VILLANOVA UNIVERSITY SCHOOL OF LAW

STUDENT BAR ASSOCIATION
-BYLAWS-

Article I: Authority and Definitions

§ 1. Purpose

The Executive Committee and Board of Officers hereby establish these Bylaws to codify the operational and management procedures governing the Villanova University School of Law Student Bar Association (SBA). These Bylaws shall serve as a supplement to the SBA Constitution (*as amended 2010*).

§ 2. Supremacy

The Executive Committee and Board of Officers shall hold the SBA Constitution as supreme, and no Bylaw may conflict with or be inconsistent with it. These Bylaws may clarify the Constitution, or supersede it regarding matters not covered by the Constitution.

§ 3. Definitions

A. Board of Officers

The Board of Officers shall be the governing body of the SBA. All legislative power shall be vested in the Board of Officers, including the authority to execute the Constitution and operate the daily functions of the SBA as determined through these Bylaws.

i. Voting

The following positions compose the elected members who hold voting power during scheduled and emergency meetings:

- President;
- Vice President;
- Secretary;
- Treasurer;
- Student Group Liaison;
- American Bar Association Representative;
- Pennsylvania Bar Association Representative;
- Philadelphia Bar Representative;
- Villanova University Senator;
- Intramurals Chairperson;
- Four Representatives from the third year class (individual voting);
- Four Representatives from the second year class (individual voting); and
- Two Representatives from each major section of the first year class (individual voting).

ii. Non-Voting

The following positions compose the elected members who do not hold voting power during any meeting:

- Two At-Large Representatives;
- Members of the Student Bar Association serving as ABA/LSD National Officer, Division Delegate, or Circuit Governor; and
- Website Coordinator.

iii. Additional Board of Officers Positions

The Executive Committee shall have the authority to create a new Board of Officer position or remove a current Board of Officer position at its discretion. Creating or removing a voting position requires a simple majority vote of those voting by the entire Student Bar Association membership, held pursuant to Article VIII of the Student Bar Association Constitution. Creating or removing a non-voting position requires a simple majority vote of the Board of Officers.

B. Executive Committee

i. The Executive Committee shall control and direct the actions of the Board of Officers of the Student Bar Association.

ii. The Executive Committee shall be comprised of the following positions:

- President;
- Vice President;
- Secretary;
- Treasurer; and
- Student Group Liaison.

C. At-Large Appointments

The President shall accept nominations for At-Large Representatives from the general Student Bar Association Board of Officers, ordinarily during election time following the commencement of the academic school year or preceding the end of the academic year. The President will appoint At-Large Representatives by confirmation of a simple majority of the Board of Officers.

Article II: Roles and Responsibilities

§ 1. Executive Committee

A. President

The President shall have the authority to set the date, time, place, and agenda of all Board of Officer meetings. The President, or his or her designee, shall preside over all meetings. The President serves on the budget committee, organizes and appoints SBA members to committees within the SBA, and appoints students to various faculty committees. The President also meets directly with members of the administration and faculty to discuss student concerns.

B. Vice President

The Vice President assists the President with his or her duties, presides over meetings when the President is unable to attend, serves on the SBA executive board and the SBA budget committee, and also meets regularly with members of the administration to discuss student concerns. The Vice President also organizes and runs 1L Mentor-Mentee program.

C. Secretary

The Secretary sends SBA weekly announcement email for Villanova Law School community, takes and transcribes minutes at each SBA meeting, sits on the budget committee, and oversees communications generally.

D. Treasurer

The Treasurer oversees the annual SBA budget, is responsible for setting budget guidelines for student groups and the SBA, and presides over bi-annual budget hearings. The Treasurer also handles the SBA checking account, signs SBA checks, and reimburses student organizations for approved expenses. The SBA Treasurer shall not hold a similar treasurer position in any other student organization at the same time.

E. Student Groups Liaison

i. Roles

The student group liaison is the SBA's contact person for the heads of co-curricular student organizations; informs the various groups about budget issues, requirements, and policies; assists student groups with recruitment; manages table reservations in the cafeteria; maintains bulletin board in the basement hallway; and runs the Ed Huber Student Activities Fair.

ii. Ed Huber Student Activities Fair

At the beginning of each academic year, the Student Groups Liaison shall be responsible for organizing, publicizing, and running the annual student activities fair. Duties for this event include:

- Consulting with the Director of Student Affairs, Director of

Events, and facilities management to set a date/time/place for the event (usually held in the Blank Rome Dining Room in early September);

- Creating a layout for placement of each table at the fair, assigning one table to each participating group**;**
- Communicating with heads of student organizations to ensure proper registration and staffing for each group's table;
- Publicizing the event through email, social media, and class announcements; and
- Encouraging participating groups to turn in budget request forms and Student Organization Recognition Forms (SORFs) to the Director of Student Affairs, to ensure funding and recognition for the upcoming school year.

F. Semester Evaluation

At a minimum, the President and Vice President shall hold one evaluation meeting with each Board of Officer member in the Spring semester. Any additional evaluation meetings shall be held at the discretion of the Executive Committee, or pursuant to any other disciplinary actions contained herein.

§ 2. Board of Officers

A. American Bar Association Representative

The ABA Representative is responsible for signing up law students to become members of the ABA and inform law students about new developments with ABA activities, events, policies, and procedures.

B. Pennsylvania Bar Association Representative

The Pennsylvania Bar Representative attends Pennsylvania Bar meetings and informs law students about new developments with the Pennsylvania Bar Exam, application process, practice requirements, events, and activities; organizes on-campus Pennsylvania Bar events.

