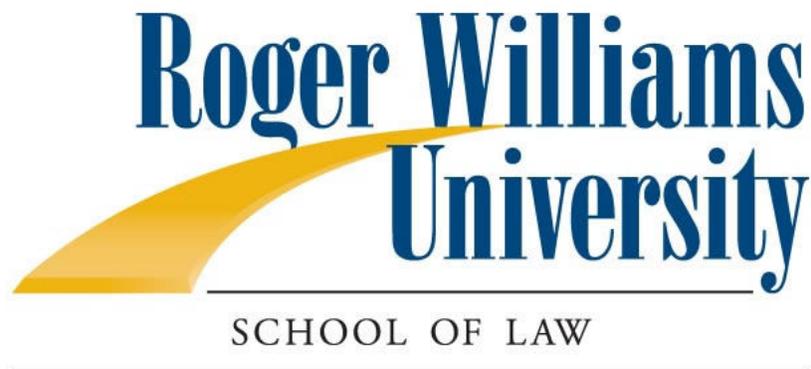


# **Student Bar Association**



## **Policy and Finance Guidelines for Student Organizations**

## MEMORANDUM

TO: All Student Organization Presidents  
FROM: Student Bar Association  
SUBJECT: Policy and Finance Guidelines for Student Organizations

The purpose of this document is to adopt and set forth policies regarding student activities and the expenditure of Student Bar Association funds. If you have any questions regarding these matters, please do not hesitate to contact the SBA President or the Administrative Vice President.

### **I. Formal Recognition of an Organization**

Any student organization requesting funds from the Student Bar Association, or any organization reserving room space on the Roger Williams University campus must be formally registered with the Student Bar Association (hereinafter 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 micro manage the affairs of student organizations, but to ensure that organizations are open to all students; that the organization agrees to follow those rules adopted by the School of Law; and that the organization agrees to allow the SBA to mediate any internal dispute if requested by organization members.

#### **A. Registration**

In order to be formally registered, an organization must provide the SBA with a Registration Form (Appendix A) 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.

#### **B. Meetings**

In order to qualify for recognition and funding, a student organization must have at least five (5) student members. All meetings must be attended by a quorum of the membership as defined in the organizations Statement of Purpose/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. A record of the minutes and attendance of the initial meeting(s) shall be submitted at the time recognition is requested.

#### **C. Completed Budget Application**

In order to receive funding from the SBA, each student organization must submit a completed Budget Application to the SBA Treasurer on August 1 (before the beginning of a new school year). A completed Budget Application is defined and explained in the SBA Budget Code (attached hereto as Appendix B). It is the student organization's responsibility to obtain all necessary information and to return the completed Budget Application by the deadline.

NOTE: Completion and approval of the Budget Application does not in any way constitute authorization to spend money on the items approved. 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.

Those student organizations that are formed in the middle of a semester may obtain funding from the SBA by submitting a Budget Application at the time they seek recognition. (See further stipulations in Appendix B).

#### **D. Dues**

A student organization may not charge dues to individuals within the school. Only the organizations national chapter may do so.

#### **E. Faculty Advisor**

It is recommended, but not required, that all student organizations obtain a faculty advisor.

### **II. Continued Registration of an Organization (in order to maintain “active” status)**

#### **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 the 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 will 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 (attached hereto as Appendix B). It is the student organization's responsibility to obtain all necessary information and to return the completed Budget Application by the deadline.

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#### **C. Mailboxes**

All organizations are assigned a mail tray inside the SBA office. It is the organization's responsibility to check it frequently for communications from the SBA or interested students.

#### **D. COPs**

Participation—All organizations are expected to designate their President/C.E.O. or another representative to take part in meetings of the Council of Organizations' Presidents (COP's).

### **III. Scheduling of Organization Meetings (Students or Special Events)**

#### **A. Room Requests**

1. A Room Request Form may be obtained from Chelsie Horne in Suite 257 (where a organization may check on initial availability of the room). See Appendix C for a Sample Room Request Form.
2. After filling out the Room Request Form, Chelsie will let you know the availability of your particular room request. Please be as detailed as possible in the "Description of Event" section.
3. The SBA reserves discretionary authority in the room reservation process in order to avoid conflicts between organizations. For example – if organization "X" receives room use approval on 8/1/XX for a speaker on 8/24/XX, organization "Y"'s request dated after 8/1 for another program on the same date and time will be denied. Organization "X" has the right to have their program without competition from organization "Y".

NOTE: When requesting a meeting room, please consider: i) the number of people who will likely attend the meeting. Do not schedule the Appellate Court Room (283) for 5 people. ii) other scheduled events. Please attempt to avoid conflicts with classes, meetings and events scheduled by other organizations.

