

SBA Budget Enactment for Winter 2011

I. This Enactment is promulgated through the Student Bar Association's (SBA) spending power. As outlined in the SBA Constitution under Section III: Fiscal Powers (1). This Enactment does not preempt any Nova Southeastern University Policies and Procedures. These rules are subject to revision based on the allocation provided to SBA.

II. Reasoning: With the proliferation of student organizations and the need for clear, concise budgetary rules, SBA has a need to streamline and assist organizations in requesting funds. SBA is concerned with the fairness and equitable distribution of funds based on factors outlined in Part VII.

III. Default Funding:

- a. Default funding is \$50 per organization
 - i. This may not be used for purposes outlined in Part VI.
 - ii. An organization is not eligible to request additional funds through Part V unless that organization complies with Part IV(b)(i-iv).
 - iii. No SBA approval vote is required for default funding.

IV. Requests for Funding over Default.

- a. If an organization needs more than default funding, the organization is required to file a budget request with SBA under the following guidelines;
 - i. Must be prepared by the President and Treasurer of the organization in the proper format.
 - ii. Must be submitted 7 days notice prior to the SBA budget meeting.
 - iii. Must be accompanied with an accurate and current membership roster.
 - iv. Must be true and accurate reflection of monetary need for proposed events, meetings or any other funding request.
- b. Any organization requesting over Default funding is required to attend the following events
 - i. Organization Day (Held during 1L Orientation)
 - ii. Family and Friends Day (Fall Semester)
 - iii. Diversity Day (Winter Semester)
- c. SBA funds must be used in the way SBA has allocated the funds. If unused funds remain, you may request to re-allocate pursuant to a proper re-allocation request.
- d. If any of the above provisions under IV(a), IV(b), or IV(c) are not adhered to, SBA reserves the right to decline, withdraw, freeze, or terminate SBA funding for the semester in part or whole.
- e. SBA will return a proposed budget, based on the Standard Funding in Part VII. The Organization can then accept or deny the proposed budget.
 - i. If accepted the Organization does not need to attend the budget meeting.
 1. No SBA approval vote is required for accepted proposals.
 - ii. If denied the Organization will be required to attend the budget meeting.

- f. If an Organization fails to attend the budget meeting, under Part IV(e)(ii) only, SBA will terminate funds for the semester.
- g. Each Organization will have 10 Minutes to explain their events and what they wish to have extra funds for.
- h. All budget request decisions made during the SBA council's Budget Meeting are final and non-appealable.

V. Requesting Funds after the Budget Meeting.

- a. Every organization is allowed to request additional funds from SBA at anytime, unless the organization is in violation of Part IX or Part IV.
- b. The Organization must submit an additional funds request to the SBA Treasurer in the proper format.
 - i. The request will be reviewed based on the same discretion as the Budget Meeting under Part IV.
 - ii. The organization must respond to all questions asked by SBA.
 - iii. If denied, is non-appealable.
- c. The Organization may submit a re-allocation request to the SBA Treasurer in the proper format. This request moves money from a previously funded event.
 - i. The request will be reviewed based on the same discretion as the Budget Meeting under Part IV.
 - ii. The organization must respond to all questions asked by SBA.
 - iii. If denied, is non-appealable, however an organization may request to re-allocate to an event not previously denied by a prior re-allocation request.

VI. Prohibited Uses: SBA does not fund, under any circumstance, the following;

- a. Entire events,
- b. Alcohol,
- c. Gift cards,
- d. Donations,
- e. Organizations Shirts,
- f. Transportation,
- g. Room reservations,
- h. Organization Day, Family and Friends Day, and Diversity Day.

VII. Standard Funding

- a. In order to fairly fund organizations, SBA has set standard funding on particular events.
 - i. \$50 per meeting, standard of 1 meetings a semester;
 - ii. \$150 per networking/speaker event, standard of 2 a semester,
 - iii. \$50 per social/fundraiser, standard of 1 a semester.
 - iv. \$100 per student, up to 2 students for Conferences.
- b. An organization may request to have more than the standard number of events per semester through the budget meeting in Part IV.

- c. An organization may request more money than the set standard amount, with cause to be shown at the budget meeting in Part IV.
- d. SBA will evaluate each request from Part IV(a), IV(b), and IV(c) on its particular merits. If SBA does not deem there is sufficient information or questions the validity of the request, SBA reserves the right to deny the request.

VIII. Budget Meetings

- a. The Budget Meeting will be held within six (6) weeks of the start of each semester

IX. Professionalism, Honesty/Truthfulness, Fraudulent requests, Omissions, and Manipulations during the budget process.

- a. Professionalism
 - i. All individuals in front of the SBA counsel must conduct themselves in an appropriate and professional manner while dealing with the council. Failure to do so will result in dismissal of the individual from the meeting.
 - ii. Dismissal will reset the budget hearing for an alternate date and time.
- b. Honesty/Truthfulness
 - i. All questions from SBA regarding an event must be answered honestly and truthfully, if an organization misleads SBA intentionally or through omission, that organization will be subjected to the enforcement provision.
- c. Fraudulent requests
 - i. In the preparation of all documents submitted to SBA, the documents must be prepared honestly and truthfully.
 - ii. Examples of Fraudulent conduct
 - 1. Inflating budget numbers.
 - 2. Requesting funds that are not needed.
 - 3. Inflation organization member numbers.
 - 4. Omitting information on joint organization endeavors.
 - 5. Requesting Standard Funding with no intent to use in that fashion.
 - 6. Any other misleading information determined by SBA.
 - iii. A Fraudulent request is subject to the enforcement provision.
- d. Omissions.
 - i. Omissions will be deemed intentional if the omission garners additional funds from SBA that the organization would not be entitled to. An omission is subject to the enforcement provision.
- e. Manipulations:
 - i. An Organization cannot manipulate the system to garner more funds, examples include but are not limited to;
 - 1. Pairing up for events and failing to disclose,
 - 2. Artificially increasing numbers to inflate prices or members,

3. Requesting re-allocations that the organization intends to use despite the outcome of the request;
 4. Requesting money for another Organization to hold an event; or
 5. Any other abuse of the system.
- f. Enforcement.
- i. SBA reserves the right to decline, withdraw, freeze, or terminate SBA funding for the semester if it is determined any violation of Part IX (b)-(e) occurs.
 - ii. An SBA determination is found by simple majority (51%) of those SBA council members present.

X. Appeals

- a. An organization has a right to appeal a decision, determined under Part IX(f)(i-ii), by writing, within 7 days of the decision. A hearing will be set for the following SBA meeting.

XI. New Organizations formed after the Budget Meeting.

- a. In the event an Organization is formed after the budget submission deadline for the Budget Meeting for the given semester, the Organization may not request funding and additionally may not submit a budget.
- b. The Organization may, however, submit a budget in accordance with the following semester's budget meeting, so as to receive funding for the next semester.