

## Student Organization Requirements for 2004-05

In order to renew SBA recognition and to receive SBA benefits, **including the \$100 per semester allocation**, student organizations must abide by the following guidelines, in addition to those listed in the Student Organization Manual:

Each student organization will:

1. Participate in at least one Recruiting Student Organization Fair prior to school starting.

**(Signature: \_\_\_\_\_)**

2. Fill out an SBA Recognition Form about their organization and submit it to the SBA within three weeks of the start of Fall semester. The SBA Recognition Form is available at <http://www.law.seattleu.edu/studentorganizations/documents>.

**(Signature: \_\_\_\_\_)**

- a. On the SBA Recognition Form, student organizations will agree to set at least 3 goals for organizing and presenting events that will positively impact the student body. Organizations who do not accomplish at least one of their listed goals during that semester WILL NOT be eligible for SBA student organization funding for the following semester.

**(We accomplished at least one goal.**

**Signature: \_\_\_\_\_)**

- b. On the SBA Recognition Form, student organizations will agree to either participate in helping plan the Speaker Series for the year, or sign up to provide a speaker and organize that one event (this can count as one of the planned activities for the semester).

**(We planned a speaker for the Speaker Series.**

**Speaker's name: \_\_\_\_\_**

**Signature: \_\_\_\_\_)**

**OR**

**(We participated on Speaker Series Planning Committee.**

**Member's name: \_\_\_\_\_**

**Signature: \_\_\_\_\_)**

- c. On the SBA Recognition Form, student organizations will agree to submit at least one article to the Prolific Reporter (PR) each semester. A special section for student organization updates will be allotted in the PR, and organizations will have an opportunity to sign-up for the edition in which they want to appear.

**(We submitted at least one article in the Prolific Reporter this semester. Name of article: \_\_\_\_\_**

**PR date published: \_\_\_\_\_**

**Signature: \_\_\_\_\_)**

3. Each student organization must have an Executive Board and at least five (5) active members. Proof of membership must be submitted in the form of a sign-in sheet from a general meeting held within 30 days of the beginning of each semester.

**(Submitted sign-in sheet. Signature: \_\_\_\_\_)**

4. Each student organization President must attend the Student Organization Presidents' meetings that are held once a month during Fall and Spring semester. A President may send a proxy in his or her place, but Presidents are strongly encouraged to attend as the meetings provide the best opportunity for our student organizations to exchange information and discuss issues. Student Organizations must not miss being represented in more than half of the president meetings during the semester.

**(Sign-in sheets to verify. Signature: \_\_\_\_\_)**

5. Student organization officers will use the new SBA Organizations Calendar that will be posted inside the SBA Student Organization Room (in addition to using the Docket). Each organization must indicate their meetings, speakers and other events on the Calendar. The Calendar provides notice to student leaders about upcoming events, but it also helps ensure that organizations avoid scheduling conflicts.

**(Use to be verified on calendar. Signature: \_\_\_\_\_)**

6. Student organization members will follow the requirements set out in the SBA By-Laws, SBA Constitution and SBA Student Organization Manual.

**(Signature: \_\_\_\_\_)**

7. Bank accounts outside of the SBA/business office accounts are not allowed because the funds in the accounts become inaccessible after the student who opens the account graduates. We have lost a substantial amount of money by past organizations using outside bank accounts. If you have a problem with keeping your money within the law school accounting system, tell the SBA Treasurer and we will work to solve the problem.

**(Signature: \_\_\_\_\_)**

8. All debits and credits to student organization accounts must go through the SBA Treasurer and must include proof of payment (receipt or credit card/bank statement). The SBA cannot ensure the accuracy of your account statement if you do not provide the above information.

**(Signature: \_\_\_\_\_)**