

STUDENT BAR ASSOCIATION of Albany Law School

REVISIONS TO BYLAW TEN

Bill No. 025

DATE OF INTRODUCTION: 11-1-2023

SPONSOR: Tylanda, M.

COSPONSORS: Sevor, M; Spaulding, M.

PURPOSE: The purpose of this bill is to approve the changes to Bylaw Ten to change the budget process to give the Finance Committee more control of the budget process.

BILL TEXT:

Section 1 – Bylaw Ten is amended to read as follows:

Bylaw Ten: Finance Committee and Budget Meetings

1) Notice

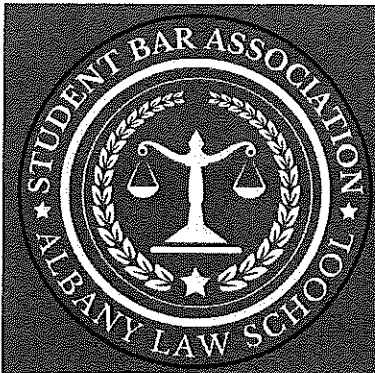
a) At least thirty (30) days before the start of a school semester, the Executive Treasurer shall email all SBA-Chartered Organization Presidents, SBA Committees, and the Senate giving them notice about the upcoming Budget Meeting.

b) The email shall include:

- i) The time, date, and location of the Budget Meeting
- ii) The Do Not Fund List (see Section Nine [9] of this Bylaw),
- iii) The Set Limitations of Funding (see Section Nine [9] of this Bylaw); and
- iv) The Budget Request Template Information on how to submit a request on the behalf of their organization.

2) Student Leadership Meeting

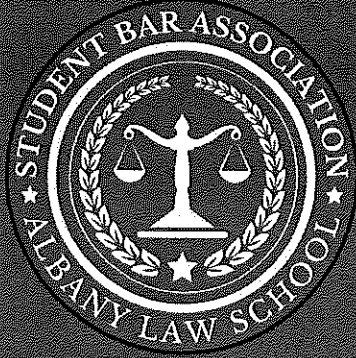
a) Within the first week of the semester, the Executive Treasurer shall arrange a mandatory meeting with SBA-Chartered Organization Presidents, SBA Committees, and the Senate to explain deadlines, forms, and the general procedure for submitting Budget Requests.



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3) Budget Process

- a) SBA-Chartered Organizations, SBA Committees, and the Senate (collectively "Requesting Entity") shall submit their budgets for the entire semester ~~within the~~ by the first ~~Sunday~~Friday of the semester by 11:59 PM.
- b) The Executive President shall be allowed to submit a Request for the operations of the Senate and on the behalf of the 1L Senate for the Fall semester.
- c) The Budget Request ("Request") shall include:
 - i) The name of the Requesting Entity
 - ii) Two contacts (name, email, and phone number) for the Requesting Entity
(1) one of the contacts listed must be the organization's President/Chair or Treasurer
 - iii) ~~How many events they plan to hold that semester~~A complete list of the events the organization would like to hold and requested items
 - iv) The total amount of funds they are requesting
 - vi) At most a thirty (30) day window during which they plan to hold each event.
 - (1) If they have a specific date, they ~~may~~ list the specific date if they got approval from Student Affairs and Administrative Services
 - vii) What type of items they plan to buy for each event, and categories of items may include, but are not limited to:
 - (1) Food
 - (2) Beverages (must specify whether alcoholic or not)
 - (3) Decorations
 - (4) Deposits
 - (5) Entertainment (must specify what kind)
 - (6) Venues



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- (7) Catering
- (8) Equipment (must specify what kind)
- (9) Prizes, including gift cards (must specify what kind)

viii) The total amount of funds for each event

1) The Finance Committee and the Senate will take into consideration that exact details may not be known, but the Finance Committee and the Senate must be able to reasonably deduce how a Requesting Entity arrived at their requested total.

