

**WILLIAM S. BOYD SCHOOL OF LAW,  
UNIVERSITY OF NEVADA, LAS VEGAS**

**STUDENT BAR ASSOCIATION**

**2008-2009**

**STUDENT ORGANIZATION  
HANDBOOK**



# 2008 – 2009 ACADEMIC YEAR

## PREFACE

This handbook was drafted by officers of the 2008-2009 Student Bar Association of the William S. Boyd School of Law to provide guidance on the processes of student organization recognition and funding. It is the SBA's hope that this document will answer many of the questions student organizations (and those in the process of forming a student organization) have regarding recognition and funding.

**Overarching Goal:** To create a stronger sense of community among students, faculty, and staff. As student leaders of your respective student groups, your participation is instrumental in making this goal a success and building a strong community.

### **How student organizations can help:**

- Plan and execute activities that will benefit the entire law school community, not just one particular student group.
- Co-sponsor events and activities with other student organizations to maximize law school participation
- Plan philanthropy requirements that benefit the community and positively promote Boyd School of Law
- Work closely and communicate with SBA to organize, plan, and execute school-wide activities

SBA hopes that this handbook serves its purpose in providing your organization with the information it needs to become an active part of the law school community.

Tyna-Minét Ernst  
SBA President, 2008-2009.

## OVERVIEW OF THE STUDENT BAR ASSOCIATION

The Student Bar Association (hereinafter, SBA) is composed of all students in attendance at the University of Nevada, Las Vegas, William S. Boyd School of Law (hereinafter “law school”). The SBA Board of Governors are students elected to serve and represent the student body in an effort to allow for continued improvement of the high quality of education and services at the law school.

The 2008-2009 SBA Executive Board members are:

**President** .....Tyna-Minét Ernst..... tynaminet@gmail.com

**Vice Pres. (Night)** .....Kareema Turner... kareema.turner@students.law.unlv.edu

**Vice Pres. (Day)** ..... Seth Floyd ..... seth.floyd@students.law.unlv.edu

**Treasurer**..... Kelly Przeworski..kelly.przeworski@ students.law.unlv.edu

**Secretary** ..... Caroline Song .....carolinesong127@gmail.com

Each class has a representative who will attend all SBA meetings. The representatives are:

**Elana Graham (2L)**

**Sepideh Sayedna (2L)**

**Ryan Leary (3L)**

**Ryan Reeves (4L)**

### **SBA Email Information**

The SBA has implemented a general email address for students and student orgs to communicate efficiently with the SBA. Our hope is to use this as a way to communicate directly with us about any concerns or suggestions you might have.

Email Address: [LawSBA@unlv.edu](mailto:LawSBA@unlv.edu)

Specifically, any of their activities must be emailed by **5:00 on Sunday**, the week before the activity. SBA will compile a school-wide calendar with all events and send it on the InfoServe and post it in the student break room on Mondays. To ensure your group is represented, please be timely.

### **SBA Meetings**

For the fall semester, SBA meets every Thursday at 4:30 in Room 117. These meetings are open and all students are encouraged to attend. Student org representation is especially welcome.

During these meetings, the SBA will vote on budget requests, student suggestions, and all issues on the weekly agenda. When your organization has something on the agenda, your presence is requested. The **only time ANY decisions will be made** is during the meetings. Pay close attention to the deadlines detailed in the budget section above to make sure that your requests can be discussed and voted upon.

In order to get anything on the agenda, it must be received by the SBA Email no later than the Monday before the meeting by 5:00 PM.

# **OVERVIEW OF ORGANIZATION RECOGNITION AND FUNDING PROCEDURES**

To be considered an organization in good standing with the law school, an organization must receive recognition from the SBA. Recognition is conferred by a majority vote of the SBA Board of Governors (which consists of the Executive Board members listed on the previous page and the seven class representatives elected by their respective cohorts).

The SBA authority to administer student funds is provided in Article XVI of the constitution of the William S. Boyd School of Law Student Bar Association. Specifically, the constitution delegates authority to the SBA Board of Governors to administer funds as they oversee the budget process. The Board of Governors reserves the right to alter this handbook at any time and will notify the student organizations of any such alterations in a timely manner.

## **STUDENT ORGANIZATIONS: LAWS AND CONSTITUTIONS**

All student organizations are required to provide a copy of their by-laws and/or constitution upon request. This includes local and/or national by-laws and/or constitutions that your group may follow. Organizations, which have not previously done so, must submit the latest version of their by-laws and/or constitution along with their budget requests in order to be considered for funding.

# PHILANTHROPY REQUIREMENT FOR STUDENT ORGANIZATIONS

## Overview

In order to receive SBA funding, every student organization must plan and participate in at least one philanthropic event per year. The goal of the philanthropy requirement is for Boyd students to perform meaningful service in our community and increase the visibility of our law school. The SBA suggests displaying your student organization banner at the event to increase visibility.

