

SBA Treasury Policies and Procedures 2014

**STUDENT BAR ASSOCIATION
SUFFOLK UNIVERSITY LAW SCHOOL**



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I. Introduction to the SBA Treasury

Background:

By the decision of the Board of Trustees of Suffolk University, the Suffolk University Law School Student Bar Association has been entrusted with responsibility for the allocation, management, and distribution of the Student Activities Fee. This fee is comprised of the money collected by the University from each enrolled student, payable at the beginning of each semester, for the express purpose of student activities funding.

The Board of Trustees in consultation with the SBA determines the amount that will appear on each law student tuition bill. The Student Activities Fee for the 2013-2014 Academic Year is \$120.00 per day law student and \$90.00 for each evening law student. In 2006, an SBA Constitutional Amendment was enacted which froze the Student Activity Fee; however, the number of clubs continues to increase each academic year.

Composition:

The SBA Treasury is comprised of two offices: the Treasurer and the Appropriations Committee, led by a Director of Appropriations. All members of the Treasury are also members of the Appropriations Committee. The SBA Treasury strives to set an example of fairness and equal application of just procedures and processes that the Suffolk Law community can respect and follow in order to ensure that the SBA remains a fiscally sound organization.

Functions:

In order to ensure this fiscal soundness, the Treasury serves the following functions within the SBA:

The first is to diligently and responsibly allocate a portion of the student activities fee to recognized SBA organizations. This is accomplished through both the normal budgeting cycle at the beginning of the year as well as through supplemental funding cycles throughout the course of the year. All allocation decisions are initially made by the Appropriations Committee and must then be affirmed by the full SBA Board of Governors (“BOG”). In order to be recognized as an SBA organization, a group must be voted into existence by the Council of Presidents (“COP”).

In the summer before the academic year in which budgets are funded, the Appropriations Committee reviews every budget proposal and request and allocates the Student Activities Fee according to the procedures and regulations outlined in this document (Treasury Policies and Procedures) issued by the Treasury, Budget and Supplemental Funding Handbook issued by the Appropriations Committee and the Suffolk University Law School Club Regulations issued by COP. The Appropriations Committee takes into consideration factors such as need, previous expenses, event descriptions, and available resources when assessing each budget proposal.

A portion of the funds in the SBA budget is held for supplemental funding. These funds are reserved for unexpected needs during the budgeted fiscal year. A request by a student organization for supplemental funding must be brought before the Appropriations Committee which will debate the request and make a recommendation to the Board of Governors (BOG) at a subsequent meeting. Additional funding is not authorized without BOG approval.

The second function is to ensure that there are sufficient financial controls and management procedures in place to safeguard all student funds. The Law School Dean of Students, in their capacity as official advisor to the SBA, provides counsel and guidance to the Treasury with respect to these financial management procedures and controls.

The third function is to diligently and responsibly dispense, transfer and receive deposits of student funds. In order to do this, the Treasury may publish a procedures manual, will coordinate a training meeting at the end of the preceding school year (which is mandatory for at least one of either the Treasurer or the President of an organization) and hold regular office hours throughout the semester.

The fourth function of the Treasury is to monitor the budgets and spending of all student organizations, SBA committees and sections to ensure that SBA funds are being utilized in a fiscally responsible manner and in accordance with all appropriate laws and Suffolk University policies.

II. Members of the Treasury

Treasurer

The Treasurer is the Chief Financial Officer of the Student Bar Association and is responsible for managing the financial affairs of the SBA. The Treasurer maintains appropriate financial records in a professional manner, provides regular statements of financial conditions to the BOG, and ensures that funds are spent in a manner consistent with the budget adopted by the BOG.

The Treasurer approves all check requests, receives deposits and signs off on all Treasury forms. In addition, the Treasurer works closely with the Suffolk University Business Office and the Dean's Office to ensure that sufficient controls and policies are in place to protect disbursement and receipt of student funds. The Treasurer answers questions and deals with problems involving training, forms, and any other issues pertaining to SBA finances.

Appropriations Director

The Director of Appropriations is responsible for convening the monthly meeting of the Appropriations Committee. The Director reports the committee's recommendations regarding supplemental and new group funding requests for organizations. The Director works with the SBA Treasurer in preparing the SBA Budget and developing Treasury policy and procedures.

Associate Director(s) of Appropriations

The Associate Director of Appropriations assists the Appropriations Director in running the monthly meetings of the Appropriations Committee. The Associate Director works with the SBA Treasurer and Appropriations Director in preparing the SBA Budget and developing Treasury policy and procedures.

III. SBA Accounting System

The SBA Treasury works closely with Suffolk University Business Office and Suffolk Law Budget Office to accomplish its function and fulfill its roles and responsibilities.

In SBA's efforts to comply with Suffolk University's policies and procedures and to relieve pressures associated with University's reporting and tax obligations, the Suffolk University Business Office has taken up some of SBA's bookkeeping functions and responsibilities as of October 1st, 2013. The SBA's accounting system is still managed, monitored and controlled within the SBA and by the SBA Treasurer; however the Business Office is responsible for posting transactions submitted by the Treasury, managing the vendor database, and providing financial and managerial reports to the Treasury for analysis. To serve its function, the Treasury must coordinate with certain offices and parties within the University to accomplish important accounting tasks. Please see the list below:

- Approved Check requests are submitted to the Suffolk University Accounts Payable, Accounts Payable Assistant
- Approved Transfers are submitted to the Controller
- Approved Deposits are submitted to either the Assistant Director or the Operations Manager of Budget Office
- Vendor Management issues and questions are handled by the Manager of Accounts Payable & Special Projects
- Reports are provided by the Controller and the Assistant Director of the Budget Office
- General issues, questions and concerns are handled by the Assistant Director/Student Activities

IV. Important Contact Information:

Luis Brum
Assistant Director/Student Activities
lbrum@suffolk.edu

Nancy Martin
Manager of Accounts Payable & Special Projects
nmartin@suffolk.edu
Tel: 617-573-8666

Li Li
Accounts Payable Assistant
lli@suffolk.edu
Tel: 617-573-8404
Fax: 617-573-8256

Bryan Olds
Budget Office – Operations Manager
bolds@suffolk.edu
Tel: 617.573.8155

Justina Chu
Assistant Director of Budget
jchu@suffolk.edu
Tel: 617-573-8081
Fax: 617-305-6245

