

SBA BUDGET REQUEST GUIDELINES

AS AMENDMENT AND RE-WRITTEN [9/27/2005]

1. Who can request funds?
 - a. Funds are available only to groups recognized and sponsored by the Student Bar Association that are in good standing and have at least five (5) members.
 - b. The leader of each group described in Section 1(a) shall designate in writing to the Student Bar Association at least two (2) persons authorized to request funds from the Student Bar Association. Only these members shall be allowed to request funds on behalf of the organization.
2. How are funds requested?
 - a. Funds are requested by ***completely and properly*** filling out a budget request form ***two weeks*** prior to the regularly scheduled Student Bar Association meeting at which the request will be presented.
 - b. In exigent circumstances, and at the Student Bar Association Treasurer's ***sole*** discretion, the deadline may be extended.
3. When will funds requests be voted on?
 - a. Funds requests will be voted on either at a regular Student Bar Association meeting, or at a special student Bar Association Meeting.
4. Who votes on funds?
 - a. During an initial request for funds, the eligible voting members shall include the Student Bar Association Representatives only.¹
 - b. It shall require at least six (6) Representatives, or their duly appointed proxies, voting in the affirmative to approve a funds request.
 - c. Student Bar Association Representatives, who simultaneously serve as President, Chairperson, or other such individual Executive Officer of the recognized organization seeking funds, must abstain from the funds request.
5. What vote is needed for a funds request to pass?
 - a. An affirmative vote of ***two-thirds (2/3)*** of the members described in Section 4 is needed for a funds request to pass.
6. How can a decision be appealed?
 - a. To appeal a rejection of funds, an elected class representative, who does not simultaneously serve as President, Chairperson, or other such individual Executive Officer of the recognized organization seeking the appeal may sponsor the decision to be appealed.

¹ NOTE: Bylaws state that Student Bar Association Representatives consist of three (3) 1L Representatives, three (3) 2L Representatives, and three (3) 3L Representatives. Executive Board Officers (President, Vice President, Secretary, ABA/LSD Liaison, and Treasurer) do not vote on budget requests.

- b. An appeal form must be ***completely and properly*** filled out and given to the Student Bar Association Treasurer ***three (3) days*** before a regularly scheduled Student Bar Association ***Executive Board*** meeting.
- c. If the Student Bar Association Executive Board has not scheduled an Executive Board meeting, a completely and properly filled out appeal form may be submitted to the Student Bar Association Treasurer, and a Student Bar Association Executive Board shall be scheduled.

7. Who votes on appeals?

- a. During an appeal of a rejected request for funds, the voting members shall be the Student Bar Association's President, Vice President, Secretary, Treasurer, and the ABA/LSD Liaison.
- b. Student Bar Association Officers as described in Section 7(a), who simultaneously serve as President, Chairperson, or other such individual Executive Officer of the recognized organization seeking the appeal, must abstain from voting on the appeal.

8. What vote is needed for an appeal to pass?

- a. An affirmative vote of ***three(3)*** of the members described in Section 7 is needed for a funds request to pass.