Each organization may determine the manner in which it will satisfy this requirement, but should keep the goals of the requirement in mind when selecting an event or project. Events that achieve the above-stated goals of the philanthropy requirement are much more likely to receive SBA approval.

This requirement can be satisfied in many different ways. For example, one organization may wish to satisfy its philanthropy requirement by volunteering to help with a local charity walk ([The Memory Walk](#), [America's Walk for Diabetes](#), [Making Strides Against Breast Cancer](#), or [The AIDS Walk](#)), while another may decide to meet on a Saturday morning to remove graffiti from a specific area around Las Vegas. Neither of these suggestions is meant as an exclusive list of ways to satisfy the requirement. Please feel welcome to ask the SBA for guidance in choosing a way to satisfy the requirement.

The SBA will approve on-campus events which demonstrate that an organization's members have completed the requisite 20 hours (such as by conducting a fundraising event in house that benefits the community). As such, the SBA will no longer approve events that consist of placing boxes around the law school to collect items for needy individuals in order to fulfill the philanthropy requirement. While such a project provides for a worthwhile charity, and is encouraged as an organizational activity, it does not substantially comply with the philanthropy requirement or achieve the goal of increasing the law school's visibility in our community. Also some activities may have a capped number of hours that will be counted toward the philanthropy event, as decided by the Board of Governors.

The officers of each organization bear the burden of submitting the philanthropy form and any written evidence in order to satisfy the philanthropy requirement. The SBA is not responsible for an organization's failure to complete any of the requirements.

## Requirements

1. Within each school year (i.e., Fall 2008 to Spring 2009), organizations must submit to the SBA for approval a completed philanthropy form describing the organization's

planned event. This form should be submitted to the SBA President at least **one (1) week prior to the planned event**, to guarantee enough time for the SBA to review the proposal.

2. The organization must complete **20 hours of service**. Each organization must perform the service hours by participating in its pre-approved event or project **before May 31** of the school year. If an organization does not fulfill the requirement during the Fall Semester, a written document must be submitted on or before Spring Semester budget requests detailing how the organization will fulfill the requirement. The document should state at a minimum: the event, date, time, location, anticipated number of members that will help fulfill the requirement, number of hours served and what service is being offered to the community. The service hours are calculated by adding the number of hours worked by each member.
3. **Written evidence** of successful completion of the philanthropy requirement **must be submitted** to the SBA President **before the end of the current school year**. This requirement can typically be satisfied by submission of a sign-in sheet attesting to member participation in the philanthropy event. Another suggestion is forwarding emails from members attesting to the amount of work they performed. Each organization bears the responsibility to complete this requirement even though the SBA may send out reminders or requests for the written evidence.

### **Consequences of Incompletion**

If an organization does not complete all three (3) requirements, that organization will not receive SBA-related funds for the following semester until the unfinished requirements are completed. For example, if an organization does not complete the requirement by the end of Fall Semester, that organization **MUST** submit a written proposal for how it will complete the requirement by May 31. If the organization **DOES NOT** submit documentation of an anticipated philanthropic activity that organization will not receive funding for Spring Semester until after the document is submitted. (NOTE: If the organization **DOES** submit documentation regarding a Spring Semester activity, the organization **WILL** receive Spring Semester funding according to the regular process). If an organization fails to complete the philanthropy requirement by May 31 of the current school year, that organization will not receive funding for the following Fall Semester until the unfinished hours are completed. Retroactive reimbursements will not be available, but funding will commence as soon as the requirement is fulfilled.. The organization would become eligible for the next Spring Semester if the current year's philanthropy requirement is completed in accordance with the Requirements section above.

The purpose of withholding SBA funds from organizations that do not complete the philanthropy requirement is to motivate student organizations to perform service in our community. The consequences for not completing the philanthropy requirement have been

reduced from no SBA funding for the following year to merely suspending SBA funding for the following semester until the organization completes the unfinished number of hours. The reason for the reduced penalty is to bring the consequences in line with the goals of the philanthropy requirement by allowing organizations to complete the service hours from the previous year.

**Note:** Organizations whose funds have been suspended must still comply with the budget request process and submit the appropriate budget request form in a timely fashion.

## ORGANIZATION EVENTS AND ACTIVITIES

Generally, there is no limit to the number of events and activities an Organization can have per semester or academic year so long as the organization complies with event scheduling requirements. However, in response to the increasing number of student organizations and decrease in student participation, the SBA limits the number of speaking engagements that a student organization may sponsor at the law school to two per semester. An event may include no more than one day and one evening session on the same topic. Whether an event is to be considered a “speaking engagement” is at the discretion of the SBA. A speaking engagement includes, but is not limited to, any event in which a student organization, either alone or with other student organizations, sponsors a member outside the law school community (not a student, faculty, or staff member) to address the law school community using the law school facilities.

