

VERMONT LAW SCHOOL STUDENT BAR ASSOCIATION
STANDING RULES

PREAMBLE

These are the rules, procedures, and policies of the Student Bar Association to be observed while conducting business pursuant to the By-Laws of the Student Bar Association.

ARTICLE I. MEETINGS

Section 1. Frequency of Meetings

- A. Pursuant to the Vermont Law School (VLS) Student Bar Association (SBA) By-laws, Article V, Section 5.1, meetings shall be regularly held at least twice per month during the months of September through November and February through April and shall be open to all members of the VLS community.
- B. Traditionally, and according to Bylaws definitions, meetings are held on Tuesdays. The President can, however, change the day with consent of the senate and with adequate notice.

Section 2. Agenda

- A. An Agenda shall be written and distributed to the Senate and the SBA (by electronic mail if so desired) at least 72 hours prior to each meeting.
- B. The agenda shall serve as notice of the SBA meeting.

Section 3. The meetings of the Senate shall be conducted in the following manner:

- A. The President or Presiding Officer shall call the meeting to order and open the floor to additions or changes to the agenda.
- B. The Secretary shall determine if a quorum is present. Determination of a quorum should then be duly noted. A quorum consists of 50% of the voting membership, plus one.
- C. The secretary shall read the minutes of the previous meeting, unless waived by general consent [as defined in Section 3(H) below] and the President shall open the floor to corrections or additions. Following any corrections or additions, approval of the minutes shall be voted upon by the Senate.
- D. At the discretion of the President or Presiding Officer, the Treasurer shall present a budget report.
- E. The other officers may give their reports, and then Committee reports may be given.
- F. Following a discussion of old business and tabled motions, new business shall be discussed.
- G. The meeting shall be adjourned upon general consent [See Section 3(H)].
- H. General consent is used when there seems to be no opposition in routine business or the matter is trivial. If one member objects, then a proper motion must be made, seconded, and passed.

Section 4. Rules of Debate

These rules of debate have been adopted for the purposes of conducting business of the SBA and its committees in a swift and orderly manner and to protect the rights and interests of all members of the VLS community. Civility and proper behavior shall be observed by each member.

- A. A voting member, recognized by the Chairperson, must present a motion or give notice of intent to introduce a motion.
- B. A brief period of time shall be allowed to "frame the motion". General consent may be used to determine if the motion is properly framed
- C. Following a second of the Motion, the Member making the motion or raising the issue, states the position taken on the motion or issue first. Following this procedure, debate proceeds.
- D. Unless general consent is given to continue for a brief period of time, debate may not last for more than ten minutes.
- E. No person shall be allowed to speak more than twice on the same issue at the same meeting. This does not include asking a question for clarification or making a brief suggestion, which shall be left to the discretion of the President or the Presiding Officer.
- F. Until everyone wishing to speak to an issue as had an opportunity to do so, no one shall deliver a second speech on the same issue at the same meeting. A speaker's first speech shall be limited to one minute. The second speech on the same issue, at the same meeting, shall be limited to 30 seconds.
- G. If a conflict of interest appears to exist for any voting member, that member is expected, at a minimum, to state the conflict. In the interest of impartiality, an abstention is suggested.
- H. A motion to extend debate can be adopted by a 2/3 (two-thirds of the voting members present) vote or general consent.
- I. A motion to lay on the table can be adopted by 2/3 vote or general consent. The tabled motion shall be reflected in the minutes of that meeting and shall remain recorded in subsequent minutes until taken off the table.
- J. The Presiding Officer shall only vote in the case of a tie vote.
- K. The Presiding Officer must conduct the debate, but may seek the advice of the Parliamentarian. The Presiding Officer's decision on a procedural matter will stand unless reversed by a majority vote of the voting members present.

Section 5. Parliamentary Authority.

- A. The Parliamentarian is expected to make a good faith effort in interpreting the SBA By-laws and Standing Rules.
- B. The President shall appoint the Parliamentarian from the SBA.
- C. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the SBA Senate in all cases to which they are applicable and in which they are not inconsistent with these Standing Rules and any special rules of order or debate adopted by the Senate.

ARTICLE II. FINANCES

Section 1. General

- A. Pursuant to Article 7 of the Bylaws, funds from the Student Membership Dues shall be divided into a General Fund (fixed at 25%) and a Student Activity Fund (fixed at 75%). Half of each of these funds shall be reserved for each of the year's semesters.
- B. See Section 5 below for rules related to the General Fund.
- C. Fifty percent (50%) of the Student Activity Fund shall be set aside into the Speaker Fund to fund two speaker events each year as outlined in Section 6. The remaining 50% of the Student Activity Fund shall be used to fund all other requests of student groups.
- D. The debate as to how to allocate funds to Athletic Groups vs. Non-Athletic Groups continues. A minor survey of the Student Bar Association indicated a majority of students would prefer approximately 70% of the non-Speaker Fund monies to be allocated to Non-Athletic Groups and 30% to be allocated to Athletic Groups. The Finance Committee should use these percentages as flexible guidelines in recommending funding. However, these are not fixed boundaries and should be viewed against each semester's unique Budget Application requests from the student groups.
- E. Athletic Groups are the beneficiaries of the DePaul Fund, a grant which gifts differing amounts each year to the Student Bar Association to be spent solely in funding the Athletic Groups. This fund must be allocated and disbursed only to Athletic Groups.
- F. In April of each year all student groups shall submit to the SBA Treasurer a report accounting for expenditures during the current year and a preliminary request for funding for the subsequent semester.
- G. Prior to the Senate Budget Allocation Meeting, established SBA funded groups may request money for initial administrative and operating costs. Such requests will be based on actual reasonable costs incurred and will be part of the group's semester request. Such requests shall be limited to \$100.00 per group with the prior approval by a majority vote of the Senate
- H. Each group receiving SBA funds must have a treasurer whose records are subject to review by the SBA Treasurer within ten days of a request for review. All requests for funds will be made by the group's treasurer. The funds will be distributed to the group only through its treasurer.
- I. No blank checks will be given out by the SBA treasurer.
- J. SBA funds shall be used for law school community activities.
- K. Groups may not use SBA funds to pay for any of the following. This list is intended as a guideline only and is not exclusive.
 - 1. National Organization Registration/Membership Fees.
 - 2. Non-recyclable Paper. Materials generated within the law school and funded by the SBA for distribution to the faculty, staff, or students shall be produced only on recyclable paper (i.e., non-glossy white paper and Vermont Law School letterhead). All groups are encouraged to reduce

the amount of paper distributed by using the smallest size paper sufficient to convey the necessary information and by placing notices of events on the SBA website and bulletin boards (as approved) rather than in student mailboxes.

3. Clothing - Uniforms, hats, t-shirts, etc. Uniforms that remain the property of the team and are not for individual ownership will be considered for SBA funding. Exceptions may also be considered where funds are used to purchase clothing items that will be sold to raise money for the benefit of the VLS community.
 - a. An example of such exception would be the sale of t-shirts for fellowship funds.
- L. All groups and their activities using SBA funds must be open to all students. There can be no single sex athletic team unless there is an equal team for the other sex. If there is only interest enough to sustain one team, it must be open to both sexes. The SBA vigorously believes in and will enforce Vermont Law School's non-discrimination policy.
- M. All events funded by SBA funds must be prominently posted and advertised no less than 48 hours before the event, excluding weekends. Preferably, events will be advertised several weeks in advance in print, email, the SBA calendar of events, and on the SBA website. Care should be taken not to schedule against other major events.
- N. Any books, magazines, or similar media purchased with SBA funds must be kept in the library.
 1. Items of this nature shall be catalogued with the library for administrative purposes.
- O. Non-alcoholic beverages must always be available at all functions where refreshments are served.
- P. When reviewing budget proposals, the Finance Committee will consider giving preference to events co-sponsored by two or more groups.
 1. Funding for food will be given higher consideration for events that are co-sponsored.
- Q. Finance issues fall generally into two categories:
 1. Allocation of Funds: including Application, Recommendation, and Approval of Budgets
 2. Disbursement of Funds: the issuance of checks to pay for Approved expenses at the time (or shortly thereafter) of delivery of goods or services.

