SBA Recognition Requirements

1. Tier 1
   a. Student Bar Association (SBA)
      i. President, Executive Vice President (EVP), and Treasurer involved in constructing the SBA budget that determines funding for the entire law school’s activities and events.

2. Tier 2
   a. 3L Class
      i. 3L President and Vice President create class budget as well as organize class wide activities and events.
   b. 2L Class
      i. 2L President and Vice President create class budget as well as organize class wide activities and events.
   c. 1L Class
      i. 1L President and Vice President organize class wide activities and events.
   d. Sports Czar
      i. Sport Czars organize school wide activities and events.

3. Tier 3
   a. Student Organization (SO)
      i. Guidelines/Factors
         1. Optional professor sponsorship (or advisor) for the organization
         2. Executive Board (E-Board) consisting of President, Vice President, Treasurer, and Secretary or similarly aligned positions
            a. E-Board Succession: Elections must take place in January of each year.
            3. E-board meeting schedule requiring monthly meetings with notes regarding organizational plans.
         4. Membership Numbers
            a. Sustained membership of at least 40 individuals.
            b. This requirement does not include SBA funded publications.
            c. Initial count of membership status needs to be determined by March 30, 2013 figures.
         5. SBA discretion regarding organizational status:
            a. Events must be law related
            b. Events must be open to the entire law school
            c. Must include established events
            d. Regularity of holding events for the past two years
            e. Duplicative or overlapping events/organization are discouraged. The SBA will consider current law and undergraduate organizations and activities regarding event/organization approval.
         6. All student organizations must adhere to the SBA Budget Guidelines!
4. **Tier 4**
   a. **Student Interest Group (SIG)**
      i. SIGs will receive an automatic $100 in their account and can apply for more funds.
      ii. **Procedure for Additional Funding**
          1. SIG must complete Event Request Form at least two weeks prior to proposed event.
          2. SIG will submit a proposal for additional funds, which will include:
             a. Purpose of the event/activity.
             b. How many people are expected to attend or participate in the event/activity
             c. Itemized costs/expenditures.
             d. Room reservation
          3. EVP will respond to all student interest group requests for additional funds.
          4. EVP may request additional/missing information, and then will forward the request to SBA President and Treasurer
          5. Speaker/Lecture Exception: Status will remain pending until the speaker accepts invitation.
          6. Treasurer will transfer funds for approved events/expenditures.
     iii. Three semester proving period to change status to Student Organization. Change to status will be considered before May funding period.
     iv. Required January change of leadership for SIGs.
     v. Duplicative or overlapping events/organization are discouraged. The SBA will consider current law and undergraduate organizations and activities regarding event/organization approval.
     vi. *All student interest groups must adhere to the SBA Budget Guidelines and administration approval!*