C. Philadelphia Bar Association Representative

The Philadelphia Bar Association Representative is responsible for signing-up law students to become members of the Philadelphia Bar Association and keeps law students informed about new developments with Philadelphia Bar Association activities, events, policies, and procedures.

D. University Senator

The University Senator attends monthly University Senate meetings on main campus and represents the law school at the University level. The University Senator also distributes tickets for Villanova men's basketball home games and organizes the annual SBA apparel sale.

E. Intramurals Chairperson

The Intramurals Chairperson acts as president of Villanova Law Intramurals and Recreation (VLIR), an independently recognized student group. VLIR provides opportunities for students to participate in various sporting events and recreational activities, and organizes the spring semester ski trip. VLIR acts as an umbrella group to recreational sub-groups and manages the budgets for all sub-groups. The Intramurals Chairperson also plans the annual trip to the North Grounds Softball League Invitational at the University of Virginia in the spring semester.

G. Four Representatives from the third year class

Represents the third-year class and addresses concerns specific to 3Ls.

H. Four Representatives from the second year class

Represents the second year class and addresses concerns specific to 2Ls.

I. Two Representatives from each major section of the first year class

Represents the first year class and addresses concerns specific to 1Ls.

J. Two At-Large Representatives

Represents the class year they are in and addresses concerns specific to those students.

§ 3. Oath of Office

In accordance with Article VII of the Constitution, each Officer of the Student Bar Association shall take an oath to uphold the values, principles, and rules of Villanova University School of Law.

A. Oath

i. "I, [*state your name*], do solemnly swear to faithfully uphold my individual responsibilities to my fellow students and to the Villanova University School of Law, to respect and abide by the Student Bar Association Constitution and Bylaws, and to work diligently to foster an effective avenue of communication between the student body and the administration here at Villanova Law."

ii. This oath may be altered in any form as determined by the Executive Committee.

B. Violations

Any Officer found to be in violation of the Oath of Office shall be subject to discipline up to and including: probation, temporary removal of voting power, temporary suspension from Board of Officer activities, or removal from Office completely.

Article III: Meetings

§ 1. Procedure

The Board of Officers shall convene weekly for the purpose of transacting business at a specific day and time to be proposed by the President and agreed upon by simple majority of all Officers. These proceedings shall be considered general meetings and follow the procedures below.

A. Board of Officer Meetings

i. Agenda

The agenda shall be set by the President and distributed by the Secretary to the Officers prior to the scheduled meeting time. The agenda may consist of:

- Call to Order;
- Welcome by the President;
- Report by the President;
- Individual reports from each Officer;
- Committee Reports;
- Open Forum; and
- Adjournment.

ii. Conduct

All Board of Officer members must act professionally and respectfully in each meeting. Disrespectful conduct, such as speaking out of turn, harassment, an unexcused absence as set forth in subsection C of this Section, and any other disruptive behavior, may be subject to discipline as outlined in these Bylaws.

B. Executive Committee Meetings

Held at the discretion of any Executive Committee Officer for any reason.

C. Record

The Secretary shall maintain minutes of Board of Officers meetings and submit these minutes via email to all Board of Officers immediately following meeting. This record shall be kept under the direction of the Secretary. The record shall contain a transcription of presentations and debate, however, any reports or speeches made at a meeting can be supplemented by a written statement to be entered into the record. The record shall also contain all motions and votes cast.

§ 2. Attendance

Attendance of the general meetings of the Board of Officers is mandatory for all Officers. Officers' attendance will be noted by the Secretary and included in the meeting minutes distributed to all Officers.

A. Excused Absences

i. For an absence to be excused, a Board of Officer member must notify the Secretary 24 hours in advance of a meeting, unless in the case of emergency or other circumstances that may prohibit communication. The Secretary has discretion over whether to accept an excuse for an absence but must keep a record of all stated reasons for the absence.

ii. Absences may be excused for the following reasons:

- Severe illness or hardship (i.e. death in the family);
- Class;
- Concurrent exam; or
- Any other reason at the discretion of the Secretary.

B. Unexcused Absences

i. Any absence other than an Excused Absence shall be considered an Unexcused Absence. The Executive Committee shall retain the authority to consider an otherwise Unexcused Absence as an Excused Absence.

ii. If a Board of Officer member accumulates two unexcused absences per semester from general meetings, events, or office hours, then his or her membership will be subject to review. If an Officer accumulates four excused absences per semester from general meetings, events, or office hours, then his or her membership may be subject to review.

C. Review

i. The review shall be administered by a Review Committee formed solely for this purpose. The committee will consider the nature of the absences and determine whether to bring the member before the Board of Officers for a vote of removal at the next general meeting.

ii. The Review Committee shall be chaired by the Secretary, who shall only vote in the case of a tie, and will have the following additional members:

- The President;
- The Vice President;
- A member of the Board of Officers appointed by the President with consent of the Executive Committee; and
- A Standing Committee Chair chosen by the person under review.

iii. Executive Committee Member Review

In the event that the President is under review, the Vice President shall name the committee that would normally be appointed by the President. If the Vice President or Secretary is under review, the President shall name, with consent of the Board of Officers, a representative to fill his or her committee seat. Should a Standing Committee Chair come under review,

he or she may not name him or herself to the special committee. For each additional unexcused absence the representative or association staff member will stand for a vote of removal by the Association without review.

D. Removal Procedures in the Case of Absences

In the case of excess absences, procedure for removal is as follows:

- Report by the Secretary on the nature of the absences, not exceeding five minutes;
- An opportunity for the member to be removed to make a statement, not exceeding five minutes;
- Questions;
- Discussion; and
- Vote.