**Each organization must register its own event via the automated law school calendar on the Extranet.** You can select from among a list of available rooms on this list. All requests are automatically sent to the administration for approval, which will come within 48 hours. This method is used to minimize the likelihood of two organizations having conflicting events.

# BUDGET ALLOCATION PROCESS

## A. Semester Funding

Organization 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, whichever is applicable.

## B. Forms Required for an Organization to be Eligible for Funding

The appendix of this handbook contains all of the forms required for a recognized organization to request funding for a semester. To be considered for funding, each group must submit the budget application forms to the Board of Governors by the deadline for budget requests in both the Fall and Spring Semesters.

Organizations **MAY NOT** supply their own budget request forms or supplement the Budget Request Packet unless specifically requested to do so. Funds may or may not be available if: (1) fail to submit the supplied forms when requesting funding, or (2) fail to return them by the written deadline.

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, organizations are strongly encouraged to **be as specific as possible when filling out the requested forms**. Organizations should provide dates, room locations (as approved by the Dean), times, and speaker names in as accurate and detailed a manner as possible. While such particularized events are not required, groups that provide program and event schedules with such detail will be more likely to receive the amount of funds they desire. Conversely, groups submitting abbreviated and/or poorly organized budget request forms will be at a disadvantage when competing for the SBA's limited resources.

## C. Budget Hearings

Each organization is invited to attend the SBA's Budget Hearings, held during the weekly SBA meetings. These meetings will allow each group the opportunity to hear how the SBA analyzes funding requests, and allow the Board of Governors the opportunity to ask specific questions or request clarification on the particular requests of each organization in attendance. Groups failing to attend the meeting will not be barred from receiving funds; however those in attendance will have the added advantage of elaborating on the information provided if requested to do so.

## D. Items and Activities for which SBA Funds Shall Not be Used

Monies allocated to specific programs and events **SHALL NOT** be used to cover gifts (e.g. plaques, mugs, etc.), or private meals between the speaker and one or more organizations

members. Any such expenses that are so construed must be paid for by monies raised through the organization's membership dues or fundraising activities.

Additionally, under the SBA Bylaws, the SBA shall not serve as the student org's primary source of funding. Priority will go to non-food funding requests. **This means that the SBA will not be paying for pizza for all student org MEETINGS.** However, the SBA will consider assisting in funding food for **EVENTS**.

For example, if you have a movie, it would be creative to provide popcorn at the movie. The SBA would likely assist in funding the popcorn for such an event.

#### E. Carryover of Unused Funds Allocated in Previous Semester

As **SBA has a limited budget from which to fund all organizations**, funds allocated for events during a semester which are not used will be recaptured by the SBA for allocation during the next budget allocation cycle. The extent to which an organization used its allocated funds in the previous cycle will be considered by the SBA Board of Governors when examining that organization's next budget requests. **Therefore, organizations that request funding for events that do not occur will be at a disadvantage when their next budgets are considered because the SBA will track all actual expenditures.**

Exceptions will be made for documented circumstances beyond an organization's control (e.g. last-minute cancellation by speakers, etc.). As the SBA allocates a small portion of its funds for unforeseen requests throughout the semester (such as an organization being contacted by an outside speaker to host an event at the last minute), it behooves organizations to not seek funds for events that do not have a high likelihood of occurring.

Note also that unless specifically listed in the budget request and approved as such, funds allocated for Spring semester do not carry over through the summer. The SBA will recapture funds immediately after the end of the Spring semester so that they may be reallocated and used before the end of the fiscal year; otherwise, all undistributed funds the SBA receives through activity fees (the source of SBA's budget) revert back to the law school administration's general fund. This means that the students do not get the money.

## LINE ITEM FUNDING

Note that SBA does not fund organizations per se, but rather their respective programs/events. During the initial budget process, groups may apply for funds to sponsor and/or co-sponsor events as they wish, **so long as said events will actually occur.**

Traditionally, the Board **determines funding based on the size of the organization, the other means the organization has including the amount of dues (local and International) and/or outside donations, and the growth of the organization.** These monetary amounts are not set, and are dependent on the amount of requests received and the amount of events the Board chooses to sponsor.

Because of limited funds and a steady growth in student involvement, organizations are encouraged to prioritize their submitted events, or risk having the SBA Board of Governors prioritize the events as it sees fit. Please note that this DOES NOT mean that all groups will automatically receive funding for all events for which money is requested. **Please be advised that the SBA should not be considered an organization's sole source of funding, but merely a supplement to other resources.**

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

Additionally, student organizations may not schedule conflicting events. **Once the funds have been dispersed, the organization is still charged with reserving a room** through law school website (through the portal or the extranet) **to ensure there are no conflicts.** If, due to extreme circumstances, an organization must hold an event at the same time or in the same location as another group, they are required to request the permission of the group first requesting the location or time. Otherwise, scheduling an event at the same time or location as another student group may be cause for the loss of funds for that event.

