September 17, 2012

Dear President:

Welcome to organization leadership! It has been said that everything rises and falls on leadership, and in the case of student organizations this is particularly true. Your new role is one that benefits the students in your organization as well as the law school and surrounding community. We appreciate your dedication and trust that you will enjoy your leadership responsibilities. This information is part of our ongoing effort to assist as you transition into this academic year.

As the president of your organization, you or a designated member of your organization will be required to participate in the Presidents’ Roundtable. As such, you will meet with other members of the Roundtable once per month or as needed to coordinate efforts of all student organizations and to serve as a liaison between student organizations, the Student Bar Association (SBA) and the law school administration. The Cumberland School of Law Presidents’ Roundtable Constitution is located in Appendix A and it may be of assistance to you as you fulfill this role.

One of your first duties as an officer is to register your organization with Law Student Services. To be officially recognized, receive funds, reserve rooms and post announcements, you will need to submit a completed Student Organization Registration Form, a copy of which is found in Appendix B. This is a very important document. Organizations cannot be listed as active and will not be displayed on the law school website until this completed form is filed with Law Student Services.

In addition to the registration form, your organization must have a constitution and bylaws on file with Law Student Services. A constitution is a concise document that clarifies the purpose and framework of a group and provides historical perspective. Bylaws provide a more detailed description of the manner in which a group conducts business. Your organization may choose to write its constitution and bylaws separately or include both in one document.

Appendix C lists all active and inactive student organizations. Several organizations are still in need of finalized versions of their constitution and/or bylaws. If
you are the president of an organization, you will want to make sure that your constitution and/or bylaws are complete and that a copy has been submitted to the Student Services Office. Incoming students request organization information, and your group will be moved to the inactive list if this information is not complete. In the event that your organization is new or in need of new documentation and you would like some direction, you may refer to the Sample Constitution/By-Laws in Appendix D. This should be used as a guideline, not as a fill-in-the-blank document.

Oftentimes organizations establish accounts with area banks. It is very important that you work with previous officers to transfer bank accounts as efficiently as possible. You should check with the former officers and make necessary changes to signature cards and bank permissions.

The SBA has the responsibility of overseeing student organization funds. Procedures and Guidelines for the Management of the Student Organization Fund is attached in Appendix E. Of particular interest to you is Section IV, Student Organization Requirements. You will want to familiarize yourself with the guidelines and check with the SBA President if you need more information regarding their procedures.

As you look over the attached documents and begin your new duties, questions will inevitably arise. Please feel free to stop by the Student Services Office so that we may assist you. Thank you in advance for your efficient handling of the necessary paperwork, and best wishes for a great year!

Sincerely,

[Signature]

Pamela J. Nelson
Director, Student Services and ADA Compliance
Appendix A:
Cumberland School of Law
President’s Council
Constitution
Cumberland School of Law
President’s Council
Constitution

Adopted September 2003

Preamble

The cornerstone of American-style democracy is the deliberative assembly, an autonomous group of people meeting to determine in full and free discussion courses of action to be taken in the name of the entire group. Members of deliberative assemblies are free to act within the assembly according to their own judgment. The opinion of each member present has equal weight as expressed by their vote in the decisions made. Failure to concur in a decision of the body does not constitute withdrawal from the body; those who enjoy the privileges or benefits provided to the group must also abide by the decisions made by the group.

Article I
Name

The name of the organization shall be the President’s Council of the Cumberland School of Law at Samford University.

Article II
Purpose

The purpose of the President’s Council is to coordinate and support the efforts of each individual student organization, discuss common challenges and work towards mutually beneficial solutions. The President’s Council is charged with making any decision, by majority and representative vote, which affects Cumberland Student Organizations as a whole. The President's Council also serves as the liaison between organizations and the elected officers of the Student Bar Association and organizations and the Administration.

Article III
Membership

The President’s Council is comprised of one (1) representative from each Registered Student Organization at the Cumberland School of Law. Each representative shall have one (1) vote. An organization that is not registered may send a representative to the President’s Council but may not vote.

Article IV
Officers

Officers of this organization shall be the Chair and the Secretary.
The President of the Student Bar Association will call the first meeting of each academic year. Upon the first meeting of each academic year, nominations will be made for those willing to serve as Chair of the Council. The Chair shall be elected from within the President’s Council by majority vote.