Article IV: Office Hours

§ 1. Responsibilities

Every member of the Board of Officers will be required to hold at least one office hour per week in the SBA office to allow constituents the opportunity to meet with their representatives.

§ 2. Setting Office Hours

Members of the Board of Officers shall be required to establish new office hours each semester. Board of Office hours must be registered no later than the drop/add date of each semester and attendance shall not be enforced until after that date. Board of Officers who join after the drop/add date of the semester must register office hours within one week of their membership. Office hours are selected on a seniority basis, starting with the Executive Committee and continuing with the remaining Board of Officers. A maximum of one-half-hour overlap is allowed per office hour. There shall be only one Board of Officer scheduled per office hour otherwise.

§ 3. Absence

Excusal from office hours shall follow the same standards as for meetings. All unexcused absences from office hours shall count as one-half of an unexcused general meeting absence. Members shall be allowed to reschedule their office hours for a particular week or all weeks at any time within the semester and thus avoid unexcused absence.

Article V: Committees

§ 1. Creation

Committees will be formed at the beginning of the Fall Semester, and again in the Spring Semester if needed. Formation will take place at the first Board of Officers Meeting following Fall elections and will be based upon volunteers and individuals' interests. Committees may be different each year depending upon what needs and goals must be met in a certain school year at the discretion of the Executive Committee.

§ 2. Duties and Obligations

Each committee will be independently responsible for taking all steps necessary to ensure completion of its individual goal, during both individual events and ongoing activities. Committee members will act cooperatively and complete all tasks in a timely manner.

§ 3. Termination

Committees will cease to exist upon completion of their individual goals or the end of the school year, whichever occurs first. Committees will be again reformed the next school year pursuant to Subsection A above.

§ 4. Review Committee

The Review Committee, as described in Article III § 2, shall not be subject to the provisions of this Article.

Article VI: Events

§ 1. Responsibilities

The Board of Officers shall be responsible for creating, organizing, and promoting various events throughout the school year. The Executive Committee shall retain oversight over all events, however a Board of Officer member or group of Board of Officers may be charged with planning and organizing an event.

§ 2. Attendance

Excusal from events shall follow the same standards as for meetings. All unexcused absences from events shall count as one unexcused general meeting absence.

§ 3. Mandatory Events

i. Student Ed Huber Student Activities Fair

See Article II § 1 (E) (ii).

ii. TG

The Executive Committee shall organize and host at least two TG social events per semester. These social gatherings shall be regarded as a sponsored break from educational activities, where food and beverages may be served, finances permitting. Optimally, the Executive Committee will arrange for one TG per month for the entire school year, however circumstances may prevent this from occurring.

Article VII: Budget

§ 1. Responsibilities

A. The Treasurer is responsible for allocating the allotted money to the Student Bar Association among the various approved student groups. All student groups requesting funding must be an Administration-approved student group and fill out a Budget Request Packet.

B. Funding is awarded on a case-by-case basis and is subject to the regulations set forth in the Budget Handbook, which is distributed by the Treasurer to every student organization at the beginning of each semester.

§ 2. Student Organization Materials

A. Addendum A: Student Group Budget Handbook
For example, Fall 2011 is included below (*see* page 18).

B. Addendum B: Student Group Budget Request Packet
For example, Fall 2011 is included below (s*ee* page 32).

Article VIII: Member of the Semester Award

§ 1. The Member of the Semester will be the Board of Officer member whose efforts throughout the Fall or Spring semester are worthy of recognition. This award will be voted upon towards the end of each semester by all Board of Officer members. The Board of Officer member receiving a simple majority vote of those voting shall win.

§ 2. The Fall winner shall not be eligible for the award in the Spring.

Article IX: SBA Website

§ 1. Purpose

The purpose is to have a website aimed solely towards Student Bar Association members, to keep all Student Bar Association members timely apprised of current school events, speakers, TGs, and any other various activities that a student organization may sponsor.

§ 2. Website Coordinator

This website requires that one Board of Officer member be identified as the contact for the website. This individual shall be the Website Coordinator. The Website Coordinator shall be selected by a Board of Officer vote at the beginning of each Fall Semester. The Web Coordinator must be a Board of Officer member, and shall not be limited to holding only this position.

A. Responsibilities

i. The Web Coordinator is responsible for making the website look professional and ensures that it meets the needs of the targeted audience, as well as those unanticipated audiences.

ii. The Web Coordinator is required to coordinate with the appropriate Villanova administration in order to verify the security and content of all information. The Coordinator may also serve as the web author or oversee a web author for the site.

iii. If the Web Coordinator is no longer able to continue with these duties, a Board of Officer member shall be appointed to this role. The President shall appoint a replacement Web Coordinator as necessary.

B. Maintenance

i. The content of the Board of Officer website must be maintained and kept current. Adherence to the Villanova University School of Law internet policies includes following all guidelines, regulations, federal laws governing copyright, accessibility, and individual privacy rights.

ii. The Villanova University School of Law Administration reserves the right to remove the Board of Officer website from the web server at anytime.

Article X: Karen Spence Memorial Student Organization Award

§ 1. Background

SBA confers The Karen Spence Memorial Student Organization Award annually in memory of Karen Spence's humor, spirit and dedication to the School and the students she so loved. The Award honors student organizations that carry forward the characteristics that made Karen such an essential and valuable member of our Law School community.

