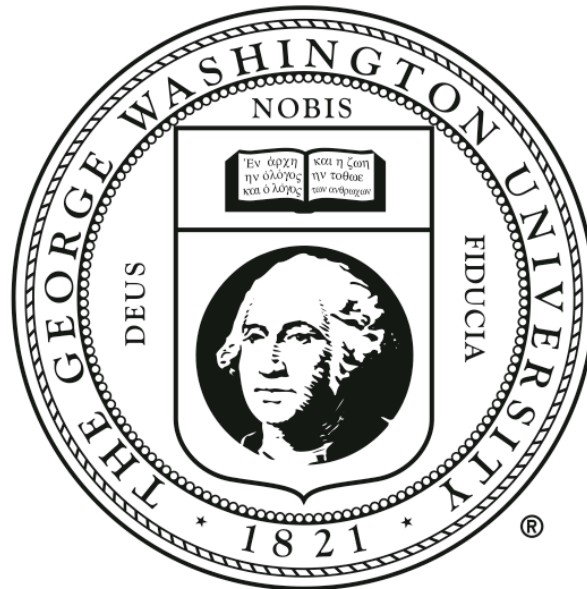


**THE GEORGE WASHINGTON UNIVERSITY LAW SCHOOL  
STUDENT BAR ASSOCIATION**



**STUDENT ORGANIZATION GUIDE**  
**AS OF JULY 11, 2011**

Robert Russo  
*Chair, Charter Committee*  
*Student Bar Association Senate*

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## INTRODUCTION

July 11, 2011

Dear Fellow Student:

The Student Bar Association (SBA) serves as an umbrella organization for all student organizations at The George Washington University Law School. This guide is intended to help students create student organizations and comply, on an ongoing basis, with the regulations and responsibilities set forth by the SBA in its Constitution and through its By-Laws. For information on financial matters, please refer to the Treasurer's Guide on the SBA website.

As an overview, students wishing to create a new organization or re-launch an existing organization may not do so without consultation with the SBA Senate; recognition of official student organizations is solely in the province of the SBA Senate. The Charter Committee is the arm of the Senate tasked with 1) creating, maintaining, and making accessible materials to aid students in forming a new student organization, 2) shepherding organizations through the charter process, and 3) investigating suspected violations of SBA rules by student organizations and submitting investigative reports to the Senate.

Students at GW Law have traditionally been active and involved members of our academic community. Over the years we have established a great number of organizations that reflect our diverse interests and concerns. These organizations play an important role beyond that of fostering camaraderie. Indeed, by sponsoring speakers and panel discussions and encouraging dialogue on a wide variety of legal issues, the activities of our student organizations have become an important extension of the curriculum and have also afforded students the opportunity to make significant contributions to the Washington, D.C. area community and to the legal profession.

This guide outlines the charter process for becoming an official student organization, and provides all the relevant SBA materials for operating in compliance with the SBA By-Laws and Constitution upon becoming official.

Thank you for continuing in the great tradition of student activity at GW Law. Best of luck, and please feel free to contact me with any questions or issues you may encounter.

Sincerely,



Robert Vincent Russo  
Chair, Charter Committee  
Student Bar Association Senate  
The George Washington University Law School

## **I. RELEVANT AUTHORITY**

Authority for the Student Bar Association's oversight of student organizations is found in Article 1, Section 8, Clause 1 and 3 of the SBA's constitution:

### **Article 1, Section 8. Scope of Legislative Power**

(Clause 1) The Senate shall have power ...

(Clause 3) To recognize and sponsor, and to withdraw recognition and sponsorship of, any student club or organization....