The Secretary will be elected at the first meeting by a majority vote of the members.

Article V
Meetings

Regular meetings will be held at a time agreed upon by the majority of the members, at least once a month. Special meetings may be called by the Chair or a majority vote of the members.

Article VI
Quorum

A quorum will be a majority of the members in any given year; majority being defined as one more than half.

Proposed amendments to this constitution shall be presented at a regular meeting at least one meeting prior to being discussed and voted upon.

Article VII
Duties of Officers

The Chair prepares and presents the agenda for each meeting. Members with agenda items should contact the Chair at least one week prior to the next for items to be included on the agenda.

The Secretary takes notes at each meeting, prepares and distributes the minutes. This is not a rotating position. The Secretary shall register the President’s Council as a student organization each year. The position is for one academic year.

Article VIII
Organizations

All student organizations shall register with the President’s Council by the first day of October every academic year. The Council shall set forth the requirements for the registration and establishment for the student organizations. The Council Secretary shall maintain copies of all organizational forms.

Article IX
Parliamentary Authority

Robert’s Rules of Order shall be the parliamentary authority of this organization.
Appendix B:
Student Organization Registration Form
Name of Organization: ___________________________________________  
E-Mail Address: ___________________________ Website: ___________________________

President: ___________________________ Telephone: ___________________________ E-Mail: ___________________________

Vice-President: ___________________________ Telephone: ___________________________ E-Mail: ___________________________

Secretary: ___________________________ Telephone: ___________________________ E-Mail: ___________________________

Treasurer: ___________________________ Telephone: ___________________________ E-Mail: ___________________________

Meetings are held: ___________________________ (Weekly, Bi-Weekly, Monthly, As Needed)
Type of Membership: ___________________________ (Coed, Female, Male)
Current Membership Number: ___________________________
Membership selected by: ___________________________ (Application, Invitation, Nomination, Etc.)
Officers are selected: ___________________________ (Give Date)
New officers are installed: ___________________________ (Give Month)
Membership Requirements: ___________________________

I have read our organization's constitution and realize that I am accountable to my organization, Samford University and Cumberland School of Law for upholding this constitution.

My organization must register with the Student Services Office annually. Whenever officers, the constitution and/or the by-laws change, the organization must update their registration file. Changes to the constitution and/or the by-laws which drastically alter the original constitution may result in an organization re-applying for recognition. Failure to report any changes may result in recognition being revoked.

President's signature ___________________________ Date ___________________________

Adviser's Name (Please print) ___________________________

Adviser's signature ___________________________ Date ___________________________
Appendix C:
Active and Inactive Student Organizations
2012-2013
2012 - 2013
STUDENT OFFICERS

Student Bar Association

President
Vice President
Secretary
Treasurer
ABA Chair
ABA Vice-Chair

Judge Carroll (Adv)

Ellen McDaniel
Michael Krombach
Caitlyn White
Blake Milner
Brittany Tedford
Abbey Thompson

Senior Class Officers

President
Vice President
Secretary
Treasurer

Paul Simon
Katherine Clark
Steve Miller
Jarot Scarbrough

Second Year Representatives

Clark Cary
David Leffard
Taylor Martin
Carl Williams

First Year Representatives

Kaitlyn Cranshaw
Kaila Garcia-Rios
Kendall Lee
Rush Thrift

Honor Court

LaJuana Davis (Adv)
Jill Evans (Adv)

Honor Court Chief Justice
Deputy Justice
Secretary

Senior Class Honor Court Justice

Abigail Bains
George Barnhill
Kathleen Bowers
Victoria Ebrahimii
Lance Parmer
Olivia Woodard

Junior Class Honor Court Justices

Sarah Barnhart
Katie Beall
Stephanie Gossett
Ben Odendahl
Nicole Sydnor
Lauren White
First Year Honor Court Justices
Avery Adcock
Brandi Elliot
Nathan Guin
Nick Leslie
American Journal of Trial Advocacy

Editor in Chief
Executive Editor
Articles Editor
Research & Writing Editor
Student Materials Editor

Cumberland Law Review

Editor in Chief
Executive Editor
Managing Editor
Articles Editor
Student Materials Editor
Writing Editor
Writing Editor
Copy Editor
Copy Editor
Symposium Editor
Research Editor
Research Editor

