



# University of Idaho

College of Law

*Student Bar Association*

## **Club Collaboration Program**

Statement of Purpose: The Student Bar Association (“SBA”) Club Collaboration Program will be used to ensure relationships among the student organizations are conducted beneficially and in a complementary manner within the SBA requirements. The SBA will use the program in collaboration with the University of Idaho College of Law (“College of Law”) Deans of Students to support student organizations by allocating student fee funds. This will provide more individualized experiences to our student body, promote community outreach, and encourage leadership development among future College of Law graduates.

1. Conditions for Student Organization Recognition
  - a. Minimum Leadership and Membership Requirements
    - i. In order to receive recognition, a potential student organization must present at least three executive leaders, including a President and a Treasurer to the Deans of Students.
    - ii. A student organization must also present a petition with a minimum of five (5) currently enrolled students as active members, all of which will be reviewed by the Deans of Students.
  - b. Independent Student Organizations on Each Campus
    - i. All student organizations must make available at least one officer position at both the Moscow and Boise campus.
    - ii. Student organizations may maintain a full executive leadership team at both campuses, including a President, Vice President, and Secretary. Student organizations must share a single Treasurer that may be elected at either campus that has a complete executive leadership team.
      1. Student organizations that have a full executive leadership on both campuses have met the requirement of 1(b)(i).
      2. Student organizations that have a full executive leadership team on both campuses are eligible to receive a funding allocation from the Dean of Students that is specific to each campus.
        - a. For example, an organization in Boise may receive a \$300 allocation while the same organization on the Moscow campus may receive a separate \$200 allocation. The shared treasurer will monitor and facilitate the spending of the organization on both campuses, but the organization on one campus will not have access to the funds allocated for the organization on the other campus.
        - b. Organizations on each campus must meet the funding recommendation requirements in section (2) and (3) independently of the other campus in order to receive independent funding.



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- iii. Although clubs are not required to have a presence on each campus, they should encourage participation in club activities from students on both campuses when practicable.
  - c. Laws
    - i. All student organizations must abide by federal, state, and local laws as well as all University of Idaho (“University”) and College of Law regulations.
  - d. Anti- Discrimination Clause
    - i. No organization with restrictive membership clauses discriminating on the basis of race, religion, sex, gender, sexual/affection orientation, disability, age, marital status, veteran status, ethnicity, national origin, color, language or creed shall obtain or maintain support from the Deans of Students or the SBA.
  - e. Membership Restrictions
    - i. Only currently enrolled students at the College of Law shall be eligible for active membership status in student organizations. Other persons may be admitted to associate membership if the organization’s constitution or by-laws permit.
    - ii. Only currently enrolled students shall be eligible to serve as appointed or elected officers in recognized student organizations. Associate members may not hold office, preside, officiate, vote, officially represent, or solicit funds on campus on behalf of the organizations.
    - iii. Only currently enrolled College of Law students may represent the College of Law at competitions.
  - f. Student Organization Purpose
    - i. The purpose of a student organization must not conflict with the educational functions or established policies of the University and the College of Law. It is incumbent upon any person presenting objections to the formation or continuance of an organization to demonstrate how and what manner the registration or continuance of that organization would conflict with the educational functions or established policies of the University or College of Law. The Deans of Students will review any objections and respond accordingly.
    - ii. If the Deans of Students determine that a student organization’s purpose(s) or function(s) duplicate those of an already existing student organization, they may refuse recognition of the duplicate organization.
2. Process for Recognition and Receiving Funding
  - a. In order to receive recognition as a student organization, students must submit a registration form and club constitution to the Student Services Manager. Students must also submit the required information on organization leadership and membership as required in section 1(a).



