

## Special Budget Guidelines & Considerations for Spring Semester 2021

If you have any questions, please reach out to Treasurers Bob Neel ([rneel@wustl.edu](mailto:rneel@wustl.edu)) & Kyle Davis ([kyle.davis@wustl.edu](mailto:kyle.davis@wustl.edu)).

[Fall 2020 SBA Budget Guidelines](#) | [Spring 2020 SBA Budget Guidelines](#)  
| [Standard SBA Budget Guidelines](#)

### 1. Introduction

#### 1.1 Purpose

The following Special Budget Guidelines & Considerations for Spring Semester 2021 are constructed to be the only and final budget guidelines governing all Student Bar Association (SBA) student organization spending beginning January 19, 2021 and lasting through the 2021 Spring semester.

#### 1.2 Background

The SBA Treasury's primary role in a typical semester is to allocate and approve funds for student organization events. However, due to COVID-19, Washington University, the city of St. Louis, and state of Missouri have implemented several regulations and limitations as to gatherings of people. Most notably, the University released its [Fall 2020 Event Registration Process](#), in which it outlines a strict approval process for all on campus events and prohibits the school from encouraging any off-campus in-person gatherings. Among other requirements, in-person, on-campus events must not be feasible in a virtual format; they must be under twenty-five (25) people if held outdoors; and they must be under ten (10) people if held indoors. Moreover, any on-campus events cannot involve food, beverage, or physical exertion.

These Special Budget Guidelines & Considerations aim to remedy limitations posed by COVID-19 regulations by streamlining the guidelines to better accommodate a virtual-predominant student environment. Please note, these guidelines may be subject to change considering advancements in COVID-19 vaccine development and distribution. SBA will work to align organization and student funding with school safety policies at all times.

#### 1.3 Enactment

The following guidelines must be adopted by a vote of the full SBA body. The guidelines will be enacted with the by-law adjustment indicated below. The guidelines will apply only to the 2021 Spring semester and will apply to no other semester. It is presumed that the regular SBA Budget Guidelines will be retained and reenacted for the Fall 2021 semester.

- § 3.02(e)(v) and 9.06(a) of the SBA by-laws shall be amended to include the following phrase upon the adoption of these guidelines:
  - *The Student Bar Association has adopted a special set of budget guidelines for the Spring semester of 2021 to accommodate the change in circumstances presented by COVID-19 health restrictions. These guidelines shall apply only to the Spring 2021 semester and will automatically be replaced by the standard budget guidelines in August 2021. Both sets of budget guidelines are available on the SBA website at <https://sites.wustl.edu/washusba/organization-resources/sba-budget-guidelines/>.*

## 1.4 Modification

The SBA retains the right to modify any provision in the following guidelines by a vote of the full SBA body. Similarly, the SBA retains the right to add to the following guidelines or remove any provision by a vote of the full SBA body. Neither the Treasurers nor the SBA executive board may unilaterally adjust the provisions set forth in these Special Budget Guidelines without a vote of the full SBA body.

## 2. Overview & Rules

SBA funding is available for events that benefit the student body of Washington University School of Law. SBA will follow these guidelines when it determines the funding to allocate to student groups. The SBA Treasurers and general body have sole authority to disperse SBA funding, and any proposed event must be presented to the Treasurer prior to going to the SBA General Body. SBA funding is obtained through the budget approval process, which occurs at the beginning of each semester.

The SBA Treasurers may pre-approve proposed events prior to completion of the budget approval process. To do so, those events **MUST** be in strict adherence to these guidelines, and requests for funding beyond the normal amounts listed in these guidelines will be strictly scrutinized.

Extenuating circumstances may arise that warrant departure from these guidelines. In those rare cases, the decision will always be made at the discretion of the SBA Treasurers. The SBA General Body must approve every budget allocation decision made by the SBA Treasurer before becoming final.

### **3. Requirements for Funding**

#### **3.1 Attendance Sheets.**

Should the event be in-person or virtual, attendance sheets shall remain a requirement before reimbursements will be signed. Should the event be virtual, please record the attendance using the Zoom attendance tracking feature (Your Zoom Host Profile -> Reports -> Usage). If the event is in-person use a traditional attendance sheet.

#### **3.2 Community Service.**

The Community Service event requirement has been waived for Spring 2021.

#### **3.3 Receipts.**

Any reimbursement request must be accompanied by an itemized receipt.

### **4. Prohibitions**

#### **4.1 Initial Budgets and Addenda.**

SBA will not allow reimbursement if a student group does not include the event on their initial budget. The student group must submit an addendum to the budget prior to the proposed event in order to receive funding requests for events that have not been approved through the budget approval process. An addendum may be submitted and considered at any point throughout the semester by contacting the Treasurer. Please provide ample time for the SBA to review and approve the proposal.

