

Chicago-Kent Student Bar Association Financial Code

Student Organization Officer,

The following pages encompass the materials you will need to complete your Student Organization Budget Request. This Financial Code includes the procedure of the Budgeting Process, rules that govern the spending from and depositing to Student Organization accounts, as well as forms and documents that will help you apply for funds from the Student Bar Association.

When completing your budget request information, be *realistic* about your needs, be *specific* about what you plan to do with the requested funds, and be *certain* to provide details. SBA funds are limited and requests that are not accompanied with sufficient justifications have a lesser chance for approval. The more detailed information submitted to the SBA about your organization's specific goals, the more flexibility will exist in allocating funds. Also, please do not feel limited to requesting only items that were approved by previous administrations - times change and creativity is highly encouraged.

The deadline for Budget Requests will be announced by the SBA Treasurer at the beginning of each academic semester.

- No requests will be accepted after this deadline without the prior written approval of the SBA Treasurer and SBA President.
- Budget Requests must be submitted by your organization's Treasurer and approved by your organization's President.
- Any organization that fails to submit a Budget Request within the established rules will be denied funding.

After completing the entire packet, please place the completed forms in an envelope and return them to the SBA office located on the Concourse level, Room C88 or the SBA mailbox located on the Second Floor. Be sure to keep a copy of your completed forms!

After all of the Budget Requests have been submitted and reviewed, the SBA reserves the right to request additional information from Student Organization Officers. All Student Organizations will have the opportunity to appeal the Preliminary Funding Recommendation by the Finance Committee before a semester budget has been voted on by the SBA. All unused funds from any semester automatically return to the SBA general account and will be redistributed the following semester.

If you have any questions, please e-mail the SBA Treasurer or call the SBA office at (312) 906-5149. Thank you in advance for taking the time to review and complete the required information. We hope to make this overall process easier for all of us. Good luck to you and your organization's success.

Sincerely,

SBA Treasurer

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I. General Information

A. Purpose

Pursuant to Article III, Section (3)(b)-(d) and Article X of the SBA Constitution, this Financial Code aims to create a streamlined budgeting process by providing rules and regulations for the distribution of SBA funds to Student Organizations. In addition, this Financial Code is intended to inform Student Organizations concerning the criteria and process used by the SBA during the Budgeting process. In the case of a conflict between this Financial Code and the SBA Constitution or By-Laws, the SBA Constitution or By-Laws shall prevail.

B. Definitions

Allocate or Allocation:

This refers to the action the Student Bar Association takes to distribute the available funds to qualifying Student Organizations.

Board of Governors (“BOG”):

This refers to the governing and legislative body of the Student Bar Association consisting of each elected member of the Student Bar Association.

Budget Request:

This refers to a request for funding made by a Student Organization in accordance with this Financial Code. A Budget Request must be submitted by a Student Organization each semester to receive funding.

Earmark:

This refers to designated funds for future use that are not available for Allocation for any other purpose than that for which they are designated. Earmarked funds must be approved before they are Allocated.

Final Funding Recommendation:

This refers to the line-item budget proposal by the Finance Committee that is submitted to the BOG for approval.

Fiscal Year:

For the purposes of Budget Requests, the fiscal year shall run from August 1st until July 31st.

IIT:

This refers to Illinois Institute of Technology, the parent institution of Chicago-Kent College of Law.

Organizational Oversight Preparedness Supplement (OOPS) Fund:

This refers to the account intended to hold any unallocated funds in that semester’s budget. These funds will be available for later Allocation.

Preliminary Funding Recommendation:

This refers to the line-item budget proposal by the Finance Committee after the initial review of the Budget Requests of each Student Organization.

Qualifying Event:

This refers to a Student Organization sponsored event that is eligible for funding by the Student Bar Association. For an event to be eligible for funding, the event must be open to all Chicago-Kent students. Although an event may be eligible for funding, an Allocation is not guaranteed due to constraints on funds and the numerous Budget Requests received each semester.

Reimbursable Travel Expenditures:

This refers to the release of funds from the Office of Administration and Finance to individuals for amounts spent on authorized Student Organization travel. No personal expenses can qualify for Reimbursable Travel Expenditures.

Student Bar Association (“SBA”):

This refers to the Student Bar Association of Chicago-Kent College of Law. All students enrolled in one (1) or more courses at Chicago-Kent College of Law are members of SBA during the period of their attendance.