A. Qualifications

i. An ideal recipient will be a highly visible student organization that makes concerted efforts to enrich its members' law school experience, interacts with the School's community at large, and reaches out through philanthropy efforts beyond Villanova Law School. Only one group will be selected each year. In the case of a tie, the Director of Student Affairs shall decide the winner between those groups involved in the stalemate.

ii. The Award will honor the organization that best:

- Inspires a sense of community;
- Sponsors quality educational and professional development programming;
- Engages a broad range of individuals; and
- Demonstrates selflessness and service to others.

B. Eligibility

All approved Villanova Law School student organizations are eligible for the Award, which will be presented each year at the end of the spring semester. The Public Interest Fellowship Program (PIFP), SBA Board of Officer committees, and VLIR shall not be eligible.

§ 2. Nomination

Nominations should be submitted in writing to the SBA Board of Officers by a date set by the Board and announced each year. The nomination should describe the organization's mission, activities, and accomplishments.

§ 3. Award

The winning organization will have its name added to a perpetual trophy displayed prominently at the Law School and will receive a $350.00 award added to its budget which is to be used for the organization's ongoing activities. The award will come from a fund established by the Student Bar Association solely for this purpose. This amount must be used for the winning organization's continued programming in the next academic year, and shall not affect that group's budgeting needs for the following Fall semester. An organization that receives the award two consecutive years will be ineligible the year following its last award, but will be eligible the year after its ineligibility.

§ 4. Deadlines

The Board of Officers will select a deadline for nominations in the spring semester at its discretion. The Secretary shall inform Student Bar Association members, faculty members, and the Administration of this date a minimum of two weeks in advance of the due date.

Article XI: Amendments, Safeguarding, and Revisions

§ 1. Amendments

Any member of the Board of Officers may propose an amendment to these Bylaws. The following provisions, in the order listed, shall govern the process and procedure of amending these Bylaws:

A. The proposed amendment shall be submitted to the Executive Committee.

B. The proposed amendment shall be reviewed by the Executive Committee and presented to the Board of Officers as a whole.

C. The proposed amendment must be approved by a simple majority of the Board of Officers or the amendment is rejected with prejudice for the remainder of the academic year.

D. If approved, the amendment shall be appended to the appropriate sections of these Bylaws and take effect as proposed and approved.

§ 2. Safeguarding

The Secretary shall safeguard and maintain these Bylaws in paper form and on the Villanova University School of Law website. The Secretary shall be responsible for producing a copy of these Bylaws as requested by students, faculty, staff, or any other individual requesting them.

§ 3. Constitution and Bylaw Revision

Mandatory every two years or as otherwise determined. The Executive Committee shall meet in the Spring semester of every odd-numbered year, beginning in 2013, to discuss whether any revisions, updates, or amendments are necessary to either the Villanova University School of Law Constitution or these Bylaws.

Article XII: Enactment

These Bylaws shall be put to the Board of Officers for enactment following due consideration and discharge from the Bylaws Committee. Enactment shall occur upon attaining a required two-thirds majority consent by the voting members of the Board of Officers consistent with Article VI § 2 of the Student Bar Association Constitution.

_____

Andrew M. Rein
J.D./M.P.A. Candidate, 2012
SBA Vice President
Chairman, Bylaws Committee 2011-12

Addendum A:
Student Group Budget Handbook - Fall 2011

Student Group
BUDGET
HANDBOOK
for
Fall 2011

TO: Presidents and Treasurers of all VLS Student Organizations

FROM: Joe Venuto; SBA Treasurer

DATE: August 29, 2011

RE: Fall 2011 Budget Handbook for all Student Organizations

Please read this **ENTIRE** Budget Handbook carefully. Pay careful attention to all deadlines, as they are strictly enforced, no exceptions will be made if deadlines are not followed! The Handbook contains all of the required information and forms necessary for your group to participate in the budget process for the semester.

The deadline to submit budget requests for the Fall 2011 semester is **Friday, September 9, 2011 by 5 p.m.** in the Treasurer's mailbox outside the SBA Office. Any group that fails to meet this deadline or fails to comply with the requirements set forth in the Handbook **WILL NOT** be considered for funding this semester.

Budget Hearings will be held **Tuesday September 13, 2011 and Wednesday, September 14, 2011.** Each group must send at least one representative to the Hearings. It is recommended that all Presidents and Treasurers attend as their respective group's representatives. This is to ensure that each group is informed about the new funding procedures. To sign up for a time for the budget hearings, Student Group representatives must fill in their name and their Groups name next to an allocated spot on the sign up sheet which will be located on the SBA Office door on the morning of **Friday September 9, 2011**.

Please complete the Acknowledgement Form in the Budget Request Packet. This form will serve as a checklist to ensure that all steps have been taken to allow your group to receive funding this semester. The form requires the signatures of both the President and Treasurer of your organization. If any part of the budget process is not completed by **September 9, 2010** your group will not be eligible for funding this semester. If, for any reason, you are unable to complete the budget information before the deadline contact me **immediately** and we will accommodate your group.

If you have any questions or concerns regarding the budget process or this Handbook, please contact me at: **sbatreasurer@law.villanova.edu**

TABLE OF CONTENTS

I. Budget Allocation Procedures Generally

II. Line-Item Funding

III. Group travel

IV. Reimbursement Procedures

V. Cash Advance Procedures

VI. Appeals Procedures

VII. Outside Student Organization Accounts

VIII. Student Organization By-Laws and Constitution

IX. SBA Authority to Allocate Student Funds

X. Disciplinary Measures

XI. Dealing with the Treasurer

I. BUDGET ALLOCATION PROCEDURES GENERALLY

A. Semester Funding

Group funding will be done on a "semester basis," meaning that each group will be allocated funds for the Fall Semester in September, followed by funding for the Spring Semester in January. Thus, budget requests should include only those programs a group will administer during either the Fall or Spring Semester, Fall semester being applicable here.

