

SBA Senate Administrative Guidelines

Statement of Purpose:

The purpose of these guidelines is to provide for greater efficiency and consistency in the regular operations of the Student Bar Association (SBA). This document serves as a means to record and make public the less formal administrative decisions made by the SBA Senate.

Section 1. Scope

- A. All Administrative Guidelines are subordinate to the Constitution and By-Laws.
- B. All Administrative Guidelines apply to the administrative operations of the SBA Senate and Executive Board, and do not extend to any student organizations or SBA members.
- C. New Administrative Guidelines may be approved by a majority vote of the SBA Senate present.
- D. Current Administrative Guidelines may be set aside for a particular decision or permanently repealed by a majority vote of the SBA Senate present.

Section 2. Committees

Section 3. Student Organizations

A. Co-Sponsorship of Student Organization Events:

In an effort to encourage student organizations to be active and to promote the SBA's presence, the SBA Senate may, at its discretion, co-sponsor events held by recognized SBA Student Organizations, Sturm College of Law Journals and Reviews, or Sturm College of Law Faculty and Administration.

To show its support and commitment to an event, SBA Co-Sponsorship will involve the following:

1. SBA may send 1 e-mail advertising the event to all students the day before the event;
2. SBA may contribute the following amount of money to the event, above and beyond any other money allocated to the group through the speaker or general funding request process, based on the SBA Senate's subjective estimate of what the attendance will be:
 - a. 1-25 Attendees = \$50
 - b. 26-50 Attendees = \$125
 - c. 51-125 Attendees = \$200
 - d. Greater than 125 Attendees = \$250

3. Indication of SBA Co-Sponsorship will be included on all advertising materials, including but not limited to all posters, flyers, and e-mails;
4. The presence of the SBA banner may be used at the entrance to co-sponsored events;
5. An SBA Officer or Senator may be assigned to assist the organizing group in helping plan the event, with preference given to those members already involved with the organizing group.

Section 4. Finance

A. The Finance Committee shall require that a taping request accompany all requests for Student Bar Association funds and shall pay the requesting organization \$50 as a reward for each recording that is successfully posted online. In addition, for events held in the Forum, the Senate will cover the cost of taping for all student-sponsored events featuring speakers and/or panel discussions.

Section 5. Fundraising

Section 6. Meetings