

BUDGET POLICIES
and
PROCEDURES
for
STUDENT ORGANIZATIONS

ROGER WILLIAMS UNIVERSITY SCHOOL OF LAW

STUDENT BAR ASSOCIATION

Revised 2009-2010

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I. CREATION OF STUDENT ORGANIZATIONS

a. Formal Recognition of an Organization

Any student organization requesting funds from the SBA must be formally registered with the SBA and the Dean of Students in order to ensure the legitimacy of the organization. The intent of this provision is not for the SBA or the Dean of Students to micromanage the affairs of the student organizations, but to ensure that organizations are open to all students and that the Student Organization agrees to allow the SBA to mediate any internal dispute if requested by Organization members.

Comment [AD1]: Anyone can reserve room space, including Barbri, or even individual students (I'm sure about the Barbri point, not necessarily individual students. Either way, that's an issue for the administration)

b. Registration

In order to be formally registered, an organization must provide the SBA with a Registration Form and a Constitution that:

- (i) allows for participation by all students regardless of race, gender, handicap, religion or sexual preference;
- (ii) states that the organization shall follow those rules and regulations adopted by the School of Law;
- (iii) agrees to allow the SBA to mediate any internal dispute among organization members upon request; and
- (iv) abides by the remaining guidelines set forth below.

c. Meetings

In order to qualify for recognition and funding, a Student Organization must have at least five (5) student members. In order for a vote to be binding, the meeting at which the vote takes place must be attended by a quorum of the

membership as defined in the Organization's Constitution. The Organization must be recognized before requesting funding from the SBA. Notice of an Organization's first meeting must be posted at least seven (7) days in advance.

d. *Completed Budget Application*

In order to receive funding from the SBA, each Student Organization must submit a completed Budget Application to the SBA treasurer by August first. The only instance in which a Budget Application may be submitted after August first is with the express approval of both the SBA President and Treasurer. A completed Budget Application is defined and explained in the SBA Budget Code. It is the Student Organization's responsibility to obtain all necessary information and to return the completed budget application by the deadline.

Completion of the Budget Application does not in any way constitute authorization to spend money on the items requested. The Organization must still go through the funding process described in the Budget Code. The Budget Application provides the SBA with proposed spending information for the semester that aids the Board of Governors in the budgeting process.

Newly created organizations may receive a maximum of \$500 for the first year of existence. Organizations that were previously dormant may receive a maximum of \$500 in their first year out of dormancy.

e. *Dues*

A Student Organization may not charge dues to individuals within the school. Only the Student Organization's national chapter may do so.

f. *Faculty advisor*

It is recommended, but not required, that all Student Organizations obtain a faculty advisor.

g. *Dormant Organizations*

Dormant organizations must reestablish a constitution, an officer list, and must submit a budget in order to be recognized and funded by the SBA during the current year. A “Dormant Organization” is an organization that was not recognized and/or funded by the SBA during the previous academic year.

II. OBTAINING ACTIVE STATUS FOR STUDENT ORGANIZATIONS

a. List of Officers

Within one (1) week of an Organization's election of new officers, the Organization shall provide to the SBA a list of names of all officers, the position each officer holds, and the length of each officer's term. In addition, the list shall include the email address for each officer. Elections of officers should be conducted in accordance to the election guidelines adopted by the SBA Election Committee. The Election Committee shall conduct and monitor elections for any Student Organization upon request.

b. Completed Budget Application

In order to receive funding from the SBA, each Student Organization must submit a completed budget application to the SBA Treasurer. A completed budget application is defined and explained in the SBA Budget Code. It is the Organization's responsibility to obtain all necessary information and to return the completed budget application by the deadline.

c. Mailboxes

All Student Organizations are assigned a mailbox in the SBA office. It is the Organization's responsibility to check it frequently for communications from the SBA or interested students.

d. Council of Organizations' Presidents

All Organizations are expected to designate their President/CEO or another representative to take part in meetings of the Council of Organizations' Presidents (COPs).

III. BUDGET PROCESS

Only Organization events open to the entire law student body may be funded by the SBA. All expenditures made by the SBA are governed by the SBA Budget Code. **Budgets are due by JULY 25th**, unless the Student Organization has the express permission of the SBA Treasurer and SBA President.

Funding requests for the entire year are to be made during the budgeting process. Initial funding requests are due to the SBA President and Treasurer by August 1, unless the Student Organization has the express permission of the SBA Treasurer and SBA President.