Sandy Scott
Controller
sascott@suffolk.edu
Tel: 617-573-8630
Fax: 617-227-3150

V. Policies and Procedures

1. Responsible Use of SBA Funds

- 1.1. As all SBA funds are contributed by members of the student body as a whole as part of the student activities fee, all students, signatories and organizations are to spend allocated money carefully and judiciously as if it were their own
- 1.2. Every member of the SBA is expected to conduct any business which involves the use of SBA funds with integrity, in compliance with all applicable laws, and in a manner that excludes considerations for personal advantage or appearance of impropriety.
- 1.3. The Treasury's intent is that neither a student nor the SBA will lose or gain financially as a result of participating in SBA activities.
- 1.4. The Treasury carefully monitors all expenses which are submitted for reimbursement utilizing SBA funds.
- 1.5. If you are concerned about the appropriateness of a specific expense, please contact the Treasury **before you incur the expense.**

2. Scheduling a Meeting with the Treasury

- 2.1. A meeting should be scheduled with the Treasury to make deposits, request information or clarification on any financial issues, discuss impending supplemental funding requests, or any other issue your club is facing.
- 2.2. To schedule a meeting please e-mail the Treasurer

3. Check Requests

- 3.1. Check request forms require the signature of either the Treasurer or the President of an organization, group or club, and must be fully completed (see Appendix A – Forms, Check Request Form).
- 3.2. **Each check request must include a valid, original itemized receipt(s) or invoice for the exact amount of the services or goods rendered and a signed W-9 Form**, if applicable (see **New Vendor and W-9 Forms** section of this document). Multiple receipts for the same organization can be included on one form.
- 3.3. Receipts that list only the total amount of the goods or services without providing itemized charges are not valid. If an organization attempts to submit a receipt that is not itemized the check request will not be processed.
- 3.4. Each organization must complete its own check request. If someone has reimbursements for multiple organizations, they must fill out a check request form for each organization.
- 3.5. Each organization will receive a copy of the Suffolk University Tax-Exempt Form at the Treasury Procedures Meeting. These forms are also available in the SBA suite. **No organization will be reimbursed for tax paid on expenditures.**

4. New Vendors and W-9 Forms

- 4.1. In accordance with Suffolk University policy, check requests payable to a new vendor, one that has not been used before by any given organization, must be accompanied by a W-9 Form, filled out and signed by the new vendor.
 - 4.1.1. These forms are available online on the IRS website (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>), and in the SBA suite.

5. Check Runs

- 5.1. All check requests go through a regular approval process conducted by the SBA Treasury.
- 5.2. Following approval, check requests are submitted to the Suffolk University Business Office for the purpose of printing the checks.
- 5.3. Check runs occur on a weekly basis, every Friday (except for public holidays).
- 5.4. Approved check requests are submitted to the Suffolk University Business Office every Tuesday afternoon. **The deadline for check requests to be submitted in order to be processed as part of a weekly check run is Tuesday at noon - 12:00pm.**
- 5.5. Requests which are timely submitted will be processed within the same week.
- 5.6. Checks can either be held for pick up or mailed to any specified address.
 - 5.6.1. If the check is requested to be held for pick up, the check will be available at the Suffolk University Business Office (73 Tremont Street, 5th Floor, Boston, MA 02108) after 2 p.m. that Friday or in the Treasury Outbox drawer in the SBA suite on Monday of the following week.

6. Income and Deposits

- 6.1. All deposits must be accompanied by a Deposit Form (see Appendix A – Forms, Deposit Form) and approved by the organization's Treasurer or President,
- 6.2. The Deposit Form must include the total of the exact amount being deposited.
- 6.3. Any checks collected as income **must be** made payable to **Suffolk University**.
- 6.4. Many organizations bring in income from events and activities that they sponsor, and some organizations are specifically set up to do so. All income (cash, checks, or money orders) whether or not it is budgeted, must be deposited with a Treasury officer within 2 business days after such an event.
- 6.5. If the deposit is in cash, please set up an appointment with the Treasurer to make the deposit in person.
- 6.6. **Avoid leaving cash in the Treasury Inbox or any other SBA mailbox.**
- 6.7. **Under no circumstances may an organization keep cash from an event in order to pay for future expenses.**
- 6.8. No student organization is permitted to hold an outside bank account. The reason for this policy is two-fold:
 - 6.8.1. Technically, an outside bank account which collects interest renders a club a taxable entity. Taxable entities are responsible for accounting for and paying taxes each year. Clubs should not expect to hold outside bank accounts because they do not want to qualify as a taxable entity
 - 6.8.2. The SBA as well as the University must be able to provide continued financial control, oversight and management for all SBA funds. Bank accounts which are maintained outside of the SBA and University financial systems do not allow for this control.
- 6.9. Change exceeding the amount of \$1 will not be accepted as part of a cash deposit. Each club is responsible for converting Coin to Cash before handing it over to the Treasury for deposit.
 - 6.9.1. Cash deposits should be submitted with all bills facing the same way and ordered from the highest denomination to the lowest

7. Transfers

- 7.1. An intra-SBA co-sponsorship of an event requires the completion of a Transfer Form (see Transfer Form, Appendix). This is to be used to transfer funds from one SBA-funded organization to another SBA-funded organization for the purpose of co-sponsoring another organization's event, or for paying another organization for services rendered.
- 7.2. It is the responsibility of the student organization sponsoring the event to ensure the form is turned into the Treasury for processing within a reasonable period of time prior to or immediately following a co-sponsored event.
- 7.3. It is recommended that an organization seek co-sponsorship before requesting funds from supplemental funding.

8. Budget Line/Account numbers

- 8.1. Each organization, group, club, section, committee and liaison is assigned a budget line number in the general ledger of the SBA accounting system.
- 8.2. The Treasury will provide this number to the authorized members of each SBA entity upon request.
- 8.3. This number must be provided to in-house vendors such as Sodexo and Gordon's Fine Wines and Liquors for automatic withdrawal from the account of the organization, at the time services of these vendors are ordered or utilized.
 - 8.3.1. Automatic withdrawal by an in-house vendor eliminates the need for a check request payable to the vendor.
- 8.4. Budget line/Account numbers must also be filled in in appropriate fields on the Transfer, Deposit and Check Request Forms.

9. Fiscal Year Period and Roll Over Policy

- 9.1. The SBA fiscal year runs from October 1st to September 30th each year.
- 9.2. At the end of each fiscal year, the entirety of prior year's left over SBA funds is consolidated, and a roll over amount is calculated, based on reconciliation data and all possible outstanding debts of the completed fiscal year.
 - 9.2.1. Final roll over amount must be finalized after the last check run of the completed fiscal year.
 - 9.2.2. Final roll over amount is included in the total SBA revenue for the new year and is re-budgeted in accordance with the SBA fiscal budgeting process.
- 9.3. The SBA Budget gets presented to the BOG and voted on during the September SBA meeting.
- 9.4. Individual organizations, groups and clubs are allowed roll overs only to the extent of funds brought in as revenue in the prior fiscal year.
 - 9.4.1. Such revenue includes, but is not limited to, funds raised through fundraising, advertising and other related activities.