ix) If they are receiving outside funding

(1) If so, from where and how much they expect

(2) Confirmation that the organization has already contacted the Alumni Office or that they intend to do so to secure this funding

x) Expected number of attendees for each event

(1) This should include how many attendees are law students and non-law students

xi) Whether the event has been held in the past

(1) If the event has been held in the past, how many people attended, how much was funded in the past, if any outside organization helped fund it, and any changes to the event going forward

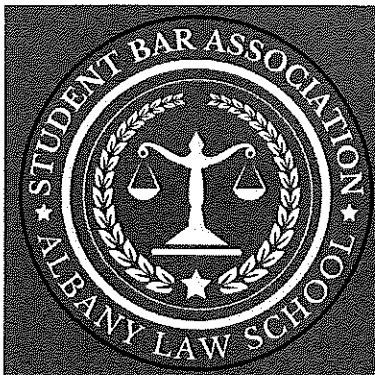
xii) Dues they charge their members, if they charge dues

xiii) Account balance, if they have a bank account

d) The Request must be sent to the Executive Treasurer.

4) Executive Treasurer and Finance Committee

a) Once the Requests get sent to the Executive Treasurer, the Executive Treasurer shall ensure that each Request is filled out completely and correctly, sending back any



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Requests for edits if needed, convene the Finance Committee to go through each Request within the second week of the semester.

b) The Finance Committee Executive Treasurer shall convene the Finance Committee to go through each Request within the second week of the semester.

ensure that each Request is filled out completely and correctly.

e) The Finance Committee can send back any Requests for edits.

c) The Finance Committee will set the budget by reviewing all requests, reviewing the balance of the Student Activity Fund, reviewing organizations' past expenditures, reviewing organizations' Event Report Forms, making necessary cuts, and proposing that organizations combine similar events if the organizations are open to doing so.

i) The Finance Committee will first determine how much money the SBA has to allocate

ii) The Finance Committee will review each request in alphabetical order, utilizing past data to make informed decisions.

d) The Finance Committee must prepare a list of proposed Bill of Requests and the amount of each Request, the "Budget Bill," to the Executive President and Executive Secretary by Friday evening during the second week of the semester.

i) The Finance Committee shall factor in time to allow Requesting Entities to make edits to their Requests.

i) The Bill will include a list of each event and item that organizations list on their Request, in addition to how much money was requested for the event/item, and how much funding the Finance Committee has proposed for each event/item.

e) The Executive Treasurer must give notice to each Requesting Entity that their Request will be reviewed at the Budget Meeting.

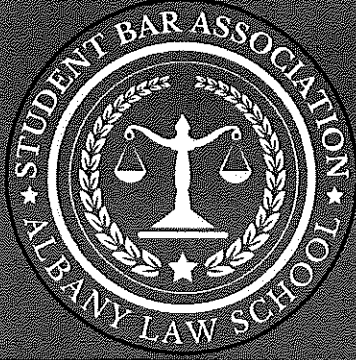
i) Such notice must include the Request that was approved by proposed amount of funding the Finance Committee has allotted for each event/item requested and the time, date, and location of the Budget Meeting.

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ii) The Executive Treasurer will supply a copy of Minutes from the Finance Committee meeting for the consideration of each Requesting Entity.

iii) The Executive Treasurer will collect a list of speakers for each organization so that a schedule for the Budget Meeting.

1) The schedule will be determined by a student request to speak at a certain time, whether a student is presenting on behalf of one or more organizations (so a student need not return to the meeting multiple times if presenting for multiple organizations), whether organizations request to go back-to-back due to collaborative events, and other factors as the Executive Treasurer sees fit.

2) This schedule need not determine the order that the Senate review requests. See Bylaw Ten Section 8(a).

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5) Executive Secretary

a) Upon receiving the list of Requests and their totals, Bill, the Executive Secretary shall create an agenda for the Budget Meeting.

b) The agenda must be sent to the Executive President by Saturday at 5:00 PM during the second week of school.