B. Filing of Budget Forms In Order To Be Eligible For Funding

This Budget Handbook contains all of the forms required for a recognized group to request funding for a semester. These forms are in the Budget Request Packet. It is **REQUIRED** that each group submit **ONLY the Budget Request Packet** to the SBA Budget Committee, (hereinafter "Committee"), by the deadline for budget requests in both the Fall and Spring Semesters in order to be considered for funding by the Committee. DO NOT submit the entire Budget Handbook, as it will be needed for future reference throughout the semester. Groups **MAY NOT** supply their own budget request forms or supplement the Budget Request Packet with additional forms or materials. Groups that fail to use the forms supplied in the Budget Request Packet when requesting funding **WILL NOT** be considered for funding by the Committee.

In an effort to avoid substantial amounts of student activities fees from remaining unused at the end of the semester due to budgeted programs that do not occur, groups are strongly encouraged to be as specific as possible when filling out the required forms. When filling out the required forms, groups should provide approximate dates, room locations, times, and speaker names in as accurate and detailed a manner as possible. In past semesters, groups submitted forms for programs without providing detailed information. When granting approval

for funding on vague budget requests, the Committee has allocated funds to programs that never materialized, and the funds remained unused. This is not fair to the other student groups or the students whose activities fees go unused. Groups submitting abbreviated and/or poorly organized budget request forms will be at a severe disadvantage when competing for the SBA's limited resources.

C. Budget Hearings

Each organization is required to attend an individualized Budget Hearing. This ten to fifteen minute session will allow each group the opportunity to elaborate on planned programs and seek support for funds. Groups failing to attend a Budget Hearing will not be allocated funds.

D. Items and Activities that May Not be Budgeted For

Monies allocated to specific programs are to be used for that program. The monies **MAY NOT** be used to cover gifts (e.g., sweatshirts, plaques, mugs, etc.), honoraria (speaker fees), thank you's, or private meals between the speaker and one or more organization members. Should your group chose to buy gifts, honoraria, etc, your group's membership dues can and will cover those expenses. Furthermore, funding for alcohol will not be approved, but for those previously approved by the Dean, for more info see the 2011-2012 alcohol policy.

E. Speakers' Travel Expenses

The Budget Committee will review requests for funding for speakers' travel expenses on a case-by-case basis

F. Re-Allocation of Funds

Once funds are allocated by the SBA, groups **MAY NOT** reallocate those funds to another program. Funds can **ONLY** be used for the program to which they were allocated.

Therefore, groups must use the appeals process to try to receive funding for any program not previously planned.

II. LINE-ITEM FUNDING

It should be made clear that the Budget Committee does not fund organizations, but rather their respective programs. During the initial budget process, groups may apply for as many sole-sponsored and cosponsored programs as they wish. Traditionally, groups have generally been allocated funding for up to two (2) sole-sponsored programs per semester and up to three (3) cosponsored programs per semester. Therefore, organizations are encouraged to prioritize their submitted programs, or the Committee will have to prioritize for them. Please keep in mind that this DOES NOT mean that all groups will automatically receive funding for 5 such programs**. In past semesters, many programs to which the Committee allocated funds never occurred. Therefore, the Committee strongly recommends that each group only try to sponsor two (2) or three (3) well-planned programs throughout the school year.**

While student organizations have complete autonomy to administer all programs that have been approved for funding by the Committee, funds allocated for a specific program may be used **ONLY** for that program. This is known as line-item funding.

For example:

> Group A receives $500 for a symposium. The group MAY NOT cancel the symposium and use the funds for an organizational trip to New York. The group also MAY NOT use those funds for any other program for which the funds were not specifically allocated, including another speaker or symposium, without the consent of the budget administrator (SBA Treasurer) with reasonable notice.

In the event that a group decides to revise its program schedule during a semester after funding has already been allocated, the group MUST discuss such changes with the treasurer within reasonable notice. In the past, the SBA has placed a two week label on “reasonable

notice." This is an admirable goal, but knowing the day today operations of student groups, this two week notice goal may not always be attainable. This Committee is asking that the student groups try their best to give the Treasurer two weeks advanced notice of any budget changes, but the Treasurer will, in certain circumstances, consider requests to change spending of budget allocations up to a week before the scheduled event. Spending changes WILL NOT be considered less than a week before the originally scheduled allocation. The Treasurer then has the discretion to decide whether to allow the group to use the previously allocated program funds for a different program, as requested by the group.

III. GROUP TRAVEL

Qualified groups are eligible for Travel Funding from the Committee for up to three (3) Qualified Persons to national, regional, or sectional conferences and/or conventions. All requests for travel funds are to be included in the group's Budget Request Packet submitted at the beginning of each semester. No travel funding will be allocated "ad hoc" during the semester.

To be eligible for Travel Funding, a student organization must be a Qualified Group, the person(s) traveling must be a Qualified Person, and Travel Funding must cover the expenditures.

Qualified Group:

1. Be a "recognized" chapter, subchapter, branch, or division of their national association or organization (evidenced by a valid letter of recognition from such source);

2. Currently pay annual or semester dues to their national association or organization (if required); *and*

3. Be required to attend a national, regional, or sectional conference or convention or desire attendance at "The Annual" convention or conference of their group's national association or organization.

