

**Chapman University, Dale E. Fowler School of Law**  
**STUDENT BAR ASSOCIATION**  
**BYLAWS APPENDIX III:**  
**STUDENT ORGANIZATIONS**  
**CODE**

**ARTICLE I:**            Recognition and its Process

- A. In order to receive funding and an annual budget from the SBA, a student organization or academic journal must be officially recognized by the Board.
- B. A student organization shall be recognized with a simple majority vote in favor of recognition. Such a vote may only occur after meeting the requirements in Article II of this Student Organizations Code (SOC).
- C. The Board may choose to remove recognition of an organization, for a lack of interest or for cause, by a three-quarters majority vote of those members present and voting.

**ARTICLE II:**            Recognition Requirements

- A. Documents required of student organizations shall be filed with the Vice President, in conjunction with the Secretary.
- B. For those organizations who have previously been recognized by the Board, the following documents and requirements must be met at all times during the school year:
  - 1. A constitution
  - 2. Bylaws
  - 3. A list of all Executive Board members for the organization, with current contact information
  - 4. An approved current faculty member or administrator as an advisor
  - 5. A membership open to all current Chapman University, Dale E. Fowler School of Law students
  - 6. A Petition to Continue SBA Recognition of Student Organization, including the signatures of no less than twenty-five continuing students who show interest in the organization

7. If an organization is unable to obtain the required twenty-five signatures for continued recognition, but has shown due diligence to do so, then the organization can submit a Petition for Recognition to the Executive Board with the signatures obtained and upon a simply majority vote by the Executive Board of those members present and voting, the organization will only then be allowed to go before the entire Board and be put to a simple majority vote by those members present and voting in order to be recognized.
- C. For those organizations who have not previously been recognized by the Board, the following documents and requirements must be met prior to a vote for recognition:
    1. A Petition for Recognition, including the signatures of no less than thirty continuing students who show interest in the organization
    2. A constitution
    3. Bylaws
    4. A Purpose Statement that includes the primary purpose and goals for the new organization and how it will benefit the student body
  - D. At least once per School Year, any organization which is recognized by the Board and receives funding must host or co-sponsor at least one school-wide event. This event can be, but is not limited to, en bancs, bar reviews, and other academic or social events. If an organization fails to meet this requirement, then the organization will be placed on probation for the following school year, which includes a reduction of funds, by SBA from \$250 to \$150 and public notification of this probationary period to the student body. (A club will no longer be on probation if it chooses during this probationary period to host 2 events, and all funds will then be restored for that academic school year.)
  - E. At least once per Semester, any organization, which is recognized by the Board, and receives funding must have a general meeting of its membership.
  - F. Recognition of academic journals shall be, in addition to requirements in sections B and C of this Article, contingent on recognition of that journal by the Law School's administration. Absent prior recognition by the Law School, the only recognition that the SBA can offer is that of a student organization.

ARTICLE III: Funding and its Requirements

- A. Each student organization shall receive an allocated amount (called a "line-item" budget) of no more than \$250 from the SBA's annual budget, and each academic journal shall receive an allocated amount of no more than \$400 from the SBA's annual budget. They shall receive this at the beginning of the academic year, to be drawn upon throughout the academic year.

- B. An organization may request additional funds beyond their budget throughout the year by following the funding procedures set forth in the Funding Code.
- C. All organizations must utilize an attendance sign-in sheet for all events for which SBA funds were used.

ARTICLE IV: Council of Presidents

- A. The SBA Board recognizes that student organizations may, at times, require a forum for voicing opinions, suggestions, and complaints. The Council of Presidents shall serve as that forum.
- B. The Council of Presidents shall meet no less than four times in one academic year, at least two times in each semester (Fall and Spring).
- C. The Vice President shall serve as Co-Chair of the Council of Presidents along with an elected Speaker from the Council.
  - 1. The Council shall elect its Speaker at its first session for the year.
  - 2. The Speaker shall serve until the end of the academic year. The position of Speaker shall remain vacant throughout the summer.
- D. All student organizations are required to have a representative at all meetings of the Council of Presidents. It is preferable that the President (or otherwise-named chief executive) of the organization is the representative, but any member of the organization's Executive Board is sufficient to fulfill this obligation. Failure to meet this requirement may result in a loss of requested funding or, at the discretion of the Board, trigger sanctions under Article V of this SOC.
- E. The Council of Presidents shall only serve as a forum for discussions. It shall have no powers beyond recommendation powers. This is to say that it shall have no substantive power over its members nor over any other student groups.
  - 1. The Council of Presidents shall have the power to make a recommendation to the Board, through a simple majority of representatives present.
  - 2. The Board shall take that recommendation into consideration and treat it in the same manner as a student initiative, as described in the Constitution.

ARTICLE V: Failure to Comply

- F. Any organization not meeting all of the requirements the SOC shall have all funding and accounts frozen until such time as the requirements are met.
- G. Any organization which has its funding frozen under the SOC twice within twenty-four calendar months shall be subject to losing recognition by the Board.

ARTICLE VI: Honor Code Violations

- A. The Board hereby formally recognizes its responsibility to file Honor Code violation charges against any and all organization officers suspected of fiscal mismanagement and/or misappropriation of SBA funds.

**Revision dates:**

Summer 2011

April 2012

October 2013