Section 2. Qualifications for SBA Funding of New Groups

In addition to the other requirements to receive SBA funding at the Senate Budget Allocation Meeting, a new group must:

- A. Exist for one full semester.
- B. Submit, prior to the last regularly scheduled Senate meeting of the first semester of existence, a roster of officers, a Treasurer's report, a preliminary

budget for the next semester, and provide an indication of any fund raising activities.

- C. Based on the level of fundraising, the Treasurer's report and the number of persons participating in or attending group sponsored activities, the Finance Committee shall recommend to the Senate whether the group shall be eligible to receive SBA funding for the next semester. A majority vote of the Senate is required for a group to become eligible for SBA funding.

Section 3. Treasurer

In addition to the duties described throughout this Article, the Treasurer of the Student Bar Association shall have the following duties:

- A. To advise the Senate, the SBA, and student groups on financial considerations affecting the SBA.
- B. To acquire from the Vermont Law School Business Office all funds collected from the SBA as Membership Dues
- C. To acquire from the Vermont Law School Business Office all funds related to the DePaul Fund at the time they are made available.
- D. To distribute, prior to the Senate Budget Allocation Meeting, and prior to the end of the previous semester if possible, to the treasurers of all student groups eligible to request funds from the SBA the following materials:
 - 1. Pertinent sections of the Bylaws and Standing Rules;
 - 2. Adequate information on the schedule for submission of budget requests;
 - 3. An electronic budget form in MS Excel format
- E. To hold at least one training session for student group officers who want help with the budgeting process.
- F. To serve as chairperson of the Finance Committee.
- G. To disburse initial reimbursement funding (prior to Senate Budget Allocation Meeting) as described in Section 1 to groups up to \$100.00. Amounts over \$100.00 must be approved by a majority of the Senate.
- H. To reallocate funds in a group's budget from one approved budget line to another approved budget line up to the amount of \$100.00. The Treasurer shall periodically report all reallocations to the Senate. Reallocations over \$100.00 must be approved by a majority of the Senate.
- I. To transfer monies which are allocated to the Spring Semester from the checking accounts of the General Fund and the Student Activity Fund to a short term Certificate of Deposit bearing a higher interest rate than the checking accounts. This transfer shall take place prior to the third regular Senate meeting of the Fall Semester. The termination of the Certificate of Deposit shall be no later than the first day of the Spring Semester. The Treasurer shall ensure that there are no penalties for removing the funds from the Certificate of Deposit at that time.
- J. To write checks from the appropriate accounts in reply to Funds Disbursement Requests and to place those checks in the group treasurer's mailbox within

two (2) business days of receipt of a properly completed and documented request.

- K. To keep accurate records of all expenses and incoming funds in the SBA Book of Accounts. This recording consists of:
 - 1. MS Excel spreadsheet of an overview of the full year's budget (including Student Activity Fund/Speaker Fund, General Fund, and Investment Fund).
 - 2. MS Excel spreadsheet tracking the budget and all expenses of the General Fund
 - 3. MS Excel spreadsheet tracking the budget and all expenses of each student group
 - 4. MS Excel spreadsheet summarizing the Activity Fund and Speaker Fund requests, finance committee recommendations, approved budgets, and actual budget disbursements of each student group
 - 5. MS Money database recording and balancing all SBA bank accounts including the Activity Fund checking account, the General Fund checking account, any temporary Certificate of Deposit accounts, and the Certificate of Deposit account for the Investment Fund
 - 6. MS Excel spreadsheet detailing the budgets, income, and actual expenses for any events funded through the General Fund (e.g. Oktoberfest, Wynterfoest, Orientation)
- L. To make available to the SBA through email and the SBA website information of all budget requests, recommended budgets, and approved budgets
- M. To make available to the SBA through email and the SBA website information, deadlines, and directions related to the budget process
- N. To make available to the SBA a Funds Disbursement Form and directions
- O. To make regular reports to the Senate at all regularly scheduled Senate meetings.
- P. To report regularly (no less than once per month) in writing to the Senate and the SBA as a whole the financial status of the SBA. Proper reporting includes statements at regular Senate meetings, email notification, posting on the SBA website, and posting in the SBA Handbook in the Cornell Library.
- Q. To prepare an annual report to be presented at the last regular Senate meeting in the Spring Semester. This report shall also be posted to the SBA website and in the SBA Handbook in the Cornell Library.
- R. To keep the SBA Book of Accounts open to inspection by any member of the SBA in the presence of the SBA Treasurer with adequate notice of request.

Section 4. Timelines

- A. Treasurer acquires SBA membership dues (beginning of Fall Semester and balance before Spring Semester)
- B. Treasurer acquires DePaul Fund monies (when available). If the funds are not available in time for the fall semester budget meeting the funds will be held and applied to spring semester athletic budget requests.

- C. Treasurer distributes pertinent rules, budget instructions, and electronic budget form (preferably prior to end of first week of classes)
- D. Time for Preparation and Vote on General Fund Budget (prior to end of second Senate meeting)
- E. Deadline for submission of Budget Applications (no later than three business days prior to Finance Committee Meeting)
- F. Treasurer transfers Spring Semester funds to interest bearing account (prior to third Senate meeting)
- G. Time for Finance Committee Meeting (no less than one week prior to Senate Budget Allocation Meeting)
- H. Treasurer reports and publishes Finance Committee recommendations (within two days of Finance Committee Meeting)
- I. Groups submit responses to the Finance Committee recommendations (no less than three days prior to Senate Budget Allocation Meeting)
- J. Time for Senate Budget Allocation Meeting (within a week of first year elections in Fall, no later than the third Thursday of the Spring Semester)
- K. Treasurer reports and publishes results of Senate Budget Allocation Meeting (within two days of that meeting)
- L. Deadline for last Disbursement (prior to last regularly scheduled Senate meeting)
- M. Deadline for presentation of Orientation Budget to Senate (prior to last regularly scheduled Senate meeting)
- N. Submission of Group Financial Statements (April of each year)

Section 5. General Fund

The General Fund shall be used each semester to fund the general operation of the Senate and to fund events and goods that affect the entire SBA. Events that are funded with the General Fund include (but are not limited to) the general operation of the Senate, Elections, the Activities Fair (in early Fall), Oktoberfest (in October), Wynterfoest (in February), Last Day of Classes Parties (one each semester), Festive Fridays, photography by the Historian, refreshments for finals, SBA Awards, and Orientation events

- A. Generally
 - 1. The Treasurer in conjunction with the Executive Committee shall prepare a General Fund Budget for the approval of the Senate prior to the second regular Senate meeting of each semester.
- B. Oktoberfest
 - 1. All Oktoberfest events shall be budgeted in and funded by the Fall semester General Fund Budget.
 - 2. The Treasurer shall work with the Activities Committee and the Vice President to develop a working budget for Oktoberfest. This working budget shall be approved by the Senate prior to committing the SBA to any expenses in relation to Oktoberfest.