Semester Budget:

This refers to the line-item budget considered and approved by the Board of Governors which consequentially governs the Allocation of funds for that semester.

Student Activity Fee:

This refers to the fee paid by all students pursuant to Section 12.3 of the Chicago-Kent Student Handbook.

Student Organization:

This refers to a group recognized by SBA as an eligible organization to receive funding. To qualify, a Student Organization must have a Constitution ratified by its membership on file with the SBA, a Faculty Advisor, and elected officers. The SBA itself is considered a Student Organization and must comply accordingly.

Supplemental Funding Request:

This refers to a request for additional funds by a Student Organization after the Semester Budget has been approved, and prior to 10 days before the last SBA meeting of the semester.

C. Distributed Funds

The Student Activity Fee is the source of all funds that are distributed by the SBA. The SBA is vested with the responsibility of assessing Student Organization Budget Requests and determining whether and to what extent those Requests will be granted. The SBA acts on behalf

of the entire student body to ensure accountability for the funds allocated and to promote the fiscal responsibility of Student Organizations.

D. Finance Committee

As a function of the SBA budgeting process, the Finance Committee is delegated the duty of recommending a full line-item budget for all Student Organizations and for allocating the Budget accordingly. Pursuant to Article IV, Section 2 of the SBA By-laws, the Finance Committee will consist of seven (7) members of the Board of Governors and two (2) members “at large”. A quorum consists of five (5) members of the Finance Committee.

The actions of the Finance Committee are governed by Article IV, Section 4(a) of the SBA By-laws which reads in full:

(a) Finance Committee

- i. The Finance Committee shall be chaired by the SBA Treasurer.
- ii. No officer of any student organization that receives funds from the SBA shall be a member on the Finance Committee.
- iii. Particular attention should be paid by the Treasurer to equal student representation on the Finance Committee.
- iv. Two students at large MUST be appointed by the Treasurer to the Finance Committee.
- v. The Finance Committee shall make known to the Board of Governors all pertinent and requested information regarding funds from the Student Activities Finance Board, and from any other source of SBA funds.
- vi. The Finance Committee shall recommend to the Board of Governors criteria for the allocation of all SBA funds, and shall make those criteria known to any student organization who requests funding from the SBA.
- vii. Any other procedures decided upon by the Finance Committee shall be reported to the Board of Governors at the next meeting.
- viii. The Treasurer shall report all recommendations for the allocation of SBA funds to the Board of Governors for approval by majority vote.

E. Student Organization Accounts

The Office of Administration & Finance has established account numbers for the following Student Organizations:

American Constitution Society
Asian Pacific American Law Students' Association (APALSA)
American Bar Association (ABA) – Law Student Division

Black Law Students Association (BLSA)
Chicago Kent Lambdas
Chicago Kent Student Animal Legal Defense Fund
Christian Legal Society
The Commentator
Corporate Law Society
Decalogue/Jewish Law Students Association
Environmental Law Society (ELS)
Evening Law Student Society (ELSS)
Federalist Society
Hellenic Law Students Association
Hispanic-Latino Law Student Association (HLLSA)
Illinois State Bar Association (ISBA) – Law Student Division
Intellectual Property Law Society (IPLS)
International Law Society (ILS)
Journal of Intellectual Property
Justinian Society
Kent Justice Foundation (KJF)
Labor and Employment Law Society
Military Law Society
Muslim Law Society
National Lawyers Guild (NLG)
National Security and Law Society (NSLS)
Phi Alpha Delta (PAD)
Sports and Entertainment Law Society
Society of Women in Law (WIL)
South Asian Law Student Association (SALSA)
Student Hurricane Network (SHN)
Student Bar Association (SBA)
SBA Barrister's Ball

II. Budgeting Process

A. Semester Budgeting

Each Student Organization is required to submit a Budget Request (*see* FORM A) each semester to be eligible for funding from the SBA. The SBA Treasurer will notify Student Organization officers of the deadline for Budget Requests a minimum of 10 days in advance. The deadline shall be set on a date prior to the second Friday after the first day of classes.

Budget Requests must be submitted by a Student Organization's Treasurer and approved by that Organization's President. The SBA President shall approve and submit the SBA's Semester Budget Request. Each Student Organization, including the SBA itself, must submit its own Budget Request by the stipulated deadline to be eligible for funding unless a waiver has been granted in writing by the SBA Treasurer for a specific Student Organization.