Qualified Person:

1. Nationally, Regionally, or Sectionally elected officers or delegates;

2. A national, regional, or sectional representative of the group in their national, regional, or sectional group or association; *or*

3. Persons running for national, regional, or sectional positions in their national, regional, or sectional association or organization.

Travel Funding:

1. All tickets (airline, bus, train, etc.) MUST be purchased at least twenty-one (21) days in advance of the date of travel, be for "Coach" fare ONLY, and be purchased through the Villanova University Travel Office, unless alternative arrangements have been made with and approved by the Treasurer. **YOU MUST GET RECEIPTS FOR ALL TRAVEL**.

2. Lodging is limited to a three (3) day stay at a "Convention Hotel," or a "reasonable rate" at another hotel only if there is no "Convention Hotel." Travel Funding ONLY covers the room rate plus any other applicable tax. It DOES NOT include phone calls, faxes, pay-per-view, room service, gratuities, etc. The Treasurer reserves the right to reject funding of what she/he determines to be "unreasonable."

3. Travel Funding DOES NOT include any form of transportation at the site of the convention or conference (e.g., rental car, taxi, bus, ferry, rickshaw, trolley, unicycle, horse and carriage, mule, etc.)

4. Travel Funding DOES NOT include any registration and/or application fee to a convention or conference.

Finally, while travel requests must initially be made in a group's Budget Request Packet, each group **MUST** submit a **Request for Payment Form within two (2) weeks** of the completed travel.

NOTE: If any student organization desires Travel Funding and does not fulfill any or all three of these requirements, a written request may be made for such funding setting forth the specific reasons for such travel and why such person should be traveling.

IV. REIMBURSEMENT PROCEDURES

A. What May Be Reimbursed For

Groups are entitled to be reimbursed for those expenditures incurred in the administration of the Committee's approved program. However, groups **WILL NOT** be reimbursed for any expenditure in excess of the allocated funding for a program.

For example:

> If Group A is approved $500 for Program B and subsequently submits $600 in receipts for Program B, Group A will **ONLY** be reimbursed $500; the amount originally budgeted for Program B.

As stated on page 5, Reimbursement Forms do not cover gifts (e.g., sweatshirts, plaques, mugs, etc.), honoraria (speaker fees), or private meals between the speaker and one or more organization members**.** Dues should cover such expenses.

B. Required Procedure

Groups are **REQUIRED** to submit a **Request for Payment form** (sample in Appendix A) in order to be considered for reimbursements. Further, **valid documentation of expenses** (i.e. receipts) **MUST** be attached to the Request for payment Form. **Expenses for which Request for Payment Forms and valid documentation is not provided WILL NOT be reimbursed. Request for Payment Forms and valid documentation MUST** be submitted to the SBA Treasurer **within two (2) weeks** after the completion of the program that is the subject of the reimbursement. Circumstances beyond the control of a student organization that prevent compliance with deadlines **MUST** be brought to the Treasurer **within the initial two (2) week time frame**. The Treasurer reserves the right to deny any reimbursement to groups that fail to comply with this time restriction. Any decision made by the Treasurer may be appealed to the Budget Committee.

PLEASE NOTE: If the Treasurer does not receive receipts within reasonable time after Fall 2011 semester has ended, or has not arranged with the Treasurer for later submission, those receipts will NOT be refunded. Make sure all receipts are submitted in a timely fashion.

V. CASH ADVANCE PROCEDURES

The Committee recognizes that certain programs require large amounts of funding "upfront" which a group cannot always provide. As a result, groups may request a cash advance in order to effectively administer an approved program. The Bursar's office will produce a check to pay for an event in advance of the date of the event. However, you must submit the following two (2) weeks in advance:

1. **Request for Payment Forms** and **invoices MUST** be submitted to the SBA Treasurer **at least two (2) weeks** prior to the date of the program that is the subject of the Cash Advance. The Committee is not responsible for the timeliness of cash advances to groups that fail to comply with this time restriction. Valid documentation must support the amount of money being requested in the cash advance.

To receive a cash advance, a group **MUST** submit a separate **Request for Payment** and **an invoice for each expense.** The Bursar's office will pay these invoices directly.

VI. PETTY CASH PROCEDURES

The SBA Treasurer also has a small amount of petty cash on hand for reimbursements under $10 dollars. You must fill out a Petty Cash IOU when the Treasurer gives you the cash. You must then submit a reimbursement form along with receipts for petty cash reimbursements.

VII. APPEALS PROCEDURES

Any group not receiving funds due to a failure to submit a timely Budget Request Packet may submit an appeal to the Budget Committee for Semester Funding. Also, any group not receiving funds for particular programs that were requested in their initial, timely filed Budget Request Packet may submit an appeal to the Budget Committee for those funds. Each Appeal

will be considered by the Committee and may be awarded **ONLY** out of remaining funds not already allocated for other programs and programs.

Appeals must be typewritten and addressed to the Committee setting forth, in detail, the specific reason(s) for the appeal. Appeals sent by Email **WILL NOT** be considered.

If a group recognizes the need for more funds in order to sponsor a successful program, the group **MUST** appeal **BEFORE** the program takes place. Groups will only be reimbursed up to the amount allocated for a specific program. **Therefore, if a group overspends and fails to appeal BEFORE the program, the overspent amount WILL NOT be reimbursed.**

VIII. OUTSIDE STUDENT ORGANIZATION ACCOUNTS

It is the policy of this School of Law that student organizations are no longer allowed to hold outside bank accounts. The Committee will now be responsible for securing these funds for **ALL** student organizations. While the Committee will now secure these monies, each group still has complete autonomy as to how these funds will be utilized. The monies from any outside account **MUST** be turned over to the Treasurer of the SBA before any budgetary decisions will be made or any funds allocated for an organization's semester programs.