3. The Treasurer shall work with the Activities Committee and the Vice President to present ticket prices for events to the Senate for its approval. Ticket prices shall be calculated to cover the difference between the Oktoberfest Budget and the amount allocated to Oktoberfest in the General Fund Budget. The amount of the ticket prices should be minimized and taken into consideration in developing the Oktoberfest Budget.
- C. Wynterfoest
1. All Wynterfoest events shall be budgeted in and funded by the Spring semester General Fund Budget.
 2. The Treasurer shall work with the Activities Committee and the Vice President to develop a working budget for Wynterfoest. This working budget shall be approved by the Senate prior to committing the SBA to any expenses in relation to Wynterfoest.
 3. The Treasurer shall work with the Activities Committee and the Vice President to present ticket prices for events to the Senate for its approval. Ticket prices shall be calculated to cover the difference between the Wynterfoest Budget and the amount allocated to Wynterfoest in the General Fund Budget. The amount of the ticket prices should be minimized and taken into consideration in developing the Wynterfoest Budget.
- D. Orientation
1. Any Orientation events shall be budgeted in and funded by the prior Spring semester General Fund Budget
 2. The Treasurer shall work with the Activities Committee and the Vice President to develop a working budget for Orientation prior to the last regular Senate meeting of the spring semester.
 3. Any deficiencies between the Orientation working budget and the amount allocated to Orientation by the General Fund Budget shall be fundraised or taken from surplus in other budget lines of the General Fund Budget.
 4. In no way shall a deficit in the General Fund due to Orientation be carried over into the following year.

Section 6. Speaker Fund

- A. Fifty percent (50%) of each semester's Student Activity Fund shall be allocated to a Speaker Fund.
- B. The Speaker Fund shall be used to fund two (2) major SBA-sponsored speaker conferences each semester. No more than 90% of the speaker fund may be allocated to these two events.
 1. Smaller panel discussions shall also be considered for funding, but will be limited by the funds remaining.
- C. In April of the previous school year, representatives from all interested student groups shall submit to the SBA Treasurer and the Finance Committee a Budget Proposal. This document shall outline the costs associated with

speaker events for the following semester. This proposal need only be tentative but shall include preliminary commitment by student groups and coalitions of student groups to put on specific events during the following fall semester.

- D. In November of the previous semester, representatives from all interested student groups shall submit to the SBA Treasurer and the Finance Committee a Budget Proposal. This document shall outline the costs associated with speaker events for the following semester. This proposal need only be tentative but shall include preliminary commitment by student groups and coalitions of student groups to put on specific events during the following spring semester.
- E. Timelines of when and how events will be planned shall be developed at the April and November meeting.
- F. Dates shall be set for the events and submitted to publication in the VLS Student Handbook and other calendars of events at VLS in accordance with deadlines set by the Dean's office.
- G. Recommendation shall be reviewed during the Fall Finance Committee meeting for submission to the Senate.
- H. Recommendation of division of the funds shall be developed at the April meeting and submitted to the Senate for approval during the Fall Senate Budget Allocation Meeting.
- I. The Senate shall review the ongoing plans for the Spring conferences during the Spring budget process.
- J. At least 10% of the Speaker Fund must be retained to fund small panel discussions throughout both semesters on a first come proposal basis before the Senate or during the regular semester budget proceedings.

Section 7. Peter DePaul Fund

- A. One half of the money generated by the Peter DePaul Fund will be disbursed by the Senate during the spring semester and the remaining amount shall be placed in an interest bearing account to be disbursed the following fall semester. The intent of this rule is to allow both fall and spring athletic groups to benefit from the fund, because the fund is traditionally received after the fall budget meeting.
- B. The Peter DePaul Fund will be allotted to student athletic groups for acquisitions which the SBA Bylaws have traditionally excluded from the budgeting process. Although this money will be dispensed at the discretion of the Senate, items which will reduce the cost of participation for individuals and durable equipment should be given priority over items which will only benefit the VLS community for the short term.
- C. The Treasurer shall submit budget tracking information on budgets and expenses for all athletic groups to the Business Office for consideration by the administrators of the DePaul Fund.

Section 8. Overview of the Student Activity Fund Budget Process

- A. Group Develops Budget
- B. Group submits a Budget Proposal to the Treasurer. This form may be obtained from the Treasurer. See Section 6 for Budget Proposal specifics.
- C. Group Files Electronic Budget Application Form. See Section 9 - "Applications"
 - 1. In addition to the submission of the Budget Application Form, a responsible group leader (President or Treasurer) will be required to sign a form attesting to the fact that their group has no outstanding bills.
 - a. SBA funding will be withheld from groups with outstanding debt until proof of payment is provided to the SBA treasurer.
- D. Treasurer Notifies Group of Receipt of Request Form
- E. Finance Committee Meets to discuss Budget Applications. See Section 10 - "Finance Committee Meeting"
- F. Treasurer notifies groups of Finance Committee Recommendations
 - 1. Groups will be notified on an individual basis of their group recommendation, but will not be afforded the opportunity to review the recommendations made for other groups.
- G. Group Notifies Treasurer of Acceptance/Intent to Challenge Recommendation. See Section 11 - "Challenges to Budget Recommendations"
- H. Finance Committee meets to hear challenges and agree on final recommendations.
- I. Finance Committee recommends budgets to the Senate
 - 1. Finance Committee will create and provide to the Senate a Recommendation Packet containing each group's recommendations along with the reasoning for final recommendations.
- J. Senate Meets to Approve Budgets. See Section 12 - "Senate Budget Meeting"
- K. Treasurer Publishes Approved Budgets
- L. Group spends money
- M. Group submits requests for disbursement with proof of spending to Treasurer. See Section 13 - "Disbursement"
- N. Treasurer reimburses group

Section 9. Applications

- A. The Treasurer shall post an electronic Budget Application Form in MS Excel format with directions and due dates.
- B. Funding requests shall reflect the student group's projected expenses for its anticipated semester activities after thoughtful and careful deliberation by the officers and/or treasurer of the requesting student group.
- C. Requests shall include as much specificity as possible and recurring administrative costs (non-event costs such as photocopying, telephone, postage, etc.) must be listed by item and per unit cost where possible. The purpose of this requirement is to encourage accurate preparation and fiscal responsibility among SBA funded groups.

- D. Groups shall include all costs associated with events and include amounts that will be raised through other sources such as fundraising, the Deans' offices, etc.
- E. Requests shall be researched to ensure best possible price for the highest quality products and services.
- F. In addition to the submission of the Budget Application Form, a responsible group leader (President or Treasurer) will be required to sign a form attesting to the fact that their group has no outstanding bills.
 - 1. SBA funding will be withheld from groups with outstanding debt until proof of payment is provided to the SBA treasurer.
- G. Budget Applications shall be submitted no later than three business days prior to Finance Committee Meeting.
- H. Budget applications submitted after the date of the finance committee meeting shall never be considered per Article 7.3(a)(6) of our bylaws.

Section 10. Finance Committee Meeting

The SBA Finance Committee will process budget requests. The Committee will review all requests and make recommendations to the SBA Senate. The Senate, exercising its budgetary authority, may consider special and emergency funding requests and requests for re-allocation of funds during the semester, without review by the Finance Committee, at the option of the Senate.