Budget Requests should be completed with as much detail as possible regarding each proposed event to enable the Finance Committee to review each line-item request an informed manner. Each budget proposal shall state the current number of members within the organization.

Budget Requests for funds to be spent during the summer semester, i.e., travel to an official Student Organization event, should be requested during the previous Spring semester and will considered a Spring expenditure for purposes of the SBA budget.

Only one (1) Budget Request (not including Supplemental Budget Requests) will be considered from each Student Organization. If more than one (1) request is submitted to the SBA for Semester Budgeting, the last request submitted by the above deadline will be considered.

Completed Budget Requests can be dropped off at the SBA office, located on the Concourse level, Room C88, or in the SBA mailbox, located on the Second Floor. All Budget Requests shall reflect the date on which the budget request was submitted, the amount of members currently registered to the Student Organization submitting the budget, and shall include a current copy of the Student Organization's Constitution/Bylaws.

B. Finance Committee - Preliminary Funding Recommendation

After the deadline for Budget Requests has passed, the Finance Committee shall meet and review each of the Budget Requests submitted by Student Organizations at a time designated by the SBA Treasurer. During the course of such meeting, the Finance Committee shall create a Preliminary Funding Recommendation that includes a line-item proposal of Allocations for each Student Organization.

The Preliminary Funding Recommendation by the Finance Committee should include a line-item proposal for the SBA in the same manner of any other Student Organization. However, each Fall, the SBA shall submit all expected Spring expenditures as a separate budget line to be approved as Earmarked funds to be used during the Spring Semester. This includes all SBA socials and SBA Qualifying Events that are expected to take place during the Spring semester.

The Barrister's Ball budget shall be submitted and approved as part of the Fall Semester Budget. Any unallocated monies should be placed in the OOPS Fund for possible later Allocation. After the approval of the Fall budget, all funds approved for Earmarking for use during Spring Semester shall be designated as such, and these amounts shall not be allocated to other Student Organizations during the Fall Budgeting and Supplemental Budgeting processes. All funds Earmarked for use by the SBA during the Spring semester shall be resubmitted for approval during the Spring Budgeting Process.

In considering the Budget Requests, the Finance Committee may consider the following general guidelines to determine whether a budget request should be granted wholly or in part:

- How many law students are registered as members of the Student Organization?
- How well has this Student Organization spent the money allocated to it during the current and/or prior academic years?
- Will the activity for which funding is requested benefit the student body as a whole?
 - Will the activity enlighten students intellectually?
 - Will the activity broaden students academically?
 - Will the activity benefit students professionally?
 - Will the activity benefit students socially?
 - Are the interests and schedules of all students (including evening students) taken into account?
- Is the activity being co-sponsored by two or more Student Organizations?
- Will the activity enhance Chicago-Kent's reputation in the local, national, and legal communities?
- Is the event in compliance with all Chicago-Kent and IIT's rules and policies?

Upon completion of the Preliminary Funding Recommendation by the Finance Committee, the line-item recommendations shall be distributed to the Student Organization Treasurers within forty-eight (48) hours of completion. Along with the line-item recommendation, the SBA Treasurer shall notify the Student Organization of the date of the appeals meeting, should the Student Organization choose to appeal the Preliminary Recommendation according the procedures in the following section.

C. Student Organization Appeal Process

Since the Finance Committee may be unsure of the exact events or initiatives contained within the Budget Requests or whether an event is eligible for funding as a Qualifying Event, important priorities of a Student Organization may be left unfunded in the Preliminary Funding Recommendation. The Student Organization appeal process will provide an opportunity for Student Organizations to appeal the Preliminary Funding Recommendation before the Final Funding Recommendation is submitted to the SBA Board of Governors for consideration.

Upon receipt of the Preliminary Funding Recommendation from the Finance Committee, Student Organizations will have five (5) days to review the line-item recommendations and submit an appeal. To appeal the recommendation of the Finance Committee, the President or Treasurer of the Student Organization must contact the SBA Treasurer via phone or email, indicating that the Student Organization will be appealing the Finance Committee's decision.