4. Availability of a room request will be confirmed via email to the requesting student.

#### **B. Audio-Visual or Special Room Set-Ups**

1. 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.
2. 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.
3. 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.

### **C. Catering**

1. An organization that wants a reception funded by the SBA has to 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.
2. All receptions funded by the SBA must be held in the Bay View Room or the Cafeteria and catered by Roger Williams Dining Services. Exceptions to this rule can only be made by the manager of Dining Services, subject to approval by the Dean of Students.
3. Student organizations may choose items from one of the standard receptionist menus attached as Appendix E. A larger menu for dinners and other special events is available from the SBA.
4. 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.

### **IV. Copy and Mailing Services**

A. SBA does not approve funding requests for general copying, 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.

1. The copy center has their own forms when putting in requests for publications. The copy center is located in the basement of the law school building.

### **V. Funding Requests**

#### **A. Funding**

1. All expenditures made by the SBA are governed by the SBA Budget Code (attached hereto as Appendix B).
2. Funding requests for the entire year are to be made during the budgeting process. Initial funding requests are due to the SBA Treasurer by August 1 (before the beginning of the new school year).
3. If an organization needs additional money on top of what has been budgeted to it at the beginning of the year, it must fill out a Reapportionment Form. (See Appendix I). These forms are available in the SBA office. The form must be completed in detail and placed in the gray hanging tray marked "IN" no later than 5:00 p.m. on the week preceding an SBA meeting in order to be considered at that upcoming meeting.
4. If an organization needs to reallocate money that is being funded for different events, it must fill out an Amendment Form (See Appendix I). These forms are available in the SBA office. The form must be completed in detail and placed in the gray hanging tray

marked "IN" no later than 5:00 p.m. on the week preceding an SBA meeting in order to be considered at that upcoming meeting.

5. If an organization has used all of its budgeted money and needs additional funding, it must fill out an Addendum Form (See Appendix J). These forms are available in the SBA office. The form must be completed in detail and placed in the gray hanging tray marked "IN" no later than 5:00 p.m. on the week preceding an SBA meeting in order to be considered at that upcoming meeting.

### **B. Approval of Fund Request Forms (described above)**

The SBA Board of Governors approves or denies 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 a reimbursement request, the organization MUST fill out a Reimbursement Request Form (See Appendix F). This form has to be signed by the organization's treasurer, the SBA President, the SBA Treasurer, and the President of the Law School (Professor Santoro).

1. In order to completely process the reimbursement request, an organization must also submit an Event Success Form (See Appendix G) with appropriate and descriptive detail requested within the form.

2. Funding Requests will not be approved for the following expenditures or personal reimbursements:

- a. Snacks and beverages for office consumption, board meetings, etc;
- b. Personal telephone calls and movies viewed in hotel rooms;
- c. Charges from hotel service bars
- d. Personal clothing items and toiletries, even if needed away from home at a national competition or meeting;
- e. Movie tickets, theater tickets, sporting event tickets, sight-seeing, tours, excursion boat rides or other entertainment expenses;
- f. Travel, hotel and meal expenses for spouses or significant others accompanying a student for authorized travel in furtherance of the organization's purpose;
- g. Personal gifts, such as flowers, greeting cards, dinners, etc.;
- h. Books, tuition or normal living expenses;
- i. Xerox copies of notebooks or personal materials;
- j. Celebration dinners, end-of-year gatherings and other similar events that are not open to the entire student body;

k. Any other expense item which does not reasonably further the purpose of the organization and the School of Law (e.g. Printing political propaganda; personal commercial gain or political advancement)

## **VII. Fees, proceeds from fundraising and gifts administered by the Student Bar Association**

A. All fees, proceeds from fundraising and gifts received by or on behalf of the Student Bar Association 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 in the case of chapters of national organizations or in the name of the Student Bar Association, subject to appropriation by the SBA Board of Governors, in the case of intra-school clubs, committees and organizations. Members of each organization and/or their friends may not personally benefit from the appropriation.

B. No student organization may use the name “Roger Williams University School of Law” without the permission of the Student Bar Association and the Dean of Students. No student organization may separately incorporate or file for tax-exempt status without permission of the Student Bar Association and the Dean of Students.

C. Students may not receive compensation for services rendered to a student organization except as authorized by the Dean of Students. Under no circumstances will such payments be authorized where academic credit is also to be received.

D. Student organizations may not engage in any fundraising activities such as auctions, bake sales, car washes, lotteries, book sales, raffles or the like without prior written authorization from the Dean of Students. When approval is granted, an accounting must be made immediately upon the completion of the activity.

E. No commitment for an honorarium may be made without the approval of the appropriate organization and the Dean of Students. It must be clearly demonstrated that funds to pay the honorarium exist within the organization's budget or otherwise approved by SBA.