Student organizations are responsible for handing over to the Treasurer in a timely fashion any and all monies received by them. In addition, piecemeal deposits, while sometimes necessary, should be avoided. Student organizations are responsible for conveying to their members that dues checks may not be deposited and cashed as soon as they are submitted. Any checks of this kind should be made out to "Villanova University," and should be kept in an organized manner BEFORE they are submitted to the Treasurer. Any bank fees/charges associated with bounced checks will be taken out of dues monies from the particular organization. [To avoid these charges, it is suggested that dues be collected in cash.]

Organizations are also encouraged to keep a record of all "outside" fund deposits and withdrawals. Such deposits and withdrawals **MUST** be submitted on a **Request for payment form at least two (2) weeks** before such money is needed. Any deviation from this timeframe must be discussed with the Treasurer.

IX. STUDENT ORGANIZATION BYLAWS AND CONSTITUTIONS

All student organizations are REQUIRED to provide a copy of their bylaws and/or constitution EACH SEMESTER. This includes local and/or national bylaws and/or constitutions that your group may follow. The bylaws and/or constitution must be submitted along with your budget proposal in order to be considered for funding.

For those organizations without bylaws or a constitution, a statement of purpose or mission statement will be accepted in lieu of the required documents. **Failure to comply with the submission of such document will result in the withholding of semester funding.**

X. SBA AUTHORITY TO ADMINISTER FUNDS

Article I, section 2, subsection (e) of the Constitution of the Student Bar Association of the Villanova University School of Law (Constitution) requires the Student Bar Association (SBA) to "administer student funds." The SBA delegates the authority to "administer student funds" to the SBA Budget Committee (Committee), which oversees the budget process, subject to the final approval of the SBA. The Committee reserves the right to alter this Handbook at any time and will notify the student groups of any such alterations. The Committee has instituted the following budget procedures for the 2010 - 2011 Academic Year.

The following elected members of the SBA make up the 2009-2010 Budget Committee:

- Joe Venuto, SBA Treasurer
- Marielle Van Rossum, SBA President
- Andy Rein, SBA Vice President
- Caroline Hayes, SBA Secretary

- Emily Petro, SBA Student Group Liaison

XI. DISCIPLINARY MEASURES

While the SBA does not foresee any problems with the administration of student funds to the various student groups, the groups are hereby notified that the Committee reserves the right to suspend the group's funding indefinitely, audit prior group expenditures, and in extreme circumstances refer the incident and the group to the Law School Administration in the following circumstances:

- Upon a finding that a group has failed to comply with the Budget Handbook or any provision of the SBA Constitution.
- Submission of invalid or fraudulent Cash Advance forms, Expense Report forms, Reimbursement forms, or Travel Funding requests.
- Any fraudulent or invalid documentation submitted in support of any form, request, or petition to the Committee or the SBA.
- Any misappropriation of cash advance funds for an approved program.
- Upon a finding that a group has failed to return cash advance funds in excess of that group's actual expenditures for an approved program.

Failure to comply with the rules surrounding outside account procedures.

XII. DEALING WITH THE TREASURER

The SBA Treasurer is Joe Venuto. All budgetary matters and concerns: organizational funding generally, cash advances, expense reports, reimbursement requests, etc., should be directed to the Treasurer. He can be reached through the Treasurer's mailbox in the SBA Office or at sbatreasurer@law.villanova.edu.

The Treasurer will hold office hours every Fridays from 2:00 p.m. through 3:00 p.m. This time is subject to change without prior notice. When possible, notice will be given and an alternative time provided. This is the time to seek reimbursements and cash advances or submit

expense reports. While requests for reimbursements, cash advances, and expense reports can be deposited in the Treasurer's mailbox in the SBA office at any time during the week or on weekends, these requests will not be processed or be available until each Thursday of the following week during normal office hours. **Failure to conform or adhere to budgetary form deadlines may result in forfeiture of the particular program or program allocation.** Therefore, know your organization's funding needs and plan accordingly.

Addendum B:
Student Group Budget Request Packet - Fall 2011

Student Group
BUDGET REQUEST PACKET
for
Fall 2011

ACKNOWLEDGEMENT FORM:

THIS FORM MUST BE SIGNED BY YOUR PRESIDENT AND TREASURER AND SUBMITTED WITH THE BUDGET REQUEST PACKET IN ORDER FOR YOUR ORGANIZATION TO BE CONSIDERED FOR FUNDING FOR THE FALL 2011 SEMESTER

- I have read and fully understand all of the information in the Fall 2011 Budget Packet.

- I understand that monies allocated for programs and events may not be used for gifts (e.g. sweatshirts, plaques, mugs, etc.), honorariums (Speaker fees, Thank yous, etc.), or private meals between the speaker and one or more organizational members. Dues may be used for such item/activities.

- I understand that failure to conform or adhere to budgetary form deadlines may result in forfeiture of the particular event or program allocation.

- I understand that in order to be considered for funding for the Fall 2011 Semester, all of the following steps must be completed:

  - *Completely* fill out all forms contained in the Budget Request Packet.
  - Include a copy of your organizations by-laws and/or constitution.
  - Turn in the completed Budget Request Packet by **5 p.m. on Friday, September 9, 2011** in the SBA office (there will be an area marked "budgets" in the Treasurer's box).
  - Sign up for a budget hearing, which will take place on **Tuesday September 13, 2011 or Wednesday, September 14, 2010.**
  - I will complete the membership list to the best of my knowledge, which will be supplemented on or before the scheduled budget hearing.