## ORDERING FOOD FOR EVENTS

Sodexo Catering provides food services for UNLV events. To order food for events you must:

1. Submit a written request to the SBA including event description, date(s), time, number of participants, vendor, estimated cost including tip and delivery, and what will be ordered for signature. This will ensure that you comply with necessary University guidelines, and that you have the available funds in your budget for the purchase.
2. **Submit the approved request to Dean Smith no less than 7 days prior to the event.** As UNLV regulations require the signature of Dean White for “hosting events,” organizations would do well to submit their requests as far in advance as possible. If you submit a request less than 7 working days prior to the event, there is no guarantee that the request will be approved by the date of the event.
3. If you have on **OFF CAMPUS** event, you can use off-campus vendors. However, the **organization will have to pay these vendors out-of-pocket and then seek reimbursement.** Please ask the vendor for an itemized receipt of what was purchased and the payment method (e.g. cash, credit card or check). Receipts must be submitted with a signed SBA form immediately after the event to Kerry Martinez. Reimbursement takes a minimum of 14 business days (excluding holidays).

**THE LAW SCHOOL WILL NOT PREPAY ANYTHING!! IF YOU DO NOT GET THE RECEIPT FROM THE VENDOR, YOU WILL NOT BE REIMBURSED. ADDITIONALLY, THE SBA MAY IMPOSE SANCTIONS ON ANY SUCH ORGANIZATION.**

Additional information may be found at <http://www.unlvdining.org/catering.html>.

## ALCOHOLIC BEVERAGE POLICY

Nevada law requires that individuals be 21 years of age or older in order to possess or consume alcoholic beverages; therefore alcoholic beverages are not to be served nor brought into any organization functions or activities at which persons under the age of 21 will be present. The furnishing of alcohol to persons under the age of 21 and the possession or consumption of alcoholic beverages by persons under the age of 21 will subject the violator/violating organization to University disciplinary action and/or arrest.

The sale of alcoholic beverages by an organization is prohibited. The definition of sale includes exchange for money, before, during or after events including but not limited to coupons, admission charged and “donations.” No University funds, including Student Activity Funds or those provided through the SBA, shall be used to purchase alcoholic beverages. Advertising of events at which alcoholic beverages will be served cannot include references to alcohol or imply sponsorship by the Student Bar Association.

Any organization failing to comply with this policy will be subject to funding removal and sanctions. Continued violations will result in the organization’s suspension.

NOTE: If there is any potential for alcoholic beverages to be consumed at an event sponsored by a student organization, **the event must be registered with UNLV**. The event registration form is included with this packet or can be picked up from the SBA.

# ORGANIZATION ADVERTISING POLICY

The University oversees and monitors the distribution of printed materials and posting of notices on UNLV's campus. The SBA reserves the right to remove outdated or unauthorized materials. The distribution and posting of notices is permitted with the following guidelines:

1. Flyers may be posted around the school as follows:
  - a. Post in classrooms on the right hand side of the whiteboards.
  - b. Post on bulletin boards in the locker room and the student lounge.
  - c. Post in restrooms.
  - d. Post in e-mails.
  - e. Post your sign on the sign board or on an easel (available in administrative suite).
  - f. Remove announcements when the event is over.

Please do NOT

- a. Tape announcements to walls.
- b. Tape announcements to wood benches and wood doors.
- c. Tape announcements to entry way doors.

Do NOT put anything about alcohol specials on law school front doors.

2. Written notices are permitted in classrooms on designated boards. Professors reserve the right to remove all written materials that interfere with classroom space or decrease the overall educational environment.

3. Banners may be hung at designated places in the law school during orientation and further scheduled periods. Additionally, organizations may post their banner and hand out printed materials during their meetings or at events for which they have secured table space, provided they have met the procedural requirements for reserving the time and location. Student Banners may not be left hanging inside the law school for an extended time. All such banners will be removed and are considered forfeited by the organization.

4. Organizations may send mailers approved by the Dean of Student Affairs and the SBA President. Organizations are responsible for postage and materials.

## **OFFICE SUPPLIES, PHOTOCOPIES, ETC.**

All needed office supplies can be obtained from Kerry Martinez (in the law school administration office). To obtain supplies from Kerry, an approval form signed by a member the SBA President or Treasurer and Dean Smith is required. If the law school does not have the office supplies that you need or cannot get them in a timely manner, please let Kerry know so that she can instruct you on where and how to get the supplies.

Note that the **SBA has pre-paid office supplies for use by student orgs.** You can obtain office supplies from Kerry Martinez for legitimate purposes. Make sure to sign out for the supplies under the appropriate tab in the student organization binder, available at the front desk.