If the group chooses to appeal the recommendation, the Student Organization shall have the right to state the grounds for the appeal, in person, to the Finance Committee at the appeals meeting. The appeals meeting shall be held at a time designated by the SBA Treasurer between the close of the five-day appeals period and the next SBA meeting. After hearing the appeal of the Student Organization representative, the Finance Committee may question the Student Organization representative for such time as they feel appropriate. In the case that the SBA appeals the Preliminary Funding Recommendation, no person shall appear on behalf of the SBA that is currently a member of the SBA Finance Committee. The Finance Committee is not *required* to alter its Preliminary Funding Recommendation simply because one (1) or more Student Organizations have appealed the Finance Committee's Preliminary Funding Recommendation.

Following the appeals meeting, the Finance Committee shall make such changes it deems necessary to the Preliminary Funding Recommendation and create a Final Funding Recommendation. The Finance Committee will then present the Final Funding Recommendation to the Board of Governors at the next SBA meeting.

D. SBA Semester Budget Approval

Upon receipt of the Final Funding Recommendation, the SBA Board of Governors shall meet to consider the Semester Budget. The SBA Treasurer should introduce the Final Funding Recommendation to the Board of Governors. The Board of Governors may debate the Final Recommendation for such time as they deem appropriate. According to Article III, Section 1 of the SBA By-Laws, a vote to approve the Final Funding Recommendation and establish the Semester's Budget requires a 2/3 majority vote.

Following the passage of the Semester Budget, the SBA Treasurer will notify Student Organizations of their Student Organization Allocation for that Semester.

E. Supplemental Funding Requests

Student Organizations, including the SBA itself, may find themselves in a position where they would like to be more active than they anticipated when completing their Budget Request. For this reason, the SBA has established the OOPS Fund which holds any unallocated monies the semester. When a Student Organization has a specific need for funds, they may submit a Supplemental Funding Request to the Finance Committee.

The SBA Treasurer shall be granted discretion to schedule regular Finance Committee Meetings for consideration of Supplemental Budgeting Requests prior to each SBA meeting following approval of the Semester Budget. **The event for which the supplemental funds are requested must take place after the next scheduled SBA meeting (see the SBA web site, http://www.kentlaw.edu/student_orgs/sba/ for the year's scheduled meeting dates) or the supplemental request will not be accepted.** The Finance Committee shall consider all Supplemental Funding Requests submitted prior to the next scheduled SBA meeting and shall make a preliminary recommendation with regard to these requests. The Finance Committee's

preliminary recommendation will be submitted to the BOG at the next scheduled SBA meeting for approval. The Finance Committee should continue to consider Supplemental Funding Requests until all available funds have been exhausted or the last SBA meeting of the Semester occurs, whichever is sooner.

The SBA Treasurer or the Finance Committee may not grant a Supplemental Funding Request without the approval of the BOG.

F. Line-Item Reallocations

During the time period for Supplemental Budget Requests, any Student Organization may also submit a Line-Item Reallocation Request to the Finance Committee. This mechanism was created to allow Student Organizations greater flexibility in spending their allocated budgets. The SBA understands that unforeseen circumstances may occur that preclude a certain event. However, the SBA also is charged with ensuring that SBA monies are allocated and spent in a fiscally responsible manner according to the budget approved by the SBA. The Line-Item Reallocation Procedure aims to strike the appropriate balance between these interests. The process operates as follows:

Assume the Student Organization budgeted for the following events:

- Event X: \$200
- Event Y: \$300
- Event Z: \$500

If Event X is cancelled, a Student Organization may use the \$200 to pay for events Y and Z, provided that the Student Organization notifies the SBA Treasurer and the Treasurer approves the change. Student Organizations must submit the Line-Item Reallocations to the Treasurer before the expenditure occurs.

If Event X costs more than expected, a Student Organization may submit a Line-Item Reallocation to the SBA Treasurer to reallocate funds from Event Y and Z to cover the expense. Where a reallocation request is of this nature, the SBA Treasurer shall have authority to approve the reallocation. A Student Organization may choose to reduce funds for Events Y and Z, reduce the scale and expense of Y and Z, or cancel Y and Z altogether. If a group overspends its budget for Event X and has no monies available for reallocation, the overspent amount is the responsibility of the Student Organization. The Student Organization may submit a Supplemental Budget Request, but the granting of such a request is not guaranteed.

If Event X is cancelled, and the Student Organization wishes to host Event D, an unbudgeted event, the Student Organization must submit a Line-Item Reallocation to the SBA Treasurer, which must then be approved by the Finance Committee to ensure that SBA funds may be properly used for this new event. If funds are not available for reallocation, the Student Organization must use the Supplemental Funding Request Process to attempt to garner more funding.