## **II. CHARTER PROCESS**

### **Section 1: Checklist**

The "charter process" is the process for becoming an official student organization. There are five steps in the charter process, explained in further detail in the Sections that follow:

- 1) Prepare and submit statement of interest to the SBA Charter Committee
- 2) Prepare and submit constitution to the SBA Charter Committee
- 3) Approval of constitution by the SBA Charter Committee
- 4) Presentation before the SBA Senate
- 5) Official recognition vote by the SBA Senate

### **Section 2: Statement of Interest**

The first step toward becoming an official student organization is to prepare and submit a "statement of interest" to the SBA Charter Committee. The statement of interest must contain:

- 1) The name of the proposed organization
- 2) A brief statement of the goals and purpose of the proposed organization
- 3) A list of 20 or more students who would like to be members of the organization

The statement of interest will notify the SBA Charter Committee of your interest in starting an organization, provide an opportunity for the Charter Committee to make sure a student organization with the same name does not already exist, and demonstrate that there is sufficient interest among the student body in the proposed organization so as to warrant recognition by the SBA Senate.

### **Section 3: Constitution Preparation**

Either concurrent or consecutive to the submission of your statement of interest to the SBA Charter Committee, you must prepare a constitution for your student organization. The constitution must be typed with numbered pages and, per SBA By-Law 603(b), adhere to the following format:

Preamble – stating the goals and purpose of the organization

#### Article I - Composition of Organization

##### Officers

- (i) Elections
- (ii) Terms of Office
- (iii) Committees (if any)
- (iv) Definition of Membership

#### Article II - Duties of Office

- (i) Beginning Section 1, list each officer, describing their duties, qualifications for election.
- (ii) List each committee mentioned in Article I, describing their duties and responsibilities.

#### Article III - Removal from Office

- (i) Section 1 - Processes for removal of officers.
- (ii) Section 2 - Terms for filling of vacant offices.

#### Article IV - Meetings.

- (i) Describe the basic rules for calling and running meetings.

#### Article V - Terms for Amendments.

- (i) Delineate all terms that are needed to effectuate any changes in the constitution or of the bylaws.
- (ii) All changes of constitutions are contingent upon approval by the Student Bar Association.

#### Article VI – A provision outlining a fundraising plan.

After Article VI, constitutions may include any provisions deemed necessary for the proper governing of the organization.

A sample constitution can be found in the appendix of this guide, as well as on the SBA website. It provides a template but is by no means the limit of what your constitution can address.

Once drafted and submitted to the Charter Committee, the Committee will review the constitution to ensure it meets the constitutional requirements of the SBA By-Laws (outlined above), as well as to check for grammatical and formal errors. Should there be any recommended changes, the Committee will deliver its recommendations to the drafters within a reasonable time after the document has been reviewed. The proposed organization must then resubmit the constitution to the Committee with any applicable changes and/or corrections. This process will repeat until the Charter Committee approves a final version of the proposed constitution.

At all times, per the SBA By-Laws, the Charter Committee's criteria for student organization constitutions shall be limited to constitutional, grammatical, formal, and practical standards.

Consideration of the validity of the purpose of the organization shall be the sole province of the Senate.

#### **Section 4: SBA Presentation and Vote**

Upon approval of a final draft of the proposed student organization's constitution, the Charter Committee will arrange for the leadership of the proposed student organization to make a presentation before the full SBA Senate at the next, regularly scheduled SBA Senate meeting.

At the meeting, the Charter Committee will introduce the proposed student organization and will present to the Senate a copy of the proposed constitution. The leadership of the student organization will be given time to make an oral presentation about their organization, followed by questioning from the Senate. Following the presentation and questions, the Senate will vote on approving the constitution of the proposed student organization. If 2/3 of those Senators present vote to approve the constitution, the proposed student organization becomes an official student organization of The George Washington University Law School. Should the vote fail, the leadership of the proposed student organization may re-submit a statement of interest to the Charter Committee and start the process over again.

#### **Section 5: Official Copy Retention**

Following approval of the student organization by the SBA Senate, the Charter Committee will add the organization's constitution to the official SBA Charter Committee Student Organization Constitution Bank. The version on file in the SBA Charter Committee Student Organization Constitution Bank serves as the official constitution for the student organization should any dispute arise. Therefore, whenever the organization amends its constitution, the constitution, as amended, must be submitted to the Charter Committee to be reviewed for adherence to the SBA By-Laws and, should it comply, admission into the official SBA Charter Committee Student Organization Constitution Bank.