- A. In order to facilitate the budgeting process, the Treasurer shall recruit a sufficient number of volunteers from each J.D. class and the L.L.M. and MSEL classes prior to the Finance Committee meeting to sit on the Finance Committee. One Senate member from each class shall also serve on this committee.
- B. The Finance Committee shall first meet at least two weeks prior to the Senate Budget Meeting for the purposes of reviewing group Budget Applications and recommending group budgets to the Senate.
- C. The Treasurer shall publish the date of this meeting on the SBA website and through email.
- D. A representative of each student group requesting funding shall be permitted and encouraged to attend this meeting for the purpose of explaining the group's budget request.
- E. The Committee shall fund proposed activities and events and not groups per se. The Committee should take into consideration, but not be bound by any one of the following factors:
 - 1. Number of students effected by the activity
 - 2. Whether the event(s) are co-sponsored by two or more groups. See Section 1(P) of this Article.
 - 3. Impact of the event or activity on the reputation of Vermont Law School and the SBA.
 - 4. Number of students regularly participating in the student group
 - 5. The apparent completeness and detail of the budget and supporting documents submitted by each group.

6. The merits of the request, based on past expenditures, the attendance at past events, and present needs.
 7. The total funds available to the SBA.
 8. History of the group regarding compliance with these Standing Rules and the Bylaws.
 9. Whether dues are collected from group members and, if so, the amount of such dues.
- F. In ranking events and activities, priority shall be given in the following order:
1. Events/activities occurring on campus
 2. Events/activities incorporating issues that directly relate to the VLS community
 3. Events/activities dealing with issues not directly related to the VLS community
 4. Out-of-state activities
- G. The Treasurer shall report these recommendations within two days of this meeting to each individual group.
- H. The Finance Committee shall receive notices of intent to challenge the budget recommendations
- I. The Finance Committee shall meet for a second time to hear recommendation challenges and to make final budget recommendations.
- J. The Finance Committee will create a Recommendation Packet, for distribution to the Senate, containing each group's recommendation along with the reasoning for final recommendations.
- K. The Finance Committee will meet as needed throughout the semester to review requests and to determine the status of the Student Activities Fund and the General Fund.
- L. The Finance Committee and the Treasurer shall maintain adequate records of student group funding to serve as a basis for future budgeting decisions.

Section 11. Challenges to Budget Recommendations

- A. Student groups wishing to challenge the recommendations of the Finance Committee must respond by e-mail or in writing to the Treasurer within 48 hours after receiving recommendations.
- B. Failure to respond will be construed as an acceptance of the recommendation.
- C. A representative of student groups challenging the budget recommendations must attend the second Finance Committee Meeting for the purpose of explaining their challenge.
- D. The Treasurer shall set a schedule for each of these representatives to speak at the second Finance Committee Meeting.
- E. Challenges that cannot be resolved at the second Finance Committee meeting shall be submitted to the Senate for discussion at the Budget Meeting.
- F. Student group representatives are welcome to attend the Senate Budget Meeting for the sole purpose of answering any questions the Senate may have.

Section 12. Senate Budget Meeting

- A. The Treasurer shall schedule a Senate Budget Meeting at the beginning of each semester to review Finance Committee recommendations and approve group budgets.
 - 1. The Fall Senate Budget Meeting shall be scheduled no later than one week after first year elections. The Spring Senate Budget Meeting shall be scheduled no later than the third Thursday of the Spring Semester.
 - 2. This meeting, like all senate meetings, will be advertised in advance and will be open to the public.
 - 3. The Treasurer shall publish the date of this meeting on the SBA website and through email.
- B. At the outset of the Senate Budget Meeting the Treasurer shall be afforded adequate time to present the Finance Committee Recommendations
 - 1. The Treasurer will work through the Recommendation Packet
 - 2. The Treasurer will inform the Senate of any un-resolvable challenges and recommend solutions thereto
 - 3. The Treasurer shall answer any questions posed by the Senate
- C. A majority vote by the Senate is needed for approval of any change to the Committee's recommended budget, and for the budget as a whole.
 - 1. Finance committee recommendations shall be presumed final and changed only for good cause.
- D. The Treasurer shall publish the results of this meeting including Approved Budgets and conditions placed on those budgets within two (2) days of the meeting. The results shall be published in email and on the SBA website.
 - 1. Any conditions applied to all or part of a groups funding shall be communicated to the group with the publishing of Approved Budgets
- E. While time constraints may require the chairperson to only recognize senators all are welcomed to attend and observe the meeting.

Section 13. Disbursement

Funds will be disbursed for items approved by the Senate using one of four methods: reimbursement of an individual who spends their own money, reimbursement of the group treasury, writing a check prior to delivery of goods/services with written price quote, writing a check for an approved speaker honorarium. Each of these methods is detailed in subsections B-E below. Groups are encouraged to keep a checking account and the preferred method of disbursement is reimbursement of the group treasury.

- A. Generally
 - 1. No funds shall be disbursed without written official proof (receipt) of delivery of goods or services
 - 2. All requests for disbursement must originate from and be signed by the Group Treasurer whose name is on record with the SBA Secretary.

3. Groups must have a current version of their By-Laws/Mission Statement on file with the SBA Secretary prior to any funds disbursements
4. Only products and services explicitly detailed in the specific line items of the approved budgets will receive funds disbursement. They are also limited by the stipulations outlined in the Treasurer's Report. Please review the approved budgets and notations carefully.
5. Multiple products and services provided by the same business or entity may be included on a single disbursement request. However, a separate request is necessary for each business or entity.
6. The Group Treasurer should do all that is possible to seek the most cost efficient products and services available. This should be done with an eye toward total cost of ownership and quality.
7. All Funds Disbursement Request forms must be submitted prior to the last regularly scheduled Senate meeting of each semester. For this portion of the standing rules no meeting shall be considered a regularly scheduled meeting if it occurs after the regularly scheduled class schedule as set by the registrar. Special makeup classes during reading period shall not be considered for this portion of the standing rules part of the regularly scheduled class schedule.
8. No funds shall be disbursed from one semester to cover costs incurred in a previous semester.
9. This process encourages foresight and planning by the group. Last minute requests will only be entertained within the procedures described herein. Higher priority will not be assigned.
10. Proof of delivery of goods and services
 - a. An adequate written price quote consists of proof of a cost commitment by a business promising to deliver goods or services on a specified date.
 - b. An adequate written receipt of delivery of goods or services shall be itemized with prices clearly indicated for each item.
 - c. When submitting multiple receipts with one Funds Disbursement Form, each item on such receipts for which reimbursement is sought must be clearly circled. Calculations of taxes and shipping charges attributable to these items must be clearly indicated by the group treasurer in order to be reimbursed.

B. Individual Reimbursement Procedure

1. This process requires the Group Treasurer's approval and signature.
2. Review approved budget to ensure the specific expense has been approved.
3. Receive approved goods and/or services with a receipt.
4. The individual pays the business with the individual's funds.
5. The individual submits receipts to the Group Treasurer.
6. The Group Treasurer acquires a Funds Disbursement Request Form from the SBA Treasurer's mailbox in the small mailbox bin beneath the main mailboxes in the Chase Center Breezeway.

7. Completely fill out the Funds Disbursement Request Form (leaving gray box for office use).
 - a. Check "Request for Individual Reimbursement"
 - b. Fill in "Date"
 - c. Provide "Total Amount to be Disbursed"
 - d. Provide "Name of Student Group"
 - e. Provide "Name of Group Treasurer"
 - f. Group Treasurer MUST sign
 - g. Provide "Name of [Individual] to be Reimbursed (as it should appear on check)"
 - h. Provide "Description of Goods/Services Provided"
 - i. Include itemized description of each item
 - ii. Include reference to which budget line item from approved MS Excel budget form the funds shall come from
 - iii. Include shipping and handling costs
 - iv. Include S/H method [fedex/ups/usps] (make sure to ask vendor business)
 - v. Include taxes
 - vi. Attach a separate sheet if necessary
8. Attach proof of delivery of goods and/or services (receipts) to the Funds Disbursement Request Form.
9. Submit the completed Funds Disbursement Request Form to the SBA Treasurer's mailbox.
10. The SBA Treasurer will place a check made out to the Individual in the Group Treasurer's mailbox within two business days of receipt of the request.
11. If no receipt is included or available, the treasurer shall not upon his or her own authority issue any funds. Funds may only be disbursed except upon a finding of the senate by a super majority vote that the goods were purchased by the group and that funds ought to be released for the prior approved purchase as if a receipt had been present. The intent of this portion is to reimburse only for those occasions in which there was accidental loss of a receipt and there is overwhelming proof that the goods were purchased in good faith and the funds had already been approved.