If a Student Organization attempts to seek reimbursement for an expense that the SBA did not approve without following the procedure outlined above, the expenditure shall be deemed unauthorized and the responsibility of the Student Organization.

G. Reversion of Funds

If a Student Organization does not spend all the amounts Allocated in the Semester Budget, all such amounts will revert to the SBA to be reallocated the next semester.

III. Spending from Student Organization Accounts

A. Check Requests

Upon an expenditure within the Allocation of the Semester Budget, an individual should complete a Check Request Form (*see* FORM B) and submit it to the SBA Treasurer, or if the Treasurer is not available, to the SBA President, for approval. Under no circumstances may a Student Organization make a check request directly from the Office of Administration & Finance.

The SBA Treasurer shall under no circumstances approve a check request for himself – the SBA President must approve check requests payable to the SBA Treasurer. Similarly, the SBA President may not approve a check request for herself – the Treasurer must approve check requests payable to the SBA President. Any SBA officer, including the President or Treasurer, who approves a check request in violation of this Financial Code shall be referred to the SBA Board of Inquiry.

A check request must be accompanied with the *original* receipt, bill of sale, purchase order, or similar document *taped* on a separate blank sheet of paper. Anything paid for by credit card online must include the confirmation notice of the payment as well as a print out of the credit card statement showing that the charge went through. An online statement is acceptable and the student may black out any other information he or she does not wish the Treasurer or Office of Administration and Finance to see.

Check requests must be submitted within two (2) weeks of the incurred expense unless the documentation requires more than two (2) weeks to produce. The Office of Administration & Finance requires an individual's home address in order to process a check request because reimbursement checks are delivered through the mail. The Treasurer shall process only those check requests made on the proper form, accompanied by proper documentation, and made within the proper time period.

IIT is a tax-exempt organization, and is not subject to sales tax. Therefore, Student Organizations will NOT be reimbursed for sales tax. Remember to use the IIT Tax Exempt ID letters (available outside the SBA office) to avoid paying sales tax.

Check requests may only be submitted for spending that is within the Allocation levels granted in the Semester Budget.

NO REIMBURSEMENT WILL BE ISSUED FOR UNSUBSTANTIATED EXPENDITURES OR FOR EXPENDITURES THAT VIOLATE FEDERAL, STATE, OR LOCAL LAW, IIT RULES AND REGULATIONS, OR THE SBA CONSTITUTION AND BYLAWS.

B. Travel Expenditures

All travel funds requested from and approved by the SBA include a stipulation that the Student Organization may be asked to submit a detailed report to the SBA after the trip. The report

should list who traveled, where they went, when, why, what was accomplished by going, how the trip benefited the student body, and how much the trip cost.

1. Authorized Travel

The SBA shall fully fund all Reimbursable Travel Expenditures to the Annual ABA Convention for the SBA President, the Day Division ABA Representative, and the Evening Division ABA Representative.

The SBA shall fund all Reimbursable Travel Expenditures for Student Organizations up to the level of the Semester Budget for travel to their National Conventions within the United States. Travel expenses for a National Convention will be reimbursable for ONE (1) student ONCE per Fiscal Year for each approved Student Organization.

Student Organization officers who have been elected to National Office will be considered for travel expense reimbursement. The elected officer must submit an itinerary and budget proposal request for their entire term of office at the time that Student Organization Budget Requests are due for the Fall Semester. The requests will be considered on a case-by-case basis, and every effort will be made to secure funding for Reimbursable Travel Expenditures deemed necessary by the Finance Committee.

Any other travel proposals must be made in writing to the Finance Committee as a Supplemental Funding Request. If approved by the Finance Committee, the proposal must be presented to the SBA Board of Governors for ratification.

2. Procedure to Set-up Travel

Travel arrangements will be made well in advance of the authorized travel. Prior to travel, EACH STUDENT must complete a Travel Request Form (*see* FORM C). This form is available in the Office of Administration & Finance, Suite 265.

The corporate travel agency for Chicago-Kent travel reservations (air, hotel, rental car) is:

Foremost Travel
Phone: 312-726-4492
Fax: 312-726-8662

If you choose to use Foremost, tell them you are from IIT, Chicago-Kent College of Law. You must give Foremost Travel the “trip number” on the Travel Request Form found in the upper right-hand corner in RED. Travel expenses through Foremost

Travel are billed directly to the school and will be directly subtracted from the Student Organization account.