#### **Section 6: Re-Chartering**

From time to time, students may wish to re-launch an existing student organization with a new leadership team. This may occur when a previous leadership team from a prior school year neglects to elect a new Executive Board for the current school year. First, the students wishing to re-launch must check with the SBA to see if the student organization in question is still an official student organization. Per the SBA By-Laws, any student group that is inactive for more than two semesters is deemed to be have its status as an officially recognized student organization terminated, along with all the rights and privileges accorded thereto. If the organization has been inactive for more than two semesters, students will have to follow the charter process for a new student organization outlined in the previous sections.

However, if the student organization has had activity in prior two semesters (as defined by programming, having elected officers, and an organized membership) the existing constitution of the organization is still in operation and new board members may be elected in accordance with it. If the existing constitution cannot be found, and neither the SBA Senate Charter Committee or the

Gavel Club has a copy on file, the students wishing to re-launch an existing student organization may write a new constitution in compliance with the requirements set forth in the SBA By-Laws. Unlike a constitution for a new student organization, this new constitution needs only the approval of the Charter Committee, and not a vote from the Senate.

### **III. ONGOING RESPONSIBILITIES**

Once a student organization is officially recognized by the SBA Senate it assumes certain ongoing responsibilities by virtue of its status as an official student organization.

First and foremost, as outline in Section 5 of Article III of this guide, the organization must re-submit its constitution to the SBA Charter Committee for approval and official copy retention when any revisions or amendments are made.

Every student organization must notify the SBA Secretary no later than one week after electing officers to provide the SBA with the name, position and contact information of every elected officer.

Additionally, all official student organizations must be continuously available for additional membership, activities, and participation by all members of the law school community, must openly and widely publicize organizational meetings and all other activities that they sponsor, and must conduct all activities in a manner consistent with the provisions and spirit of the University Policy on Equal Opportunity, the University Guide to Student Rights and Responsibilities, the organization's own constitution, and the Constitution and Bylaws of the SBA.

Per SBA By-Law 605, the President and Treasurer of every official student organization at GW Law is automatically a member of the Gavel Club. The Gavel Club creates and maintains a master calendar for publicizing events and reports to the SBA Finance Committee on the operations and participation of student organizations. Additionally, the Gavel Club manages the schedule of student organization fundraisers so as to avoid conflicts among the organizations.

Failure to comply with these ongoing responsibilities may result in the imposition of sanctions by the SBA Senate including, but not limited to, censure, impoundment and reclamation of an organization's funds, loss of eligibility for student activities funding, and/or suspension of privileges. The Senate may also employ official withdrawal of recognition by a two-thirds (2/3) vote.

The Charter Committee is empowered to regulate and investigate suspected violations of SBA rules and failure to comply with the ongoing responsibilities of being an official student organization. Notice will, of course, be given when any punitive action is proposed to be taken by the SBA Senate and the Charter Committee is always here to field questions and help student organizations meet their responsibilities so as to avoid the imposition of sanctions or withdrawal of official status.

## **APPENDIX A: SAMPLE CONSTITUTION**

You may use the sample constitution below as a template for preparing your own; a Word version of this document can be found on the SBA website. This template meets the minimum requirements mandated by the SBA By-Laws, and contains suggested language. Organizations should feel free to expand upon this template, and are welcome to change the language contained within in order to better fit their vision and mission.

### **CONSTITUTION**

**of the [INSERT NAME HERE]**

**of**

**THE GEORGE WASHINGTON UNIVERSITY  
LAW SCHOOL**

#### **PREAMBLE**

[INSERT NAME HERE] (“[ABBREVIATION/XXX]”) of The George Washington University Law School is established for the purpose of [INSERT PURPOSE OF ORGANIZATION]. It will accomplish this purpose through activities that include [INSERT POTENTIAL ACTIVITIES OF THE ORGANIZATION].

This constitution is to be construed in compliance with the provisions and spirit of the University Policy on Equal Opportunity, the University Guide to Student Rights and Responsibilities, and the Student Bar Association Constitution and laws made pursuant thereof.

