

The following is an excerpt from the University of North Carolina School of Law Student Bar Association By-Laws. A complete copy of the By-Laws is available at <http://studentorgs.law.unc.edu/sba>.

Article XIII. Finance and Budget.

Section 1. Allocation of student fees to law school student organizations, Student Bar Association committees, classes and otherwise shall be at the discretion of the Student Bar Association Board of Governors. Upon allocation, the Board of Governors has a continuing duty to ensure that all monies are spent in a way not inconsistent with applicable University guidelines or policies, resolutions or By-Laws approved by the Board of Governors. The Student Bar Association Treasurer may request, at any time, a Student Activities Fund Office general ledger for any organization in order to review expenditures. The Student Bar Association Treasurer must request and review the SAFO general ledger of an organization prior to the Student Bar Association Board considering any funding request of that organization. Expenditures by the Student Bar Association Board and Student Bar Association committees are approved through a vote of the Board of Governors as defined in Article IV, Section II (b) of the Constitution of the Board of Governors. Class fund expenditures must be approved by a majority of the officers of that class subject to approval by the Student Bar Association Treasurer.

Section 2. Allocation of student fees shall be decided by the Board of Governors at Budget Meetings to be held once per semester. Notice of budget procedures shall be posted and distributed to recognized organizations by the Treasurer of the Student Bar Association at an Organization Treasurer Meeting to be held at least two (2) weeks prior to the date of each Budget Meeting. All treasurers must attend the Organization Treasurer Meeting or must send another representative of their organization to the Meeting in their place. Organizations that are not represented at the meeting will be ineligible to receive funding at the Budget Meeting. The Budget Meeting shall be held no later than the fifth week of each semester.

Section 3. Law School Student Organizations may apply for funding outside of the semesterly budget allocation process. The Board of Governors shall hear these “special” budget requests during the next general meeting of the Board. Law School Student Organizations applying for “emergency” funding must provide notice to the President of the Student Bar Association at least forty-eight (48) hours before the next meeting of the Board of Governors. The President shall have discretion for allowing an emergency request to be presented to the Board of Governors.

Section 4. Application for student fees shall be on forms provided by the President of the Student Bar Association, or the President's designee. It will be the responsibility of the Treasurer of the Student Bar Association to formulate and provide at the Budget Meeting a copy of each budget allocation application. In addition, the Treasurer shall provide a summary report for each requesting committee, organization and class including, but not limited to: (1) requested allocation from previous fiscal year; (2) actual allocation from previous fiscal year; (3) actual expenditures from previous year; (4) the prior year's actual revenues and expenditures by item; (5) the current year's request for funding by item and purpose. All budget applications must be kept on file in the Student Bar Association office for at least three years for this purpose. It will be at the discretion of the President and Treasurer of the Student Bar Association which SBA committee requires a budget allocation and for which committee a budget request is necessary.

Section 5. No organization shall receive student fees allocated by the SBA except in compliance with the Article XIII of these By-Laws. Organizations must have an account with the Student Activities Fund Office in order to be eligible to receive funding from the SBA. Organizations who have an account with a bank or financial institution other than the Student Activities Fund Office will be ineligible to receive funding from the SBA.

Section 6. In determining the budget allocation for each affiliated organization, class, and SBA committee, the Board of Governors shall consider University policies and SBA policies. The Board may also consider the following factors, including but not limited to: a) the number of students benefited by the organization and its activities, b) whether the organization efficiently managed its previous year's allocation, c) other sources of funding for the organization, d) the reasonableness of proposed expenses, e) the organization's attempts to independently raise funds to meet its expenditures, f) the people who directly benefit from the organization's proposed expenditures, g) the uniqueness of the organization and its contributions to the school and the community, h) the uniqueness of the event and its contributions to the school and the community, and i) the significance of proposed expenditures to the vitality of the organization.

Section 7. Student fees allocated by the SBA shall be used only for purposes approved by the Board of Governors. All venture capital expenditures must receive approval by the Student Bar Association Board of Governors. SBA allocated fees shall not be used for the following purposes: a) to cover national dues or affiliation expenses of affiliated organizations; b) to cover transportation, lodging, food, conference registration or other costs associated with student travel; or c) to fund activities having the primary purpose of lobbying or electioneering for a particular political party, candidate, or referendum, or for spiritual or religious exercises of a particular religion.