10. Responsibilities of Treasurers and Presidents of all SBA funded organizations

- 10.1. All Check Requests, Deposits and Transfers must either be signed and /or submitted by the treasurer of a club or an organization.
- 10.2. The treasurer of the club or organization is responsible for maintaining records of all transactions submitted to the SBA Treasury.
- 10.3. The treasurer of each club, group and organization should know the current balance of the organization's account at all times.

- 10.4. The president of each club, group and organization is responsible for holding their treasurer accountable for responsibilities of their position and must take appropriate action if these responsibilities are not fulfilled.

11. Travel Policy

- 11.1. The purpose of this policy is to promote Suffolk University Law School's representation at conferences of U.S. law student groups while maintaining fiscal accountability of all SBA dues.
- 11.1.1. Conference – any conference, meeting, or event consisting of the gathering of students from three or more law schools that occurs outside the Law School.
- 11.1.2. Organization - any student group duly recognized by the SBA.
- 11.2. A student organization may request reimbursement for travel expenses paid as part of attendance at a conference. Conferences must be relevant to the mission of the SBA as a whole and the individual student organization. Each organization may only be reimbursed once each fiscal year for lodging, transportation, & conference registration fees.
- 11.3. As with any expenses, those for travel will be reimbursed only if the organization has sufficient funds in its account.
- 11.4. Original, itemized receipts must be submitted as support for expenses. Credit card statements, by themselves, are not acceptable.
- 11.5. The following qualify for reimbursement:
- 11.5.1. Lodging**
- 11.5.1.1. The Treasury will reimburse **1 standard room for 2 nights** for attendance at a conference.
- 11.5.2. Transportation**
- 11.5.2.1. The Treasury will reimburse **transportation costs for up to 2 students** attending a conference.
- 11.5.2.2. Transportation costs will consist of transportation to and from the conference, including but not limited to, airfare and taxi to/from airport.
- 11.5.2.3. The Treasury will not fund or reimburse food or transportation while at the event
- 11.5.2.4. Only **coach class airfare** will be reimbursed.
- 11.5.2.5. Gas mileage reimbursement for private vehicles will be calculated according to published Federal Government Privately Owned Vehicle Mileage Reimbursement Rates.
- 11.5.3. Conference Registration Fees.**
- 11.5.3.1. The Treasury will reimburse the **conference registration fees for up to 2 students or 1 group fee.**
- 11.6. Conference travel submitted for approval through supplemental funding must still adhere to this policy.
- 11.7. Exceptions to this policy may be made at the discretion of the SBA Treasurer. Student organizations seeking an exception must consult the Treasurer **before** incurring expenses outside the scope of this policy in order to be reimbursed. Exceptions may be made for situations including, but not limited to, competitive events in which students are required to be in attendance for several days.

12. Supplemental Funding Requests

- 12.1. Each fiscal year, The BOG allocates a portion of the Student Activities Fee to the Supplemental Fund and the Reserve Account to act as reserves for unforeseen and/or emergency expenditures.
- 12.2. Existing organizations and newly authorized clubs on Probationary Status may request supplemental funding by submitting a Supplemental Funding Request to the Appropriations Committee for additional or initial funding during the year and after the initial budget request process has been completed.
- 12.3. The Appropriations Committee has the discretion to grant an organization supplemental funding, subject to BOG approval.
- 12.4. Please refer to **Budget and Supplemental Funding Handbook** issued by the Appropriations Committee and the **Suffolk University Law School Club Regulations** issued by the Council Of Presidents for the process, procedures and guidelines that govern the Supplemental Funding operation (see Appendix B-C).

13. Outside Copy and Print Needs

- 13.1. The Treasury expects clubs, committees and sections to utilize the SBA copier located in the SBA suite for as much of their copying needs as necessary. However, the Treasury realizes there are situations where an outside vendor must be utilized.
- 13.2. Therefore, the Treasury has set up an account with Sir Speedy located at One Milk Street, Boston, MA 02109 (Tel: 617-227-2237), for all copying needs beyond the SBA machine.
- 13.3. Sir Speedy should be used for projects which are either 1) beyond the functional ability of our machine or, 2) which would more efficiently be completed by Sir Speedy.
- 13.4. Sir Speedy can pick up and deliver any print project ordered by a club free of charge.
- 13.5. All clubs and organizations must submit a check request form with a copy of the Sir Speedy invoice to pay for the print services ordered.

14. Computer and Electronic Equipment Policy

- 14.1. Student groups have many different needs and requirements with regards to equipment.
- 14.2. All equipment purchased by an SBA-funded organization shall remain the property of the SBA and may be transferred at any time.

Appendix A - Forms

The following are the most frequently used documents in dealings with the SBA Treasury. All of these forms are available in the SBA Suite and on the Suffolk University Law School SBA website page.

- **Check Request Form (see attached)**
- **Deposit Form (see attached)**
- **Transfer Form (see attached)**
- **W-9 Form**
- **Massachusetts Tax Exempt Cert ST-2**
- **Sales Tax Exempt Purchaser Certificate (Form ST-5)**



STUDENT BAR ASSOCIATION
CHECK REQUEST

Payee (Make Check Payable to):		Requested By:	
Name:	_____	Name:	_____
Address:	_____	Title:	_____
City, State, Zip:	_____	Organization Name:	_____
Vendor ID No:	_____	SBA Account Name: <i>(if applicable)</i>	_____
Check Distribution	Hold for Pick up: <input type="checkbox"/>	Telephone No:	_____
	Mail: <input type="checkbox"/>	Email Address:	_____

For All Reimbursement Requests:

- Please itemize all your receipts, invoices or contracts below
- List dates and brief descriptions of events and items
- Use separate lines for each item submitted

Description and Comments	Cost
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
<i>Please Exclude Sales Tax</i>	Total \$ -

Signatures

Requestor: _____ Date: _____

Treasury Officer Signature: _____ Date: _____

Approved: Yes: ____ No: ____

Reason for Denial: _____

Account Numbers to be Charged: _____
(Treasury Use Only)



SBA Treasury
Deposit Form

Depositor Information:

Name: _____ Title: _____

Organization Name: _____ Date of Request: ____/____/____

Organization Budget Line/Account Number: _____

Phone Number: _____ Email: _____

Deposit Information:

Please list the event or activity which generated the funds being deposited:

Date of the event or activity: ____/____/____

Please list the total amount being deposited for each of the following:	
Amount	
Cash	\$
Checks	\$
Other	\$
Total:	\$



**SBA Treasury
Transfer Request Form**

Transferring Organization Information:

Requestor Name: _____ Title: _____

Organization Name: _____ Date of Request: ___/___/___

Organization Budget Line/Account Number: _____

Phone Number: _____ Email: _____

Transfer Information:

Organization which funds are to be transferred to: _____

Organization Budget Line/Account Number: _____

Amount of the funds to be transferred: \$ _____

Transferring Club Signatory Information:

Signatory (Please Print): _____

Authorized Signature: _____ Date: ___/___/___

Treasury Approval:

Treasury Officer Signature: _____ Date: ___/___/___

**Request for Taxpayer
 Identification Number and Certification**

**Give Form to the
 requester. Do not
 send to the IRS.**

Name (as shown on your income tax return) _____

Business name/disregarded entity name, if different from above _____

Check appropriate box for federal tax classification:
 Individual/sole proprietor C Corporation S Corporation Partnership Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
 Other (see instructions) ▶ _____

Exemptions (see instructions):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____

Address (number, street, and apt. or suite no.) _____
 City, state, and ZIP code _____

Requester's name and address (optional) _____

List account number(s) here (optional) _____

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-					

Employer identification number								
			-					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

Signature of U.S. person ▶ _____

Date ▶ _____

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on irs.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.