If an Organization fails to meet this deadline, without an approved extension, the budget will not be reviewed until after the commencement of the next SBA fiscal year. Extensions for budget submission are at the discretion of and must be approved by both the SBA President and Treasurer.

a. *Submitting a Complete Budget:*

Budgets are to be submitted to SBA Treasurer and President via hardcopy or email NO LATER THAN July 25th.

Budgets are to be submitted in the proper budget format – budgets submitted in any other format will be returned. A sample the dget Format is attached and will be sent out again closer to the July deadline.

Multi-organization events are encouraged and will be given deference in the allocation of budget awards. Organizations may split costs however they choose, but each Organization must include the co-sponsored event in their individual budget and an explanation of what portion of the total event expense(s) they are

requesting. Monies approved for Multi-Organization events, but not used, **may not** be reallocated.

b. *Review Process of Student Organization Budgets*

i. **First Review: Finance Committee**

Budgets are reviewed first by the Finance Committee. The Finance Committee is a group of law students chosen by the SBA Treasurer and President. The Finance Committee is responsible for reviewing the submitted budgets and making recommendations to the SBA Board. (**NOTE:** No current Treasurer of a Student Organization may serve as a member of the Finance Committee.)

The Finance Committee shall consider the following factors when reviewing student organizations' budgets:

- (a) the goals of the SBA;
- (b) goals of the Organization;
- (c) the Organization's past activities;
- (d) the level of participation from the general law school community in the Organization's events;
- (e) the participation among the Organization's members; and
- (f) level of use of past awarded budgets.

ii. **Second and Final Review: SBA Board of Governors**

Budgets are then reviewed and approved, denied, or modified by the SBA Board. The SBA President will notify each Organization of the Organization's review date and time. The President and/or Treasurer of the Organization must be present at the SBA's review of the Organization's budget otherwise the budget will not be

reviewed. All members of the SBA Board are required to be present at SBA Board review. In reviewing the Organizations' budgets, the SBA Board considers the Finance Committee's recommendations.

The SBA Board motions and votes to approve, deny or modify requested funds. In order to uphold a motion there must be a majority vote of the SBA Board. Any of the following, are possible motions that can be made by SBA board:

(a) **Approved** – approval of a certain amount of funding;

(b) **Approved with leave to return for more** –approval and the Organization can request more funds if needed;

(c) **Tabled** – 0% approved, the Organization may come back to request funds (normally SBA board needs more information);

(d) **Tabled indefinitely** – 0% approved, group may not come back to request funding.

IV. BUDGET POLICIES AND PROCEDURES

After the Organization's budget has been approved, the amount approved must be allocated to the approved event and/or expense.

NOTE: Budget awards are discretionary. Money is not guaranteed.

a. *Changes to Approved Budget: Fund Requests Forms*

Invariably, an Organization may need to change or re-organize its budget over the course of the academic year. The Organization President or Treasurer must determine the nature of the change and submit the proper form to the SBA prior to the next SBA meeting. Any changes made to an Organization's budget must be approved by the SBA. The nature of the budget change will determine which form the Organization leader must fill out:

(a) **Amendment Form:** request to reallocate money already approved and currently being funded for different events.

(b) **Reapportionment Form:** request for additional funds over what has already been approved by the SBA Board.

(c) **Addendum Form:** Organization has used all budgeted funds and needs additional funding.

b. *Approval of Fund Request Forms*

The SBA Board of Governors approves, denies or modifies funding requests made by Student Organizations. If approved, the Organization is authorized to spend money on only those items that are approved and for the amount that was approved. If the fund request is not approved, the organization may appeal first to the SBA and second to the Dean of Students for mediation.

c. Reimbursements of Funds

Funds will generally only be disbursed in the form of reimbursement for expenditures that were approved by the SBA. Reimbursement will only be made for expenses that were listed on the Organization's budget or approved by the SBA. In order to initiate the reimbursement process, the Organization must fill out a Payment Request Form and an Event Success Form. These forms can be found the SBA Office located on the first floor of School of Law. Please PLAN AHEAD – do not expect to have anything done at the last minute. Please plan at least **three weeks** minimum before an event. This gives time for processing between multiple departments/individuals and mailing , etc.

After completing the Payment Request and Event Success forms, the Organization President or Treasurer must sign and attach any and all itemized receipts to the Payment Request form. The Organization WILL NOT be reimbursed without an itemized receipt.