C. Group Reimbursement Procedure

1. This process requires the Group Treasurer's approval and signature.
2. Review approved budget to ensure the specific expense has been approved.
3. Receive approved goods and/or services with a receipt.
4. Pay the business with a check from the Group Treasury.
5. Acquire a Funds Disbursement Request Form from the SBA Treasurer's mailbox in the small mailbox bin beneath the main mailboxes in the Chase Center Breezeway.
6. Completely fill out the Funds Disbursement Request Form (leaving gray box for office use).

- a. Check "Request for Group Reimbursement"
 - b. Fill in "Date"
 - c. Provide "Total Amount to be Disbursed"
 - d. Provide "Name of Student Group"
 - e. Provide "Name of Group Treasurer"
 - f. Group Treasurer MUST sign
 - g. Provide "Name of [Group] to be Reimbursed (as it should appear on check)"
 - h. Provide "Description of Goods/Services Provided"
 - i. Include itemized description of each item
 - ii. Include reference to which budget line item from approved MS Excel budget form the funds shall come from
 - iii. Include shipping and handling costs
 - iv. Include S/H method [fedex/ups/usps] (make sure to ask vendor business)
 - v. Include taxes
 - vi. attach a separate sheet if necessary
 - i. Provide "Event for which Goods/Services Were Used"
 7. Attach proof of delivery of goods and/or services (receipts) to the Funds Disbursement Request Form.
 8. Submit the completed Funds Disbursement Request Form to the SBA Treasurer's mailbox.
 9. The SBA Treasurer will place a check made out to the Group Treasury in the Group Treasurer's mailbox within two business days of the disbursement request.
 10. If no receipt is included or available, the treasurer shall not upon his or her own authority issue any funds. Funds may only be disbursed except upon a finding of the senate by a super majority vote that the goods were purchased by the group and that funds ought to be released for the prior approved purchase as if a receipt had been present. The intent of this portion is to reimburse only for those occasions in which there was accidental loss of a receipt and there is overwhelming proof that the goods were purchased in good faith and the funds had already been approved.
- D. Checks Prior to Delivery of Goods or Services Procedure
1. This process requires the Group Treasurer's approval and signature.
 2. Review approved budget to ensure the specific expense has been approved.
 3. Acquire an official written price quote for the goods and/or services to be provided from the business.
 4. Acquire a Funds Disbursement Request Form from the SBA Treasurer's mailbox in the small mailbox bin beneath the main mailboxes in the Chase Center Breezeway.
 5. Completely fill out the Funds Disbursement Request Form (leaving gray box for office use).
 - a. Check "Request for Check Prior to Delivery"
 - b. Fill in "Date"

- c. Provide "Total Amount to be Disbursed"
 - d. Provide "Name of Student Group"
 - e. Provide "Name of Group Treasurer"
 - f. Group Treasurer MUST sign
 - g. Provide "Name of [Business] to be Paid (as it should appear on check)"
 - h. Provide "Address of Business" (if not on the price quote)
 - i. Provide "Business Contact Person's Name and Phone #"
 - j. Provide "Description of Goods/Services Provided"
 - i. Include itemized description of each item
 - ii. Include reference to which budget line item from the approved MS Excel budget form the funds shall come from
 - iii. Include shipping and handling costs
 - iv. Include S/H method [fedex/ups/usps] (make sure to ask vendor business)
 - v. Include taxes
 - vi. Attach a separate sheet if necessary
 - k. Provide "Event for which Goods/Services Were Used"
6. Staple written price quote to Funds Disbursement Request Form.
 7. Submit the completed Funds Disbursement Request Form to the SBA Treasurer's mailbox.
 8. The SBA Treasurer will place a check along with a Proof of Delivery Form in the Group Treasurer's mailbox within two business days.
 9. Provide the check to the business.
 10. The business will provide the goods and/or services.
 11. Completely fill out the Proof of Delivery Form.
 - a. Fill in "Date"
 - b. Provide "Date of Delivery of Goods/Services"
 - c. Provide "Name of Student Group"
 - d. Provide "Name of Group Treasurer"
 - e. Group Treasurer MUST sign
 - f. Attach receipts to the Proof of Delivery Form.
 12. Submit the completed Proof of Delivery Form to the SBA Treasurer's mailbox within two business days of delivery of goods and/or services.
- E. Speaker Honorarium Checks Procedure
1. This process requires the Group Treasurer's approval and signature.
 2. Review approved budget to ensure the specific expense has been approved.
 3. This process must be completed at least one week prior to the arrival of the speaker.
 4. Include in this request honoraria and itemized travel expenses incurred directly by the speaker that will be reimbursed directly to the speaker.
 5. Acquires a Funds Disbursement Request Form from the SBA Treasurer's mailbox in the small mailbox bin beneath the main mailboxes in the Chase Center Breezeway.

6. Completely fill out the Funds Disbursement Request Form (leaving gray box for office use).
 - a. Check "Request for Purchase Order"
 - b. Fill in "Date"
 - c. Provide "Total Amount to be Disbursed"
 - d. Provide "Name of Student Group"
 - e. Provide "Name of Group Treasurer"
 - f. Group Treasurer MUST sign
 - g. Provide "Name of [Speaker] to be Paid (as it should appear on check)"
 - h. Provide "Description of Goods/Services Provided"
 - i. Include itemized description of each item
 - ii. Include reference to which budget line item from approved MS Excel budget form the funds shall come from
 - iii. Include Honorarium cost
 - iv. Include any approved travel/accommodations/food costs to be incurred directly by the speaker for which a reimbursement check should be cut (this does not include costs arranged for and paid by the group or an individual of the group). If the costs are to be reimbursed after the fact, use procedure for "Request for Individual Reimbursement" and include address of speaker for the check to be mailed to them.
 - v. Include taxes
 - vi. Attach a separate sheet if necessary
7. Provide "Event for which Goods/Services Were Used"
8. Submit the completed Funds Disbursement Request Form to the SBA Treasurer's mailbox at least 3 business days prior to the arrival of the speaker.
9. The SBA Treasurer will place a check made out to the Speaker in the Group Treasurer's mailbox at least one day prior to the arrival of the speaker.
10. Receipts for travel/accommodations/food costs incurred directly by the speaker should be placed in the SBA Treasurer's mailbox within 2 days of the Speaker Event.

Section 14. Investment of Remaining Activity Fund Balance

Any portion of the Student Activity Fund that remains unspent after the Treasurer pays all outstanding obligations incurred and approved under the Bylaws and the standing rules (and before that Treasurer hands over the SBA Book of Accounts to the next Treasurer) shall be placed in a risk-free investment account (such as an interest bearing Certificate of Deposit). At such time as the principal of the Investment Fund exceeds \$10,000, an evaluation of the benefit of placing this Fund in the endowment of Vermont Law School may take place. Administration of the Investment Fund shall be subject to the following:

- A. On the second Monday of the Fall Semester, the Treasurer shall transfer eighty percent (80%) of the interest earned in the Investment Fund in the previous year into the current year's Student Activity Fund. Interest earned shall be measured from the September account statement date of the previous year to the August account statement date of the current year.
- B. On the second Monday of the Fall Semester, the Treasurer shall enter a transfer into the SBA Book of Account for the remaining twenty percent (20%) of the interest earned (as defined in A.) in the Investment Fund in the previous year.
- C. Funds collected by the Student Bar Association and the Senate (e.g. fundraising and donations) may be committed to the principal balance of the Investment Fund at any time.
- D. The principal balance of the Investment Fund shall not be spent.