Alternatively, students may seek a more economical price for authorized travel through an outside reservation company. If a student chooses to make reservations through an outside company, that student must use a personal credit card for travel expenditures.

After making the reservations, the Trip Request Form (all copies) must be submitted to the SBA Treasurer, or if the Treasurer is not available to the SBA President, for approval. Upon approval, the SBA Treasurer will sign the form and submit it to the Office of Administration & Finance.

The Office of Administration & Finance will not accept any Trip Request Form which has not been approved by the SBA Treasurer or President.

3. Reimbursable Travel Expenditures

Reimbursable Travel Expenditures are subject to review by the Finance Committee. These expenditures may include:

- Transportation to the Convention city
- Transportation to and from the transit site
- Transportation to and from Convention related business
- Lodging in the Convention city, if NOT in the Chicago area
- Convention Registration Fees
- Reasonable expenses for food and beverages

NO PERSONAL ITEMS ARE REIMBURSABLE (personal phone calls, alcohol, movies, etc). Any disputed allocations will be reviewed by the Finance Committee.

4. Procedure to be Reimbursed for Expenditures

Within two (2) weeks after travel is completed, EACH STUDENT must submit a Travel Expense Request Form (*see* FORM D). This Form is available in the Office of Administration & Finance, or online at http://www.iit.edu/~controller/iit_expense_report.html. On the Form, a student should list their HOME address as reimbursement checks will be mailed.

The Travel Expense Request Form should be accompanied by all *original* receipts for Reimbursable Travel Expenditures and should be *taped* on a separate sheet of 8 ½ x 11 paper. Students must also submit a credit card statement (an online print out of the statement is acceptable) showing airline, hotel, and any other travel-related charges. The student must also submit either flight ticket stubs or a print out of the flight confirmation e-mail, as well as any other confirmation e-mails related to travel expenditures.

Completed Travel Expense Request Forms should be submitted to the SBA Treasurer, or if the Treasurer is not available to the SBA President.

All expenses submitted as Reimbursable Travel Expenditures are subject to general publication in the Chicago-Kent Record. This provision is necessary and fair as the student body as a whole is paying for your travels and has a right to know how the money is being spent.

C. Catering Expenditures

1. In-House Catering:

All in-house catering requests for budgeted events must be submitted to the SBA Treasurer for approval and signature *prior to placing the order*. The SBA authorizes catering expenditures up to a *specified* and *definite* amount. The Student Organization must first receive a quote from the in-house vendor and then submit the form to the SBA Treasurer for approval, prior to placing the final order. Any catering expenses above the amount approved by the SBA are unauthorized and the responsibility of the Student Organization. Any catering orders submitted to in-house catering without the SBA Treasurer's signature and approved amount are unauthorized and the responsibility of the Student Organization.

North Shore Vending, Inc. is the in-house caterer operating out of the Spaketeria. North Shore maintains its own requirement for catering requests (*see* FORM F). Generally, North Shore requires a minimum of seven (7) days in advance. Make sure you provide your Student Organization six (6) digit account number in your catering request. **IF YOU CANCEL YOUR EVENT, MAKE SURE TO CANCEL YOUR CATERING REQUEST WITH NORTH SHORE. IF THE FOOD HAS ALREADY BEEN ORDERED, YOU WILL BE CHARGED FOR IT.**

2. Outside Catering:

All budget requests that include outside catering must be designated as such when submitted to the Finance Committee. If a Student Organization later decides to use an outside caterer, the Student Organization must submit a Line-Item Reallocation to the Finance Committee for consideration.

If the total cost of outside catering is over \$500.00, you must complete a Purchase Order a minimum of two (2) weeks in advance. If a Purchase Order has been issued, the bill for catering must be submitted to the Office of Administration & Finance in Suite 265. The bill cannot be paid without a Purchase Order.

If an outside caterer is delivering, they must deliver through the Receiving Dock during the hours of: 8:00 AM – 11:30 PM and 1:00 PM – 3:30 PM.

Remember to provide an outside caterer with the IIT Tax Exempt ID to avoid paying sales tax.

D. Oversight by the SBA Treasurer

The SBA Treasurer shall regularly audit spending and activities of Student Organizations, including the SBA, and propose changes to the Semester Budget at any time. The SBA Treasurer shall immediately report any improprieties to the Board of Inquiry. If the SBA

chooses to change the Semester Budget, the Student Organization will receive prior notice and afforded an opportunity to appeal this change before the Board of Governors.

