

VERMONT LAW SCHOOL STUDENT BAR ASSOCIATION
STANDING RULES

ARTICLE II. FINANCES

Section 1. General

- A. Pursuant to Article 7 of the Bylaws, funds from the Student Membership Dues shall be divided into a General Fund (fixed at 15%) and a Student Activity Fund (fixed at 85%). Half of each of these funds shall be reserved for each of the year's semesters.
- B. So long as the Solutions Committee remains a viable and recognized standing committee of the SBA Senate, the Student Membership dues shall be divided into a General Fund (fixed at 15%) and a Student Activity Fund (fixed at 85%) that shall be further divided into two components:
 - 1. Solutions Conference Fund (fixed at 10% of total Student Membership Dues) and;
 - 2. The regular Student Activity Fund (fixed at 75% of total Student Membership Dues).
- C. For purposes of these Standing Rules, "Semester" shall be understood to mean "fiscal semester." The Fall fiscal semester shall run from October 1st through January 31st. The Spring fiscal semester shall run from February 1st through September 30th.
- D. See Section 5 below for rules related to the General Fund.
- E. Thirty-five percent (35%) of the Student Activity Fund shall be set aside into the Speaker Fund. The remaining 65% of the Student Activity Fund shall be used to fund all other requests of student groups.
- F. Athletic Groups are the beneficiaries of the DePaul Fund, a grant which gifts differing amounts each year to the Student Bar Association to be spent solely in funding the Athletic Groups. This fund must be allocated and disbursed only to Athletic Groups.
- G. In April of each year all student groups shall submit to the SBA Treasurer a report accounting for expenditures during the current year and a preliminary request for funding for the subsequent semester.
- H. Each group receiving SBA funds must have a treasurer whose records are subject to review by the SBA Treasurer within ten days of a request for review. All requests for funds will be made by the group's treasurer. The funds will be distributed to the group only through its treasurer.
- I. No blank checks will be given out by the SBA treasurer.
- J. SBA funds shall be used for law school community activities.
- K. All groups and their activities using SBA funds must be open to all students. There can be no single sex athletic team unless there is an equal team for the other sex. If there is only interest enough to sustain one team, it must be open to both sexes. The SBA vigorously believes in and will enforce Vermont Law School's non-discrimination policy.

- L. All events funded by SBA funds must be prominently posted and advertised no less than 48 hours before the event, excluding weekends. Preferably, events will be advertised several weeks in advance in print, email, the SBA calendar of events, and on the SBA website. Care should be taken not to schedule against other major events.
- M. Any books, magazines, or similar media purchased with SBA funds must be kept in the library.
 - 1. Items of this nature shall be catalogued with the library for administrative purposes.
- N. Non-alcoholic beverages must always be available at all functions where refreshments are served.
- O. Finance issues fall generally into two categories:
 - 1. Allocation of Funds: including Application, Recommendation, and Approval of Budgets
 - 2. Disbursement of Funds: the issuance of checks to pay for Approved expenses at the time (or shortly thereafter) of delivery of goods or services.

Section 2. Qualifications for SBA Funding of New Groups

In addition to the other requirements to receive SBA funding at the Senate Budget Allocation Meeting, a new group must:

- A. Exist for one full semester.
- B. Submit, prior to the last regularly scheduled Senate meeting of the first semester of existence, a roster of officers, a Treasurer's report, a preliminary budget for the next semester, and provide an indication of any fund raising activities.
- C. Based on the level of fundraising, the Treasurer's report and the number of persons participating in or attending group sponsored activities, the Finance Committee shall recommend to the Senate whether the group shall be eligible to receive SBA funding for the next semester. A majority vote of the Senate is required for a group to become eligible for SBA funding.

Section 3. Treasurer

In addition to the duties described throughout this Article, the Treasurer of the Student Bar Association shall have the following duties:

- A. To advise the Senate, the SBA, and student groups on financial considerations affecting the SBA.
- B. To acquire from the Vermont Law School Business Office all funds collected from the SBA as Membership Dues
- C. To acquire from the Vermont Law School Business Office all funds related to the DePaul Fund at the time they are made available.