## **GROUP TRAVEL**

Qualified groups are eligible for Travel Funding through the University and by special request to the Dean. All or a portion of travel costs may be approved, and you should expect to be reimbursed only for those items for which you have received prior approval. Funds are limited; therefore, priority is given to organizations that “declare” their intentions to attend conferences or other events on the Organization Registration/Re-registration Form.

The SBA cannot fund group travel. However, if your org is planning a trip, get in touch with SBA as soon as possible (at least 6 weeks prior) and the SBA will get you in touch with the appropriate person.

# PROCEDURE FOR RECEIVING ALLOTTED FUNDS

## A. Generally

The way UNLV allotment works is based upon a reimbursement system. This means that a member of your organization will have to pay “up front,” and then be reimbursed upon successful completion of the event.

Note that if your event has not been properly **pre-approved** by the SBA Board, there is no way you can be reimbursed.

## B. Reimbursement Procedures

Groups are required to submit a **reimbursement form to Kerry Martinez** and receipts for the funds spent. Valid documentation of expenses **MUST** be attached or funds will not be reimbursed.

Reimbursement forms and valid documentation must also be provided to the SBA Treasurer for his/her records. **Forms MUST be submitted within two (2) weeks after the completion of the program/event 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) weeks.

**NOTE THAT YOU MUST SUBMIT REIMBURSEMENT FORMS TO BOTH KERRY MARTINEZ AND THE SBA TREASURER IN ORDER TO BE REIMBURSED.**

## **APPEALS PROCEDURE**

Any group not receiving funds due to a failure to submit a timely Budget Request Packet may submit an appeal to the SBA. Also, any group not receiving funds for particular events that were requested in their initial, timely filed Budget Request Package may submit an Appeal to the SBA for those funds. Each appeal will be considered by the Board of Governors and may be awarded **ONLY** out of remaining funds not already allocated for other programs and events.

Appeals may not be hand-written and must be addressed to the Board of Governors setting forth, in detail, the specific reasons(s) for the appeal. Appeals sent by e-mail **WILL NOT** be considered.

Note that submitting a request does not guarantee the appeal will be granted or additional funding approved; this process is available to provide organizations to further state a claim for the receipt of funds.

## **TRANSACTIONS WITH THE SBA TREASURER**

All budgetary matters and concerns such as (but not limited to) organizational funding generally, expense reports, reimbursement requests, etc., should be directed to the Treasurer, via [LawSBA@unlv.edu](mailto:LawSBA@unlv.edu)

Additionally, upon request, the Treasurer will meet with individual orgs to discuss funding issues. Questions may be answered and forms may be signed during these meetings. However, the treasurer is not obligated to entertain requests for information or to sign forms.

## **APPENDIX**

This appendix contains the following forms:

- Student Organization Registration (Re-registration) Form
- Statement of Organizational Privileges and Benefits
- Statement of Presidential Responsibilities
- Equal Opportunity Statement
- Student Organization Budget Request Form
- Student Organization Reimbursement Form
- Report of Organization Activities and Accomplishments
- Philanthropy Event Form
- Alcohol Registration Form
- SBA Budget Bylaws
- Sodexho Catering Information
- Sodexho Sample Menu
- Sodexho Waiver Form
- Sodexho Donation Letter

# STUDENT ORGANIZATION REGISTRATION (RE-REGISTRATION) FORM

1. \_\_\_\_\_ wishes to register for the \_\_\_\_\_ academic year.

2. The officers for the above term are (list names, addresses, and phone numbers):

Name	Position	Local Address	Phone	Email

3. Organization correspondence should be mailed to (address)

\_\_\_\_\_

\_\_\_\_\_

4. President/Chairperson's permanent/summer address:

\_\_\_\_\_

\_\_\_\_\_

5. University Advisor(s): (name, phone number)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_      Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_      Advisor Signature: \_\_\_\_\_

Please attach an updated copy of the organization's Constitution:

6. *To the best of my knowledge and the above-listed officer's knowledge, all of the following statements are correct: Attached is a copy of our most current constitution. Our members are part-time or full-time University of Nevada, Las Vegas William S. Boyd School of Law students. To the best of my knowledge, the organization's purposes and its activities are not in conflict with University purposes, regulations and policies, or with State and/or Federal laws and regulations. With this signature, I hereby give permission for the above information to be made public upon request.*

\_\_\_\_\_  
Signature- President/Chairperson

\_\_\_\_\_  
Date

# STATEMENT OF ORGANIZATIONAL PRIVILEGES AND BENEFITS

As President/Chairperson of \_\_\_\_\_, I hereby acknowledge that I understand the privileges of student organizations recognized by the Student Bar Association as stated below:

1. Use of campus Publications and Printing (fees may be charged for services that have not been prepaid by the SBA);
2. Use of campus bulletin boards, chalkboards, whiteboards;
3. Use of campus mail services (charges may apply);
4. Use of audio-visual equipment (on-campus use only);
5. Solicitation of members on campus under the organization name, when in accordance with the SBA Solicitation policy (see below);
6. Use of University facilities for its meetings and activities, after academic needs of the University have been met, and at reduced rates where they apply;
7. Use of University vehicles according to availability (student must be employed by the university and comply with University requirements);
8. A cubicle/workspace and storage area in the Student Organizations Office (subject to availability);
9. Access to special services for organizations, such as the student organizations workshops, and any and all other services and activities that may be available to and developed for the benefit of registered organizations.