Section 8. No SBA allocated fees shall be spent for an organization sponsored pro bono project unless that project has already been approved by the Assistant Dean for Public Service Programs.

Section 9. Organizations requesting funding for food must demonstrate a special need for food in their budget request. The SBA will allocate no more than one hundred dollars per organization per semester for student food expenditures. The SBA will allocate no more than twenty five dollars per speaker per event for speaker honorarium expenditures and no more than twenty five dollars per speaker per event for speaker food expenditures.

Section 10. Once allocated funds, all entities having a budget are subject to the spending policies approved by the Board of Governors. If an SBA committee, class or affiliated organization overspends its allocated budget, reimbursement will depend on a hearing and vote before the Board. An affirmative two thirds (2/3) vote of those present, provided a quorum is present at the time of the vote, is required for approval of additional funds in this circumstance. Overspending is strongly discouraged and may be taken into account during the next year's budget allocation. Repeated violations may negatively affect the next year's allocation.

Section 11. As guardian of student fees, it is the policy of the Board of Governors to maintain sound financial controls. These controls shall include, but not be limited to, the Board of Governors requiring funded organizations to provide regular reconciliation of their SAFO account and regular review of the organization's books and financial records by the organization's treasurer. As a condition of obtaining student fees, organizations must comply with these policies.

Section 12. The Treasurer of the Student Bar Association shall make an accounting to the Board of Governors of the Student Bar Association every month at a regular specified meeting to be designated by the Board of Governors.

Section 13. Once allocated funds, Student Bar Association committees must submit proposals, informal or otherwise, for spending of funds to the Board of Governors. All spending proposals are subject to Board approval. All such proposals must be considered and voted on during a regular SBA Board meeting or a special meeting conforming to the requirements set forth in Article II, Section 3 of the Constitution of the Student Bar Association. The Secretary of the Student Bar Association must notify SBA committees of the Board's decisions on spending proposals within four (4) days of the Board vote. Excepted from this Section are expenditures for photocopying.

Section 14. Any monetary receipts from SBA-sanctioned events, must be redeposited into the SBA account, whether the receipts exceeded the incurred costs or not, unless a simple majority (50%+1) of the Board votes that monies need not be re-deposited.

Section 15. The fiscal year for all SBA monies shall begin October 1 and end September 30. All monies unspent at the end of such period automatically revert into the SBA Operations Account.

Section 16. In the event an affiliated organization, class or SBA committee mishandles, misappropriates or violates a University Code or SBA spending policy or By-Law, the SBA Board may exercise discretion to address such event. Its discretion includes, but is not limited to, the authority to immediately revoke the balance of the allocated budget.

Section 17. Article XIII By-Laws may be suspended on a case by cases basis only under extraordinary circumstances pursuant to Article VIII, Section I of these By-Laws.

Section 18. The Attorney General and Honor Court are SBA committees for the purpose of Article XIII and are thereby subject to all the guidelines delineated herein.

Section 19. If an affiliated organization receiving Student Bar Association monies sells tickets for any event for which the Treasurer of the Student Bar Association or full Board has approved and expended funds, that entity must reimburse SBA in an amount equal to receipts from such sales; but in no case shall reimbursement exceed the amount expended from the relevant SBA account. However, when the Board of Governors, an SBA committee, or class sponsors such an event, that entity must reimburse SBA from the total amount of receipts, whether or not the ticket receipts exceed expenditures; such monies shall be deposited in the applicable account and are subject to all applicable SBA By-Laws and spending policies and University guidelines. This provision is necessary to (1) guard student fees; and (2) guarantee that students do not fund events "twice."

Section 20. Bar Review has historically been a weekly free social event designed to bring students in all three classes together at the end of a long week. In preserving this tradition, there shall be no cover charge or donation requests for Bar Review other than any charge traditionally charged by the location hosting the event. If the SBA Social Committee is able to negotiate a percentage of these proceeds, they shall go back to the SBA and used to support additional student events or programming. Student organizations, with the approval of at least two-thirds (2/3) if the Board of Governors can petition for charging a cover charge for special events where additional entertainment, or other benefit not ordinarily available, will be provided (e.g. Jammin' for Justice).

SBA special events, including Law Revue, Halloween, Barristers Ball, and the End-of-Semester and –Year parties are excluded from this policy.