- D. To distribute, prior to the Senate Budget Allocation Meeting, and prior to the end of the previous semester if possible, to the treasurers of all student groups eligible to request funds from the SBA the following materials:
 - 1. Pertinent sections of the Bylaws and Standing Rules;
 - 2. Adequate information on the schedule for submission of budget requests;
 - 3. An electronic budget form in MS Excel format
- E. To hold at least one training session for student group officers who want help with the budgeting process.
- F. To serve as chairperson of the Finance Committee and provide student groups with advisory opinions stemming from funding decisions and recommendations to the Senate as needed and appropriate.
- G. To reallocate funds in a group's budget from one approved budget line to another approved budget line up to the amount of \$100.00. The Treasurer shall periodically report all reallocations to the Senate. Reallocations over \$100.00 must be approved by a majority of the Senate.
- H. To transfer monies which are allocated to the Spring Semester from the checking accounts of the General Fund and the Student Activity Fund to a short term Certificate of Deposit bearing a higher interest rate than the checking accounts. This transfer shall take place prior to the third regular Senate meeting of the Fall Semester. The termination of the Certificate of Deposit shall be no later than the first day of the Spring Semester. The Treasurer shall ensure that there are no penalties for removing the funds from the Certificate of Deposit at that time.
- I. To write checks from the appropriate accounts in reply to Funds Disbursement Requests and to place those checks in the group treasurer's mailbox within five (5) business days of receipt of a properly completed and documented request.
- J. To keep accurate records of all expenses and incoming funds in the SBA Book of Accounts. This recording consists of:
 - 1. MS Excel spreadsheet of an overview of the full year's budget (including Student Activity Fund/Speaker Fund, General Fund, and Investment Fund).
 - 2. MS Excel spreadsheet tracking the budget and all expenses of the General Fund
 - 3. MS Excel spreadsheet tracking the budget and all expenses of each student group
 - 4. MS Excel spreadsheet summarizing the Activity Fund and Speaker Fund requests, finance committee recommendations, approved budgets, and actual budget disbursements of each student group
 - 5. Quickbooks database recording and balancing all SBA bank accounts including the Activity Fund checking account, the General Fund checking account, any temporary Certificate of Deposit accounts, and the Certificate of Deposit account for the Investment Fund

- 6. MS Excel spreadsheet detailing the budgets, income, and actual expenses for any events funded through the General Fund (e.g. Oktoberfest, Wynterfoest, Orientation)
- K. To make available to the SBA through email and the SBA website information of all budget requests, recommended budgets, and approved budgets
- L. To make available to the SBA through email and the SBA website information, deadlines, and directions related to the budget process
- M. To make available to the SBA a Funds Disbursement Form and directions
- N. To make regular reports to the Senate at all regularly scheduled Senate meetings.
- O. To report regularly (no less than once per month) in writing to the Senate and the SBA as a whole the financial status of the SBA. Proper reporting includes statements at regular Senate meetings, email notification, posting on the SBA website, and posting in the SBA Handbook in the Cornell Library.
- P. To prepare an annual report to be presented at the last regular Senate meeting in the Spring Semester. This report shall also be posted to the SBA website and in the SBA Handbook in the Cornell Library.
- Q. To keep the SBA Book of Accounts open to inspection by any member of the SBA in the presence of the SBA Treasurer with adequate notice of request.

Section 4. Timelines

- A. Treasurer acquires SBA membership dues (beginning of Fall Semester and balance before Spring Semester)
- B. Treasurer acquires DePaul Fund monies (when available). If the funds are not available in time for the fall semester budget meeting the funds will be held and applied to spring semester athletic budget requests.
- C. Treasurer distributes pertinent rules, budget instructions, and electronic budget form (preferably prior to end of first week of classes)
- D. Time for Preparation and Vote on General Fund Budget (prior to end of second Senate meeting)
- E. Deadline for submission of Budget Applications (no later than three business days prior to Finance Committee Meeting)
- F. Treasurer transfers Spring Semester funds to interest bearing account (prior to third Senate meeting)
- G. Time for Finance Committee Meeting (no less than one week prior to Senate Budget Allocation Meeting)
- H. Treasurer reports and publishes Finance Committee recommendations (within two days of Finance Committee Meeting)
- I. Groups submit responses to the Finance Committee recommendations (no less than three days prior to Senate Budget Allocation Meeting)
- J. Time for Senate Budget Allocation Meeting (within a week of first year elections in Fall, no later than the third Thursday of the Spring Semester)

- K. Treasurer reports and publishes results of Senate Budget Allocation Meeting along with advisory opinions regarding the Finance Committee's decisions (within two days of that meeting)
- L. Deadline for last Disbursement (prior to last regularly scheduled Senate meeting)
- M. Deadline for presentation of Orientation Budget to Senate (prior to last regularly scheduled Senate meeting)
- N. Submission of Group Financial Statements (April of each year)