6) Executive President

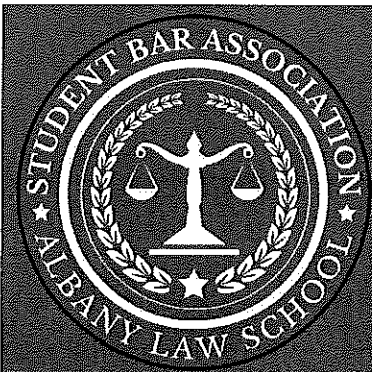
a) The Executive President shall send the agenda to the Senate and each Requesting Entity.

b) The email shall include:

i) The time, date, and location of the Budget Meeting

ii) How the meeting will work (open forum with presentations then Executive Session); and

iii) When the Requesting Entities should expect to hear about the status of their Requests.



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7) Budget Meeting Generally

a) The Budget Meeting ("Meeting") shall take place in the morning on the ~~second~~third Sunday of each semester.

i) Organizations may hold events prior to this meeting with the understanding that reimbursement is *not* guaranteed, and organizations must supply the Executive Treasurer with updated expenditures for events that have occurred prior to the meeting no later than twenty-four-(24) hours before the meeting so that the Senate operates off the most complete information.

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b) The entire Senate is required to attend the Meeting.

c) Before the start of the Meeting, the Executive President shall confirm a list of conflicts (see Conflicts in Article II Section 4).

i) To confirm the list, the Executive President shall name the conflicts for each Requesting Entity in front of the entire Senate.

(1) This is an opportunity for Senate Members to dispute the conflicts or add their names as a conflict.

d) The Budget Meeting shall be split up into ~~three~~two parts:

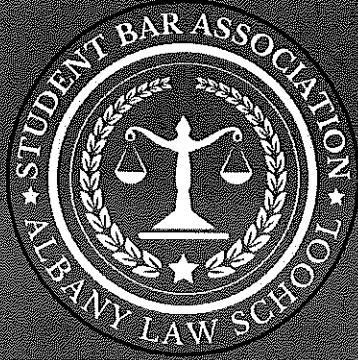
i) First part of the meeting: The Requesting Entity shall talk about each event they are requesting money for and shall answer questions from the Senate about their Request.

(1) Each Requesting Entity shall have at least one (1) representative attend the Budget Meeting to present on their Request and answer any questions from the Senate.

ii) Second part of the meeting: Each Class Senate, the Executive Board, and At-Large Senators shall break up into small, unmoderated caucuses to discuss requests prior to moderated discussion on the Bill

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iii) Third part of the meeting: The Senate shall convene in Executive Session to discuss and vote on whether to fund each Request.



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(1) if necessary, Senators may motion to return to unmoderated caucusing throughout Executive Session.

e) All groups receiving budget appropriations shall receive their funding from the Student Activities Fund, assessed to all students as “dues” for membership in the SBA.

f) The Senate shall determine budget appropriations consistent with this Constitution and these Bylaws. The Senate shall fund each of its respective classes, as well as determine the Executive Budget which will encompass the costs necessary for the operation of the Senate.

8) Executive Session

~~a) The Requests shall be discussed and voted on in the order set by the agenda, unless an order made by motions, not to follow the order of the agenda for speakers, unless the Executive President a motion is made to refollow the agenda, or the Executive President deems otherwise.~~

i) Senators may motion to approve the decision of the Finance Committee or amend the allocated funding based on discussion, reviewing the requests, and hearing from the organization's SBA-Related Entities representative.

b) Each Request will be deemed approved if the majority of the non-conflicted Senate votes in the affirmative.