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- b. In order to maintain recognition, organizations must resubmit a registration form at the beginning of every semester, as well as the current club constitution, and maintain at least three executive leaders, all of which will be reviewed by the Deans of Students.
- c. At the beginning every semester, each student organization must submit a proposed budget to the Student Services Manager regarding the expected use of funds for the year's upcoming events.
  - i. Student organizations that meet all the requirements for recognition under sections 1, 2(a), and 2(b) must submit an individual proposed budget for each campus.
  - ii. Student organizations can receive supplementary funding from the Deans of Students mid-semester subject to a request submission directly to the Deans.
- d. At the beginning of each semester, the Student Services Manager will provide an updated list to the SBA presidents of each student organization who fulfilled the requirements for recognition or who fulfilled the requirements in section 2(b) to maintain recognition. The Student Services Manager will also provide information on the amounts requested by the student organizations, the amount spent in the prior semester, and how much they have in fundraising and rollover funds. The SBA Presidents will then provide a general budget recommendation to the Deans of Students for the student organizations. This will include SBA itself and legal journals.
  - i. All budget recommendations will be based on the amount of student fees received for the academic year combined with the number of active student organizations meeting the criteria set forth in section (3) below.
  - ii. The budget recommendation will be made up of all the student fees for the semester divided between the three types of student organizations (SBA, legal journals, and all others).
    - 1. The amount recommended to other student organizations will be accompanied by a report detailing how the Presidents arrived to their recommendation based on the existing funds available to the individual student organizations and their compliance with the criteria set out in section (3) below. The report shall be made available to all student organization presidents.
    - 2. All recommendations are subject to changes and the final approval of the Dean of Students.
    - 3. The lump sum amount recommended to other student organizations will account for potential supplementary budget requests.
      - a. The Deans of Students will field all supplementary budget requests and seek a recommendation from the Presidents before approval.



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- e. University awarded funds should be used for the purposes of holding meetings, events, and generally connecting the student body.
- f. Non-University Bank Accounts
  - i. Any student organization that holds money outside of the University of Idaho after June 30, 2015, will not be recognized or eligible to receive funds from the University.
- 3. SBA Funding Recommendation Criteria
  - a. The SBA will make student organization funding recommendations to the College of Law Deans of Students based on the following criteria:
    - i. Recognized Student Organization
      - 1. Any organization that fulfills the requirements for recognition under sections (1) and (2) of this document will be considered a Recognized Student Organization by the SBA.
      - 2. Recognized Student Organizations will receive the base recommendation available to all recognized clubs based on student fees received for the academic year, adjusted for available funds that the club already has and their prior semester spending.
    - ii. Established Student Organization
      - 1. To be considered as an Established Student Organization by the SBA, an organization must host one community outreach event<sup>1</sup> or service project per year on each campus in which it has an officer present.
      - 2. An Established Student Organization must sponsor or co-sponsor at least one event per semester that is open to the student body. If participation in the community outreach or service project is open to the student body, it can fulfill the requirement for both a required event and community project.
      - 3. Established student organizations will receive the base recommendation available to all recognized clubs based on student fees received for the academic year.
      - 4. In addition, Established Student Organizations will also receive a recommendation of an additional 100 percent of the base recommendation amount, adjusted for available funds that the club already has and their prior semester spending.
        - a. Example: if the base recommendation amount is \$100, Established Student Organizations will get a recommendation for an additional \$100, for a total recommendation of \$200 before adjustments.

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<sup>1</sup> To qualify as a community outreach event, an event must provide a service to the public. It also must provide an opportunity for participating students to receive pro bono hours in accordance with the pro bono requirements set forth in the College of Law Handbook. Confirmation that the event will qualify for pro bono hours should be received from Career Services prior to the event.



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- iii. Advanced Student Organization
  1. To be considered as an Advanced Student Organization by the SBA, an organization must host one community outreach event or service project per year on each campus in which it has an officer present.
  2. An Advanced Student Organization must sponsor at least two events per semester that are open to the student body. If participation in the community outreach event or service project is open to the student body, it can fulfill the requirement for both a required event and community project.
  3. An Advanced Student Organization must co-sponsor at least one of its two events per semester with another chartered student organization.
  4. Advanced Student Organizations will receive the base recommendation available to all recognized clubs based on student fees received for the academic year.
  5. In addition, Advanced Student Organization will also receive a recommendation of an additional 100 percent of the amount recommended for Established Student Organizations, adjusted for available funds that the club already has and their prior semester spending.
    - a. Example: if the base recommendation amount is \$100 and Established Student Organizations are recommended \$200, Advanced Student Organizations will get a recommendation for an additional \$200, for a total recommendation of \$400 before adjustments.
4. SBA, Administration, and Student Organization Relations
  - a. The SBA will treat all student organizations on a neutral basis regarding an organization's ideologies. This applies to all SBA actions, including promotion of events and funding recommendations, according to existing SBA guidelines.
  - b. Support of student organizations and other SBA affiliates shall not be construed as agreement, support, or approval by the SBA of each organization's actions and views, but only as a process of collaboration which confers certain rights, responsibilities, and funding recommendations. Further, student organizations have a strong obligation to avoid giving the representation or impression that their actions reflect the views of the SBA.
  - c. Whenever a new Deans of Students or Student Services Manager is hired, they shall receive training as to their responsibilities under the Club Collaboration Program.
  - d. An executive member of each organization, preferably the president, shall attend the semi-annual Club Collaboration Meeting on each campus. These meetings will be mandatory to review the tentative schedule for club events, establish co-



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sponsorships of events, and discuss any pressing concerns that organization leadership might have. These meetings shall be held the final week of the first month of each semester.