Section 5. General Fund

The General Fund shall be used each semester to fund the general operation of the Senate and to fund events and goods that affect the entire SBA. Events that are funded with the General Fund include (but are not limited to) the general operation of the Senate, Elections, the Activities Fair (in early Fall), Oktoberfest (in October), Wynterfoest (in February), Last Day of Classes Parties (one each semester), refreshments for finals, SBA Awards, and Orientation events. Additionally, the General Fund may be used to fund Forum and Hearsay, the two recognized literary groups that are provided to the entire SBA.

A. Generally

- 1. The Treasurer in conjunction with the Executive Committee shall prepare a General Fund Budget for the approval of the Senate prior to the second regular Senate meeting of each semester.

B. Oktoberfest

- 1. All Oktoberfest events shall be budgeted in and funded by the Fall semester General Fund Budget.
- 2. The Treasurer shall work with the Activities Committee and the Vice President to develop a working budget for Oktoberfest. This working budget shall be approved by the Senate prior to committing the SBA to any expenses in relation to Oktoberfest.
- 3. The Treasurer shall work with the Activities Committee and the Vice President to present ticket prices for events to the Senate for its approval. Ticket prices shall be calculated to cover the difference between the Oktoberfest Budget and the amount allocated to Oktoberfest in the General Fund Budget. The amount of the ticket prices should be minimized and taken into consideration in developing the Oktoberfest Budget.

C. Wynterfoest

- 1. All Wynterfoest events shall be budgeted in and funded by the Spring semester General Fund Budget.
- 2. The Treasurer shall work with the Activities Committee and the Vice President to develop a working budget for Wynterfoest. This working budget shall be approved by the Senate prior to committing the SBA to any expenses in relation to Wynterfoest.

3. The Treasurer shall work with the Activities Committee and the Vice President to present ticket prices for events to the Senate for its approval. Ticket prices shall be calculated to cover the difference between the Wynterfoest Budget and the amount allocated to Wynterfoest in the General Fund Budget. The amount of the ticket prices should be minimized and taken into consideration in developing the Wynterfoest Budget.

D. Orientation

1. Any Orientation events shall be budgeted in and funded by the prior Spring semester General Fund Budget
2. The Treasurer shall work with the Activities Committee and the Vice President to develop a working budget for Orientation prior to the last regular Senate meeting of the spring semester.
3. Any deficiencies between the Orientation working budget and the amount allocated to Orientation by the General Fund Budget shall be fundraised or taken from surplus in other budget lines of the General Fund Budget.
4. In no way shall a deficit in the General Fund due to Orientation be carried over into the following year.

Section 6. Speaker Fund

- A. Thirty-five percent (35%) of each semester's Student Activity Fund shall be allocated to a Speaker Fund.
- B. The Speaker Fund shall be used to fund student group-sponsored speaker events and conferences.
 1. Smaller panel discussions shall also be considered for funding, but will be limited by the funds remaining.
- C. In April of the previous school year, representatives from all interested student groups shall submit to the SBA Treasurer and the Finance Committee a Budget Proposal. This document shall outline the costs associated with speaker events for the following semester. This proposal need only be tentative but shall include preliminary commitment by student groups and coalitions of student groups to put on specific events during the following fall semester.
- D. In November of the previous semester, representatives from all interested student groups shall submit to the SBA Treasurer and the Finance Committee a Budget Proposal. This document shall outline the costs associated with speaker events for the following semester. This proposal need only be tentative but shall include preliminary commitment by student groups and coalitions of student groups to put on specific events during the following spring semester.
- E. Timelines of when and how events will be planned shall be developed at the April and November meeting.

- F. Dates shall be set for the events and submitted to publication in the VLS Student Handbook and other calendars of events at VLS in accordance with deadlines set by the Dean's office.
- G. Recommendation shall be reviewed during the Fall Finance Committee meeting for submission to the Senate.
- H. Recommendation of division of the funds shall be developed at the April meeting and submitted to the Senate for approval during the Fall Senate Budget Allocation Meeting.
- I. The Senate shall review the ongoing plans for the Spring conferences during the Spring budget process.