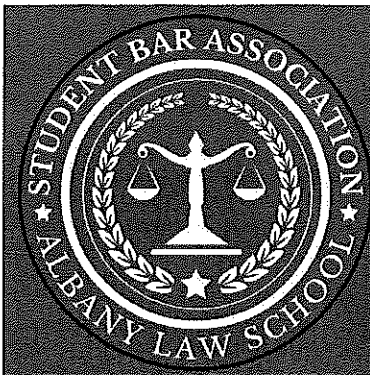
9) Funding

a) Do Not Fund List

i) The following items cannot be funded by the Senate:

- (1) Outside speakers (speaking fees, etc.);
- (2) Engravings for Awards;
- (3) Hotels;
- (4) Merchandise (unless fronting money for a fundraiser);
- (5) Travel;

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(6) Anything for Non-ALS Students (food, drinks, entry fees, etc.), unless they are guests at an SBA Senate Event;

(7) Tax;

(a) Tax Exemption Forms shall be requested from the Business Office prior to any purchase being made.

(8) Closed-Door Events;

(a) Closed-door events are defined as those events which are explicitly restricted to club members only; or those events that don't allow for equal footing of participation between members and non-members of the club.

(b) Pursuant to Bylaw Ten Section Three if an event is determined to be a closed-door event and is therefore not allowed to be funded, the event may be reviewed by the Senate for determination and vote as to whether the event is a closed-door event.

(9) Deposits for Kegs

b) Set Limitations on Funding

i) The Senate will fund:

(1) \$605 for one (1) General Interest Meeting per semester;

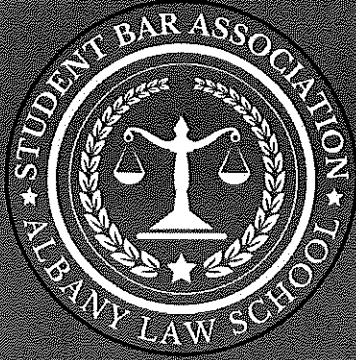
(2) Up to 20% of tips;

(3) Delivery Fees if they are deemed reasonable under the discretion of the Senate considering these terms:

(a) Could a member of the requesting organization pick up (or have picked up) the item(s) instead of getting them delivered?

(b) How expensive is the delivery?

(c) Did a requesting organization order something from far away that could have been ordered locally?



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(4) Gift Cards and Prizes up to \$75.00 total a semester in any increment allotted;

(5) Bottle Deposits in full;

(6) Equipment, including Board Games if they are deemed reasonable under the discretion of the Senate and meets these requirements:

(a) Such equipment is open for school-wide use;

(b) Such equipment will be checked out by the requesting organization's president;

(c) The president is required to "lease" out the equipment unless there is an unavoidable conflict (i.e., i.e., a game, practice, etc.);

(d) Please note that this new policy only applies to equipment that will be funded from this point forward and not any equipment that was funded by SBA prior to ~~this~~ the 2022-23 academic year ~~(2022-2023)~~;

10) After the Budget Meeting

a) Within two (2) school days after the Budget Meeting, the ~~Executive Treasurer~~ Executive Secretary shall inform all Requesting Entities of whether their Request was approved by sending out the approved Budget Bill.

b) Along with such ~~notice~~ the Budget Bill, the ~~Executive Treasurer~~ Executive Secretary must include:

i) ~~The final Request that was approved; Meeting Minutes; and~~

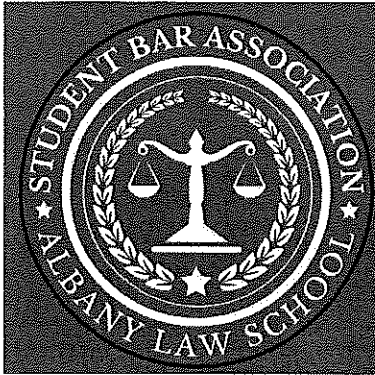
1) Meeting minutes will contain any description of why an event/item was not fully funded, if applicable

ii) ~~Why a Requesting Entity did not receive funding for an event, if applicable; and~~

iii) The process for requesting Additional Funding in Bylaw Ten Section Four, or Appeal in Bylaw Ten Section Three, if the funding was denied.

c) Any funding not spent will be returned to the SBA Budget at the end of each semester.