Section 15. Fundraising

The Senate and all student groups receiving funding from the SBA are strongly encouraged to conduct fundraising events and activities.

- A. Loans for Fundraising. The Senate may, at its discretion, make loans to any existing bona fide student group solely for fund raising purposes. Such loans must be made out of the General Fund and shall be paid back in full as soon as the borrowing group has recouped the amount of the loan.
- B. In order to gain approval for a loan, a student group must petition the Senate and present a complete plan of its fund raising proposal. In deciding whether to approve a loan for a group, the Senate should consider, but is not limited to consideration of, the following:
 - 1. Amount of money in General Fund;
 - 2. Risk involved or chance of success of fund raising proposal;
 - 3. Projected date of repayment or length of recoument period.
- C. In making such loans, the Senate reserves the right to:
 - 1. Define and set all terms of the loan including the length of time for repayment (the Senate should consider the factors in subsection B in setting such terms); and
 - 2. Impose financial penalties through the regular budgeting procedure on any borrowing group who defaults on such a loan.

Section 16. Miscellaneous

- A. Phone cards: All group phone cards shall be purchased from the SBA unless the group finds a lower per minute phone card. The intention of this rule is to prevent money from being wasted on expensive phone cards that have been purchased by groups in the past. All money requested for phone use shall be requested in blocks of value equal to the combinations of SBA held phone cards. For example if the SBA has phone cards of 50 minutes and 150

minutes, a request for 75 minutes would be impossible. In such a situation we will round down to the nearest possible combination. Groups are expected, however, to request currently possible permutations of minutes. So, in the case above the group would receive 50 minutes of phone time which would be considered an allotment of \$1.73 to the group in the budget process. Notification of the currently held values will be announced at the same time of notification of the budget schedule but in no case less than 1 week before budget applications are due. For this semester, Fall 2002, this deadline is impossible to meet, so notice will be made today, 8/27/02, by 5pm, and all effort shall be made to meet groups requested value for those groups that have submitted budget requests prior to this notification.

- B. In all dealings with all caterers, specifically the South Royalton house, the parties will sign a written contract including absolute cost. There will be a bottom line for which no check shall be written above that amount.

ARTICLE III. ELECTIONS

Section 1. Elections Committee

Pursuant to the SBA Bylaws Art. VIII, Sec. 8.1, the Elections Committee (Committee) shall conduct all regular elections, special elections, and referenda according to these rules and procedures.

- A. All violations of these rules and procedures shall be reported to the Committee. The Committee shall promptly investigate violations and enforce all election Standing Rules included in this Article. The Committee shall be empowered to take whatever steps necessary to ensure compliance.
- B. A grievance brought regarding the nomination procedure and/or ballot errors and omissions shall be investigated and rectified before the election is held. In the event that resolution cannot be made prior to the scheduled date of election, the position in dispute shall be withdrawn from the ballot until resolution, and a new election for that position shall be conducted.
- C. All grievances and requests for recounts shall be made to the Committee by 5 PM of the first class day following publication of the official results of the posted election.
- D. A challenge to a ruling of the Committee or to the validity or propriety of an election must be brought to the SBA Senate by 5 PM of the first class day following publication of the results. An investigation committee shall be formed and open to all SBA members. A prompt investigation shall be conducted.
- E. All provisions requiring publication of information will be satisfied by posting the information on the SBA bulletin board and the SBA Website.
- F. In the event that the Chair cannot serve during an election because of a potential conflict of interest or to avoid the appearance of impropriety, the Chair shall appoint an acting Chair with majority approval of the SBA Senate.

- G. The Committee shall be responsible for providing access to all election material to interested students. A file should be maintained in the Library to provide necessary access.

Section 2. Scheduling of Elections.

The following shall be elected:

- A. Officers, Student Representatives to the Board of Trustees, and the Town Liaison no later than the first Friday of April. Ample time should be allowed for a Run-off Election.
- B. Elections for J.D. Senators from the continuing classes shall be held at the same time, or within 10 days of the elections listed in Article VIII, §8.2 (A) of the SBA Bylaws. All those newly elected shall take office on the last day of classes.
- C. Notwithstanding the duties enunciated in Article IV, §4.2(B)(1)(d) of the SBA Bylaws, other responsibilities of J.D. Senators may include, but are not limited to: representing their respective class at regularly scheduled meetings of the Senate; notifying the Secretary when they will be unable to attend regularly scheduled or special meetings or SBA sponsored events (excused absence); meeting with their constituents at least once each semester; and appearing at scheduled time for SBA sponsored events.
- D. Five Senators for the First Year Class shall be elected no later than four full weeks after the start of classes in the Fall.
- E. One representative from each Class shall be appointed to at least one SBA Standing Committee pursuant to SBA Bylaws, Art. VI §6.3.
- F. One representative from each J.D. class shall be elected to all current Vermont Law School Committees (such as the Code of Conduct, Curriculum, Faculty Hiring, and Honor Code). These elections should occur simultaneously with the J.D. Senator elections, but not later than six full weeks after the start of classes in the Fall.
- G. The following shall be conducted as needed and in accordance with this Article-
 - 1. Special Elections: A Special Election is needed or called for when the conditions of Bylaws §4.4(A) are met.
 - a. Mid-term vacancies: In the event an elected position becomes vacant during its term, there may be a Special Election in accordance with Bylaws §4.4(A).
 - b. Post-election vacancies: In the event that there are open positions left after a regular election, a Special Election may be held in accordance with Bylaws §4.4(A)(1) and Section 6(E) of this Article.
 - c. Runoff elections: In the event that there is a tie for a Class Senator position or Vermont Law School Committee positions, or, that there is less than 50% plus 1 for President, Vice President, Treasurer, Secretary, Student Trustees and Town Liaison, there shall be a special runoff election.

2. Referendum: All SBA members reserve the right, under Bylaws §3.5(A), to submit a petition for a referendum. Referendum procedures are discussed in Bylaws §8.3.

Section 3. Election Procedures.

- A. The Elections Committee will publish a notice of election at least seven days prior to the date of an election. Such publication will include a roster of offices to be filled, and instructions on the nomination procedure, including closing date and time.
- B. All nominations must be in writing and deposited with the Committee by the posted closing time to be considered valid. The nomination box shall be placed at the Library Circulation Desk and shall be the official depository.
- C. Nominations will run for at least seven days after the posting of the notice required in Section 3 (A). All nominees must be notified of their nomination, in writing by the Secretary. Written notification shall be placed in the nominee's school mailbox. Such notification is intended to avoid the election of nominees not desiring to serve in the SBA and related positions.
- D. Withdrawal of nominations must be made no later than 48 hours after the close of nominations. All withdrawals shall state the name of the nominee and the office and be signed by the withdrawing nominee. Withdrawal statements must be placed in the official depository prior to the deadline as determined by the Committee.
- E. A list of qualified candidates shall be posted within 72 hours of the close of nominations. Guidelines for all candidates (see Section 5 of this Article) and the location and time for voting shall also be posted. The posting shall be on both the SBA bulletin board and website, and remain there until the close of the election.
- F. If no qualified candidates are nominated or accept a nomination for any office within the allotted time, the Committee may declare the office vacant. The SBA Senate may then fill the vacancy by appointment or by special election.
- G. The Secretary shall ensure that there is an open forum debate before all regular elections. Candidate attendance and/or participation is optional. The purpose of this debate is to foster an informed voting process, particularly for first year students, LLM's, and MSEL's. The SBA should aggressively advertise this debate.
 1. At the discretion of the Secretary, there may be an open forum debate for special elections.
- H. On election days, the polls will be open from 10:00 AM to 2:00 PM, at a minimum. There should be a minimum of three election days. In order to foster student participation, and to accommodate varying student schedules, it is highly recommended that elections run for a full five-day school week.