Section 7. Peter DePaul Fund

- A. One half of the money generated by the Peter DePaul Fund will be disbursed by the Senate during the spring semester and the remaining amount shall be placed in an interest bearing account to be disbursed the following fall semester. The intent of this rule is to allow both fall and spring athletic groups to benefit from the fund, because the fund is traditionally received after the fall budget meeting.
- B. The Peter DePaul Fund will be allotted to student athletic groups for acquisitions which the SBA Bylaws have traditionally excluded from the budgeting process. Although this money will be dispensed at the discretion of the Senate, items which will reduce the cost of participation for individuals and durable equipment should be given priority over items which will only benefit the VLS community for the short term.
- C. The Treasurer shall submit budget tracking information on budgets and expenses for all athletic groups to the Business Office for consideration by the administrators of the DePaul Fund.

Section 8. Overview of the Student Activity Fund Budget Process

- A. Group Develops Budget
- B. Group submits a Budget Proposal to the Treasurer. This form may be obtained from the Treasurer. See Section 6 for Budget Proposal specifics.
- C. Group Files Electronic Budget Application Form. See Section 9 - "Applications"
 - 1. In addition to the submission of the Budget Application Form, a responsible group leader (President or Treasurer) will be required to sign a form attesting to the fact that their group has no outstanding bills.
 - a. SBA funding will be withheld from groups with outstanding debt until proof of payment is provided to the SBA treasurer.
- D. Treasurer Notifies Group of Receipt of Request Form
- E. Finance Committee Meets to discuss Budget Applications. See Section 10 - "Finance Committee Meeting"
- F. Treasurer notifies groups of Finance Committee Recommendations

1. Groups will be notified on an individual basis of their group recommendation, but will not be afforded the opportunity to review the recommendations made for other groups.
 2. The Treasurer will provide groups with an advisory opinion of why funds were not recommended. The Finance Committee at large is responsible for the drafting of advisory opinions.
- G. Group Notifies Treasurer of Acceptance/Intent to Challenge Recommendation. See Section 11 - "Challenges to Budget Recommendations"
- H. Finance Committee meets to hear challenges and agree on final recommendations.
- I. Finance Committee recommends budgets to the Senate
1. Finance Committee will create and provide to the Senate a Recommendation Packet containing each group's recommendations along with the reasoning for final recommendations.
- J. Senate Meets to Approve Budgets. See Section 12 - "Senate Budget Meeting"
- K. Treasurer Publishes Approved Budgets
- L. Group spends money
- M. Group submits requests for disbursement with proof of spending to Treasurer. See Section 13 - "Disbursement"
- N. Treasurer reimburses group

Section 9. Applications

- A. The Treasurer shall post an electronic Budget Application Form in MS Excel format with directions and due dates.
- B. Funding requests shall reflect the student group's projected expenses for its anticipated semester activities after thoughtful and careful deliberation by the officers and/or treasurer of the requesting student group.
- C. Requests shall include as much specificity as possible and recurring administrative costs (non-event costs such as photocopying, telephone, postage, etc.) must be listed by item and per unit cost where possible. The purpose of this requirement is to encourage accurate preparation and fiscal responsibility among SBA funded groups.
- D. Groups shall include all costs associated with events and include amounts that will be raised through other sources such as fundraising, the Deans' offices, etc.
- E. Requests shall be researched to ensure best possible price for the highest quality products and services.
- F. Budget applications must prioritize events and be presented accordingly.
- G. Co-Sponsored events must be consolidated for presentation during one group's budget hearing, and must clearly
- H. In addition to the submission of the Budget Application Form, a responsible group leader (President or Treasurer) will be required to sign a form attesting to the fact that their group has no outstanding bills.
 1. SBA funding will be withheld from groups with outstanding debt until proof of payment is provided to the SBA treasurer.
- G. Budget Applications shall be submitted no later than three business days prior to Finance Committee Meeting.

- H. Budget applications submitted after the date of the finance committee meeting shall never be considered per Article 7.3(a)(6) of our bylaws.

Section 10. Finance Committee Meeting

The SBA Finance Committee will process budget requests. The Committee will review all requests and make recommendations to the SBA Senate. The Senate, exercising its budgetary authority, may consider special and emergency funding requests and requests for re-allocation of funds during the semester, without review by the Finance Committee, at the option of the Senate.