MASSACHUSETTS DEPT. OF REVENUE
 PO Box 7010
 Chelsea, MA 02150-7010



NAJJFET K. BAL, COMMISSIONER
 TERESA O'BRIEN-HORAN, DEPUTY COMMISSIONER

8750

 SUFFOLK UNIVERSITY
 4 ASHBURTON PL
 BOSTON MA 02108-2770

Notice 30048
 Exemption Number 042 133 265
 Date 12/01/08
 Bureau 1 SU MGT SERV
 Phone (617) 487-6367

Dear Taxpayer,

A review of our records indicates that the Massachusetts sales/use tax exemption for SUFFOLK UNIVERSITY, a tax-exempt 501(c)(3) organization, will expire on 01/04/09.

The Department of Revenue is issuing this notice in lieu of a new Form ST-2, "Certificate of Exemption". The notice verifies that the Massachusetts Department of Revenue has renewed the sales/use tax exemption for SUFFOLK UNIVERSITY, subject to the conditions stated in Massachusetts General Laws, Chapter 64H, sections 6(d) or (e), as applicable.

The organization remains responsible for maintaining its exempt status and for reporting any loss or change of its status to the Department of Revenue. Absent the Department of Revenue's receipt of information from the taxpayer by the expiration date of the current certificate that the entity no longer holds exempt status under the above provisions, the taxpayer's certificate is renewed. This renewal will expire on 01/04/19.

The taxpayer's existing Form ST-2, in combination with this renewal notice may be presented as evidence of the entity's continuing exempt status. Provided that this requirement is met, all purchases of tangible personal property by the taxpayer are exempt from sales/use taxation under Chapter 64H or I respectively, to the extent that such property is used in the conduct of the purchaser's business.

Any abuse or misuse of this notice by any tax-exempt organization or any unauthorized use by any individual constitutes a serious violation and will lead to revocation. Willful misuse of this notice is subject to criminal sanctions of up to one year in prison and \$10,000 in fines (\$50,000 for corporations).

This notice may be reproduced.

BUSINESS OFFICE
 DEC 05 2008

Sincerely,

Najjef K. Bal
 Commissioner of Revenue

RECEIVED
 DEC 5 2008
 SUFFOLK UNIVERSITY
 PAYROLL OFFICE



**Form ST-5
Sales Tax Exempt Purchaser Certificate**

Rev. 8/98
**Massachusetts
Department of
Revenue**

To be Completed by Exempt Organization

Name SUFFOLK UNIVERSITY
 Address 8 ASHBURTON PL.
 City BOSTON State MA Zip 02108
 Exemption number 04-2133255
 Issue date 1/4/09 Certificate expires on 1/4/19

Certification is hereby made that the organization named above is an exempt purchaser under Massachusetts General Laws, Chapter 64H, sections 6(d) or 6(e). All purchases of tangible personal property or services by this organization are exempt from taxation under said chapter to the extent that such property or services are used in the conduct of the business of the purchaser. Any abuse or misuse of this certificate by any tax-exempt organization or any unauthorized use of this certificate by any individual constitutes a serious violation and will lead to revocation.

Signed under the penalties of perjury:

Signature [Signature] Title BUSINESS MANAGER Date 5/12/09

Warning: Willful misuse of this certificate may result in criminal tax evasion sentences of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines.

To be Completed by Vendor

Vendor's name _____

Check applicable box: Single Purchase Certificate Blanket Certificate

Attach detailed receipts/invoices or describe property on the back of this form.

General Information

The organization or agency must have obtained a Certificate of Exemption (Form ST-2) from the Commissioner of Revenue, certifying that it is entitled to exemption and must attach a photocopy of Form ST-2 to this certificate. The vendor must retain a completed Form ST-5 accompanied by a copy of Form ST-2 in the same manner as other sales tax records. For further information regarding the requirements for retaining records, see Massachusetts Regulation 830 CMR 620.25 1.

Notice to Vendors

Vendors must obtain a copy of the Certificate of Exemption (Form ST-2) at the time of any sale to an exempt organization. Vendors should verify the validity of the certificate presented to them by checking the expiration date on the certificate. Vendors must not honor a Certificate of Exemption that has expired. Staple a copy of Form ST-2 to this form.

NOTE: Governmental agencies maintain ST-2 Certificates of Exemption that have an expiration date of "None."

Vendors should call the Bureau of Desk Audit at (617) 887-6970 if they have any questions regarding a Certificate of Exemption which is presented to them.

If you have any questions about completing this certificate, please contact Massachusetts Department of Revenue
 Bureau of Desk Audit
 Exempt Organization Unit
 200 Arlington Street
 Chelsea, MA 02150
 (617) 887-6970

This form is approved by the Commissioner of Revenue and may be reproduced.

APPENDIX B

Budget and
Supplemental
Funding Handbook

(2014-2015)

A. Budget Requests Procedural Timeline

I. Newly Elected E-board Required Training for All Student Organizations

- i.** All Student Organizations must send one executive board member to the mandatory ‘Newly Elected E-Board Training’ to take place two weeks after the close of ‘Newly Elected E-Board Training’ or at such time deemed appropriate by the Student Bar Association President, Appropriation Committee Director, and Student Council of Presidents’ Liaison.
- ii.** If a student cannot send an executive board member to the mandatory ‘Newly Elected E-Board Training’ then the Student Organization is required to inform the Director of the Appropriation Committee at least 72 hours before the ‘Newly Elected E-Board Training’.
- iii.** If a Student Organization fails to provide timely notice or a valid reason for failure to attend the ‘Newly Elected E-Board Training’ then it is to the discretion of the Director of the Appropriation Committee to provide make-up materials.
- iv.** If any Student Organization fails to provide adequate notice of their Student Organization’s failure to attend the ‘Newly Elected E-Board Training’ then the Appropriation Committee will file a grievance with the Student Council of Presidents’ Liaison.