Henry Upson Sims Moot Court Board

Chief Justice
National Team Associate Justice
National Team Associate Justice
National Team Assistant Justice
Saad Competition Associate Justice
Saad Competition Assistant Justice
Shores Competition Associate Justice
Shores Competition Assistant Justice
Donworth Competition Associate Justice
Donworth Competition Assistant Justice
Associate Justice of Student Relations
Assistant Justice of Professional Relations

Wendy Greene (Adv)
Kathleen Bowers
Jarot Scarbrough
Leslee Champion
Paul Simon
Laura Blount
Justin Cureton
Maegan McCollum
Meg Greer

Brannon Denning (Adv)
Bill Ross (Adv)
Claire Foster
Clint Speegle
Devon Rankin
Abigail Bains
Kerra Hicks
Brittney Blount
John Naramore
Brannon Parker
Rachel Stewart
Sam Stephens
Carl Chang
Kyle Winters

John Carroll (Adv)
Abigail Bains
Carl Chang
Curt Tanner
Kayla Schoen
Meg Greer
Andrew Nist
Nick Rayburn
Theresa Johnston
Brittany Tedford
Michael Lasserre
Katelyn Carr
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<tr>
<th>Trial Advocacy Board</th>
<th>Deborah Young (Adv)</th>
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<td>Chambers Waller</td>
</tr>
<tr>
<td>Haley Director</td>
<td>Cory Ricci</td>
</tr>
<tr>
<td>Haley Associate Director</td>
<td>Ashley Heidger</td>
</tr>
<tr>
<td>Williams Director</td>
<td>John Naramore</td>
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<tr>
<td>Williams Associate Director</td>
<td>Rory McKean</td>
</tr>
<tr>
<td>Peterson Director</td>
<td>Victoria Ebrahimi</td>
</tr>
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<td>Peterson Associate Director</td>
<td>Hannah Torbert</td>
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<tr>
<td>Brewer Client Counseling Director</td>
<td>Roy Martin</td>
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<tr>
<td>Mediation Director</td>
<td>Ellen McDaniel</td>
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<td>Mediation Associate Director</td>
<td>Breuna Peterson</td>
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<td>Amanda Rucks</td>
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<tr>
<td>Negotiation Associate Director</td>
<td>Ernest McCorquodale</td>
</tr>
<tr>
<td>Arbitration Director</td>
<td>Chris Weaver</td>
</tr>
<tr>
<td>Arbitration Associate</td>
<td>Jacob Jackson</td>
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STUDENT ORGANIZATIONS

Alabama Defense Lawyer’s Association

President
Vice President
Secretary
Treasurer

Brannon Denning (Adv)

Rory McKeen
Michael Krombach
Baker Findley
Bryant Jones

The American Constitutional Society

Co-President
Co-President
Vice-President
Secretary
Treasurer

Rusty Johnson (Adv)
Belle Stoddard (Adv)

Ashley Rhea
Kate Clark
Andrew Olds
Chris Doty
Preston Miller

Black Law Students Association

President
Vice President
Secretary
Treasurer
Parliamentarian
Thurgood Marshall Symposium Chair

Jill Evans (Adv)
Rusty Johnson (Adv)

Veronica Williams
Quineidra Watson
Julia Collins
Latosha Powell

Christian Legal Society

President
Vice President
Secretary
Treasurer

David Smolin (Adv)

Rory McKeen
Justin Cureton
Brittany Norman
Abigail Bains

Cordell Hull Speakers Forum

Chair
Vice Chair
Secretary
Marketing Chair
Hospitality Chair
Parliamentarian

Jack Nelson (Adv)

Robbie McNaughton
Corey Bess
Sarah Barnhart
Nick Williford
Michael Krombach
Tiffany Holford

Cumberland Democrats

President
Vice President
Secretary

Belle Stoddard (Adv)
LaVone Warren (Adv)

????
Cumberland Environmental Law Society

President
Secretary
Treasurer

Bob Greene (Adv)
Allison Sidbury?