- A. The Finance Committee shall be composed of at least nine voting members: the SBA Treasurer, the SBA Vice President of Activities, two Senators from each J.D. class, and at least one member of the M.S.E.L. or L.L.M classes. In order to facilitate fairness in the budgeting process, the Treasurer may at his or her discretion invite student leaders to attend the Finance Committee meeting and/or sit on the Finance Committee as non-voting members.
- B. The Finance Committee shall first meet at least two weeks prior to the Senate Budget Meeting for the purposes of reviewing group Budget Applications and recommending group budgets to the Senate.
- C. The Treasurer shall publish the date of this meeting on the SBA website and through email.
- D. A representative of each student group requesting funding shall be permitted and encouraged to attend this meeting for the purpose of explaining the group's budget request.
- E. Groups may not use SBA funds to pay for any of the following expenditures, though this list is intended as a guideline only and is not exclusive:
 - 1. National or regional organization registration and membership fees.
 - 2. Off-campus conference registration fees and travel.
 - 3. Non-recyclable Paper. All groups are encouraged to reduce the amount of paper distributed by using the smallest size paper sufficient to convey the necessary information and by placing notices of events on the SBA website and bulletin boards (as approved) rather than in student mailboxes.
 - 4. Clothing - Uniforms, hats, t-shirts, etc. Uniforms that remain the property of the team and are not for individual ownership will be considered for SBA funding. Exceptions may also be considered where funds are used to purchase clothing items that will be sold to raise money for the benefit of the VLS community.
 - 1. An example of such exception would be the sale of t-shirts for fellowship funds.
- F. The Committee shall fund proposed activities and events and not groups per se. Priority of funding shall be given to events/activities occurring on campus or in the village of South Royalton (or at the home venue of athletic/outdoors clubs) that incorporate issues directly related to the intellectual, physical, or social development of the VLS Community. Out-of-state activities and events/activities

dealing with issues not directly related to the VLS community shall be given the lowest priority.

1. The Committee shall take into consideration these factors in making budget determinations:
 - a. Number of students affected by the activity and expected attendance.
 - b. Whether the event(s) are co-sponsored by two or more groups.
 - c. Impact of the event or activity on the reputation of Vermont Law School and the SBA.
 - d. The apparent completeness and detail of the budget and supporting documents submitted by each group.
 - i. Lack of specificity is a basis for the non-recommendation of funds. Groups must provide as much detail as possible in the final budget application and presentation.
 - e. The merits of the request, based on past expenditures, the attendance at past events, present needs, and the history of the group regarding compliance with these Standing Rules and the Bylaws during the prior academic year.
 - f. The total funds available to the SBA.
 - g. Whether dues are collected from group members and, if so, the amount of such dues. Alternatively, whether the group actively fundraises or attempts to fund at least some of their own expenses and programming.
 - i. Where appropriate, groups should be encouraged to fundraise or collect dues.
 - ii. This consideration is generally not applicable to student groups whose primary purpose is local community service on behalf of the entire SBA or VLS community.
 - h. Number of students regularly participating in the student group.
- G. The Treasurer shall report these recommendations within two days of this meeting to each individual group.
- H. The Finance Committee shall provide advisory opinions to each student group as to why activities/events were not recommended funding within two days of this meeting.
- H. The Finance Committee shall receive notice of intent to challenge the budget recommendations.
- I. The Finance Committee shall meet for a second time to hear recommendation challenges and to make final budget recommendations.
- J. The Finance Committee will create a Recommendation Packet, for distribution to the Senate, containing each group's recommendation along with the reasoning for final recommendations.
- K. The Finance Committee will meet as needed throughout the semester to review requests and to determine the status of the Student Activities Fund and the General Fund.
- L. The Finance Committee and the Treasurer shall maintain adequate records of student group funding to serve as a basis for future budgeting decisions.

Section 11. Challenges to Budget Recommendations

- A. Student groups wishing to challenge the recommendations of the Finance Committee must respond by e-mail or in writing to the Treasurer within 48 hours after receiving recommendations.
- B. Failure to respond will be construed as an acceptance of the recommendation.
- C. A representative of student groups challenging the budget recommendations must attend the second Finance Committee Meeting for the purpose of explaining their challenge.
- D. The Treasurer shall set a schedule for each of these representatives to speak at the second Finance Committee Meeting.
- E. Challenges that cannot be resolved at the second Finance Committee meeting shall be submitted to the Senate for discussion at the Budget Meeting.
- F. Student group representatives are welcome to attend the Senate Budget Meeting for the sole purpose of answering any questions the Senate may have.