E. Unauthorized Spending

Unauthorized expenditures incurred by a Student Organization are the responsibility of the Student Organization, not the SBA. No Student Organization may expend funds in a manner grossly inconsistent with its budget as submitted to the Finance Committee.

IV. Deposits to Student Organization Accounts

A. Membership Dues

If a Student Organization chooses to charge its members student membership dues, they can be deposited in the Office of Administration and Finance in Suite 265.

B. Private Student Organization Accounts Prohibited

Student Organizations are PROHIBITED from maintaining private accounts to hold funds for the Student Organization. This regulation was put in place to insulate Student Organizations from liability that arises from maintaining a private account.

V. Restrictions & Sanctions

A. Events

All programs, events, or activities, whether partially or wholly funded by the SBA, must be directed within and for the Law School community or the activity must substantially involve members of the Law School community.

All programs, events, or activities, whether partially or wholly funded by the SBA, must be open and adequately advertised to the entire student body of the Law School. By way of exception, each Student Organization may request up to \$100 for food and beverages for one (1) Student Organization meeting during each semester.

If a question is raised over whether or not an event has been held in an open and adequately advertised manner, the Finance Committee may consider the following criteria:

- Was the event placed in the Chicago-Kent Online Calendar?
- Was the event placed in The Record?
- Was the event held on-campus?
- Was the event advertised with flyers or an event poster?
- Were students that attended required or suggested to pledge they were a member of a certain organization or from a particular racial, ethnic, or religious background?
- Were students required or suggested to sign a restrictive pledge in order to enter the event?

In accordance with IIT's non-profit status, no SBA monies may be allocated or disbursed for the direct or indirect efforts of the political campaigns of individuals, nor may any SBA monies be used in support of, or to intervene in, any campaign for public or campus office (*see* Form I).

Student Organizations are encouraged to plan all events with due regard for other organizations. All planned events should be placed on the Chicago-Kent Online Calendar to help avoid events that conflict with each other.

B. Posting of Notices

Student Organizations may, and should, advertise for Qualifying Events. Two ways Student Organizations may advertise is through Flyers and Event Posters.

1. Flyers

Flyers may be placed:

- Inside the Front Lobby Glass Case
- Bulletin Boards on the 2nd and 3rd Floor Cafeteria
- Student Organization Bulletin Boards in the Concourse
- On hangers outside each student classroom

Flyers may NOT be placed:

- On the Outside of the Front Lobby Glass Case
- On the Walls (in classrooms, hallways, cafeteria, etc)
- On the Doors (wood or glass)
- On the Lockers
- In the Bathrooms (mirrors, stall doors, walls, etc)
- In the Law Library
- On the Tables (in classrooms, cafeteria, etc)
- On the Reception/Security Desk

NOTICES PLACED IN UNAUTHORIZED AREAS WILL BE REMOVED, DESTROYED WITHOUT NOTICE, AND THE STUDENT ORGANIZATION THAT PLACED THEM MAY BE SUBJECT TO SANCTIONS FOR REPEATED VIOLATIONS.

2. Event Posters

Large Event Posters can be posted on an easel ONE (1) HOUR prior to the scheduled time of the event in the auditorium or Event Room. Requests for large posters for events outside the Auditorium or 10th Floor Event Room must have approval by the Office of Administration & Finance prior to production and placement. If approved, they will be permitted only on the day of the event.

To make a large Event Poster, a Student Organization should produce an 8 ½ x 11 copy of your poster. A Student Organization should take a copy of the poster to the College Service Center, Room 260, and request it be made into a large Event Poster. The College Service Center will return the large poster to you when completed for you to post OR will, upon request, post it for you at the appropriate time.

C. Contracts with Vendors

Students are NOT authorized to sign contracts between IIT, Chicago-Kent College of Law and an outside vendor. If a contract must be signed for a Qualifying Event, the original contract must be submitted to the Office of Administration & Finance, Suite 265, and a copy of the contract must be submitted to the SBA Treasurer.

If IIT, Chicago-Kent College of Law is not a party to the contract, then the original contract must be reviewed by the SBA Treasurer only.

Failure to comply with this restriction on contracts is a sanctionable offense.

D. National Dues

The SBA may NOT Allocate funds to partially or fully compensate a Student Organization for INDIVIDUAL dues for each member to be a part of their National Organization.

