

4th Senate  
1st Session

## **S. Bill. 2016-1**

Finance Committee Rules

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IN THE SENATE OF THE STUDENT BAR ASSOCIATION  
OF THE  
WILLIAM S. RICHARDSON SCHOOL OF LAW  
October 27<sup>th</sup>, 2016

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# **A BILL FOR BY-LAWS**

**Whereas**, the Treasurer will be responsible for the creation of a draft budget for the fiscal period of the LSG to be reported to the Senate, oversee the collection of dues, and dispense funds under § 4.4 of SBA Constitution;

**Whereas**, the Finance Committee, chaired by the Treasurer will be responsible for drafting the annual budget; and

**Whereas**, there is no system governing the procedures of the Finance Committee:  
Now, therefore, be it

**Enacted**, by the Senate of the Student Bar Association:

SECTION 1. The Student Bar Association By-laws are amended by adding a new section to read as follows:

SECTION 2.

Chapter 4. The Executive Board.

§ 4- <section> FINANCE COMMITTEE RULES

**I. Name.** The name of this organization shall be the Finance Committee of the Student Bar Association (“The Finance Committee”).

**II. Purpose.** The Finance Committee is hereby established to ensure that the allocation and use of SBA funds benefit co-curricular programs and activities for the William S. Richardson School of Law.

**III. Definitions.** As used in this part:

- (a) **“Class”** means any Current Class, not including alumni classes.
- (b) **“Current Class”** means currently enrolled 1Ls, 2Ls, 3Ls, Evening Part-Time classes, and the L.L.M. cohort.
- (c) **“Event”** means the occurrence of the principle purpose of the funding.
- (d) **“Fundraisers”** means events or activities for the primary purpose of raising funds, not limited to monetary funds.
- (e) **“Moot court teams”** means Student Competition teams representing the Law School, as defined in the Student Competition Handbook.
- (f) **“Law journals”** means the University of Hawaii Law Review and Asian-Pacific Law & Policy Journal.
- (g) **“Law student organization”** means any student organization recognized by the law school with currently enrolled law students serving as officers and currently enrolled law students consisting of its members.
- (h) **“SBA Funds”** means the Student Bar Association dues allocated for the semester.

**IV. Authority.** The Finance Committee is a body of the Law Student Government, which has been officially, delegated the authority regarding the allocation and use of the student fees at the William S. Richardson School of Law.

**V. Membership Selection.**

- (a) **Composition.** The Finance Committee shall be composed of voting members who shall be appointed by the LSG Senate. The Treasurer shall be the Finance Committee Chair. Membership shall be comprised of a minimum of four (4) class senators.
- (b) **Power and Duties.** It shall be the duty of the Finance Committee to:
  - (1) Draft the annual budget.
  - (2) Review funding requests and draft funding awards for Senate approval.
  - (3) Amend funding awards and the budget.
- (c) **Term of Office.** All voting members shall be appointed for their respective term.

**VI. Eligibility for SBA Funds**

- (a) **Eligibility.** The Finance Committee shall consider finance requests for co-curricular programs and activities from the following:
  - (1) Law student organizations

- (2) Classes
- (3) Academic courses
- (b) **Fundraisers.** Fundraisers are ineligible for SBA funds. The Finance Committee at its discretion may fund events that have a fundraising component provided that fundraising is not the primary purpose of the event. The Finance Committee shall make this determination.
- (c) **Moot Court Teams and Law Journals.**
  - (1) Moot court teams may not submit requests for SBA funds to cover competition costs.
  - (2) Law journals may not submit requests for SBA funds to cover publication costs.
- (d) **Alcohol.**
  - (1) SBA funds cannot be used for alcohol and other prohibited substances.
  - (2) If alcohol is served at an event that utilizes SBA funds, the awardee is responsible for complying with Student Handbook policies, including not serving alcohol to underage persons.
- (e) **Receipts/Unused Funds.**
  - (1) An awardee that receives SBA funds shall provide proof of expenditures to the acting LSG Treasurer within seven (7) calendar days of the date of the event. Proof of expenditures may include receipts and descriptions of goods and services purchased with SBA funds.
  - (2) Failure to provide sufficient proof of expenditures within seven (7) calendar days of the date of the event may render the awardee ineligible for SBA funds for the remainder of the academic year.
  - (3) Unused funds must be returned to the acting LSG Treasurer within seven (7) calendar days.
- (f) **Eligibility Principles.** The Finance Committee will consider a funding request based on a combination of principles. These principles include, but are not limited to:
  - (1) Compliance with the Finance Committee Rules.
  - (2) Previous amounts of SBA funds used.
  - (3) Additional and/or external sources of funding.
  - (4) Size of membership.
  - (5) Impact on the SBA student body.
  - (6) Number of people in attendance at the event.
  - (7) Purpose of event (e.g. leadership development, co-sponsorship, community outreach, and/or educational programming).

## **VII. Budget.**

- (a) The Finance Committee shall draft a budget of SBA funds, at least one (1) semester in advance of expenditure of funds to be reported to the Senate under § 7.1 of SBA Constitution. For the fall semester SBA funds, the Finance Committee shall estimate the amount of SBA funds to allocate. The Finance Committee shall have the discretion to amend SBA funds

during the fall semester, pending final enrollment of students at the start of the academic year.

- (b) The Finance Committee shall ensure that students will benefit from their paid dues during the duration of their academic program at the law school. The Finance Committee shall reserve dues in the amount of \$20.00 for each full-time student and \$15.00 for each part-time student for each year of their academic program.
- (c) All disbursements shall be made after confirmation of proposed expenditures by the Senate.
- (d) Any remaining funds at the end of the semester shall be held in reserve by the Finance Committee. The Finance Committee shall have discretion over the allocation of said funds.
- (e) Any unused dues at the end of the academic year shall carry over to the next academic year.

#### **VIII. Finance Committee Funding Hearings.**

- (a) **Time and Place.** The Finance Committee funding hearings shall be held at least once a semester.
- (b) **Quorum.** Quorum for all Finance Committee funding hearings shall be 80% of committee members.
- (c) **Recusal.**
  - (1) Sitting members of the Finance Committee will recuse themselves from the presentation and decision-making processes of a proposal by a requesting party with which the committee member is affiliated.
  - (2) Members of the LSG shall not request funding from the Finance Committee on behalf of a party, unless the party is a unit of the LSG.
- (d) **Decisions.** Decisions about funding allocations should occur at a Finance Committee meeting following the Finance Committee funding hearings.
- (e) **Voting.**
  - (1) Voting on all matters shall be decided by a simple majority vote except where stated otherwise. Ties in voting shall be deemed as a failure of a motion.
  - (2) Voting by proxy shall not be permitted.
- (f) **Minutes.** Minutes must be taken at each meeting. Approved minutes must be submitted to the Judiciary within a reasonable time.
- (g) **Public Comments.** Public comments will be received by the acting LSG Treasurer.

**IX. Appeals.** A party may submit a petition for a grievance regarding a SBA funding decision to the Judiciary under § 5.3.2 of SBA Constitution, subject to the resources of the Judiciary.

SECTION 3. Statutory material to be repealed is bracketed and stricken. New material is underscored.

SECTION 4. This Bill shall take effect upon its approval by 2/3 majority of the Senate.

/s/ Alejandro J. Balandran  
Alejandro J. Balandran  
SBA, Senate Chair

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Brandon M. Higa  
SBA, President