expense: In evaluating budget proposals from chartered and from non-chartered student organizations, the following factors shall be considered (not necessarily in order of importance or weight):

- Educational value of the programs;
- Number of students in the organization;
- Number of students who will benefit from the programs;
- Benefit of the programs to the law school and the community as a whole;
- Past performance and use of allocated funds; and
- Merits of the program.

7.2.3.2. Criteria. The Budget Committee shall furnish criteria for determining student organization budgets before soliciting budgets.

7.2.3.3. Explanation: Upon the oral or written request of any Member at the meeting where the budget is to be approved, the Budget Committee shall be prepared to explain the rationale behind the proposed budget for any chartered or non-chartered student organization.

7.2.3.4. Incentive Programs. The Treasurer of the Student Bar Association shall have the authority to establish incentive programs as he or she sees fit.

7.2.4. Proposed Budget Appeals

7.2.4.1. The appeals process shall be determined by the Treasurer of the SBA and approved by a majority of the Executive Council.

7.2.5. Budget Proposals from Non-Chartered Student Organizations

7.2.5.1. Non-chartered student organizations may present proposals for the funding of specific activities or programs to the Budget Committee.

7.2.5.2. All such proposals must comply with budgeting procedure set forth in this Section.

7.2.5.3. The Budgeting Committee shall include these proposals in their proposed budget. However, each non-chartered student organization proposal shall be voted on separately by the General Council at the same time a vote is being conducted for the final budget. Non-chartered student organization proposals require majority approval by the General Council.

7.2.5.4. Approved funding for any such activities or programs shall be allocated exclusively from the Contingency Fund.

7.2.5.5. Non-chartered student organizations may not appeal the decision of the Budget Committee.

7.2.6. Contingency Fund Requests

7.2.6.1. Request: Student Organizations may use the Contingency Fund to request monies additional to the amount allocated to their initial budget. Contingency Fund requests must be made prior to the student organization spending the desired amount. In order to obtain contingency funding, the requesting student organization shall do the following:

- Complete the "Contingency Request Form" provided by the Treasurer;
- Submit the completed Contingency Request Form to the Treasurer via email at least 48 hours prior to the General Council Meeting; and
- Present the Contingency request at a General Counsel Meeting.

7.2.6.2. Approval: Contingency Fund Requests require approval by a two-thirds (2/3) majority vote of the General Counsel.
7.2.6.3. **Use of Funds:** Any organization that has been granted contingency funds may spend those monies in any way it sees fit as long as it is in compliance with this Section and in the spirit for which those monies were granted.

7.3. **Spending Policy**

7.3.1. **Reasonableness:** There is no presumption of reasonableness on the part of club spending, however, these policies are to be interpreted liberally by the treasurer with the purpose of the SBA in mind. Clubs have wide discretion in spending their allocated funds, these policies shall provide the outer limit for that discretion. All borderline decisions are to be resolved in favor of the club.

7.3.2. **Spending Categories**

7.3.2.1. **In General:** All chartered student organization spending shall fit into one of the following categories:

7.3.2.1.1. **Food**

7.3.2.1.1.1. Event related food
7.3.2.1.1.2. Non-event related food

7.3.2.1.2. **Office supplies and related items**

7.3.2.1.3. **Speakers**

7.3.2.1.3.1. Travel for speakers
7.3.2.1.3.2. Speaker fees, honorariums, gifts, etc.

7.3.2.1.4. **Non-food event spending**

7.3.2.1.4.1. Services
7.3.2.1.4.2. Other non-food event spending

7.3.2.1.5. **Spending on behalf of organization members**

7.3.2.1.6. **Other**

7.3.2.2. **Food**

7.3.2.2.1. Event related food consists of all food and non-alcoholic drinks purchased for events organized or executed by student organizations.

7.3.2.2.2. Non-event related food consists of all food and drinks purchased for purposes other than the execution of an event, including planning meetings or organization dinners.

7.3.2.2.3. Expenditures for food shall be limited to $10 per person per meal at the discretion of student organizations. A maximum of $15 per person may be spent with the prior approval of the Treasurer of the SBA.