## 4.2 Food and Beverage.

SBA will not fund food for general body meetings. Food and Beverage may be purchased for non-general body meetings through the use of gift cards pursuant to section 5.3.

## 4.3 Event Restrictions.

Any funding request made pursuant to these special budget guidelines must fully comply with the University's [event policy](#) substantively and procedurally. Reimbursement will not be made if: 1) University approval is required for the event and is not obtained by the student organization; 2) the event violates any COVID-19 policy made by the school; or 3) for any purchase or expenses that are not within the funding guidelines.

## 4.4 Gift Cards.

Reimbursement will not be made for gift cards except those purchased pursuant to section 5.3.

## 4.5 Bad Faith.

The SBA treasurers reserve the right to not reimburse organizations for social events should it suspect the funds have been used in bad faith or for personal enrichment.

## 5. Funding

### 5.1 Community Service.

The community service requirement has been waived for this semester (see section 3.2). However, funding up to \$50.00 will remain available for community service. Unlike in previous years, SBA will consider utilizing the money for purposes unconnected with active service (e.g. supply drives, food pantry goods, etc.). Direct monetary donations, however, will not be allowed. Please contact Community Service Chair Raymond Myers IV ([raymondmyers@wustl.edu](mailto:raymondmyers@wustl.edu)) for all donation authorization forms. The Community Service chair reserves the right to approve or refuse all donation authorizations.

- MAXIMUM FUNDING: \$50.00
- ALLOWANCE: One (1) during the semester

## 5.2 Publicity.

Reimbursement for electronic publicity will be not be available this semester.

## 5.3 Social & Professional Events; Tangible Items

*Note: this section replaces the “Movie Night” and “Speaker, Panel, and Similar Event” sections from the standard guidelines.* Student organizations may apply for funding up to \$400.00 for COVID-19 compliant social and professional events or organization related items. This section includes funding for speakers, panels, and similar events; funding for non-professional social events; and funding for tangible items. Should the event require University approval, proof of approval must be shown before reimbursement. SBA will not make reimbursements for any event that does not comply with University policy (reminder: this includes the rule that any event that can be virtual, remains virtual, like “lunch meetings” or “happy hours”). SBA will not reimburse alcohol or drug related expenses under any circumstances. Please keep in mind the University’s [licensing policy for films](#) when planning events.

Purchasing tangible items for the organization to keep *is* allowed. Specifics as to what tangible items will be purchased must be included in an organization’s budget proposal or amendment. All tangible items must be reasonably related to the organization’s goals, purpose, or membership. In order to qualify for reimbursement, organization leadership must make every effort to equitably distribute or make available tangible items to its organization members.

Organizations may spend up to three quarters of the budget under this section (\$300.00) on gift cards. No individual gift card may exceed \$15.00. Gift cards may be used to purchase prizes, food, or other approved items. Organizations must include specifics as to what gift cards will be purchased and how they will be used in their budget proposal or amendment. All gift card purchases must be reasonably related to the organization’s goals, purpose, or membership. In order to qualify for reimbursement, organization

leadership must make every effort to equitably distribute gift card opportunities to its members or event attendees.

UNDER NO CIRCUMSTANCE WILL SBA REIMBURSE ANY EXPENSE UNDER THIS SECTION THAT IS SUSPECTED OR SHOWN TO HAVE PERSONALLY ENRICHED ANY STUDENT BEYOND THE MEMBER'S CAPACITY TO FACILITATE LAW SCHOOL ORGANIZATION FUNCTION, EVENTS, OR ACTIVITIES. SBA WILL NOT REIMBURSE ANY PAYMENT TO LAW SCHOOL STUDENTS FOR SERVICES RENDERED.

- MAXIMUM FUNDING: \$400.00
- ALLOWANCE: Amount may be used throughout the semester

#### **5.4 Introductory Meeting.**

Specialized introductory meeting food reimbursement will not be provided this semester.

#### **5.5 Speaker, Panel, or Similar Event.**

*Please see section 5.3.*

#### **5.6 Co-Sponsored Speaker, Panel, or Similar Event.**

*Please see section 5.3.*

#### **5.7 Conference Travel.**

Conference travel reimbursement will not be provided this semester.

#### **5.8 Signature Event.**

Signature event reimbursement will not be provided this semester.

### **6. Appeals**

A student group may appeal a funding decision to the SBA general body. All appeals must be submitted to the Treasurer within ten (10) days of notice. A vote on the appeal will be held at the next SBA meeting. A decision on the

appeal will be given to the student within two (2) days of the aforementioned SBA meeting.