\_\_\_\_\_  
Signature of President/Chairperson

\_\_\_\_\_  
Date

# STATEMENT OF PRESIDENTIAL RESPONSIBILITIES

I understand that as President/Chairperson I have the responsibilities stated below:

1. To inform organization members of the policies and guidelines outlined in the Student Organization Recognition Packet, including Funding and Allocation Procedures;
2. To complete and submit fund request forms at least SEVEN BUSINESS DAYS prior to any/all fundraising activities undertaken by this organization. All organizations must have the signature and approval of all relevant University and SBA officials as stated in the Student Organization Recognition Packet;
3. To appear before the Student Bar Association Board of Governors to present organizational purpose and goal information in the event that this organization is new or its registration has been suspended;
4. To appear before the Student Bar Association Board of Governors to present budget request and event funding;
5. To inform all members of the organization that they shall be responsible for conforming to University, local, community, state or federal laws and regulations. As President/Chairperson, I may be responsible for the actions of the members of the organization;
6. To insure that student fees allocated to the organization are expended appropriately. Funds may be revoked if there is a violation of the University, community, state or federal laws or regulations;
7. To sign any paperwork/forms upon which the President's or Chairperson's signature is required;
8. To insure that payment is made for any bill incurred by the organization and be held individually responsible for making payment;
9. To inform the Student Bar Association Board of Governors of any changes in organization officers, advisors, etc. and their addresses or phone numbers;

\_\_\_\_\_  
Signature of President/Chairperson

\_\_\_\_\_  
Date

# **EQUAL OPPORTUNITY STATEMENT -ACKNOWLEDGEMENT-**

All organizations seeking recognition by and/or wishing to receive funds from the Student Bar Association must comply with the Equal Opportunity policy of the University of Nevada, Las Vegas; the policy is provided below. Please read the statement, sign, and return with your other materials.

**It has been and will continue to be the policy of the University of Nevada, Las Vegas, to be an equal opportunity institution. All decisions of admissions and employment are based on objective standards that will further the goal of equal opportunity.**

**The university is committed to assuring that all programs and activities are readily accessible to all eligible persons without regard to race, color, religion, gender, national origin, ancestry age, disability, Vietnam-Era and/or disabled veteran status, any protected class under relevant state and federal laws, and, in accordance with university policy, sexual orientation**

**Persons having questions regarding university policies relating to nondiscrimination law are encouraged to contact the director of Diversity Initiatives, Flora Dungan Humanities Building, room 560 or call 895-3891**

My signature below indicates that I have read, understood, and agree to adhere to UNLV's Equal Opportunity policy. I understand that failure to do so may result in the loss of SBA recognition and funding.

\_\_\_\_\_  
Signature of President/Chairperson

\_\_\_\_\_  
Date

William S. Boyd School of Law  
 Student Bar Association  
 Student Organization Funding Request Form

\_\_\_\_\_  
 Student Organization

\_\_\_\_\_  
 Organization President's Name

\_\_\_\_\_  
 Today's Date [date turned in]<sup>1</sup>

\_\_\_\_\_  
 Faculty Advisor's Name

\_\_\_\_\_  
 Title of Event/Item [one per form]

\_\_\_\_\_  
 Location, Time, and Date of Event<sup>2</sup>

Item Category	Detailed Description	Contribution to BSL / Projected Attendance	Org Contribution / Co-Sponsorship	Amount Requested
Speaker Cost			\$ \$	\$
Philanthropy Administration Cost			\$ \$	\$
Advertising Cost			\$ \$	\$
Other Cost			\$ \$	\$
Food			\$ \$	\$
			<b>Total Requested</b>	\$

I certify that the above requested event/item funds approved by the Student Bar Association Board of Governors will be conducted/spent as described in the request, in accordance with the policies described in the Student Bar Association's Student Organization Handbook, and in compliance with any other policy that may apply.

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Position within Organization

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

<sup>1</sup> This form must be turned seven days before the meeting of the Student Bar Association Board of Governors, and at least fifteen days before the event.

<sup>2</sup> This should include a specific time of day, and availability of a specific room if the event is on campus. Availability of specific rooms can easily be checked, and booked, on the law school web site.