7.3.2.3. **Office Supplies and Related Items**

7.3.2.3.1. Supplies include any office supplies needed for the club to meet its stated goals.

7.3.2.3.2. Expenditures for supplies should be made only when necessary to meet the student organization’s needs, and must be reasonable as determined by the Treasurer of the SBA.

7.3.2.4. **Speakers**

7.3.2.4.1. Speakers include all lecturers, debaters, panelists, and similar presenters.

7.3.2.4.2. Travel costs for speakers include any payments or reimbursements made to speakers to cover the cost of their travel to and/or from the speaking engagement. All such costs must be:

7.3.2.4.2.1. Pre-approved through the Dean’s office, according to their procedures; and
7.3.2.4.2.2. Reasonable, as determined by the Treasurer of the SBA.
7.3.2.4.3. Any fees paid to speakers must be pre-approved by the Treasurer of the SBA. In determining whether or not to approve the expenditure, the Treasurer will consider the factors including:

7.3.2.4.3.1. The topic of the speaker's presentation;
7.3.2.4.3.2. The speaker's notoriety;
7.3.2.4.3.3. The benefit to the school and its students;
7.3.2.4.3.4. The cost; and
7.3.2.4.3.5. Any other relevant factors.

7.3.2.4.4. Any honorariums or gifts provided to speakers do not require pre-approval, but must comply with these By-Laws and must be reasonable as determined by the Treasurer.

7.3.2.5. Non-food Event Spending

7.3.2.5.1. Spending on services consists of expenditures made in the execution of an event that include, but are not limited to, payments for DJs, auctioneers, MCs, and similar service providers. In making expenditures for services, student organizations shall adhere to University policies for services, including assuring the limited services engagement form is completed by the contractor.

7.3.2.5.2. Other non-food event spending consists of expenditures pursuant to the execution of an event that are not services, food, or drink. Such expenditures may include, but are not limited to, equipment rentals, fees for reserving space on campus, and supplies related to food preparation and consumption.

7.3.2.6. Spending on Behalf of Members

7.3.2.6.1. Travel costs for individual organization members requires pre-approval from the Dean's office according to their procedures. All expenditures must be related to the student organization whose budget the costs are coming out of, and be reasonable as determined by the Treasurer of the SBA.

7.3.2.7. Other

7.3.2.7.1. Expenditures by an organization that do not fit into any of the previously described categories shall be pre-approved by the Treasurer of the SBA. In determining whether or not to approve the expenditure, the Treasurer will consider factors including:

7.3.2.7.1.1. The benefit to the school and its students;
7.3.2.7.1.2. The cost;
7.3.2.7.1.3. The nature of the expenditure;
7.3.2.7.1.4. Whether the expenditure fits the purpose of the organization; and
7.3.2.7.1.5. Any other relevant factors.

7.3.2.8. Limitations: No funds shall be allocated by the SBA for any of the following:

7.3.2.8.1. Any expenditure in violation of the rules promulgated by the University;
7.3.2.8.2. Any organization or activities that discriminates on the basis of race, nationality, sex, religion, or sexual preference;
7.3.2.8.3. Individual memberships in any organization;
7.3.2.8.4. Donations to charity; or
7.3.2.8.4.1. Exception: An organization may use funds in a manner consistent with this Section to organize and execute an event with proceeds donated to charity, but no organization may make a donation to any charity directly from student organization or SBA allocated funds.

7.3.2.8.5. Gift Cards
7.3.2.8.5.1. **Exception:** Gift cards may be solicited as donations, but never directly purchased with student organization or SBA allocated funds.

7.4. **Conduct**

7.4.1. **Constitutions:** Each chartered student organization is under a continuing obligation to provide the Secretary of the SBA with their most up-to-date Constitution.

7.4.2. **Chartered Student Organization Events**

7.4.2.1. When a chartered student organization hosts an event, the chartered student organization is responsible for the complete clean-up of the event, including any storage or use of the Student Activities Office.

7.4.2.2. If a chartered student organization fails to fully clean-up after the organization’s event within 48 hours of one written notice from the SBA President or Vice President, SBA reserves the right to penalize the group’s budget with a 5% reduction of the remaining funds.

7.4.2.3. No chartered student organization shall host an event at the same time as any General Council Meeting.

7.5. **Appeals Process:** *Reserved.*