#### **ARTICLE I – Composition of Organization**

##### **Section 1 – Officers**

§ 101 The Officers of XXX shall consist of:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. [Add additional officers as necessary]

§ 102 Each of these officers shall be duly elected in accordance with the requirements set forth in this Constitution.

## **Section 2 – Elections**

- § 201 The Board shall be elected by all XXX members present at a publicized meeting in the Spring semester. These elections shall be conducted in a confidential manner.
- § 202 All members of the XXX not foreseeing immediate graduation will be eligible for all positions.
- §203 Board member elections shall occur at least two weeks before the XXX budget for the upcoming year is due to the SBA Finance Committee.

## **Section 3 – Terms of Office**

- § 301 A Board member's term begins one week following the Spring general election, and ends one week following the next year's Spring general election.

## **Section 4 – Committees**

- § 401 XXX shall have no committees

## **Section 5 – Definition of Membership**

- § 501 Any member who adds his or her name to the group e-mail listserv shall be deemed to be an official member of the group.
- § 502 A member may withdraw from membership voluntarily.
- § 503 A member occupying a position on the Board may not withdraw without giving a formal, written notice of withdrawal to the other members of the Board.

## **ARTICLE 2 – DUTIES OF OFFICE**

### **Section 1 – Officers, Duties and Qualifications**

- § 101 President
1. The president shall establish a working agenda of activities, with the input from the XXX Executive Board, for the calendar year term in which he/she was elected.
  2. The President shall oversee all XXX activities and ensure that executive board members carry out their responsibilities in an efficient manner to achieve the working agenda.
  3. The President shall be the chief student officer and official spokesperson for XXX in addressing other organizations. He/she shall have the power to enter into agreements with other professional and student organizations, subject to this Constitution and GWU policy.
  4. The President shall reserve the right to modify the working agenda if he/she determines that a particular activity would be impracticable, or otherwise run against the interests of XXX.

§ 102 Vice-President

1. The Vice-President shall have charge of activities, and assist the XXX President and the Executive Board in their activities subject to this Constitution.
2. The Vice-President shall be the official spokesperson for XXX in the event that the President is absent.

§ 103 Treasurer

1. The Treasurer shall be responsible for submitting the yearly budget request for SBA funding.
2. The Treasurer shall keep a clear and accurate record of XXX funds.
3. The treasurer shall brief and advise Executive Board members, on XXX account standing, during general and Executive Board meetings.

§ 104 Secretary

1. The Secretary shall manage the internal communications within XXX, promote the views of the students, and disseminate information speedily between officers, and the students.
2. The Secretary shall keep a record of events and issues that are discussed during general, and executive board meetings.
3. The Secretary shall be in charge of scheduling for general, and Executive Board meetings.

§ 105 XXX Representative to the SBA

1. The XXX Representative to the SBA shall attend general SBA meetings that concern XXX.
2. The XXX Representative to the SBA shall keep the Executive Board abreast of any changes in policies that concern XXX.
3. The XXX Representative shall keep in contact with SBA officers and members of relevant importance to XXX.

§ 106 Other ad hoc Offices

1. Other ad hoc Offices may be created by majority vote of the XXX Executive Board members, but new board positions cannot be created by vote of XXX members.
2. Directorships and working groups, temporary and permanent, may be created by the student officers of XXX.

**Section 2 – Committee Duties and Responsibilities**

§ 201 [provide duties and responsibilities for committees listed in Article I]

**ARTICLE III – Removal from Office**

**Section 1 – Process for Removal**

§ 101 Should any member of the Board fail to attend to their duties in the eyes of the other Board members, the other Board members may remove that individual from office. A vote of at least two-thirds (2/3) of the entire voting membership of the Board is required to remove a member of the Board from office. Disciplinary measures of this nature may be initiated by any member of the Board who files charges at a general meeting of the Board.

## **Section 2 – Terms for filling vacancies**

§ 102 All vacancies in the Board shall be filled by a general election at the next publicized meeting. After a vacancy opens and before an election can take place at the next regular open meeting of the XX, the other members of the Board are to share equitably in the duties of the empty position. However, if the vacancy is in the office of the president, the vice president shall be the acting president until such a time as elections are possible.