The Organization must then submit the Payment Request form with attached itemized receipt and the Event Success form by placing the forms in the SBA Treasurer's mailbox in the SBA office. If the SBA office is not open, the Organization may place the form in the middle bin located on the SBA office door.

The Payment Request Form must be signed by the Organization's Treasurer or President, the SBA President or Treasurer, and Professor Santoro and submitted to the Accounting Assistant for Business Affairs (J. Lorraine Babcock; Room 31) in order to be processed.

Payment Request forms will not be approved for the following expenditures:

- (a) Alcoholic beverages
- (b) Snacks and beverages for office consumption, board meetings, etc;
- (c) Personal telephone calls and movies viewed in hotel rooms;
- (d) Charges from hotel service bars;
- (e) Personal clothing items and toiletries, even if needed away from home at a national competition or meeting;
- (f) Movie tickets, theater tickets, sporting event tickets, sight-seeing, tours, excursion boat rides or other entertainment expenses;
- (g) Travel, hotel and meal expenses for spouses or significant others accompanying a student.

Any payment requests exceeding \$500.00 requires signature of the University Finance Department – there may be a delay of an additional three business days before expecting to receive a check from Business Affairs Office Accounting Assistant.

For an event including several receipts for which Payment Request forms must be filled out, please collect all receipts and Payment Request forms and submit them to the SBA Treasurer together at the same time.

d. *Recapture*

Allocated funds not used by an Organization by the end of each semester will be recaptured by the SBA and returned to its general account. This means that Organizations may not reallocate funds from a previous semester after that

semester has ended. Effectively, unused funds from a prior semester do not carry over to the next semester and therefore no longer exist in the Organization's budget.

V. TRAVEL EXPENSES

Travel expenses should not exceed 50% of the organization's total approved funding for each semester.

For Example:

Organization X is approved in total \$1000 for the Fall Semester

Organization X may not have travel expenses exceeding \$500 for the Fall Semester.

In order for an Organization to receive funding for travel expenses, the Organization must:

- (a) Show that the event for which the travel expenses are being requested is open to all members of the Organization;
- (b) submit a statement to the SBA identifying how those who will be travelling were selected;
- (c) Show that the events attended have a legitimate and reasonable relationship to the mission and purpose of the Organization;

Preference will be given to those Organizations who attend regional events, and car pooling and sharing hotel rooms is encouraged.

Travel expenses, including hotel and flight reservations, must be paid for using the School of Law Credit Card.

VI. HONORARIUM and APPRECIATION ITEMS FOR EVENT SPEAKERS

When an Organization hosts an event featuring a speaker guest, the Organization is allowed to request up to \$50 to use as either an “honorarium” or for the purchase of a appreciation item for the speaker. Money spent on honorariums or appreciation items are capped at \$50.00 unless good cause can be shown for allocating additional funds. An honorarium or appreciation item may not be presented to Roger Williams University School of Law faculty and are discouraged for Roger Williams University School of Law alumni. It must be clearly demonstrated that the funds to pay for the honorarium or appreciation item exists within the Organization’s budget or otherwise approved by the SBA Board of Governors.

a. Honorarium

An “honorarium” is a gift “in honor of” the speaker and requires the Guest Speaker to complete and submit a W-9 tax form. No commitment for an honorarium may be made without the approval of the appropriate Organization and the Dean of Students. Honorariums are given at a flat rate and must not exceed \$50.00 or whatever amount approved by the SBA Board of Governors. An honorarium to a speaker must not be paid by anyone other than a check issued by the School of Law. There is **no reimbursement to a student** who pays for an honorarium. This is a tax item and must be paid directly to the individual that has submitted the W-9 form.

b. *Appreciation Item*

Appreciation Items do not have any tax implications and are generally viewed as “thank you gifts” to speakers for participating in an Organization’s event.

Appreciation Items include, but are not limited to:

(a) payment of the speaker’s mileage for travel to the event,

a. Does not cover gas; ONLY mileage

b. Train tickets are ok

(b) a thank you gift from the Law School Bookstore,

(c) dinner following the event,

DO NOT use the term “honorarium” when purchasing an Appreciation Item for a guest speaker. Organizations may spend up to but not exceeding \$50.00, or whatever amount approved by the SBA, on Appreciation Items. A student can be reimbursed for purchasing an appreciation item for a guest speaker.

c. *Reimbursement of Honorarium and Appreciation Items*

To be reimbursed for funds used for appreciation items, the Organization must complete and submit a Payment Request form with an itemized receipt attached. The Organization must indicate on the Payment Request form for which event the speaker was present.