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i) The Executive Treasurer shall notify the Business Office how much will return to the SBA Budget at the end of each semester.

Section 2 – The Executive Secretary shall transmit an electronic copy of this bill to the Associate Dean of Student Affairs and the Director of Academic and Student Programs.

Section 3 – This act shall take effect immediately upon passage.

Below for President and Secretary use only.

SENATE VOTE: 17-1-0

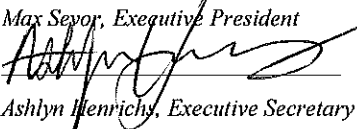
OUTCOME: [PASSED/FAILED/TABLED]

DATE: 11-1-2023

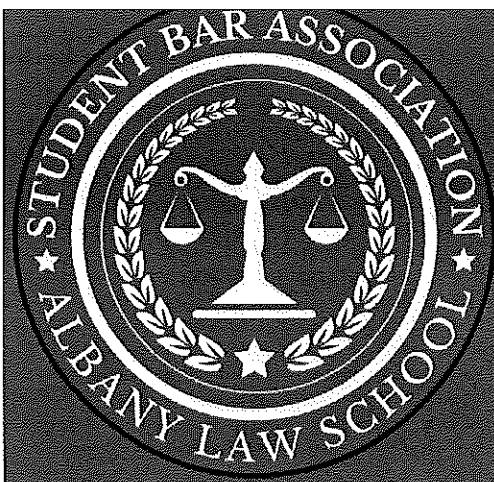
We, the undersigned, affirm that this is a true and accurate record of the proceedings of the Student Bar Association Senate.



Max Seyor, Executive President



Ashlyn Henrichs, Executive Secretary



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ADDITION OF BYLAW FOURTEEN

Bill No. 026

DATE OF INTRODUCTION: 11-1-2023

SPONSOR: Jacobs, N.

COSPONSORS: Spaulding, M.

PURPOSE: The purpose of this bill is to approve the addition of Bylaw Fourteen to the current bylaws to create a new SBA committee, the safety committee.

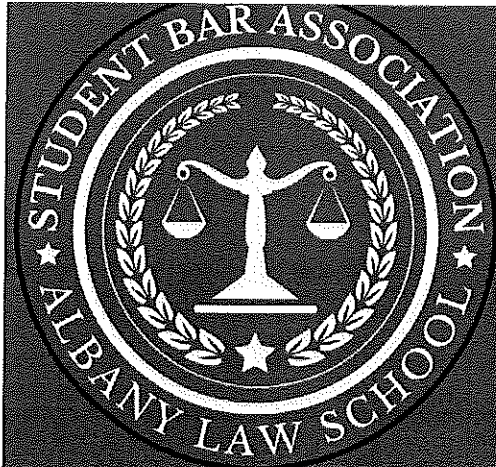
BILL TEXT:

Section 1 – Attachment A, entitled “Bylaw Fourteen” shall serve to create the Safety Committee and shall be added to the Bylaws of the Student Bar Association Senate.

Section 2 – Bylaw Fourteen shall read as follows:

Bylaw Fourteen: Safety Committee

- 1) The Safety Committee shall be responsible for promoting and ensuring the safety and security of all students, staff, and visitors within the school premises.
- 2) The Safety Committee shall also develop and recommend safety policies and procedures to school administrators, raise awareness about safety-related issues among the student body, collaborate with relevant school authorities and external organizations to enhance safety measures, and act as a liaison between students and school administration in safety matters.
- 3) The Safety Committee shall be chaired by the Executive Vice President.
- 4) The Safety Committee shall have at least four (4) members comprised of at least one (1) student from each class year, at least one (1) non-elected member from the student body, and at least one member from the Faculty Safety Committee.