# WILLIAM S. BOYD SCHOOL OF LAW STUDENT BAR ASSOCIATION FUNDING DISBURSEMENT AND REIMBURSEMENT FORM

**ALL REQUESTS MUST BE SUBMITTED AT LEAST ONE WEEK PRIOR TO EVENT**

**READ THE FOLLOWING INSTRUCTIONS CAREFULLY. FAILURE TO DO SO WILL RESULT IN YOUR DISBURSEMENT/REIMBURSEMENT BEING DELAYED OR DENIED.**

1. Everyone must fill out the table (Part A) below in order to receive funds. Those seeking an already-approved reimbursement must fill out Part B as well.
2. You will only receive disbursement or reimbursement for items already approved by SBA as part of your budget. Your request may not exceed the amount approved by SBA. List your items for disbursement/reimbursement with specificity; if these items cannot be correlated to a line item on your organization's SBA-approved budget, you will not receive funds.
3. Attach all receipts to this form. Receipts for reimbursement must show a zero balance (the receipt must show that payment in full has been made). If the receipt you get from the vendor does not indicate this, you must have the vendor place this on the receipt.

**PART A (attach additional sheets as needed)**

DESCRIPTION OF EVENT (Who, What, Where, When)	PERSON AND ORGANIZATION REQUESTING FUNDS (Contact # & Email)	DESCRIPTION OF ITEM(S) BEING ORDERED AND HOW MANY (How Many)	AMOUNT REQUESTED (If Delivery Add 10% for Tip)

**Part B (FOR REIMBURSEMENTS ONLY)**

Name of person to be reimbursed \_\_\_\_\_ SSN \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Form of Payment (write "Cash," "Check," "Credit Card," or "Debit" here): \_\_\_\_\_

**APPROVALS:**

\_\_\_\_\_  
Associate Dean, Administration and Student Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administration Disbursement

\_\_\_\_\_  
Date

**\* All Receipt's Must Be Returned Within 3 Days of The Event**

# REPORT OF ORGANIZATION ACTIVITIES AND ACCOMPLISHMENTS

**NOTE: THE SBA DOES NOT REQUIRE THAT THIS FORM BE SUBMITTED BY ORGANIZATIONS SEEKING FUNDS. HOWEVER, IT HAS BEEN SBA'S POLICY TO DETERMINE FUNDING BASED ON THE QUANTITY AND QUALITY OF EVENTS AN ORGANIZATION HAS SPONSORED IN THE PAST. TO THIS END, YOU MAY WISH TO USE THIS FORM TO ENSURE THAT YOUR ORGANIZATION'S PREVIOUS RECORD IS FULLY CONSIDERED.**

Organization Name \_\_\_\_\_

1. Please provide a listing of activities and programs your organization sponsored during the past academic year. Be as specific as possible.

2. What are your organizations short and long term goals for the coming academic year? Please be as specific as possible.



## **REPORT OF ORGANIZATION ACTIVITIES AND ACCOMPLISHMENTS (CON'T)**

6. Has your organization been subject to disciplinary sanctions or hearings this past year? If so please describe.

7. How many active members are currently in your organization?

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Signature of President/Chairperson

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Date

# PHILANTHROPY EVENT/PROJECT FORM

The \_\_\_\_\_ will complete the mandatory philanthropy  
(organization name)

**requirement by participating in this event:**

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As President of this student organization, I understand the following:

- The above-described event must be pre-approved by the SBA.
- The organization must complete 20 hours of service and written evidence of participation must be provided to the SBA.
- If the philanthropy requirement is not fully and satisfactorily completed, my organization will not receive SBA funds in the following semester until it gets completed.

\_\_\_\_\_  
Signature of Student Organization President

\_\_\_\_\_  
Date

**BYLAW I**  
**SBA BUDGET**

I. Purpose

The purpose of this Bylaw is to establish the Student Bar Association (“SBA”) Budget (“Budget”). The purpose of the SBA Budget shall be to:

1. Fund the annual Barristers’ Ball
2. Support SBA recognized student organizations;
3. Support SBA Committees;
4. Support Special Requests; and
5. Fund SBA miscellaneous needs.

II. Source

The Budget shall consist of a percentage of the fees generated each year from the “Law Fee”, previously known as the “Student Activity Fee,” paid by student members of the SBA, currently that percentage is 30%. The budget year shall run concurrently with the William S. Boyd School of Law academic year. At the end of each budget year, the remaining balance of the SBA Budget shall not “roll over” into the new academic year, unless authorized by the administration.

III. Statement of Autonomy

- A. The SBA Board of Governors shall have sole responsibility and autonomy to allocate funds from its Budget.
- B. Funds allocated by the Board of Governors shall be expended in accordance with guidelines maintained by the Board of Regents, University of Nevada, Las Vegas, William S. Boyd School of Law, and the SBA Constitution and Bylaws.
- C. The Board of Governors shall seek input regarding its Budget from the administration, student organization leaders, and/or students-at-large, but the final decision-making power for SBA Budget allocations shall lie with the Board of Governors.