Law students do not pay for honorariums. Honorariums are only paid by a check from the School of Law. For submission, please give a payment request and the W-9 form (filled out by the guest speaker) to the SBA Treasurer.

VII. STUDENT ORGANIZATION FUNDRAISING and DONATIONS

a. Collection and Deposit of Outside, non-SBA Funds

All proceeds from fundraising and gifts received by or on behalf of the SBA or any Student Organization must be placed on deposit with the Roger Williams University School of Law, Office of Student Services. The School of Law shall hold these funds in trust for the depositing Organization, subject to appropriation by the SBA Board of Governors. Members of each Organization and/or their friends may not personally benefit from the appropriation.

All fundraising and donation monies collected during the day must be submitted Student Services for deposit the same day of collection no later than 4:00 PM. **Money is not to leave the premises.**

An Organization collecting funds for donations and fundraising must:

- (a) collect cash and checks;
- (b) fill out check tracking sheet as checks are turned in;
- (c) Compile all cash and checks;
- (d) make copy of all checks;
- (e) submit to Student Services:
 - (1) Cash/Check deposit form;
 - (2) Check Tracking sheet;
 - (3) Copy of all checks.

b. *Deposit of Fundraised Funds*

When depositing with Student Services, the Organization will deposit the funds as either a donation or as fundraised funds. To make an effective deposit of fundraised funds, the Organization must

- (a) fill out the deposit form with GL #37000,
- (b) fill out a "cash deposit form" for cash,
- (c) a "check deposit form" for checks,
- (d) a completed "check tracking sheet" and
- (e) a copy of all checks collected.

c. *Deposit of Donations and/or Gift Income*

Donations received by Organizations cannot be for services received from the donating party. The donation must be purely for donation only. If a donation is being received by a specific Organization, the proper GL # is 36100. If a donation is undesignated, the proper GL # is 36000. Donations are submitted to Student Services in the same manner as fundraised funds. All donations must be supported by paperwork. A copy of the paperwork may be submitted to Student Services but the originals and a copy of the check and deposit form signed by Student Services should be given to the Accounting Assistant for Business Affairs or Alumni Programs & Events. The documentation will then be passed on to University Development for sending a tax donation letter to those that had made the donation.

VIII. CONTRACTS: OUTSIDE ARTISTS and VENUES

Student Organizations may host events outside of Roger Williams University School of Law. However, if an Organization chooses to host an event outside of the School of Law and the event involves (a) rent, (b) entertainment, or (c) an advance deposit, the Organization President or Treasurer must:

- (a) complete and sign a Contract Review Form (**NOTE:** This form should be completed with the SBA Treasurer or the Accounting Assistant)
- (b) Attach a copy of the contract for the event (**NOTE:** the contract must be between Roger Williams University School of Law and the vendor, an individual student CANNOT contract on behalf of the School of Law),
- (c) Submit the Contract Review Form and a copy of the Vendor contract to the SBA Treasurer.

The SBA Treasurer will then forward these forms to the Accounting Assistant for the Business Affairs Office for review and approval by the Office of General Counsel.

Please allow two weeks for approval. Following approval by the Office of General Counsel, the Organization is free to host the event. If the Organization also plans to sell tickets, charge an entrance fee or host a raffle, the event must be preapproved by the Office of Business Affairs. Organizations that plan to host a raffle must be aware of the state regulations regarding raffles, which can be found at:

www.risp.state.ri.us/charitable_gaming/.

Please PLAN AHEAD – do not expect to have anything done at the last minute. Please plan at least **three weeks** minimum before an event. This gives time for processing between multiple departments/individuals and mailing , etc.

IX. SCHOOL OF LAW CREDIT CARD

The School of Law does have a credit card available to Student Organizations in some limited circumstances. The School of Law credit card may not be used for personal use unless prior approval is obtained by the Organization.

The School of Law Credit Card may only be used for full payment of an Organization's travel expenses. In most instances, Organizations use the School of Law Credit Card to book hotel rooms and flights. In order to book a hotel on the School of Law Credit Card, the Organization must submit the following information:

- (a) Hotel Information,
- (b) Room cost estimate,
- (c) Hotel contact person,
- (d) Information on the event for which the travel expenses are being used, and
- (e) The Credit Card authorization form from the Hotel.