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- 5) If a Safety report is submitted, the Safety committee chair shall report this to campus security immediately and use its discretion on whether to call an emergency meeting with the Safety committee.
- 6) The Safety Committee shall meet twice a semester, with the schedule determined at the start of each academic year, or convene when deemed necessary.
- 7) Should a safety complaint or report arise to the Safety Committee, such report must be addressed by the Safety Committee in conjunction with campus security.
- 8) Reports can be submitted as anonymous or not decided by the reporter.
- 9) After a safety report has been submitted, within fourteen (14) business days, the Executive Vice President shall meet with the Senate Faculty Advisor to redact sensitive information at their discretion. Then following this process, the Executive Vice President shall share the redacted report at the next senate meeting in executive session.

Section 3 – The Executive Secretary shall transmit an electronic copy of this bill to the Associate Dean of Student Affairs and the Director of Academic and Student Programs.

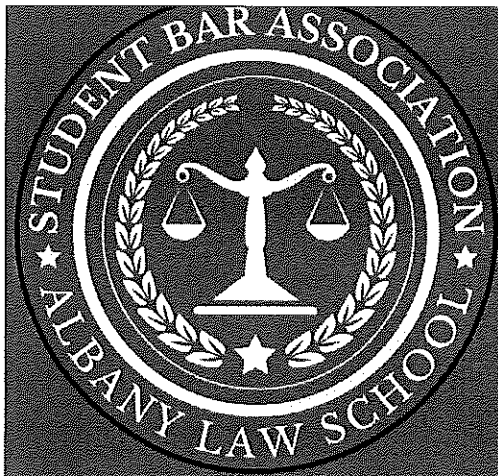
Section 4 – This act shall take effect immediately upon passage.

Below for President and Secretary use only.

SENATE VOTE: 19-0-1

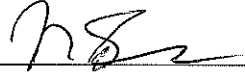
OUTCOME: PASSED/FAILED/TABLED]

DATE: 11-1-2023

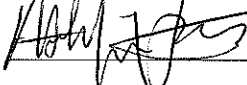


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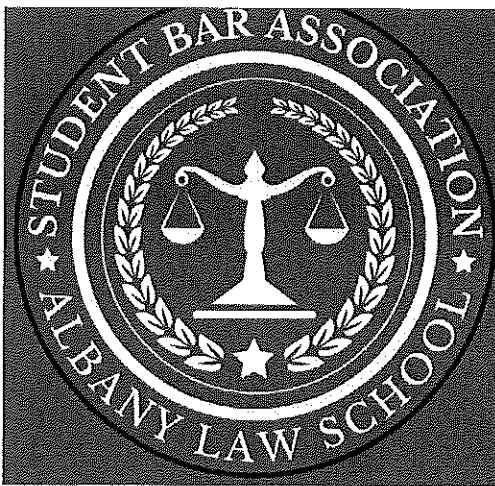
We, the undersigned, affirm that this is a true and accurate record of the proceedings of the Student Bar Association Senate.



Max Seyor, Executive President



Ashlyn Henrichs, Executive Secretary



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Barristers 2023-2024 Venue Approval Bill

Bill No. 027

DATE OF INTRODUCTION: November 1, 2023

SPONSOR: Stein, Jonathan

COSPONSORS: Jones, M; Esteves, J; Vavrinec, J; Wood, M;

PURPOSE: Approval of SoundFormula Entertainment LLC DJ Contract of \$2000 with a \$1000 deposit.

BILL TEXT:

Section A: SBA Adopts the SoundFormula Entertainment LLC DJ Contract per SBA Bylaw Two § (3)(e)(ii) and Bylaw Two § (3)(f).

Section B: SBA 2L President Jonathan Stein is directed to send a copy of the Signed Bill and Contract to Victor Rauscher for final review and approval.

Section C: This act shall take immediate effect upon its passage.

Below for President and Secretary use only.