II. Initial Yearly Budget Request Procedure

- i.** ‘Initial Yearly Budget Request Forms’ will be made available to all registered Student Organizations during the mandatory ‘New Elected E-Board Appropriation Committee Training’.
- ii.** ‘Initial Yearly Budget Request Forms’ are due on or before July 31st EST of the current year.
- iii.** If a Student Organization’s ‘Initial Yearly Budget Request Forms’ are not submitted by the July 31st deadline then the ‘Initial Yearly Budget Request Forms’ will not be accepted.
- iv.** In the unlikely event that a Student Organization does not submit their ‘Initial Yearly Budget Request Forms’ by the designated deadline then that Student Organization will only be allowed to submit Supplemental Funding requests in the upcoming year.
 - 1.** Student Organizations who fail to submit ‘Initial Yearly Budget Request Forms’ should be aware that such failure would be a factor considered during the Supplemental Budget Process.
- v.** Newly activated organizations are required to submit an ‘Initial Yearly Budget Request Form’ to the Director of the Appropriation committee once officially recognized by the Board of Governors.

III. Right to Appeal Initial Budget Recommendation:

- i.** Any Student Organization shall have the right to appeal the Appropriation Committee’s recommendation to the Board of Governors at the next Board of Governor’s meeting.

- ii. The Student Organization shall have 48 hours from the time that they are put on Notice of the Appropriation Committees' decision to inform the Director of the Appropriation Committee whether or not they will be appealing the Appropriation Committees' recommendation.
- iii. No Student Organization shall appeal an amount greater than the amount that was unapproved by the Appropriations Committee.
- iv. The decision reached by the Board of Governors, in regards to the appeal, shall be the final decision.

IV. Supplemental Funding Procedures

- i. Following each Board of Governor's meeting, the Student Bar Association President, Director of the Appropriation Committee, and Student Council of Presidents' Liaison shall work together in order to adequately notify Student Organizations as to their rights and obligations in respect to obtaining supplemental funding.
 - 1. First, immediately following every Board of Governor's meeting, the Student Bar Association President will notify the Director of the Appropriation Committee as to the availability of supplemental funds.
 - a. Adequate notice shall adhere to all deadlines in this handbook.
 - b. Adequate notice shall be sent via email.
 - 2. Next, after the Director of the Appropriation Committee is put on notice they will notify the Student Council of Presidents' Liaison on or before the Friday immediately following the Board of Governor's meeting as to the availability of supplemental funds and deadlines for the submittal of forms.
 - 3. Last, after the Council of Presidents' Liaison is put on notice they will inform all Student Organizations about the availability of supplemental funds and of the designated deadlines for the submittal of forms.
 - a. Students will have no more than one week to complete forms and submit them to the Director of the Appropriation Committee.
- ii. The Appropriation Committee will hold a supplemental request meeting two weeks prior to the scheduled Board of Governors' meeting.
 - 1. A member of the Student Organization that is requesting supplemental funding must be present at the supplemental funding meeting to exercise their right to be heard before the Appropriation Committee.
 - 2. A Student Organization's failure to have a member present at this meeting may affect their supplemental request negatively.

V. Right to Appeal Supplemental Budget Recommendation

- i. The Director of the Appropriation Committee will notify a Student Organizations within 48 hours of the Appropriation Committee's recommendation.

- ii. If the Student Organization would like to appeal the Appropriations Committee’s recommendation then they must notify Director of the Appropriation Committee by the Friday preceding the next Board of Governor’s Meeting.
- iii. The decision reached by the Board of Governors, in regards to the appeal, shall be the final decision.

B. Contents of Initial Budget Form

- I. In the submission of the club’s initial budget clubs shall provide to the committee the following:
 - i. **Summary Top Sheet**
 - 1. General Information
 - 2. Contact Details
 - 3. Total Budget Request: The total budget request for shall include, but is not limited to, the following information:
 - a. Event name
 - b. Number of attendees
 - c. Whether the event is a new event or an annual event: If an annual event then the club shall provide: Previous year’s attendance, budget, and description.
 - ii. **Club Event Priority List**
 - 1. Club priority is determined by the club’s perception of either the most important, popular, signature, or other determining factor to convey to the committee the club’s “planning focus” for that academic year.
 - iii. **Excel Spreadsheet**
 - 1. A detailed excel spreadsheet breaking down each event the clubs plans to host for that academic year in order of the club’s priority focus.
- II. **Reserved Judgment**
 - i. But for the lack of budget the appropriations committee would otherwise fund a club’s event in whole or in part the committee may reserve judgment and request the club to resubmit for supplemental funding for the event at the first supplemental budget meeting.
 - ii. Only events that were designated by the committee as reserved judgment may be reconsidered during the designated supplemental meeting.

C. Factors of Consideration in the Budget Submission Policies

- I. **Purpose**
 - i. The list below contains the requirements that the Appropriation Committee shall enforce on all Student Organizations throughout both the budgetary and supplementary processes.
 - ii. All Student Organizations should assure that their events and meetings relate back to the mission of their club and, more importantly, that their events and programming provide students the social, academic, and professional resources students are warranted.

II. Budgetary Form Policies

- i.** The Appropriation Committee will only review budgets that are accompanied with the required Appropriation Budgetary Forms.
 1. Submittal of Forms is a condition to right of requesting funds from the Committee.
 2. Failure to Submit the Appropriation Budget Request Forms for an event or meeting may result in the denial of the right to request funds
- ii.** All budgets should be completed fully and appropriately.
 1. Questions, Concerns, and Drafts should be directed to the student Council of Presidents' Liaison or the Director of the Appropriation Committee.
 2. Budget Request Forms that are not completed correctly will be reviewed to the extent the committee understands.
- iii.** Student Organizations should exercise due diligence in the actual costs, price estimates, and price quotes included in all forms submitted to the Appropriation Committee for review.
 1. First, the total amount of the request must be included.
 2. Next, the total cost of each event must be included.
 3. Next, each event must be itemized line-by-line.
 4. Last, the line item must then be enumerated, or explained.
- iv.** The cost of each line item shall be reasonable.
 1. If the price is set forth in this handbook then that is the reasonable price.
 2. If the price is not set forth in this handbook then the Appropriation Committee, on a case-by-case basis, will review the line item subjectively to determine reasonableness.
- v.** Line items may include, but are not limited to, the following: Speaker, Advertising, Decorations, Food and Beverages, Alcohol, Supplies, Programs, Live Performances, and Venue Expenses, Honorariums, Speaker Fees, etc.