- i. The chair of the Club Outreach Committee will come to these meetings with a Master Calendar of all the planned events that were included in clubs' registration paperwork.
  - ii. At the end of this meeting, a tentative Master Calendar hosted on the Canvas SBA page will be updated by the chair of the Club Outreach Committee. As student organizations plan new events or make any changes to the original schedule, the chair will update those events in the Master Calendar throughout the semester.
- e. Club Outreach Committee
- i. The SBA will have a standing Club Outreach committee on each campus dedicated to facilitating the relationship between SBA leadership and the leadership of the various student organizations.
  - ii. Student organization leadership should work directly with the members on the Club Outreach committee to resolve issues or obtain SBA support.
    1. As discussed in section 4(c)(ii), the committee will help facilitate the Master Calendar of student organization activities to avoid double scheduling or multiple events in a short time frame.
    2. The committee will help organizations come together to co-sponsor events.
    3. The committee will provide support in the form of marketing for student organization events.
    4. The committee will take concerns from student organization leadership to present to either SBA leadership or the administration.
    5. The committee will be available to provide support to clubs in the processes of obtaining funding or recognition.
  - iii. The Presidents, on their respective campuses, will appoint both a committee and a Chair comprised of elected members of the SBA along with any student members the Presidents feel are appropriate before the Club Collaboration Meeting in the fall.
  - iv. The Chairs may organize the committee on their campus as they see fit but should accomplish the following:
    1. Arrange the Club Collaboration Meeting each semester and notify student organization Presidents of their need to attend.
    2. Notify student organization leadership of who is on the Club Outreach Committee for the year.
    3. Maintain the Master Calendar on the SBA Canvas Page.
    4. Provide a memo at the end of each semester to the President on their respective campus detailing the events that the student



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organizations held and whether they qualify as co-sponsored or as Community Outreach.

5. Before the first day of finals of every Spring Semester, you should collect a Transition Memorandum from the exiting student organization presidents. This memo should be directed towards the incoming presidents for each organization and detail the responsibilities of the president and the organization, including information on this Club Collaboration Program and registration procedures.
  - a. The Chair should facilitate these memos by notifying outgoing Presidents in advance of the need to compose the memo and ensuring that student organization presidents hold elections for the following year's leadership.
  - b. The Chair should provide these memos to the SBA President on their respective campus for storage should they be needed by organizations in the following year.
- f. Grace Period for Failure to Meet Funding Recommendation Criteria
  - i. Student organizations have a two (2) semester grace period if they fail to meet the section (3) criteria they have reached in previous semesters. Failure to meet the criteria after such time will demote the organization to the next lower level it qualifies for. Organizations that fail to meet the Recognized Student Organization requirements for two (2) semesters in a row will no longer be recognized and their organization will be considered inactive. Any students attempting to revive a student organization that has lost its recognition will be subject to the same requirements as any new student organization.
  - g. Inactive student organizations, or student organizations that will become inactive, shall not transfer their money to another club's account.
  - h. A student organization that fails to register at the beginning of the fall semester will be given a 30-day notice after the student organization registration deadline to contact the Deans of Students and announce their plans to maintain their recognition. If they are unable to comply with recognition guidelines in that 30-day period, they shall lose their recognition.
  - i. A student organization that has funds in its account on the last day of fall semester will see those funds rollover into the spring semester, and all funds remaining at the end of spring semester will revert to the general pot of student fee funds.
    - i. Student organizations that request any supplemental funding during a semester, to be used during that semester, may be allowed to roll those funds over into the following semester if unforeseen circumstances prevent their use based on approval from the Deans of Students. Examples of such circumstances include speaker cancellation or a large fundraising effort. An executive officer of the student organization must submit a



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request to the Deans of Students within a month of the end of the semester to preserve the supplemental funds. The Deans of Students will then decide on the said request.