Section 12. Senate Budget Meeting

- A. The Treasurer shall present to the Senate a review of the Finance Committee recommendations and seek approval of group budgets.
 - 1. The Fall Senate Budget Meeting shall be scheduled no later than one week after first year elections. The Spring Senate Budget Meeting shall be scheduled no later than the third Thursday of the Spring Semester.
 - 2. This meeting, like all senate meetings, will be advertised in advance and will be open to the public.
 - 3. The Treasurer shall publish the date of this meeting on the SBA website and through email.
- B. At the outset of the Senate Budget Meeting the Treasurer shall be afforded adequate time to present the Finance Committee Recommendations
 - 1. The Treasurer will work through the Recommendation Packet
 - 2. The Treasurer will inform the Senate of any un-resolvable challenges and recommend solutions thereto
 - 3. The Treasurer shall answer any questions posed by the Senate
- C. A majority vote by the Senate is needed for approval of any change to the Committee's recommended budget, and for the budget as a whole.
 - 1. Finance committee recommendations shall be presumed final and changed only for good cause.
- D. The Treasurer shall publish the results of this meeting including Approved Budgets and conditions placed on those budgets within two (2) days of the meeting. The results shall be published in email and on the SBA website.
 - 1. Any conditions applied to all or part of a groups funding shall be communicated to the group with the publishing of Approved Budgets
- E. While time constraints may require the chairperson to only recognize senators all are welcomed to attend and observe the meeting.

Section 13. Disbursement

Funds will be disbursed for items approved by the Senate using one of four methods: reimbursement of an individual who spends their own money, reimbursement of the group treasury, writing a check prior to delivery of goods/services with written price quote, writing a check for an approved speaker honorarium. Each of these methods is detailed in subsections B-E below. Groups are encouraged to keep a checking account and the preferred method of disbursement is reimbursement of the group treasury.

A. Generally

1. No funds shall be disbursed without written official proof (receipt) of delivery of goods or services
2. All requests for disbursement must originate from and be signed by the Group Treasurer whose name is on record with the SBA Secretary.
3. Groups must have a current version of their By-Laws/Mission Statement on file with the SBA Secretary prior to any funds disbursements
4. Only products and services explicitly detailed in the specific line items of the approved budgets will receive funds disbursement. They are also limited by the stipulations outlined in the Treasurer's Report. Please review the approved budgets and notations carefully.
5. Multiple products and services provided by the same business or entity may be included on a single disbursement request. However, a separate request is necessary for each business or entity.
6. The Group Treasurer should do all that is possible to seek the most cost efficient products and services available. This should be done with an eye toward total cost of ownership and quality.
7. All Funds Disbursement Request forms must be submitted prior to the last regularly scheduled Senate meeting of each semester. For this portion of the standing rules no meeting shall be considered a regularly scheduled meeting if it occurs after the regularly scheduled class schedule as set by the registrar. Special makeup classes during reading period shall not be considered for this portion of the standing rules part of the regularly scheduled class schedule.
8. No funds shall be disbursed from one semester to cover costs incurred in a previous semester.
9. This process encourages foresight and planning by the group. Last minute requests will only be entertained within the procedures described herein. Higher priority will not be assigned.
10. Proof of delivery of goods and services
 - a. An adequate written price quote consists of proof of a cost commitment by a business promising to deliver goods or services on a specified date.
 - b. An adequate written receipt of delivery of goods or services shall be itemized with prices clearly indicated for each item.
 - c. When submitting multiple receipts with one Funds Disbursement Form, each item on such receipts for which reimbursement is sought must be clearly circled. Calculations of taxes and shipping

charges attributable to these items must be clearly indicated by the group treasurer in order to be reimbursed.