The SBA may allocate funds to partially or fully compensate a Student Organization for NATIONAL dues required for that Student Organization to remain a local chapter at Chicago-Kent. The SBA will not compensate any Student Organization for INDIVIDUAL *or* NATIONAL dues if that group restricts membership by any criteria or restricts its members from joining any other Student Organization. The Finance Committee shall have discretion to create rules and guidelines that may restrict the amount of compensated NATIONAL dues (i.e. specified cap amount or compensable percentage) or to determine whether a Student Organization's membership is restrictive.

To assist the Finance Committee determine whether dues are national or individual in nature, a Student Organization should be specific on their Budget Request.

E. Sanctioned Student Organizations

Student Organizations that are not in compliance with this SBA Financial Code or SBA Travel Guidelines may be sanctioned including the suspension of funding as well as any other appropriate penalty(ies). Any financial sanction of a Student Organization must be proposed by the Finance Committee and approved by a vote of the SBA Board of Governors.

VI. Miscellaneous

A. Amending this Financial Code

The Finance Committee shall be responsible for recommending amendments to this Financial Code. Such recommendation shall be arrived at by a majority vote of the Finance Committee after discussion of the proposed amendment. Any member of the BOG who wishes to propose an amendment to this Financial Code should submit such proposed amendment to the Finance Committee for discussion and recommendation to the full Board of Governors. The Treasurer shall review the Financial Code each semester and propose changes to the Finance Committee for approval if necessary.

Notice of such proposed amendments shall be given one (1) week in advance of the time set for ratification by posting such proposed amendments in the Chicago-Kent Law School Record, or by other reasonable means including, but not limited to Kentnet.

B. Room Reservations

All rooms are reserved on a first-come, first served basis by completing an online Room Reservation Form (*see* FORM E). The Room Reservation Form can be found at www.kentlaw.edu; select Student Portal and then Room Reservation Form in the drop-down box. The Room Reservation Form should be submitted for each function you plan to hold.

An e-mail confirmation will be issued within 24 hours from the receipt of the properly completed Room Reservation Form.

If a Student Organization is considering inviting a speaker to an event, the Student Organization must check with the Office of Administration & Finance BEFORE extending the invitation to the speaker to ensure there will be no conflict with other Student Organizations or Faculty/Administration events and that there is space available. If space is available, a temporary hold will be put on the space. Once you have confirmed the date, re-contact the Office of Administration & Finance to request a permanent reservation for the space. If the above procedure is not followed and an event conflict results, YOUR SPEAKER WILL NOT BE ACCOMMODATED.

If a Student Organization plans to serve alcohol at a function in a space it reserves with the Office of Administration & Finance, it must follow the procedure outlined in the following Section regarding Reception Policies.

C. Reception Policies

At an authorized Student Organization reception certain policies apply. Receptions must be held during the semester prior to the end of classes.

If a Student Organization chooses to provide alcohol at their reception, that Student Organization must submit an Alcohol Service Request Form (FORM G) a minimum of two (2) weeks in

advance of the event. The Alcohol Service Request Form must be signed by a Student Organization officer and that Student Organization's faculty member sponsor. The Alcohol Service Request Form must be approved by the Assistant Vice President for Administration and Finance.

If an Alcohol Service Request Form is approved for a Student Organization reception only beer and/or wine may be served. No one under the age of 21 may be served alcoholic beverages.

D. Photocopying, Office Supplies, Postage

1. Photocopying:

Student organizations are assigned their own photocopy accounts and charged \$0.06 per copy. All photocopies attributed to the student organization's photocopy account are the responsibility of the student organization.

Each Student Organization will be allowed to request up to \$60.00 for photocopies. Student Organizations requesting more than this amount should justify the basis for the additional funds in its Budget Request.

2. Office Supplies:

Each Student Organization will be allowed to request up to \$15.00 for general office supplies. Student Organizations requesting more than this amount should justify the basis for the additional funds in its Budget Request.

3. Postage:

Each Student Organization will be allowed to request up to \$15.00 for postage. Student Organizations requesting more than this amount should justify the basis for the additional funds in its Budget Request.

E. Adoption

This Financial Code shall become effective upon the date of ratification by two thirds (2/3) vote of the BOG.

This version of the Financial Code was ratified and adopted January 28, 2007, by unanimous vote of the BOG.

VII. Appendix