SENATE VOTE: 17-0-1

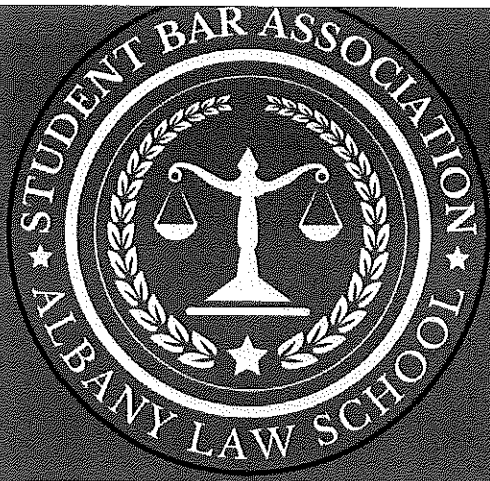
OUTCOME: PASSED/FAILED/TABLED]

DATE: 11-1-2023

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Max Savor, Executive President

Ashlyn Henrichs, Executive Secretary



STUDENT BAR ASSOCIATION of Albany Law School

Fall 2023 Student Bar Association Budget

Bill No. 028

DATE OF INTRODUCTION: November 1, 2023

SPONSOR: Tylenda, Meg M.

COSPONSORS:

PURPOSE: This bill reflects the request for additional funds by the 2L Senate for Scarristers.

BILL TEXT:

Section 1 – Pursuant Article III of the Student Bar Association Constitution and Bylaws Ten and Eleven of the Student Bar Association Bylaws, the Student Bar Association shall provide additional funding, with funding to come from Fall 2023 Resolution 1:

(a) **2L Senate – TOTAL REQUEST: \$236.50**

i. Scarristers– TOTAL ALREADY GRANTED: \$2,646.96

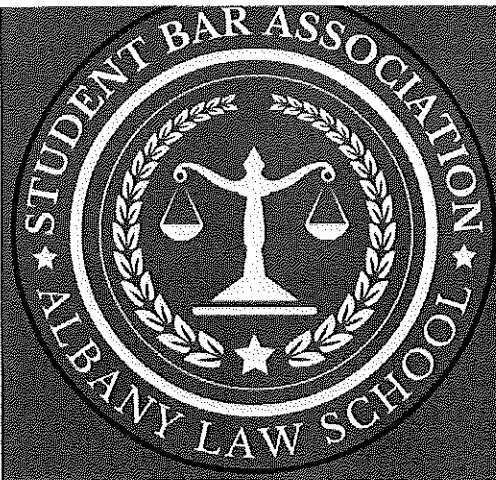
GRAND TOTAL REQUESTED: \$236.50

GRAND TOTAL FUNDED: \$236.50

Section 2 – Notwithstanding any other provision in Section 1 of this Bill, all direct itemization for each request is on file with the SBA Treasurer and Finance Committee, and organizations should generally attempt to adhere to those itemizations. However, the Senate recognizes that some items/vendors may change due to pricing, availability, or other unforeseen circumstances and this will be taken into consideration by the Finance Committee and SBA Treasurer when dispersing funds for reimbursement. Unless it has been specified in Section 1 that an item or items may not be purchased within a set allocation of funding, discretion is left up to the Requesting Entity as to how allocated funds will be spent.

Section 3 – Nothing herein shall override any provision of the Student Bar Association Constitution and Bylaws.

Section 4 – Unless otherwise specified herein, this act shall take effect immediately upon passage.



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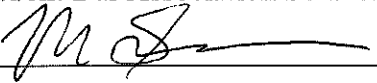
Below for President and Secretary use only.

SENATE VOTE: 14-0-0

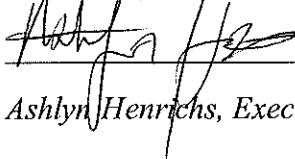
OUTCOME: PASSED/FAILED/TABLED]

DATE: 11-1-2023

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Max Sevor, Executive President



Ashlyn Henrichs, Executive Secretary