III. Substantive Policies

- i. Student Organizations' Meetings**
 1. Student Organizations may request up to two 'general body meetings' per academic year and up to \$85.00 per general meeting.
 - a. Funds being requested to hold general member meetings must be included in 'Initial Yearly Budget Request Forms'.
 - i. Failure to comply with this requirement may result in the denial of funds requested for general meetings.
 - b. The Appropriation Committee will take into account the past and expected attendance of an Organization's General Member meetings.
 - c. Organizations are not barred from asking for additional meetings in supplemental funding provided that they can show good cause.
 2. A Student Organization's election meeting will not be funded.
 3. A Student Organization's executive board meeting will not be funded

ii. Alcohol Policy

1. Alcohol will be funded on the condition that food is present at the event.
 - a. Food does not need to be funded by the Appropriation Committee.
 - b. The amount appropriated will be based on number of Attendees

iii. Speaker, Speaker Panels, and Honorees

1. The Appropriation Committee will consider the following factors in assessing whether or not to appropriate money for a speaker fee:
 - a. The speaker's credentials
 - b. The cost of the speaker
 - c. Evidence of an attempt to obtain co-sponsorship as referenced in Sec. III, Clause 5
2. The Appropriation Committee may recommend allocating moneys to Student Organizations to pay for the reasonable travel and stay of a speaker or honoree in the Boston, Massachusetts.
3. The Appropriation Committee may fund up to \$50.00 towards any speaker or honoree per event.

iv. Travel Expenditures

1. The Appropriation Committee's standard practice when funding travel is to assess whether or not the necessary costs for travel are reasonable.
2. Travel Events include, but are not limited to, the following: conventions, moot court competition, leadership conferences, etc.
3. The Appropriation Committee may fund the following if reasonable:
 - a. One travel event per year per student organization
 - i. The committee may consider more than one travel event if travel is inherent to the nature of the club.
 - b. Two individual registration fees or one group fee
 - c. One affordable hotel room for up to two nights
 - d. Reasonable transportation to and from the event
4. The Appropriation Committee will not fund or reimburse food or transportation while at the event.

v. Student Organization Co-Sponsored Events

1. The Appropriation Committee highly encourages Student Organizations to host events with other Student Organization groups on campus.
2. The Appropriation Committee also encourages students to reach out to the following:
 - a. Offices in Suffolk University Law School
 - b. Offices in Suffolk University
 - c. Other outside entities
3. When filing for supplemental funding line items must include the following for co-sponsored events:
 - a. The total cost of the co-sponsored event

b. The cost incurred by each Student Organization

D. Weather, Emergency and Other Contingency Policies

- i.** Events cancelled due to weather will not be funded twice should the vendor collect regardless of the event being held.
 - 1. Student Organizations are responsible for checking weather and making preemptive decision on their event.
 - 2. In the event of an emergency or unforeseen circumstance the event may be funded.
- ii.** The Appropriations Committee does not fund supplies for events whose sole purpose is to fundraise for that organization.
- iii.** The Appropriations Committee does not fund donations to third party organizations.

APPENDIX C

SUFFOLK UNIVERSITY LAW SCHOOL CLUB REGULATIONS

I. RIGHTS AND OBLIGATIONS

a. Club Rights

i. THE RIGHT TO PETITION FOR APPROVAL

1. Every student organization has a right to petition for recognition from the COP regardless of its relevancy to the study of law.
2. The BOG is not obliged to provide funding for every recognized club.

ii. THE RIGHT TO INFORMATION

1. Every club has the right to timely information of the following

a. Information from the SBA Appropriations director regarding:

- i. The Club's budget applications;
- ii. The Club's supplemental funding requests;
- iii. The documentation required for supplemental requests; and
- iv. The dates and procedures for supplemental funding meetings.

b. Information from the SBA Treasurer regarding:

- i. The funds to be allocated to the Club; and
- ii. The balance of funds in the Club's account during the semester.

c. Information from the COP Liaison regarding:

- i. The status of the Club, including reasons for de-authorization; and
- ii. The meetings for authorization proposed clubs and de-authorization of pre-existing clubs.

iii. ENFORCEMENT

1. Every club has the right to be heard, and the right to appeal decisions through means consistent with Chapter 4 of the SULLS SBA By-Laws (Grievance Committee).
2. The Grievance Committee will review failed appeals subject to a determination by the Chief Justice that such a review is likely to remedy the grievance.

b. Club Obligations

i. NON-DISCRIMINATION. In furtherance of Art. XI of the SULLS SBA Constitution, no club may discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, gender expression, and veteran status.

ii. MINIMUM REQUIREMENTS. All Clubs at SULLS must satisfy the following requirements:

1. Maintain a valid Club Constitution consistent with Art. XI of the SBA constitution;
2. Maintain a valid Club Mission Statement of the Club consistent with Art. XI of the SBA constitution;
3. Maintain a valid Club Membership list that includes the names, contact details, and signatures of at least ten (10) active student members.
4. Documentation of the Clubs Constitution, Mission Statement, and Membership List must be submitted to the COP Liaison

- iii. CLUB ACTIVITY REQUIREMENT. Every club at SULS must be active, and must make an effective showing to the COP of their active status by filing an Annual Disclosure Statement with the COP Liaison by the end of the last week in March. All Annual Disclosure Statements must be consistent with §II (b) of these regulations.
- iv. COP PARTICIPATION REQUIREMENT. The President of each authorized club is automatically a member of the COP. Each member of the COP is required to attend all COP meetings, and submit a timely response to reasonable requests from the COP Liaison. If for any reason the President of a club cannot attend a COP meeting, a proxy satisfying the requirements of §III (a) of these regulations must attend the meeting.

c. Enforcement

- i. Any violation of Art. XI of the SULS SBA Constitution will result in the immediate suspension of Club funds, and the commencement of the de-authorization process.
- ii. Failure to satisfy the Minimum Requirements will result in the immediate suspension of Club funds, and the commencement of the de-authorization process.
- iii. Failure to make an effective showing that a Club is active may result in the immediate suspension of Club funds, and the commencement of the de-authorization process.
- iv. Failure to satisfy the COP Participation Requirements may result in the immediate suspension of Club funds, and the commencement of the de-authorization process.

d. Benefits of Compliance

- i. If a Club does not violate Art. XI of the SULS SBA Constitution, satisfies the Minimum Requirements, makes an effective showing of Club Activity, and satisfies the COP Participation Requirements then subject to other relevant sections of the SBA Constitution, and for the duration of the next academic year:
 - 1. The COP Liaison may not consider the club inactive and may not commence the de-authorization process, and
 - 2. The Appropriations Committee should give considerable weight to that Club's budget request when allocating funds to that Club in the next financial year.

II. THE REGULATION OF CLUBS

a. Generally.