Cumberland Public Interest & Community Service Organization

President
Vice President of Community Service
Vice President of Public Interest
Secretary
Treasurer
Fund-Raising Chairs

Cassandra Adams (Adv)
LaJuana Davis (Adv)

Caitlyn White
Al Teel
Ashley Rhea
Lauren Lomax
Tiffany Holford
David Keel
Leirin Ragan
Laurielle Altman
Rory McKean
Chris Doty
Aly George

Cumberland Republicans

President
Vice President
Secretary
Treasurer

Greg Laughlin (Adv)

Intellectual Property Society

President
Vice President
Secretary
Treasurer

Woody Hartzog (Adv)

Joint Degree Students of Cumberland

President
Vice President
Secretary
Treasurer

Tom Stone (Adv)
Morgan Maddox
Casey Lyn Horgan
Ali Barnes
Samir Shah

Transition and Welcome Society

President
Vice President
Secretary
Treasurer

John Carroll (Adv)
Amanda Rucks
Leon Hampton
Taylor Morgan
Mandy Hlubek

Women in Law

Jill Evans (Adv)
Belle Stoddard (Adv)
Georgia Student Bar Association

LaJuana Davis (Adv)

Tennessee Student Bar Association

Ed Martin (Adv)

President
Vice President
Treasurer
Secretary

Lara Blount
P. Andrew Coyle
Ryan Proctor
Kallie Gritton
LEGAL FRATERNITIES

Phi Alpha Delta

Justice
Vice-Justice
Treasurer
Secretary (Clerk)
Marshal

Wendy Greene (Adv)

Jarot Scarbrough
Chambers Waller
Wren Williams
Brittany Norman
Tina Thapar
INACTIVE ORGANIZATIONS

Alabama Student Bar
Asian Law Student Association
Association of Trial Lawyers
Catholic Law Student Association
Cumberland Active Barristers Association
Cumberland Libertarian Society
Cumberland Second Amendment Appreciation Society
Cumberland Swim Club
Cumberland Wildlife Society
Defense Research Institute (DRI) - The Voice of the Defense Bar
Federalist Society
Florida Student Bar Association
Hispanic Interest Law Students Association
Jewish Law Students Association
Law, Science and Technology
Media & Law Practice Group
Military Justice Society
Mississippi Student Bar
Nathaniel Green Debate Society
North Carolina Student Bar
Phi Delta Phi
Pro Confesso
South Carolina Student Bar
Sports and Entertainment Law Society
Student Health Lawyers Association
Texas Student Bar Association
Virginia Student Bar Association

9-26-12
Appendix D:
Sample Constitution/By-Laws
SAMPLE CONSTITUTION/BY-LAWS

This sample constitution is not designed for you to fill in the blanks, but rather to provide you with guidelines in designing a constitution which will meet the specific requirements of your organization.

Article I. Name

The name of the organization shall be ________________________________ of Cumberland School of Law at Samford University.

Article II. Purpose

The purpose of the organization shall be ________________________________

____________________________________

____________________________________

Article III. Membership

Section 1 Membership shall be open to ________________________________

____________________________________

____________________________________

Section 2 No member may be removed from membership without first having an open hearing and then by no less than a __________________________ vote at a regular meeting.

Section 3 The __________________________ (organization name) allows participation in the organization by all people regardless of sex, race, creed, or ethnic origin.

Article IV. Officers

Section 1 The officers of this organization shall be ________________________________ (include a list of the positions, not the persons who will fill those positions. Example: President, Vice President, Secretary/Treasurer)

Section 2 All officers shall be elected at the __________________________ meeting (first meeting, second meeting, April meeting, September meeting, etc...) of __________ (fall, spring) semester of each year. Officers will be elected by __________________________ (majority, 2/3 present...) of those members present at said meeting.
SAMPLE CONSTITUTION/BY-LAWS

Section 3 No officer may be removed from office without first having an open hearing then by no less than a ________________ (majority, 2/3 present...) vote at a regular meeting.

Section 4 Office vacancies will be filled by special election at the meeting after the vacancy occurs.

Article V. Duties of Officers

Section 1 Office of President (or related position)

Section 2 Office of Vice President (or related position)

Section 3 Office of Secretary

Section 4 An officer must be assigned the responsibility to register with the Office of Law Student Services each year. This responsibility may be assigned to any officer in your organization

Section 5 Subsequent sections for other officer explanations as needed.

Article VI. Meetings

Section 1 Regular meetings will be held ________________ (use specific time if such time will not change from year to year or semester to semester; otherwise, use less specific time such as “the first Monday of each month” or “at a time agreed upon by the majority of the members.”)

