

Chapman University, Dale E. Fowler School of Law
STUDENT BAR ASSOCIATION
BYLAWS APPENDIX I:
FUNDING CODE

ARTICLE I: Definitions

- A. “Organization” shall refer to all clubs, societies, and student associations as recognized by the SBA Board according to the Student Organizations Code (SOC).
- B. “Request” shall refer to any request for funding from the Board by an eligible organization.
- C. “Funding” shall refer to funds allocated by the Board.
- D. “Event” shall refer to any program or event being held by an organization and for which a request is or has been made.

ARTICLE II: Eligibility

- A. To be eligible for funding from the Board, organizations must be officially recognized and in good standing with the Board, pursuant to the SOC.
- B. Funding will only be considered for events that are open to all members of the SBA, unless decided upon by the Board based on benefit to the Law School and the SBA.
- C. Each organization receives a budget at the beginning of the academic year (or upon first receiving recognition of the Board pursuant to the SOC, if possible). Organizations should deplete said budget prior to requesting additional funding from the Board, unless absolutely necessary.

ARTICLE III: General Rules

- A. Requests should be made as soon as possible, and must always be made prior to the event’s occurrence. No “after the fact” funding shall be allowed, except by unanimous consent of the Board members present.
- B. Organizations must post publicity for events in public and conspicuous locations throughout the Law School.

- C. It is the responsibility of the Organization submitting the request to inform the Treasurer of a change in date or location from the original request. Failure to notify may result in a loss of funding or reimbursement.
- D. Any organization, or representative thereof, that willfully submits fraudulent documentation shall be denied SBA funds for the remainder of the academic year and shall be referred to the Honor Board.
- E. Depending on the funds available, the SBA Board may attempt to allocate enough money to eliminate the need for an entrance or participation fee. Any funds raised from such fees must be returned to the Board, unless specifically stipulated in the approval of funding. The amount of such fees must be stipulated in advance of the event.
- F. Organizations are encouraged to fundraise or find other sources of funding.
- G. Any request requires that a representative of the organization be present at the meeting at which it is to be considered.

ARTICLE IV: Funding Procedure

- A. Prior to the meeting at which a funding request is to be considered, the organization shall submit the request to the Treasurer in writing. A request shall consist of a description of the event and a projected itemized costs list. The item shall then be added to the Agenda by the Secretary, under “Student Organization Requests/Legislation.”
- B. At the appropriate time in the meeting, the organization’s representative shall be given no more than ten minutes (unless extended at the discretion of the President) to present the request to the Board. After such presentation, the Board shall be able to ask the representative questions about and discuss the request.
- C. After discussion, the Board may table the request until a later time or vote on the request.
 - 1. The Board may vote to approve, in full, the requested amount.
 - 2. The Board may also vote to approve a lower or higher amount than requested by the organization.
 - 3. The Board may also vote to approve \$0 – voting not to fund the event at all.
- D. Funding requests may be approved by a simple majority of those Board members present and voting.

- E. All decisions for approval of funding by the Board are final, unless reconsidered by a two-thirds vote of the Board members present.
- F. All funding shall remain in the Board's General Fund until they are needed to pay for an event. All funding shall be by reimbursement, unless absolutely necessary as decided by the Executive.
- G. A request for reimbursement must be made within three weeks after an event's scheduled date, and must be made using the original receipts. If such a request is made after that time, absent exigent circumstances as decided at the discretion of the Treasurer, the Board shall assume that the event either did not occur or occurred without the need of funding, and the funds shall be reallocated as deemed necessary or released back into the SBA General Fund.
- H. Organizations may not reallocate the approved funding to other events without the explicit written approval of the Treasurer and the President. Such action shall result in a lack of reimbursement.

ARTICLE V: Accounts

- A. The SBA shall have, at all times possible, no less than two accounts: the General Fund and the Reserve Account.
- B. The General Fund shall consist of the SBA Fees collected in a particular academic year. This account shall be the primary fund out of which the Board and SBA operate throughout the year. The SBA Budget, as prepared and proposed by the Treasurer, shall consist only of this account.
- C. The purpose Reserve Account is to accumulate monies for potential future projects or necessities of the SBA. The funds in the Reserve Account may, from time to time, be designated for use by the Board in funding events and activities not anticipated when the SBA Budget was established. Such expenditures must be approved by a two-thirds majority.
- D. At the beginning of each academic year, the balance of the previous academic year's General Fund shall be transferred into the Reserve Account.

Revision dates:
Summer 2011
October 2013