- i. DUTIES. The COP has the duty to do the following:
 - 1. De-Authorize Inactive Pre-Existing Clubs;
 - 2. Approve New Clubs; and
 - 3. Elect a COP Liaison.
- ii. ANNUAL REPORT. Accordingly, following the submission of Annual Disclosure Statements, the COP Liaison shall send to the COP an Annual Report in April, divided into three sections:
 - 1. The COP Liaison's Review of Pre-Existing Club Activity. Listing those clubs that the COP Liaison has considered to be inactive after reviewing their Annual Disclosure Statements.
 - 2. Proposal for New Club Authorization. Listing all Proposed Clubs, and include the Authorization Proposals of all Proposed Clubs.
 - 3. Candidates for COP Liaison. Listing all of the Candidates for the COP Liaison to represent the COP for the next academic year, and provide a brief description of each candidate for the COP's consideration.
- iii. ANNUAL MEETING. Consequently, the COP shall hold an Annual Meeting in April of every year, and vote to:

1. De-Authorize Inactive Clubs,
2. Authorize New Clubs, and
3. Elect a COP Liaison for the next Academic year.

b. Pre-Existing Club Activity

- i. GENERALLY. The COP Liaison will conduct a review of all authorized Clubs at SULS, and make a Preliminary Determination that a Club is either Inactive or Active. This Preliminary Determination will be included in the COP Liaison's Annual report. The COP will vote to de-authorize those clubs that the COP Liaison has determined to be Inactive at the COP's Annual Meeting.
- ii. THE COP LIAISON'S ANNUAL REVIEW OF CLUB ACTIVITY. Every Club must submit an Annual Disclosure Statement to the COP Liaison by the end of the last week in March.
 1. Review
 - a. The COP Liaison's Annual Review of Club Activity will begin with a preliminary review of all Club Activity, based on the Club's Annual Disclosure Statement. The COP Liaison may also consider the Club President's fulfillment of COP Participation Requirements.
 2. Failure to Submit
 - a. Failure to submit an Annual Disclosure Statement to the COP Liaison by the end of the last week in March is prima facie basis for inactivity; a justifiable basis for de-authorization by the COP Liaison. The de-authorization of a Club by the COP Liaison will be subject to review by the BOG.
 3. A valid Annual Disclosure Statement must include:
 - a. The Election Returns. Including the names and contact details of those individuals who have been elected as the Club's Executive Board for the following year, proof of number of votes cast, and brief description of voting procedures. Minimum election requirements:
 - i. All Executive Boards must comprise of at least a President, Vice-President, and Treasurer.
 - ii. All Elected Officers must be voted on by at least 10 club members, even if running unopposed.
 - b. The Club's Member List. The names, contact details, and signatures of at least ten Club Members that have participated in the club for the past academic year. These members can be full time or part time students, but cannot be faculty members.
 - c. The Club's Annual Report. A brief description outlining all activities and events held by the Club over the past academic year, and an accounting of how the monies allocated to that Club were spent over the past academic year.
 - d. The Club's Budget for the Next Financial Year. A detailed line item budget that outlines the activities and events that Club proposes to hold, and the amount of money that Club requests from the SBA to fund these activities and events.
 4. The COP Liaison is not responsible for a Club's failure to submit a Disclosure Statement, and is not required to notify a Club that they have failed to submit a Disclosure Statement.

iii. **TIMELINE.**

1. To ensure that a Club will be able to submit a timely Disclosure Statement, a Club should do the following before the end of the third week in March:
 - a. Hold a General Meeting and at that meeting:
 - i. Elect the next year's Executive Board (Election Returns);
 - ii. Collect names, contact details, and signatures of all active members (Club Member List); and
 - iii. Draft an Annual Report of the Clubs activities for the past academic year, detailing expenditures of monies allocated to the Club throughout the year. Details of events to be held in April should also be included.
 - b. Hold a Budget Planning meeting and at that meeting:
 - i. Plan events for the forthcoming academic year; and
 - ii. Draft the Club's Budget for the next financial year, detailing either:
 1. The amount of monies the Club will be requesting from the SBA, or
 2. That the Club will not be requesting monies from the SBA, which will be binding for the relevant financial year, subject to a finding of good cause by the Appropriations Committee.
 - c. Submit the Disclosure Statement to the COP Liaison by the end of the last week in March.
 2. Preference for Annual De-Authorization. For the efficient management of Clubs at SULLS, the COP should de-authorize inactive pre-existing clubs at the COP's Annual Meeting in April.
 3. Special Meeting. The COP Liaison has the discretion to consider the de-authorization of any Pre-Existing Club that the COP Liaison determines is Inactive at any time during the academic year, and the COP Liaison can schedule a Special Meeting of the COP to de-authorize any Inactive Club at any time during the academic year.
- iv. **STUDENT BODY NOTIFICATION.** Prior to the COP's Annual Meeting in April, the COP Liaison shall notify the student body, using any reasonable means, including through the Dean of Students Office, of the following:
1. The Clubs that will be de-authorized by the COP Liaison for failure to submit Annual Disclosure Statements;
 2. The Clubs the COP Liaison has determined to be inactive, and the reasons for this determination;
 3. The duty of the COP to de-authorize any inactive Club;
 4. That those Clubs that the COP Liaison has determined to be inactive will be subject to a de-authorization vote at the COP's Annual Meeting, and that this de-authorization vote is subject to review by the BOG.

c. New Club Authorization

- i. **GENERALLY.** A Club seeking authorization ("the Proposed Club") must submit an Authorization Proposal to the COP Liaison, the Authorization Proposal will be included in the COP Liaison's Annual Report to the COP, and the COP will vote to authorize the

Proposed Club at their Annual Meeting. Upon authorization by the COP, the Club will enter a one-year Probationary Period, to be lifted in April of the following academic year, after a determination of the Club's active status by the COP Liaison.

ii. **THE PROPOSAL FOR NEW CLUB AUTHORIZATION.**

1. Preliminary Review. The COP Liaison's Proposal for New Club Authorization will begin with a preliminary review of all Proposed Clubs, and the preliminary review of all Proposed Clubs will be based on the Proposed Club's Authorization Proposal.

2. Authorization Proposal.

a. Required. The Authorization Proposal of a Proposed Club must include the following:

i. The Constitution of the Proposed Club that does not violate Art. IX of the SBA constitution;

ii. The Mission Statement of the Proposed Club that does not violate Art. IX of the SBA constitution;

iii. The Membership list of the Proposed Club, that must include the names, contact details, and signatures of at least ten (10) members; and

iv. Details of the Activities of the Proposed Club for the forthcoming academic year, and

1. A Budget for the Proposed Club specifying the monies to be requested through supplemental funding to fund these activities, or

2. A Budget for the Proposed Club specifying that no monies will be requested through supplemental funding to fund these activities.

b. Optional. The Authorization Proposal of a Proposed Club may also include any other relevant information that may assist the COP in their decision to authorize that the Proposed Club.

iii. **PROBATIONARY STATUS.** Clubs on Probationary Status must submit a Probationary Disclosure Statement to the COP Liaison in March of the academic year following their authorization. The COP Liaison shall conduct a review of that Club and make a Determine that the Club is either Active or Inactive.