- I. At the polling place, each student shall initial next to his or her name on the signature list prior to receiving a ballot. Prior to placing the ballot in the official balloting box, the poll sitters must check the voter's name against the official registration roll.
- J. Students shall be afforded the opportunity to cast their ballots in privacy. The purpose of this subsection is to prevent others (other voters, poll sitters, passers-by) from being able to view individual votes being cast. At a minimum, there shall be a physical barrier between the voters and the poll sitter(s). The design of the polling place shall be determined by the Secretary in order to meet these minimum standards.
- K. Candidates may file a signed statement with the Committee setting forth their positions or opinions on any topic they deem relevant to the election. These statements will be posted on the SBA bulletin board and website and remain posted until the close of the election. In the case of a run-off, only position statements of run-off candidates will remain posted through the end of the run-off election.
- L. The Committee may hold a Candidate's forum for nominees seeking elections. The Committee shall determine necessary rules for conducting the forum.
- M. The SBA Senate shall certify all elections within one week of the publication of the results of an election. Certification of an election shall mean the approval of the then existing SBA Senate, by a majority vote, of the overall propriety by which an election has been conducted.

Section 4. Ballots.

- A. All general and special elections will be held by secret ballot. Candidates will be grouped by office and listed randomly.
- B. Absentee ballots shall be available for the General Election of the Officers of the SBA, Student Trustees and Town Liaison to students enrolled in the Semester-in-Practice programs and upon written request by any student who will be off-campus on the date of any election. The following procedures should be followed:
 1. Seven days prior to the date of an election, the Committee shall provide electronic notice to the SBA at large of the availability of absentee ballots and the procedures for obtaining and casting absentee ballots.
 2. The ballot shall be cast via electronic voting pursuant to Bylaws, Article VIII, §8.6 and these Standing Rules.
 3. The Chair shall be the official recipient of the absentee ballots. The Chair should hold the ballots in the electronic vote account until the date of the deadline for return.
 4. At a meeting called by the Chair, the sender's name on the electronic vote shall be checked against the list of qualified voters and checked off as having voted.
 5. The electronic votes should then be read. The ballots should then be read and counted and the results verified by the Chair for presentation

to the Senate. The Senate shall include any absentee ballot procedures in the certification referenced in Article III, Section 3(L) of these Standing Rules.

- C. The Committee will be responsible at all times for the maintenance of the voting registration rolls and the allocation of ballots at the polls. A member of the Committee or a member of the SBA Senate will be present at the polls during the elections.

Section 5. Guidelines for Candidates.

- A. Members holding a position on the Senate and other SBA positions are expected to devote considerable time and energy to meet their responsibilities. In view of the commitment required, persons nominated should consider withdrawing if they cannot devote the considerable time and energy expected or if their academic standing may be jeopardized.
- B. Candidates may run for only one executive office in each election. A candidate may, however, run for two positions concurrently pursuant to Article VIII, §8.2(D) of the Bylaws. VLS committees are not considered offices, therefore while candidates may run for only one executive office, they may run for one or more committee positions.
- C. Each candidate may post only 3 campaign posters. Alternatively, candidates are strongly encouraged to utilize the campus email system to post campaign information.
- D. All campaign posters are limited in size to 8 ½" X 11". Posters may be made only of paper, cardboard or plastic. No leaflets may be placed in individual mailboxes. Leaflets may be handed out individually and are limited in size to 8 ½" X 5 ½".
- E. Posters may be placed only on the SBA bulletin board and on the pedestal boards in the halls pursuant to Committee recommendations. Posters may not be placed on interior walls or doors, exterior walls or doors, organization bulletin boards, trees, vending machines, ceilings, or stairs. Chalkboards may not be utilized for campaigning.
- F. Campaign spending is limited to \$10.00. The Committee is empowered to require any candidate to produce records of campaign expenditures and to determine the fair market value of such expenditures. If violations of this rule are found to exist, the Committee is empowered to remove the name of the violator from the ballot, with the advice and consent of the Executive committee of the SBA.
- G. No candidate or person campaigning on behalf of a candidate may actively campaign within fifty feet of the election ballot box or the casting area referenced in Article III, Section 3(I) of these Standing Rules.
- H. Candidates must remove all posters and campaign materials within 24 hours of the closing of the polls. Any remaining posters may be taken down by the Committee and properly disposed.

Section 6. Procedures for Counting and Tabulating Results.

- A. At the close of the polls, the Election Committee shall convene to count

- the ballots and tabulate the results.
- B. At least two persons shall count each set of ballots. Complete records of each tally shall be kept for documentation.
 - C. The offices of SBA President, Vice-President, Treasurer, Secretary, Student Trustees, and Town Liaison must be filled by a majority of the votes cast (greater than 50 %), not including abstentions or blank ballots. If no candidate receives 50% plus one, a run-off will be necessary. The two candidates receiving the highest number of votes will be on the runoff ballot.
 - D. Class Senators and Committee positions may be filled by a plurality of the votes cast. Those persons with the greatest number of votes will be elected, up to the number of positions open. Run-off elections will be held for ties below the top vote recipients selected.
 - E. In the event that there are open positions left after a regular election, the Senate shall determine whether to have a special election or to fill the positions by appointment.

Section 7. Election of Treasurer

- A. An election for the Treasurer shall be held at least 45 days prior to the elections for the executive committee. The purpose of this section is to provide the Treasurer elect with ample opportunity to work with the current Treasurer in order to familiarize themselves with the procedures and requirements of the position.
- B. The current Treasurer shall be responsible for adequately preparing the Treasurer Elect for an efficient transition and for proper execution of their future duties.

ARTICLE IV. ATHLETIC ORGANIZATIONS

Section 1. Sports Commissioner

- A. The SBA Sports Committee shall be overseen by an SBA 2L or 3L Senator who acts as the "Commissioner" or head of the committee. Along with the head of the committee, there may also be one or two additional committee members of the SBA, appointed by the Commissioner (the other committee members may be elected Senators, Standing Committee members or the Town Liaison, or members at large.)
- B. The Sports Commissioner shall be responsible for the oversight of all non-SBA-funded sports teams.
- C. The role of the Sports Committee is to act as a liaison between the South Royalton Recreation Board and the Vermont Law School sports teams. Such issues addressed are Carpenter Field regulations and usage times, the South Royalton Green usage and South Royalton High School gym times. The committee oversees all sports groups on campus and works as a liaison with the Vermont Law School administration to resolve sports team conflicts that may arise. Sports group problems should be addressed to the SBA Sports

Committee and then brought to the attention of the full SBA body if necessary.

- D. Recommendations regarding the Fitness Center are also made by the committee.
- E. The Committee shall be responsible for the SBA First Aid Kits.
- F. The Sports Commissioner will be responsible for insuring sports teams submit their schedule to the Secretary for inclusion in the SBA calendar.
- G. Fields
 - 1. The Commissioner and his/her Committee shall oversee the reservation of Carpenter Field for sporting events and practices.