B. Individual Reimbursement Procedure

1. This process requires the Group Treasurer's approval and signature.
2. Review approved budget to ensure the specific expense has been approved.
3. Receive approved goods and/or services with a receipt.
4. The individual pays the business with the individual's funds.
5. The individual submits receipts to the Group Treasurer.
6. The Group Treasurer acquires a Funds Disbursement Request Form from the SBA Treasurer's mailbox in the small mailbox bin beneath the main mailboxes in the Chase Center Breezeway.
7. Completely fill out the Funds Disbursement Request Form (leaving gray box for office use).
 - a. Check "Request for Individual Reimbursement"
 - b. Fill in "Date"
 - c. Provide "Total Amount to be Disbursed"
 - d. Provide "Name of Student Group"
 - e. Provide "Name of Group Treasurer"
 - f. Group Treasurer MUST sign
 - g. Provide "Name of [Individual] to be Reimbursed (as it should appear on check)"
 - h. Provide "Description of Goods/Services Provided"
 - i. Include itemized description of each item
 - ii. Include reference to which budget line item from approved MS Excel budget form the funds shall come from
 - iii. Include shipping and handling costs
 - iv. Include S/H method [fedex/ups/usps] (make sure to ask vendor business)
 - v. Include taxes
 - vi. Attach a separate sheet if necessary
 - i. Provide "Event for which Goods/Services Were Used"
8. Attach proof of delivery of goods and/or services (receipts) to the Funds Disbursement Request Form.
9. Submit the completed Funds Disbursement Request Form to the SBA Treasurer's mailbox.
10. The SBA Treasurer will place a check made out to the Individual in the Group Treasurer's mailbox within two business days of receipt of the request.
11. If no receipt is included or available, the treasurer shall not upon his or her own authority issue any funds. Funds may only be disbursed except upon a finding of the senate by a super majority vote that the goods were purchased by the group and that funds ought to be released for the prior approved purchase as if a receipt had been present. The intent of this portion is to reimburse only for those occasions in which there was

accidental loss of a receipt and there is overwhelming proof that the goods were purchased in good faith and the funds had already been approved.

C. Group Reimbursement Procedure

1. This process requires the Group Treasurer's approval and signature.
2. Review approved budget to ensure the specific expense has been approved.
3. Receive approved goods and/or services with a receipt.
4. Pay the business with a check from the Group Treasury.
5. Acquire a Funds Disbursement Request Form from the SBA Treasurer's mailbox in the small mailbox bin beneath the main mailboxes in the Chase Center Breezeway.
6. Completely fill out the Funds Disbursement Request Form (leaving gray box for office use).
 - a. Check "Request for Group Reimbursement"
 - b. Fill in "Date"
 - c. Provide "Total Amount to be Disbursed"
 - d. Provide "Name of Student Group"
 - e. Provide "Name of Group Treasurer"
 - f. Group Treasurer MUST sign
 - g. Provide "Name of [Group] to be Reimbursed (as it should appear on check)"
 - h. Provide "Description of Goods/Services Provided"
 - i. Include itemized description of each item
 - ii. Include reference to which budget line item from approved MS Excel budget form the funds shall come from
 - iii. Include shipping and handling costs
 - iv. Include S/H method [fedex/ups/usps] (make sure to ask vendor business)
 - v. Include taxes
 - vi. attach a separate sheet if necessary
 - i. Provide "Event for which Goods/Services Were Used"
7. Attach proof of delivery of goods and/or services (receipts) to the Funds Disbursement Request Form.
8. Submit the completed Funds Disbursement Request Form to the SBA Treasurer's mailbox.
9. The SBA Treasurer will place a check made out to the Group Treasury in the Group Treasurer's mailbox within two business days of the disbursement request.
10. If no receipt is included or available, the treasurer shall not upon his or her own authority issue any funds. Funds may only be disbursed except upon a finding of the senate by a super majority vote that the goods were purchased by the group and that funds ought to be released for the prior approved purchase as if a receipt had been present. The intent of this portion is to reimburse only for those occasions in which there was accidental loss of a receipt and there is overwhelming proof that the goods were purchased in good faith and the funds had already been approved.

- D. Checks Prior to Delivery of Goods or Services Procedure
1. This process requires the Group Treasurer's approval and signature.
 2. Review approved budget to ensure the specific expense has been approved.
 3. Acquire an official written price quote for the goods and/or services to be provided from the business.
 4. Acquire a Funds Disbursement Request Form from the SBA Treasurer's mailbox in the small mailbox bin beneath the main mailboxes in the Chase Center Breezeway.
 5. Completely fill out the Funds Disbursement Request Form (leaving gray box for office use).
 - a. Check "Request for Check Prior to Delivery"
 - b. Fill in "Date"
 - c. Provide "Total Amount to be Disbursed"
 - d. Provide "Name of Student Group"
 - e. Provide "Name of Group Treasurer"
 - f. Group Treasurer MUST sign
 - g. Provide "Name of [Business] to be Paid (as it should appear on check)"
 - h. Provide "Address of Business" (if not on the price quote)
 - i. Provide "Business Contact Person's Name and Phone #"
 - j. Provide "Description of Goods/Services Provided"
 - i. Include itemized description of each item
 - ii. Include reference to which budget line item from the approved MS Excel budget form the funds shall come from
 - iii. Include shipping and handling costs
 - iv. Include S/H method [fedex/ups/usps] (make sure to ask vendor business)
 - v. Include taxes
 - vi. Attach a separate sheet if necessary
 - k. Provide "Event for which Goods/Services Were Used"
 6. Staple written price quote to Funds Disbursement Request Form.
 7. Submit the completed Funds Disbursement Request Form to the SBA Treasurer's mailbox.
 8. The SBA Treasurer will place a check along with a Proof of Delivery Form in the Group Treasurer's mailbox within two business days.
 9. Provide the check to the business.
 10. The business will provide the goods and/or services.
 11. Completely fill out the Proof of Delivery Form.
 - a. Fill in "Date"
 - b. Provide "Date of Delivery of Goods/Services"
 - c. Provide "Name of Student Group"
 - d. Provide "Name of Group Treasurer"
 - e. Group Treasurer MUST sign
 - f. Attach receipts to the Proof of Delivery Form.