1. While on Probationary Status:

a. A Club shall not be eligible to submit an initial annual budget request to the Appropriations Committee

b. A Club may request supplemental funding form the Appropriations Committee. The maximum amount of funds allocated to any Club while on Probationary Status shall not exceed \$800.

c. The Club will be eligible to reserve space at any club/organization fair

d. The Club will be entitled to recognition on the SULS website.

2. Probationary Disclosure Statement. A valid Probationary Disclosure Statement must include:

a. An estimate of the number of members;

b. A list and description of any fundraising events conducted, and the amount of money raised;

c. A list and description of all events conducted;

- d. Evidence that at least one event was advertised campus-wide, and through more than one medium. Electronic advertisements (e.g. E-mails and Facebook) constitute only one medium;
 - e. Evidence that at least one event was done in meaningful collaboration with at least one other student organization;
 - f. A list of, description of, and attendance estimates for all events planned for the following academic year;
 - g. A short evaluation by the leadership of the success that the student organization has achieved, the areas for improvement, problems encountered, and possible solutions.
3. Standard of Review. The COP Liaison's Review of Clubs on Probationary Status will be based on the Club's Probationary Disclosure Statement. The COP Liaison should consider the nature and purpose of a Club in its review of that Club. The COP Liaison may also consider comments by:
- a. The Director of Appropriation on whether the Club has fulfilled budgetary requirements during its Probationary Period; and
 - b. The SBA Treasurer on whether the Club has complied with SBA Treasury procedures during its Probationary Period.
4. Lifting of Probationary Status.
- a. A Determination of Activity by the COP Liaison shall result in the Probationary Status being permanently lifted and the Club shall be eligible to submit an initial budget request to the Appropriations Committee for the following academic year.
 - b. A Determination of Inactivity may result in the de-authorization of that Club by the COP Liaison. A Determination of Inactivity by the COP Liaison will be subject to review by the BOG.
 - c. Failure to submit a Probationary Disclosure Statement to the COP Liaison is prima facie basis for inactivity; a justifiable basis for de-authorization by the COP Liaison. The de-authorization of a Club by the COP Liaison will be subject to review by the BOG.
- iv. **TIMELINE.**
- 1. Preference for Annual Authorization. For the efficient management of Clubs at SULLS, the COP should authorize new clubs at the COP's Annual Meeting.
 - 2. Special Meeting. The COP Liaison has the discretion to consider proposals from any Proposed Club at any time during the academic year, and the COP Liaison can schedule a Special Meeting of the COP to authorize any Proposed Club at any time during the academic year. A Club that becomes authorized at a Special Meeting still maintains its Probationary Status until April of the following academic year.
- v. **STUDENT BODY NOTIFICATION.** The COP Liaison shall notify the student using any reasonable means, including through the Dean of Students Office, of the following:
- 1. The right of all students to propose a club for authorization;
 - 2. The duty of the COP to authorize any Proposed Club, that their authorization is by vote at the COP's Annual Meeting, and that this authorization vote is subject to review by the BOG; and
 - 3. The requirements of a Proposed Club's Authorization Proposal, an explanation of the mandatory Probationary Period, and the scheduled deadline for submission of

a Proposed Club's Authorization Proposal.

d. Candidates for COP Liaison

- i. **GENERALLY.** The COP Liaison must be a member of the COP, and shall be elected by the COP at their Annual Meeting.
- ii. **TIMELINE.**
 1. Preference for Annual Election. For the efficient management of Clubs at SULS, the COP should elect the COP Liaison at the COP's Annual Meeting.
 2. Special Meeting. If the COP Liaison resigns or is impeached, then the COP must hold a special meeting to elect a COP Liaison for the balance of the academic year.
- iii. **COP NOTIFICATION.** Following the election of incoming Presidents, the COP Liaison shall notify all current and upcoming COP members of the following:
 1. The right of all Club's to be represented by the COP Liaison;
 2. The duty of the COP to elect a COP Liaison from their membership, that their authorization is by vote at the COP's Annual Meeting; and
 3. That the COP Liaison must be a president of an Active Club at SULS, and the scheduled deadline for submission of candidates for the COP Liaison position.

III. MEETINGS AND VOTING

a. Meeting Requirements

- i. Form. All COP Meetings, including Club Authorization Meetings, can be either a physical meeting, or an electronic meeting. The decision to hold a physical meeting, or an electronic meeting is within the sole discretion of the COP Liaison.
- ii. Proxy. A COP member may designate a member from their club as his or her proxy as long as the absent member is deemed excused, and the proxy is taken from the List of Members on file with the COP Liaison. Said Proxy shall be in writing and remain in effect for all votes at the meeting at which the voting member is not present, or until they arrive. No member may act on behalf of more than one COP member.
- iii. Quorum.
 1. For Club Authorization Meetings that are physical meetings, a quorum consisting of two-thirds of COP members or their official proxy, must be present.
 2. For Club Authorization Meetings that are electronic meetings, a quorum consisting of two-thirds of COP members or their official proxy, must be present. For the purposes of an electronic meeting, a COP member or their official proxy will be deemed present if they submit a valid electronic vote before the relevant deadline.

b. Voting Requirements

- i. Votes Required for Authorization. A two-third's majority of the COP in favor of the proposed club's authorization will result in that club being authorized. To calculate the two-third majority, only those members present or their proxies, who vote yea or nay, shall be counted. Abstentions shall not be counted in the tally of votes.
- ii. Decision. If a two-thirds majority of the COP members vote yea to approve the proposed club, then that vote will constitute a decision by the COP to authorize the proposed club. In the alternative, if a two-thirds majority of the COP members does not

vote yea to approve the proposed club, then that vote will constitute a decision by the COP to not authorize the proposed club.

c. BOG Oversight

i. Notification and Procedure.

1. The BOG will conduct an Oversight Review to review the decisions from the COP's Annual Meeting.
2. The COP Liaison will provide the BOG with their decisions from the COP's Annual Meeting, and the Authorization Proposal materials provided by every club seeking authorization from the COP, before the BOG's next monthly meeting.
3. The COP Liaison will inform everyone who submitted an Authorization Proposal and were subject to the COP's vote of the right to attend the BOG's Oversight Review.

ii. Vote.

1. The COP Liaison will vote according to the COP's decision at the Club Authorization Meeting.
2. The BOG has the right to overturn the decision by the COP to approve a proposed club with three-fourths majority.
3. The BOG has the right to overturn the decision by the COP to not approve a proposed club with three-fourths majority.