_____	_____	_____
Signature	President	Date
_____	_____	_____
Signature	Treasurer	Date

GENERAL INFORMATION:

GROUP NAME:_____

PRESIDENT: _____
email _____
phone _____

VICE-PRESIDENT:_____
email _____
phone _____

TREASURER: _____
email _____
phone _____

SECRETARY: _____
email _____
phone _____

OTHER EXECUTIVE POSITION: _____
email _____
phone _____

OTHER EXECUTIVE POSITION: _____
email _____
phone _____

Do you charge membership dues? Y / N If so, how much? _____

MEMBERSHIP LIST:

Total Number of Members = _____

SOLE-SPONSORED PROGRAM FUNDING:

SOLE-SPONSORED PROGRAM PRIORITY _____

Title: _____

Date: _____
Time: _____
Place: _____ **(Room # if at VLS)**

Requested Funding: **$**_____

Event Coordinator: _____ **Email:** _____
Phone: _____

Description: _____

_____

_____

_____

_____

_____

_____

_____

SOLE-SPONSORED PROGRAM FUNDING:

SOLE-SPONSORED PROGRAM PRIORITY _____

Title: _____

Date: _____
Time: _____
Place: _____ **(Room # if at VLS)**

Requested Funding: **$**_____

Event Coordinator: _____ **Email:** _____
Phone: _____

Description: _____

_____

_____

_____

_____

_____

_____

_____

CO-SPONSORED PROGRAM FUNDING:

CO-SPONSORED PROGRAM PRIORITY _____

Title: _____

Co-Sponsoring Groups: _____

_____

_____

_____

_____

Date: _____
Time: _____
Place: _____ **(Room # if at VLS)**

Requested Funding: **$**_____

Event Coordinator: _____ **Email:** _____
Phone: _____

Description: _____

_____

_____

_____

_____

_____

_____

_____

CO-SPONSORED PROGRAM FUNDING:

CO-SPONSORED PROGRAM PRIORITY _____

Title: _____

Co-Sponsoring Groups: _____

_____

_____

_____

_____

Date: _____
Time: _____
Place: _____ **(Room # if at VLS)**

Requested Funding: **$**_____

Event Coordinator: _____ **Email:** _____
Phone: _____

Description: _____

_____

_____

_____

_____

_____

_____

_____

CO-SPONSORED PROGRAM FUNDING:

CO-SPONSORED PROGRAM PRIORITY _____

Title: _____

Co-Sponsoring Groups: _____

_____

_____

_____

_____

Date: _____
Time: _____
Place: _____ **(Room # if at VLS)**

Requested Funding: **$**_____

Event Coordinator: _____ **Email:** _____
Phone: _____

Description: _____

_____

_____

_____

_____

_____

_____

_____

TRAVEL FUNDING:

CONVENTION #1

Name of Convention: _____
Location: _____
Dates: **From:** _____ **To:** _____
Convention Hotel: _____

Person to Travel: _____
email: _____
phone: _____

Reason for Travel: **(circle one)**

National Officer
Regional Officer
Sectional Officer

National Representative of Group
Regional Representative of Group
Sectional Representative of Group

On Ballot for National Position
On Ballot for Regional Position
On Ballot for Sectional Position

Is attendance by a member of your group required at this Convention? Y / N

Is the attendance of the person requesting travel funding required at this Convention? Y / N

I certify that my group qualifies for Travel Funding because it meets the criteria enumerated in the Budget Handbook
President's Signature: _____

I certify that I am qualified to apply for Travel Funding because I meet the criteria enumerated in the 2009 Budget Handbook
Attendee's Signature: _____

TRAVEL FUNDING:

CONVENTION #2

Name of Convention: _____
Location: _____
Dates: **From:** _____ **To:** _____
Convention Hotel: _____

Person to Travel: _____
email: _____
phone: _____

Reason for Travel: **(circle one)**

National Officer
Regional Officer
Sectional Officer

National Representative of Group
Regional Representative of Group
Sectional Representative of Group

On Ballot for National Position
On Ballot for Regional Position
On Ballot for Sectional Position

Is attendance by a member of your group required at this Convention? Y / N

Is the attendance of the person requesting travel funding required at this Convention? Y / N

I certify that my group qualifies for Travel Funding because it meets the criteria enumerated in the Budget Handbook
President's Signature: _____

I certify that I am qualified to apply for Travel Funding because I meet the criteria enumerated in the Budget Handbook
Attendee's Signature: _____

TRAVEL FUNDING:

CONVENTION #3

Name of Convention: _____
Location: _____
Dates: **From:** _____ **To:** _____
Convention Hotel: _____

Person to Travel: _____
email: _____
phone: _____

Reason for Travel: **(circle one)**

National Officer
Regional Officer
Sectional Officer

National Representative of Group
Regional Representative of Group
Sectional Representative of Group

On Ballot for National Position
On Ballot for Regional Position
On Ballot for Sectional Position

Is attendance by a member of your group required at this Convention? Y / N

Is the attendance of the person requesting travel funding required at this Convention? Y / N

I certify that my group qualifies for Travel Funding because it meets the criteria enumerated in the Budget Handbook
President's Signature: _____

I certify that I am qualified to apply for Travel Funding because I meet the criteria enumerated in the Budget Handbook
Attendee's Signature: _____