Rugby Field: VLS is leasing a field on Rt. 110 approx. 1.5 miles from campus which is used primarily as the Men's and Women's Rugby field. Rugby has priority in usage times but the field can be used by any VLS sports group at other available times. The contact person regarding this field is Dean Randy Foose.

ARTICLE V. STANDING AND SPECIAL COMMITTEES

Pursuant to the SBA By-Laws Article 6, the Senate shall establish Standing and Special Committees as are deemed necessary.

Section 1. The President may appoint committee members, with approval of the Senate, or an election by the voting members of the Senate may be held. The exceptions to this provision are membership on the Vermont Law School Committees (e.g., Code of Conduct, Curriculum, Faculty Hiring, and Honor Code).

Section 2. The members of each committee may be chosen from the Student Bar Association membership or from the Senate. It would be preferable to have each class represented.

Section 3. Due to the constraints of time and physical abilities, the requirement for MSEL and LLM senators to the various committees may be satisfied by:

- A. MSEL senator sitting on the executive committee and at least one other assigned committee;
- B. LLM senator sitting on at least one assigned committee;
- C. Other members of the MSEL/LLM class may sit on other assigned committees as the agent/representative for the masters program classes.

Section 4. Specific Responsibilities for all Committees.

- A. All Standing and Special Committees shall keep a "contact list" of all individuals, businesses, and organizations where services have been rendered or donated and goods or other supplies have been purchased or donated. Each "contact list" shall be compiled and/or revised by the committee and provided to the Secretary at the end of each semester. The Secretary shall

archive each "contact list" as well as combine them into a master database. These "contact lists" will be available to the respective Student Bar Association Standing and Special Committees for each successive year. The purpose of this master "contact list" is to facilitate the planning and implementing of all future activities.

- B. All Standing and Special Committees shall devise a "timeline" of events for which that committee is responsible under the provision of The Standing Rules. This time line shall enumerate proposed deadlines and a schedule of work and planning for each of these events. This "timeline" is to be completed and submitted to the Secretary and Senate as soon as practicable. All "timelines" are to be archived and available to the respective Student Bar Association Standing and Special Committees of each successive year. The purpose of each "timeline" is to facilitate the planning and implementing of future activities.

Section 5. Duties and Responsibilities of the Standing Committees.

A. ABA/Law Student Division Committee

1. Serve as liaison between VLS and the LSD of the ABA. The ABA/Law Student Division Committee shall be chaired by the VLS Representative to the ABA/LSD who shall be appointed by the President with approval by the Senate. The VLS Representative to the ABA/LSD shall be an elected, voting member of the Senate. The Representative shall be elected in the Spring term with the class representatives for the second and third year classes. The committee shall also serve as the local section of the ABA-LSD.
2. Encourage the involvement of students in specialized sections of the ABA, New England Regional meetings, and the LSD Annual Convention.
3. Facilitate the applications of VLS Groups for grants from the Law Student Service Fund.
4. Encourage participation in community service, such as Voluntary Income Tax Assistance (VITA), etc.
5. The Duties and functions of the ABA/LSD Representative include:
 - a. Representing VLS in the ABA/LSD;
 - b. Responsibilities include, but are not limited to:
 - 1) Encourage VLS student membership in the ABA,
 - 2) Disseminate information on the benefits (health insurance, Bar-BRI discounts, car rental discounts, etc.)
 - 3) Disseminate information on section memberships,
 - 4) Attend first circuit meetings, summer caucus, annual meeting (ABA), fall roundtable, and Spring Conference (the ABA/LSD shall cover travel expenses), and
 - 5) Assist or contribute ideas for resolution to be submitted to the ABA for adoption as national policy.

- c. The Representative must be a member of the ABA/LBD. This is the only prerequisite of the position.
- B. Student Activities Committee.
 - 1. The purpose of the committee is to provide entertainment / functions for the student body to be funded out of the General Fund.
 - 2. The committee shall schedule, organize, prepare budgets for individual activities for approval by the Senate, and supervise the entertainment / functions.
 - 3. The committee shall prepare a program of activities for the subsequent year before the Spring elections.
 - 4. The committee shall comply with the budgeting procedures enumerated in Article III of these Standing Rules.
 - 5. The committee shall follow the recommendations in the Vice President's handbook as far they are practicable.
- C. By-laws Committee.
 - 1. The committee shall review the SBA By-laws and SBA Standing Rules.
 - 2. The committee shall recommend changes, additions or deletions to the By-laws and Standing Rules to the Senate.
 - 3. The Committee shall assure that the general membership and the Senate have access to copies of the By-laws Standing Rules by maintaining a file on reserve in the Library as well as on the local network.
- D. Audit Committee.
 - 1. Each March the audit committee shall review the books of the Treasurer and report to the Senate.
 - 2. The Audit Committee shall be chaired by a person appointed by the SBA President and is subject to approval by the voting members of the Senate and the Executive Committee.
 - 3. The Report shall be approved by the Senate and made available to the membership at large.
- E. Awards Committee.
 - 1. Each spring the committee shall solicit nominations for Faculty, Staff, and other awards.
 - 2. The Awards Committee shall be chaired by a person selected by the committee. The committee shall be appointed by the SBA President and is subject to approval by the voting members of the Senate and the Executive Committee.
 - 3. The committee shall meet and make recommendations for Senate approval.
 - 4. The awards shall be announced in April.
 - 5. The faculty and staff awards will include, at a minimum: 1) a plaque and 2) assigned parking space of the awardees' choice (to be administered by the Associate Dean of Finance).
- F. Town Liaison Committee
 - 1. The Town Liaison and the Town Liaison Committee shall work to foster good will and good relations between the Vermont Law School Community and the South Royalton Community at large

2. The Town Liaison shall have a vested interest in the local community, which may be demonstrated by being a resident or registered voter of the Town of Royalton.
3. The Town Liaison shall be the Chair of the Town Liaison Committee.
4. The Town Liaison Committee shall consist of one representative from each of the classes at large (J.D. by year and M.S.E.L./LL.M.) and the Town Liaison. The Vermont Law School representative to the Town Recreation Committee shall be an ex officio member.
5. The Town Liaison or a member of the Town Liaison Committee shall attend all Town Selectboard meetings, pre-town meeting, regular town meeting, school board meetings, planning commission meetings, and other meetings as necessary.
6. The Town Liaison Committee shall meet at least once per month and shall make recommendations to the SBA regarding relations between the town and the VLS school body.
7. The Town Liaison is responsible to the SBA Senate and shall act on behalf of the student body with the advice and consent of the SBA Senate.
8. A member of the Town Liaison Committee will be involved in any coordinated VLS and community charity activities.
9. The town liaison committee shall post relevant notices.

ARTICLE VI. BY-LAW AMENDMENTS

Section 1. Any member of the Senate may propose amendments to these Standing Rules at any regular meeting of the Senate. Amendments require a two-thirds vote of the voting members present after notice. The requirement of notice may be met by giving each voting member a copy of the proposed amendment at least seven days prior to the meeting.

Section 2. These Standing Rules may be waived at any regular meeting of the Board of Governors by a two-thirds vote of the voting members present, provided that the waiver was suggested at the previous regular meeting.

ARTICLE VII. EFFECTIVE DATE

These Standing Rules shall take effect on 25 August 2003 and replace any and all prior Standing Rules or Rules of Procedure. The Standing Rules will remain in effect until amended. Each Fall the rules should be reviewed and reaffirmed as amended.