Section 2 Special meetings may be called by the chief executive officer or upon request of any ____________ (number) active members.

Section 3 All members shall be notified of a special meeting at least ____________ (number of days) before the time of the special meeting.

Article VII. Quorum

Section 1 Proposed amendments to this constitution or the by-laws of this constitution shall be presented at a regular meeting at least one meeting prior to being discussed and voted upon.

Section 2 Having been properly presented, amendments may be adopted by a ____________ majority vote of the membership at a regular meeting.
SAMPLE CONSTITUTION/BY-LAWS

Section 3  Amendments shall go into effect ___________________________ (immediately upon adoption, 30 days following adoption, etc.).

Article VIII. Dues (optional)
The dues shall be ___________________________ (amount) payable by ___________________________ (time).

Article IX. Committees
Section 1  There shall be ___________________________ standing committees.
Section 2  The ___________________________ Committee shall ___________________________
Section 3  (These sections – and subsequent sections as needed – should describe the creation, purpose, and duties of the standing committees.)
Section 4  Special committees may be ___________________________
(Describe the creation, purpose, and duties of special committees.)

Article X. Parliamentary Authority

Robert's Rules of Order shall be the parliamentary authority of this organization.

NOTE: You may wish to add additional articles, sections, by-laws, or amendments to this sample. This is a model intended to guide you in the development of a constitution which will suit your particular organization.
Appendix E: Procedures and Guidelines for the Management of the Student Organization Fund

Funding Request Form
Procedures and Guidelines for the Management of the
Student Organization Fund

Section I – General Purpose

A. The Student Bar Association acting through the Executive Board and pursuant to its stated mission of providing a form of government for the supervision of student activities and concerns; of providing a forum for the expression of student views and interests, as well as encouraging broad participation; of creating, promoting, and preserving student honor, academic responsibility and student rights establish these Procedures and Guidelines for the Management of the Student Organization Fund.

B. The following procedures and guidelines are meant to provide uniform and standard criteria for the allocation and disbursement of the Student Organization Fund. The Student Bar Association is fully committed to strengthening of the student organizations at Cumberland School of Law. The procedures are intended to build trust by clearly defining the expectations and goals behind all funding decisions to ensure fairness for all student organizations.

C. The overall funding process is divided into two categories:
   1. Allocation of Funds: including application, recommendation, and approval of requests.
   2. Reimbursement for Approved Expenditures

Section II – Definition of the Student Organization Fund

A. At the beginning of each academic year, the SBA Treasurer shall create a preliminary budget for all SBA activities for the year based on the prior year’s actual income and expenses. The creation of this budget allows the SBA Treasurer to accurately estimate available funds. Based on this estimation, the SBA Treasurer then shall set aside a percentage of the General Operating Fund to be allocated as the Student Organization Fund (“the Fund”).

B. The amount proposed by the SBA Treasurer must be approved by a majority vote of the SBA Executive Board.

C. The SBA Treasurer shall make available to all student organizations the proposed amount of the Fund for the academic year.

Section III – Finance Committee

A. In order to facilitate an open and fair process, the SBA Treasurer shall create a Finance Committee each academic year that shall review all Funding Request Forms and make recommendations to the SBA Executive Board. The SBA Treasurer shall act as chairperson. The committee shall consist of:
   1. An SBA representative from each class selected by the Treasurer – (3)
   2. A volunteer from each class selected by the Treasurer – (3)
   3. The SBA President may attend as an ex-officio member, but shall not vote.

B. The Finance Committee shall meet at least one week prior to the SBA Budget Meeting for the purposes of reviewing funding proposals and making
recommendations to the SBA Executive Board. The Treasurer shall post the date and
time of the meeting on the SBA bulletin board and through e-mail.

C. Each student organization wishing to receive funds shall complete one Funding
Request Form detailing the organization’s proposed events or activities for the
academic year. While an organization may list more than one activity or event on the
Funding Request Form, this does not guarantee that all activities or events listed shall
be funded. These forms shall be available in the SBA office.

D. All funding requests shall be submitted no later than five days prior to the Finance
Committee meeting.

E. A representative of each student organization requesting funds shall be permitted and
encouraged to attend the Finance Committee meeting for the purpose of explaining
the student organization’s funding request.

F. The Committee shall recommend for approval proposed events or activities and not
organizations per se. See Section V for the guidelines the Committee shall take into
consideration when making funding recommendations.

G. The SBA Treasurer shall report the Finance Committee recommendations to the
student organizations at the next regularly scheduled meeting of the President’s
Council.

H. The SBA Treasurer shall maintain accurate records of student organization funding
requests to serve as a basis for future allocation decisions.

I. The SBA Executive Board, exercising its budgetary authority, may consider special
and emergency funding requests and requests for re-allocation of funds during the
academic year, without review by the Finance Committee, at the option of the SBA
Executive Board.

Section IV – Student Organization Requirements

A. To be eligible to receive allocations from the Student Organization Fund each student
organization shall:

1. Have a Treasurer (or someone acting as Treasurer) to be the contact person for
requests and later allocation of funds.

2. Have on file with the SBA Secretary an up-to-date copy of the organization’s
constitution, by-laws, or mission statement and a copy of the current Samford
University Organization Registration Form on file with the University.

3. Be a member, in good standing, of the President’s Council.

4. Submit a proposed calendar of events to the SBA Secretary.

B. A newly constituted student organization must comply with the requirements listed in
Section IV(A)(1)-(3) and the following additional requirements:

a) Exist for one full semester;

b) Submit, prior to the last regularly scheduled SBA meeting of the first
semester of existence, a roster of members, a preliminary Treasurer’s
report, and provide an indication of any fund raising activities.

c) Based on the level of fundraising, the Treasurer’s report, the
proposed activities or events, and the number of persons
participating in or attending organization sponsored activities, the
SBA Executive Board shall have the authority to allocate funds from
the Student Organization Fund to new student organizations pursuant to Section III(I).

C. All allocations from the Fund shall be used for law school activities open to all students.
D. No allocations from the Fund shall be used for National Organization Registration or Membership Fees.
E. All events or activities funded by the Fund must be prominently posted and advertised no less than 48 hours before the event, excluding weekends. Preferably, events or activities shall be advertised several weeks in advance in print, email, the SBA calendar of events, and on the organization’s bulletin board.

Section V – Decision Criteria

A. The Finance Committee shall take into consideration, but not be bound by any given one of, the following factors when making allocation recommendations:
   1. The number of students affected by the activity.
      a. While a large number of members or students served by a given event is not the exclusive aim of the Finance Committee or the SBA Executive Board, it is a significant consideration. The SBA Executive Board does not see a need to subsidize small, exclusive organizations that could, and would meet and organize without our collective support.
   2. The impact of the event or activity on the reputation of Cumberland School of Law and the SBA.
   3. The overall organization and capacity of the organization:
      a. Number of students regularly participating in the student organization.
      b. History of the organization regarding compliance with these procedures.
      c. History of the organization regarding compliance with its own constitution or by-laws.
   4. The apparent completeness and detail of the request and supporting documents submitted by each organization:
      a. The Finance Committee and the SBA Executive Board consider ‘padding’ a budget as deceptive and shall have no sympathy for organizations that ask for more than they need with the expectation that they will get what they want.
   5. The relationship of the request to the stated mission of the organization:
      a. Each organization should focus on its stated mission and design events around that mission. The clearer the relationship between the event and the mission, the more likely the event will be funded.
   6. The activity is co-sponsored by two or more organizations:
      a. While the SBA wants organizations to maintain their individual identities, we hope to foster an efficient system that maximizes each organization’s potential. If organizations work together, they will gain audience, perspective, and economics.
b. The Committee also recognizes that the Student Organization Fund only has a limited amount of money each year and shall actively favor cooperation between organizations.

7. The merits of the request, based on past expenditures, the attendance at past events, and present needs.

8. The total funds available to the SBA Executive Board.

Section VI – SBA Budget Meeting

A. The SBA Executive Board shall have a Budget Meeting ("the Meeting") at the beginning of each academic year to review Finance Committee recommendations, take up challenges to those recommendations, and approve student organization funding requests.

B. The SBA Treasurer shall publish the date of the Meeting on the SBA bulletin board and through email.

C. The Meeting shall be held no later than the first week in October of each academic year.

D. A majority vote by the SBA Executive Board shall be required for approval of the organization’s funding request.

E. The SBA Treasurer shall publish the results of the Meeting including Approved Funding Requests within two (2) days of the Meeting. The results shall be published in email and on the SBA bulletin board.