IV. Budget Process

- A. The Board of Governors shall automatically be allocated its Budget each budget year by the law school administration.
- B. The Board of Governors shall hold SBA Funding Meetings at least two times per year, once in September and again in February, for the purpose of allocating funds to SBA - recognized student organizations, SBA committees, and Special Funding Requests for that semester. These meetings shall be conducted in accordance with the Nevada Open Meeting Law.
- C. The SBA President with the advice and consent of the Board of Governors shall schedule funding meetings.
- D. The Board of Governors shall make available Funding Request Forms to students, student organizations and SBA committees interested in submitting such requests no less than two (2) weeks prior to a Funding Meeting. All applicants shall submit funding Request Forms to the Board of Governors no later than forty-eight (48) hours prior to the Funding Meeting.
- E. The Board of Governors shall allocate funds at the Funding Meeting according to the purposes of the SBA and the SBA Budget. The Board of Governors shall consider, but is not limited to, the following criteria:
  1. The size of the student organization
  2. The student organization’s compliance with past SBA funding, e.g. history of proper use of allocated funds and use of funds as specifically allocated;
  3. History of the activities of the student organization;

4. Impact on the law school community and the community-at-large
  5. Fulfilling the mission of the student organization;
  6. The student organization's resourcefulness in finding alternative funding;
  7. Good faith efforts to provide access to all day and evening division students;
  8. Priority will go to non-food funding requests, including but not limited to flights for speakers, and philanthropy administration costs;
  9. Funding is limited to one general recruitment meeting per year and two speaking events per semester as described in section IV of the Student Organization Handbook.
  10. Other criteria the Board of Governors deems pertinent.
- F. In order to maintain structure and open communication, ALL student funding requests shall be submitted to and approved by the SBA Board of Governors, student representative body, prior to approval by any other decision-making body with authority over the SBA.
- G. Although the SBA has the autonomy to allocate funds from its budget, all allocations must be reviewed by the law school administration prior to incurring expenses only to determine whether the expense is consistent with guidelines of the University of Nevada, Las Vegas and the law school. The law school administration shall not change the funding priorities set forth in the SBA allocation.
- H. No expense shall be incurred with the expectation of reimbursement unless the SBA has authorized such reimbursement in advance.

V. Expenditure Limitations

- A. Budget allocations SHALL NOT serve as a student organization's primary source of funding.
- B. SBA allocations SHALL NOT be permitted to pay or reimburse for alcohol.
- C. Student Organization and SBA Committee allocations shall be limited in the following manner:
1. SBA funded events must be open to all Boyd law students.
  2. Budget allocations MUST be spent in accordance with the approved Funding Request pertaining to that expenditure.
  3. In the event that a funding request deals with allocations that are limited to a certain number of positions, the selection criteria for those positions must allow a non-member of the student organization to be considered for selection.
  4. Budget allocations shall not account for the national or local dues of the student organization or an affiliate of any student organization.
  5. Funds allocated to a specific event which are not used, may not be rolled into or combined with funds allocated to a different event, unless the organization receives prior special approval by the SBA Board of Governors.
  6. Each organization is allowed a reasonable margin of error, not to exceed 25%, on each line item expenditure provided that organization's total budget allocation is not exceeded.
- D. In addition to normal funding requests, there shall exist two (2) types of Special Requests.
1. Budget Special Requests shall be considered from the defined SBA Budget in this Bylaw.
    - a. Student organizations may make Budget Special Requests at a regularly scheduled meeting of the Board of Governors by appearing before the Board of Governors and presenting information regarding the special request.
    - b. Funds granted pursuant to a Budget Special Request must be used for the purpose for which the funds were intended and granted.
    - c. While the Board of Governors may apply criteria analogous to that which it would apply to Student Organization and SBA Committee allocations, the Board of Governors reserves the right to consider special requests on other criteria it finds pertinent.
  2. Law Fee Special Requests (e.g.. conference attendance) shall be considered from the portion of the Law Fee not designated as the SBA Budget.

- a. Law Fee Special Requests shall be heard by the Board of Governors on a case by case basis.
  - b. While the Board of Governors may apply criteria analogous to that which it would apply to Student Organization and SBA Committee allocations, the Board of Governors reserves the right to consider Law Fee Special Requests grants based on other criteria it finds pertinent.
  - c. Law Fee Special Requests shall be subject to approval by the law school administration.
- E. Budget allocations for the SBA's own purposes shall be considered and approved by the Board of Governors according to the general purposes set forth in Section I of this Bylaw.

VI. All SBA Funding Request decisions shall be subject to the appeals process adopted by the SBA Constitution, Article 16, Section 3.