After compiling all of this information, the Organization must fill out a Payment Request form and submit the Payment Request, with all of the above information attached, form to the Administrative Assistant for Business Affairs (Sue Principe; located in the Dean's Suite).

Prior authorization/permission must be obtained prior to attempting to use the credit card. If an Organization is interested in using the credit card please contact via email the Assistant Dean for Business Affairs and cc: Accounting Assistant. All paperwork must be filled out like a normal payment request, approved, SBA sign-off and SBA Advisor signature, sent to the Accounting Assistant or Administrative Assistant for Business Affairs. The Administrative Assistant will

do the actual processing. Please PLAN AHEAD – do not expect to have anything done at the last minute. Please plan at least **three weeks** minimum before an event.

X. MEETINGS

a. Room Reservation Process

Student Organizations are allowed and encouraged to use the School of Law rooms and facilities to host meetings and events. In order to do so, the Organization must reserve a room through the Office of Alumni and Events (Suite 257). The Organization may inquire on the availability of a specific room by either contacting the Office of Alumni and Events (Chelsie Horne) or by checking the School of Law Events Calendar, found at <http://law.rwu.edu>. To check the Events Calendar, the Organization must:

- (a) go to <http://law.rwu.edu>
- (b) Click on “News & Events” at the top bar
- (c) Click on “Events Calendar” on the left hand side

To plan an event online, the Organization must then:

- (a) Click on “Plan an Event”
- (b) Fill out the following forms:
 - a. Room Space Request form
 - b. Catering Request form
- (c) After completing the Room Space and Catering Request forms, the Organization may click on “Visit University Calendar” to view the Organization’s event listing.

The Organization can also schedule an event by meeting with Chelsie Horne in Suite 257 of the School of Law. The Room Space and Catering Request forms can also be found in hardcopy with Chelsie Horne.

NOTE: The SBA reserves discretionary authority in the room reservation process to avoid conflicts between organizations.

b. *Audio/Visual or Special Room Set Ups*

When an Organization's on-campus function requires chairs, tables, chalk boards, AV equipment, or the like, the "detail description" portion of the room request form must be filled out.

c. *On-Campus Event Featuring Outside Speaker*

If the event includes a speaker from outside the school, obtaining the Dean of Student's approval on the room request form will generate a letter from the school thanking the speaker and asking if the presentation may be video-taped for educational purposes. If the event includes a speaker from outside the school, please notify the Director of Advancement, so that publicity of the event can be published in the Providence Journal and Bristol Phoenix.

d. *School of Law Catering*

An Organization may use School of Law Catering service at on-campus meetings and events. The Organization must submit a Room Request form and fill out the "catering portion" of the form. The form must be submitted at least ten (10) days before the event.

Student Organizations may choose items from one of the standard receptionist menus attached. A larger menu for dinners and other special events is available from the Catering Office.

Organizations that spend more than the SBA approved amount for catering are responsible for making up the deficit.

e. *Alcoholic Beverages*

The SBA does not fund the purchase and serving of alcoholic beverages at any Organization meetings or events, on or off-campus. Alcoholic beverages may be served on campus only after first obtaining the approval of the SBA Board of Governors, the Dean of Students and dining services. Campus security must be informed of all such functions.

XI. COPY and MAILING SERVICES

The SBA does not fund general copying costs for Student Organizations, unless the copies are for a special purpose for an event. These expenses must obtain SBA approval in Organization's budget requests at the beginning of the year. This rule does not apply to the Honor Board as their sole expense as a SBA funded Organization...

The Copy Center has their own forms when putting requests for publications. The Copy Center is located on the first floor of the School of Law.

XII. CLOSING STATEMENTS

Beginning in 2006, budgets will be maintained by the SBA Treasurer for five years and can be available for review upon the request of an organization to the SBA Treasurer.

These policies are not exhaustive. They supply general guidelines for SBA disbursements

These policies may be supplemented, amended or revoked as necessary upon a two-thirds majority vote of the SBA Board of Governors and approval of the SBA advisor.

ACKNOWLEDGEMENT FORM

DATE: _____

I, _____, hereby acknowledge that I have read the Budget Policies and Procedures for Roger Williams University School of Law and understand my obligations and responsibilities hereunder.

Signed:

Print Name:

Organization Name:
