

## ARTICLE 5. FINANCES AND BUDGETARY MATTERS

### 5.1. Budget Committee.

#### 5.1.1. Purpose.

1. This Bylaw shall govern the allocations of funds made by the Washburn Student Bar Association (WSBA).
2. It is the policy of the Budget Committee that the allocation of funds to Registered Student Organizations shall be in compliance with the Equal Opportunity Policy Statement of the Washburn University School of Law.

#### 2. Creation and Composition of Budget Committee

1. The Budget Committee shall be an ad hoc committee. The Budget Committee shall consist of nine (9) members, consistent with and in accordance with the following:
  1. Vice President;
  1. Treasurer;
  1. Three (3) other Governing Body members to be nominated by the Vice President and approved by majority vote of the Governing Body;
  1. Four (4) non-Governing Body members to be nominated by the Vice President and approved by majority vote of the WSBA Executive Council.
1. There shall be a concerted effort by the Vice President and Governing Body to select a diversified cross-section of the student body fairly representing the student body and student organizations.
1. The Budget Committee shall operate in accordance with the following:
  1. The Vice President shall serve as Chair of the Budget Committee and shall preside at all meetings and hearings of the committee;
  1. The Chair shall not be a voting member of the Committee, except as needed to break a tie, but shall be empowered to participate in all aspects of the Committee's deliberations;
  1. The Treasurer shall serve as Vice Chair of the Budget Committee and shall serve in the Chair's capacity when the Chair is unavailable;
  1. The Vice Chair, except when acting as Chair, and all committee members shall have full voting rights on the committee.

#### 3. Expulsion of Committee Member

1. Upon motion of any committee member, if any member of the Committee is unable to perform their duties under this Bylaw, including compliance with the Equal Opportunity Policy Statement of Washburn University, then the Chair shall order a vote on the expulsion of said member from the committee.
1. Misconduct of the Chairperson shall be referred to the Ethics Committee for an investigation.
1. Expulsion of a committee member shall require a simple majority vote of the Budget Committee.

#### 4. Applicants Eligible for Funding

Any student organization that has been recognized by this organization, pursuant and subject to this organization's Bylaws, policies, rules, and regulations, shall be eligible for funding under this Bylaw.

#### 5. Agency Accounts and External Accounts

1. Agency Accounts. Student organizations recognized by this organization that raise additional funds independently from funding directed to the student organization by this organization shall be eligible for and may maintain an agency account, which is an intra-university account managed by the Washburn University Business Office on behalf of the student organization.
1. External Accounts. No student organization recognized by this organization shall be allowed to maintain an external banking account, which is any checking or savings account offered and maintained by a non-Washburn institution, except if such student organization is affiliated with a national or parent organization that possesses a federal employee identification number and such student organization utilizes the external banking account under the national or parent organization's federal employee identification number.

#### 6. Application Process for Funding

1. The Vice President shall, in the Spring semester, as part of the Budget Committee, contact all student organizations recognized by this organization by electronic mail to provide notice and distribute a request for annual reports from all student organization, which shall be returned to the Vice President in a reasonable amount of time and shall contain:
  1. General Information. A standardized form that shall require the student organization's name; name of person completing the form; current names, contact, and position of officers; the organization's two designated officers with all-law-student email list serv

access; name and contact of the organization's faculty advisor; affiliation with a national or parent organization; and a statement affirming the organization's adherence to the rules and regulations of this organization, the Washburn University School of Law, and Washburn University, as applicable. Student organizations shall also submit the most current version of the student organization's constitution.

1. **Prior Year Report.** A standardized form that shall require the student organization's report of their activities of the prior year, which shall constitute the prior summer, prior fall semester and current spring semester and shall require a disclosure and description of any event or activity hosted, co-hosted, or otherwise sponsored by the student organization. Activities shall include, but not limited to, speakers or lecturers, social events, special events, community or service projects, activities that promote Washburn University School of Law regionally or nationally, and activities that have a national impact.
1. **Funding Request for Subsequent Fiscal Year.** A standardized form that shall require the student organization to report whether the student organization is requesting baseline funding for the subsequent fiscal year; disclosure whether the student organization has an agency account and disclosure of its current balance; disclosure whether the student organization has an external banking account and disclosure of its current balance; a statement whether the student organization collects membership due, disclosure of the amount collected per member, and the total cumulative amount collected annually from its members; a statement whether the student organization receives funding from its national or parent organization, the amount received from the prior year, and the amount anticipated for the next fiscal year; a statement whether the student organization is seeking additional funding from this organization in excess of baseline funding and the total amount in excess the student organization is seeking; and the cumulative total of all funding requested by the student organization.
1. **Funding Requests in Excess of Baseline Funding.** Any requests from student organizations for funding in excess of baseline funding shall require a description of every event or activity for the fiscal year in which funding is requested. Such descriptions shall include the anticipated date, complete cost breakdown, explanation, stated purpose of the event or activity, and any fundraising plans for the event or activity. All student organizations may deliver a detailed memorandum containing the same in lieu of completing a standardized form.
1. **Certification.** The authorized individual filing and completing the annual report on behalf of the student organization shall certify that the information contained within the annual report is true and accurate to the best of their knowledge and belief. The authorized individual completing annual report may utilize an electronic signature in lieu of a physical signature.

1. The Vice President shall have the discretion to request and require additional information from student organizations in the annual report so long as such additional information requirement is equally applied uniformly to all student organizations.

## 7. Budget Proposal

1. After all student organizations have completed and filed their annual report, or after having had adequate time to complete an annual report and failed to comply, the Budget Committee shall convene to develop an annual budget for the subsequent fiscal year.
1. A budget proposal from the Budget Committee shall contain projections for available funding and projections of expenses of the subsequent fiscal year, which shall include, but not limited to, baseline funding for student organizations, additional funding in excess of baseline funding, extra-budgetary funding requests, funding for appeals from the Budget Committee of funding requests in excess of baseline funding, funding for student organizations recognized after the development of the budget, discretionary funding for the President of this organization, and a general operating budget for this organization.
1. A budget proposal must be approved by a simple majority of the Budget Committee to be referred to the Governing Body for adoption.

## 8. Baseline Allocation

1. A baseline allocation shall be determined by the Budget Committee based on the aggregate needs of all student organization recognized by this organization and the amount of funding available. A baseline allocation shall be adopted by a simple majority vote of the Budget Committee.
1. Any student organization that has been recognized by this organization that completes and submits an annual report shall be guaranteed the baseline allocation.

## 9. Additional Funding Above Baseline Allocation

1. Any student organization that has been recognized by this organization that requests additional funding in excess of the baseline allocation is not guaranteed the amount requested in excess of the baseline allocation.
1. A student organization may only request additional funding in excess of baseline funding through the student organization's annual report.
1. The Budget Committee shall have the sole and exclusive discretion, subject to a right to appeal, regarding additional funding allocations above baseline funding.

1. Decisions regarding additional funding request shall be made without regard to any protected class or protected identity marker recognized by the University.

## 10. Allocation Hearings

1. Any student organization that has been recognized by this organization requesting additional funding above the baseline allocation shall send an authorized representative to appear before the Budget Committee at a hearing.
1. Authorized representatives shall be permitted the opportunity to present the funding request of the organization for no more than ten minutes. The Budget Committee shall be empowered to ask the representative detailed questions about the student organization's funding request.
1. The Budget Committee shall be empowered to require additional information from the student organization, as necessary, to make any determination regarding the student organization's funding request.
1. Upon the completion of the allocation hearings and the submission of the budget recommendation to the Governing Body, all student organizations that participated in the Budget Committee process by submitting a complete annual report and were allocated at least the baseline allocation shall be automatically recognized for the subsequent year.
1. Any student organization currently or previously recognized by this organization that fails to complete an annual report shall be automatically considered defunct, no longer recognized by this organization, and no longer eligible for funding.

## 11. Appeals of Additional Funding Above Baseline Allocation Decisions

1. Any student organization that has been recognized by this organization that has been denied, in whole or in part, its request for additional funding above the baseline allocation by the Budget Committee shall have the right to appeal its denial of additional funding above the baseline allocation to the Governing Body.
1. Funding appeals to the Governing Body must be heard in the subsequent Governing Body meeting. Each student organization appealing their funding request shall be allocated at least ten minutes to present their funding request to the Governing Body.
1. The Governing Body shall be empowered to have the sole and exclusive discretion to act on the student organization's request for additional funding, including affirming the Budget Committee's decision, in whole or in part, or to remand the matter to the Budget Committee for reconsideration in whole, reconsideration with a command to increase or decrease the student organization's allocation request, or reconsideration to gather more information from the student organization.

12.Student Organizations Recognized After Completion of Allocation Hearings

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13.Management of Funds and Process for Reimbursement Requests by Registered Student Organizations

14.Duty of Student Organizations

15.Potential Violations and Failure to Comply

16.Unused Allocations

17.Savings Account