## **ARTICLE IV – Meetings**

### **Section 1 – Rules for Calling and Running Meetings**

§ 101 The Board shall meet at least once within the first month of each semester in order to plan events for the upcoming semester.

§ 102 The Board must hold its first meeting at least one week before the ELSA budget for the upcoming school year is due to the SBA Finance Committee, for the purpose of approving the budget for submission.

§ 103 The Board must publicize and hold a general body meeting at least once per month while school is in session for the sole purpose of hearing and addressing the concerns of evening students. This meeting may be held concurrently or consecutively with the meeting mandated in § 101 of this Article.

§ 104 The President shall act as the presiding officer of all XXX meetings.

§ 105 All legislative powers shall be vested in an assembly of the XXX.

## **ARTICLE V – Terms for Amendments**

### **Section 1 – Process for Amendments**

§ 101 Amendments to this Constitution may be proposed by any XXX member. That person may then present his or her case or have it pleaded by a Board member at the next Board meeting. Notice shall be given of any proposed amendment one (1) month prior to the next regular publicized meeting of the Board. A majority vote of the entire voting membership of the Board shall place an amendment to a vote of the XXX membership.

§ 102 An amendment shall be ratified by an affirmative vote of two-thirds (2/3) of the XXX members voting. Said election shall be conducted at the next general meeting of the XXX after the amendment is ratified by the Board.

## **Section 2 – Notice of SBA Charter Committee Approval**

§ 201 All changes of this constitution are contingent upon approval by the Charter Committee of the Student Bar Association.

## **ARTICLE VI – Fundraising**

### **Section 1 – Fundraising Plan**

§ 101 Treasurer shall be responsible for all financial matters of XXX.

§ 102 The Treasurer must prepare and submit the annual XXX budget and occasional ad-hoc funding requests to the SBA Finance Committee, make his or herself available for the budget hearings, and presentations before the SBA.

§ 103 All expenditures must be approved by a majority vote of the Board.

§ 104 XXX will hold at least one fundraiser a year, in accordance with SBA requirements.

## **ARTICLE VII – Jurisdiction and Parliamentary Authority**

### **Section 1 – Interpretation**

§ 101 Final interpretation of this document and all other governing documents shall be made by a majority vote of the entire membership of the Board.

## **ARTICLE VIII – Supremacy of the Constitution**

### **Section 1 – Constitutional Supremacy**

§ 101 Upon adoption, the constitution shall supersede and govern all constitutions, documents, and related governing instruments of the XXX.

## **ARTICLE IX – Ratification**

### **Section 1 – Process for Ratification**

§ 101 A 2/3 affirmative vote of all those voting members present at the constitutional convention is required for ratification.

§ 102 Once 2/3 of those voting members present at the constitutional convention have voted in the affirmative, this constitution for XXX shall be considered adopted and will become effective immediately.

## APPENDIX B: RELEVANT SBA BY-LAWS

Below please find the relevant SBA By-Laws that apply to student organizations. The complete SBA By-Laws and SBA Constitution may be found on the SBA website.

### **LEVEL 600 – STUDENT ORGANIZATIONS**

#### **Bylaw 601 – *Recognition of Student Organizations***

- (a) The provisions of any Bylaw notwithstanding, no student organization shall be recognized without a determination by the Senate that the organization has sufficient student interest.
- (b) Pursuant to Article I, § 8 of the Constitution, recognition of student organizations shall be the sole province of the Senate of the Student Bar Association and such recognition shall continue only at its pleasure.
- (c) An organization requesting recognized status must first contact the Charter Committee with a draft of its proposed constitution or for assistance in preparing a constitution. The Charter Committee will then review the draft constitution and make recommendations. Once the student organization's constitution meets the criteria established by the Charter Committee, the organization shall be submitted to the Senate for official recognition. Official recognition requires a two-thirds (2/3) vote of the Senate.
- (d) Once the Senate officially recognizes a student group, that group shall enter a probationary period, as described in Bylaw 907(b).
- (e) The Charter Committee's criteria for student organization constitutions shall be limited to constitutional, grammatical, formal, and practical standards. Consideration of the validity of the purpose of the organization shall be the sole province of the Senate.