12. Submit the completed Proof of Delivery Form to the SBA Treasurer's mailbox within two business days of delivery of goods and/or services.

E. Speaker Honorarium Checks Procedure

1. This process requires the Group Treasurer's approval and signature.
2. Review approved budget to ensure the specific expense has been approved.
3. This process must be completed at least one week prior to the arrival of the speaker.
4. Include in this request honoraria and itemized travel expenses incurred directly by the speaker that will be reimbursed directly to the speaker.
5. Acquires a Funds Disbursement Request Form from the SBA Treasurer's mailbox in the small mailbox bin beneath the main mailboxes in the Chase Center Breezeway.
6. Completely fill out the Funds Disbursement Request Form (leaving gray box for office use).
 - a. Check "Request for Purchase Order"
 - b. Fill in "Date"
 - c. Provide "Total Amount to be Disbursed"
 - d. Provide "Name of Student Group"
 - e. Provide "Name of Group Treasurer"
 - f. Group Treasurer MUST sign
 - g. Provide "Name of [Speaker] to be Paid (as it should appear on check)"
 - h. Provide "Description of Goods/Services Provided"
 - i. Include itemized description of each item
 - ii. Include reference to which budget line item from approved MS Excel budget form the funds shall come from
 - iii. Include Honorarium cost
 - iv. Include any approved travel/accommodations/food costs to be incurred directly by the speaker for which a reimbursement check should be cut (this does not include costs arranged for and paid by the group or an individual of the group). If the costs are to be reimbursed after the fact, use procedure for "Request for Individual Reimbursement" and include address of speaker for the check to be mailed to them.
 - v. Include taxes
 - vi. Attach a separate sheet if necessary
7. Provide "Event for which Goods/Services Were Used"
8. Submit the completed Funds Disbursement Request Form to the SBA Treasurer's mailbox at least 3 business days prior to the arrival of the speaker.
9. The SBA Treasurer will place a check made out to the Speaker in the Group Treasurer's mailbox at least one day prior to the arrival of the speaker.

10. Receipts for travel/accommodations/food costs incurred directly by the speaker should be placed in the SBA Treasurer's mailbox within 2 days of the Speaker Event.

Section 14. Rollover of Remaining Activity and General Fund Balance

- A. Any portion of the Student Activity and General Fund that remains unspent after the Treasurer pays all outstanding obligations incurred and approved under the Bylaws and the standing rules shall rollover into the next fiscal year's budget for each respective fund.

Section 15. Fundraising

The Senate and all student groups receiving funding from the SBA are strongly encouraged to conduct fundraising events and activities.

- A. Loans for Fundraising. The Senate may, at its discretion, make loans to any existing bona fide student group solely for fund raising purposes. Such loans must be made out of the General Fund and shall be paid back in full as soon as the borrowing group has recouped the amount of the loan.
- B. In order to gain approval for a loan, a student group must petition the Senate and present a complete plan of its fund raising proposal. In deciding whether to approve a loan for a group, the Senate should consider, but is not limited to consideration of, the following:
 1. Amount of money in General Fund;
 2. Risk involved or chance of success of fund raising proposal;
 3. Projected date of repayment or length of recoupment period.
- C. In making such loans, the Senate reserves the right to:
 1. Define and set all terms of the loan including the length of time for repayment (the Senate should consider the factors in subsection B in setting such terms); and
 2. Impose financial penalties through the regular budgeting procedure on any borrowing group who defaults on such a loan.