Section VII – Challenges to Funding Recommendations

A. Student organizations wishing to challenge the recommendations of the Finance Committee must submit to the SBA Treasurer in writing all challenges stating specific objections no less than three days prior to the scheduled SBA Budget Meeting.

B. Failure to challenge Finance Committee recommendations shall be construed as an acceptance of the Committee’s recommendation.

C. The SBA Executive Board shall consider the written objections submitted by the organization when reviewing and approving Finance Committee recommendations.

Section VIII – Payment Procedures

The Finance Committee shall submit a list of approved organizational allocations to the Director of Student Services and to the Vice Dean as soon as they are approved. No payment requests can be honored that have not been reported by the Finance Committee at least one week before payment is due. Funds made available through the Student Organization Fund are on deposit with the University and require adequate planning and time for payment.

An organization that has received approval for its funding request may receive the funds by one of two methods: Purchase Requisition paid to the vendor or individual reimbursement. No cash advances are provided and no reimbursements are paid without receipts. A minimum of five (5) business days are required for check requests and purchase requisitions to be processed.
Please allow enough time in your planning for these procedures to work. Additional time may be required if the vendor is not currently in the University accounts payable database.

A. **Purchase Order/Requisition.** A vendor providing products or services to a Student Organization approved project may be paid directly through purchase orders and purchase requisitions (The student organization should check with the vendor to see if they accept Purchase Orders). Vendors not accepting Purchase Orders may be paid from an approved Invoice, usually after the product or service is provided. The Administrative Assistant in the Office of the Vice Dean in room 134 can tell your organization if the vendor is in the University database and request the addition of new vendors, prior to processing requests for payment.

1. In order to request a Purchase Order Number (PO#), the vendor needs to provide the student organization with a written quote for the service or product being provided. The treasurer of the requesting organization must approve and sign the quote and forward the request with documentation to the SBA Treasurer for approval and submission to the Administrative Assistant to the Vice Dean.

2. The SBA Treasurer has the authority to deny payment of activities and expenses that are not approved organization expenses.

3. The vendor will be provided the PO# by the Office of the Vice Dean.

4. If the vendor requires advance payment, an invoice may be submitted after a PO# has been assigned, and payment request will be processed through the Administrative Assistant to the Vice Dean.

5. If advance payment has not been required, at the conclusion of the event, the vendor shall present an Invoice for payment.

6. Unless otherwise specified, payments will be mailed directly to the vendor.

7. **NOTE:** If payment is for a meal or reception, a list of participants must be submitted with the Invoice.

8. Failure to comply with these procedures may be taken into account by the Finance Committee when considering future funding requests.

B. **Individual Reimbursement.** An individual may be reimbursed for organizational expenses by submitting a General Expense Report with supporting documentation and receipts.

1. The treasurer of the requesting organization must approve and sign the reimbursement form and forward the request with documentation to the SBA Treasurer for approval.

2. The SBA Treasurer has the authority to deny payment of activities and expenses that are not approved organization expenses.

3. The SBA Treasurer will process the reimbursement request through the Administrative Assistant in the Office of the Vice Dean in room 134. The check will be returned to the SBA Treasurer for disbursement to the payee.
4. Each organization shall have an obligation to accurately track expenditures and to limit spending to the approved request.

5. **NOTE:** If payment is for a meal or reception, a list of participants must be submitted with the Invoice.

6. Failure to comply with these procedures may be taken into account by the Finance Committee when considering future funding requests.
FUNDING REQUEST FORM

Organization Name: ________________________________

Date: __________________________________________

Title of Events & Brief Description, including requested amount for each event:

________________________________________________________________________
________________________________________________________________________
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If any of the above listed events took place last year, approximately how many people attended each event?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Does this organization have a Samford Account?

☐ Yes ☐ No

Does the organization request funding through transfer to the existing Samford Account or through reimbursement?

☐ Samford Account ☐ Reimbursement

*Please attach any documents supporting this request (including past or current invoice or receipts).

Organization Treasurer __________________________ Date __________

Authorization:

SBA Treasurer __________________________ Date __________

SBA President __________________________ Date __________

Amount Approved: __________________________
<table>
<thead>
<tr>
<th>Expenditure Description</th>
<th>Date</th>
<th>Approved by:</th>
<th>Amount Spent</th>
<th>Budget Remaining</th>
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