#### **Bylaw 602 – *Requirements for Student Organizations***

- (a) All recognized student organizations shall:
  - (1) Be continuously available for additional membership, activities, and participation by all members of the law school community;
  - (2) Openly and widely publicize organizational meetings and all other activities that they sponsor;
  - (3) Submit, to the Charter Committee for approval, a copy of an organizational constitution that complies with this Bylaw;
  - (4) Submit any revisions of an organizational constitution to the Charter Committee for approval before any such revisions are set to take effect;
  - (5) Keep on file for their own reference and for the reference of their members a copy of their constitution, together with any applicable by-laws;
  - (6) Place a copy of their organizational constitution in the Student Bar Association office;
  - (7) Participate fully in the activities of the Gavel Club, as described in Bylaw 605;
  - (8) Notify the Student Bar Association Secretary as early as possible, but in all events, no later than one week after any election of organizational officers. The notification shall include the name of each individual elected and the position to which he was elected; and
  - (9) Conduct all activities in a manner consistent with the provisions and spirit of the University Policy on Equal Opportunity, the University Guide to Student Rights and Responsibilities, the organization's own constitution, and the Constitution and Bylaws.

- (b) Failure to comply with any portion of this Bylaw will be cause for the Senate to impose by a majority vote, whatever sanctions it deems appropriate, including, but not limited to, censure, impoundment and reclamation of an organization's funds, loss of eligibility for student activities funding, and/or suspension of privileges. The Senate may employ official withdrawal of recognition by a two-thirds (2/3) vote, in accordance with Bylaw 604(d).
- (c) Notice shall be given to all affected organizations when punitive action may be taken by the Senate of the Student Bar Association.

**Bylaw 603 – *Required Format for Student Organization Constitutions***

- (b) All constitutions must:
  - (1) Be typed, with the name of the student organization atop the first page, and with all subsequent pages numbered;
  - (2) Begin with a preamble that clearly states the goals and purposes of the organization; and
  - (3) Comply with the provisions and spirit of the University Policy on Equal Opportunity, the University Guide to Student Rights and Responsibilities, and the Constitution and Bylaws.
- (c) Student organization constitutions should be set up in the following format:
  - (1) Preamble
  - (2) Article I - Composition of Organization
  - (3) Officers
    - (i) Elections
    - (ii) Terms of Office
    - (iii) Committees (if any)
    - (iv) Definition of Membership
  - (4) Article II - Duties of Office
    - (i) Beginning Section 1, list each officer, describing their duties, qualifications for election.
    - (ii) List each committee mentioned in Article I, describing their duties and responsibilities.
  - (5) Article III - Removal from Office
    - (i) Section 1 - Processes for removal of officers.
    - (ii) Section 2 - Terms for filling of vacant offices.
  - (6) Article IV - Meetings.
    - (i) Describe the basic rules for calling and running meetings.
  - (7) Article V - Terms for Amendments.
    - (i) Delineate all terms that are needed to effectuate any changes in the constitution or of the bylaws.
    - (ii) All changes of constitutions are contingent upon approval by the Student Bar Association.
  - (8) Article VI – A provision outlining a fundraising plan.
  - (9) After Article VI, constitutions may include any provisions deemed necessary for the proper governing of the organization.
- (d) Subject to approval of the Senate, and notwithstanding section (b) of this bylaw, the Charter Committee may amend or modify the requirements for student organization constitutions as necessary.

- (e) All constitutions must state that they are to be construed in compliance with the provisions and spirit of the University Policy on Equal Opportunity, the University Guide to Student Rights and Responsibilities, and the Constitution and Bylaws.

**Bylaw 604 – *Termination of Student Organization Recognition***

- (a) Should any recognized student organization remain inactive for a period of two semesters, that organization shall, by operation of this Bylaw, automatically have its status as a recognized student organization terminated, along with all the rights and privileges accorded thereto. If any organization disputes that it was inactive during the prescribed period, the Senate shall resolve the issue by a simple majority vote, after hearing from both representatives of the student organization in question, and the Charter Committee.
- (b) For purposes of this Bylaw, the term "inactive" means that an organization has done no programming, or has no officers, or has no organized membership.
- (c) Once an organization loses its status as a recognized student organization, students wishing to revive the organization must apply for recognition in the same manner as prescribed for new student organizations under these bylaws. Once recognized, such groups must also comply with the probationary period prescribed in Bylaw 907(b) to reestablish eligibility for annual funding.
- (d) The Senate may withdraw recognition of any student organization by a two-thirds (2/3) vote of the Senate.

**Bylaw 605 – *The Gavel Club***

- (a) The Gavel Club shall comprise the Director of the Gavel Club, the Treasurer, the Minority Affairs Committee Director (if such a committee should exist), and the President (or his designee) and Treasurer from each officially recognized student organization.
- (b) The Director of the Gavel Club shall have the power to convene a meeting of the Gavel Club with seventy-two hours notice. All official meetings of the Gavel Club shall be chaired by the Director of the Gavel Club.
- (c) All members of the Gavel Club shall have voting rights within the Gavel Club.
- (d) All student organizations are expected to send at least one representative to each regularly scheduled meeting of the Gavel Club. The Senate, including the Finance Committee, may consider a group's failure to do so when considering that group's funding. The Director of the Gavel Club shall, at the conclusion of each academic year, submit a report to the Finance Committee detailing the attendance record of each group, to be used in the Fall budgeting process.
- (e) The Student Bar Association President or his designee may promulgate any rules and regulations it feels necessary for the successful operation of the Gavel Club. . .

**LEVEL 900 – FINANCIAL PROVISIONS . . .**

**Bylaw 907 – *Funding Student Organizations***

- (a) No organization shall be eligible for funding unless that organization is an officially recognized student organization.
- (b) Immediately upon official recognition of a student organization, that organization shall enter a probationary period. During such a period, a student organization shall not be eligible to receive an annual budget from the Senate. An organization entering its probationary period during the Fall semester, ends its probationary period on July 1<sup>st</sup> that follows. An organization entering its probationary period during the Spring semester, ends its probationary period on the January 1<sup>st</sup> that follows.

- (c) Upon completion of the probationary period, an organization shall be eligible to receive an annual budget unless the Senate determines that the organization has failed to satisfy the requirements of Level 600 of these Bylaws.
- (d) During its probationary period, a student organization may receive funding through the ad hoc process set forth in Bylaw 410(e) and from the OOPS fund, as set forth in Bylaw 908.
- (e) All officially recognized student organizations must open all financial and related records to inspection or audit upon the request of authorized University and Student Bar Association officials.
- (f) Every officially recognized student organization must hold at least one fundraising event or activity per academic year to maintain eligibility for funding. The anticipated revenue of such a fundraiser shall be considered in the budget allocation process.

**Bylaw 908 – *The Organizational Oversight Preparedness Supplement Fund***

- (a) During the annual budgeting process, the Senate shall, at its discretion, allocate funds to the Senate Finance Committee for the Organizational Oversight Preparedness Supplement (OOPS) fund.
- (b) Money from this fund may be disbursed by the Finance Committee in extraordinary circumstances. A majority vote of the Finance Committee shall be required to allocate money from this fund. The Finance Committee shall report on any allocations from this fund at the subsequent Senate meeting.
- (c) The purpose of this fund is to finance unforeseen, immediate, and necessary expenses incurred by the Student Bar Association or the several student organizations where the Senate is unavailable to vote on the issue.
- (d) This is a declining balance fund and can only be replenished by subsequent legislation. . .

**LEVEL 400 – THE LEGISLATIVE . . .**

**Bylaw 410(e)**

The Senate may decide to vote on ad hoc funding requests from Student Bar Association officers, student organization, or members of the student body. Such requests must first be presented to the Finance Committee of the Senate, in accordance with the committee's procedures for ad hoc funding requests. The Finance Committee will then present the request and its recommendation to the entire Senate for ratification. The Secretary and Treasurer shall keep a permanent record of all such special funding requests and their final disposition by the Senate. . .