Criteria for New Student Organization Recognition:

1. The Student Organization addresses an unmet need or interest of the USC Law student body or alumni.
2. The Student Organization complies with the policies of both USC Law and the University.
3. The Student Organization does not duplicate the mission statement or events already set forth by an existing Student Organization, and does not seek to replace an existing Student Organization.
4. The Student Organization has an established board and can demonstrate interest in membership among the student body.
5. The Student Organization has provided all necessary paperwork to the Office of Student Affairs and has informed the Student Bar Association of its proposed mission, events, and board members in advance of requesting recognition.

Voting Restrictions for Budget Review Process

Any current or past executive board member or 1L representative of an organization also serving as a member of the Executive Board of SBA cannot vote on their own budget.

Meeting Administration

1) The Executive Board shall have the ability to undertake any action that requires a simple majority vote of the Executive Board when it has quorum.
   a) Quorum is defined as a majority of the filled, elected Executive Board Positions.
   b) If at any point during the meeting, the Executive Board has quorum when called, it shall be deemed to have quorum for the remainder of the meeting.
   c) If at any point the number of members present at the meeting falls below 25% of filled positions, the meeting shall be deemed to have lost quorum until a successful quorum call is made.
   d) A majority vote of the quorum shall be sufficient to satisfy the requirement of “majority vote” as required by the Constitution.
      i) This requirement shall not apply to the approval of SBA Bylaws.

SBA Student Organization Preliminary Budget Considerations

All Gould student organizations that wish to receive funding from SBA must be a USC recognized organization (“RSO”)
Organizations may email the SBA Treasurer to request an exemption if they have been denied recognition & re-recognition. The email must explain why they are submitting the exemption and why they were denied RSO status.

- Exemptions must be renewed yearly if needed.
- Newly recognized Gould student organizations must apply to be an RSO once applications open and will be exempted from this requirement until that time.

While the decision-making process in allocating SBA funds to student organizations is largely a subjective process in which elected representatives make informed financial decisions based on their own understanding, opinions and perspectives, the following considerations provide the main justification for the suggested budget presented by the SBA President and Treasurer, and will be taken into account by elected representatives when making their decisions:

1. The number of students the event reaches
   a. Historic attendance
   b. Predicted attendance (reasonability)
   c. “Exclusiveness” (publicity to students, membership requirements for attendance, etc.)
2. Efficiency in use of allocated funds
   a. Previous semester allocation
   b. Amount actually used
   c. Reasonableness of expenditures
3. Substantive value of the event
   a. Contribution to students’ law school experience/learning
   b. Value of the event to the law school community
4. Informational meetings will not be allocated any funds.
   a. Informational meetings include tabling at the Student Org Fair, introductory meetings with new members, and regular Board meetings.
5. SBA will not fund student organization leadership meetings or retreats
6. In an effort to promote events that engage the entire student body, special attention will be paid to the variety of events that an organization holds during the semester.
7. Co-sponsored/co-organizational events viewed favorably
8. Panels are typically allocated $80 to cover guest parking, supplies, and panelist appreciation gifts.
   a. A completed parking request form must be submitted to the Treasurer 72 hours in advance of the event to reserve the parking.
   b. Reserved parking at USC costs $20.50 per guest as of 2023
9. $10/attendee for lunch-time events
10. $15/attendee for dinner-time events
11. $8/attendee for alcohol when purchasing for the group or one drink per attendee if at a restaurant.
   a. Organizations are required to submit the alcohol request form (located in the events office) 72 hours in advance of their event to receive reimbursement.
12. Special attention will be paid to whether or not the organization has requested funds from GSG.

13. Fundraising
   a. Funds issued as a “loan”
   b. SBA to recover first returns prior to org’s receipt of profit

14. Organizational status
   a. New and Probationary Organizations
      i. New organizations may receive up to 50% of the maximum funding that SBA offers to each individual organization for the two semesters immediately following their creation.
      ii. Organizations can be put on probationary status for serious violations of calendaring and budgetary policies, and may receive up to 25% of the maximum funding that SBA offers to each individual organization for each of the two semesters immediately following such a violation.
   b. Organizational history (taking into account patterns of organization dormancy)
   c. History of overdrawing account (3x amount overdrawn deducted)
   d. Timeliness of budget submission ($50 deduction for late budgets)
   e. Attendance of Organization Leader Training ($50 deduction for absence)
   f. Willful non-compliance with SBA administrative policies ($50 deduction prior to putting organization on probationary status, dependent on circumstances)

Listing of Elected Officers:

3L CLASS PRESIDENT (must be a member of the rising 3L class)
1) Advocate for and respond to the interests of the class
2) Plan social activities of the 3L class including 3L Gala
3) Work with the administration to make graduation arrangements and lead the 3L Gift Committee

3L CLASS VICE PRESIDENT (must be a member of the rising 3L class)
1) Advocate for and respond to the interests of the class
2) Assist in planning social activities of the 3L class including 3L Gala
3) Assist in working with the administration to make graduation arrangements and help lead the 3L Gift Committee

2L CLASS PRESIDENT (must be a member of the rising 2L class)
1) Advocate for and respond to the interests of the class
2) Plan social activities for the 2L class

2L CLASS VICE PRESIDENT (must be a member of the rising 2L class)
1) Advocate for and respond to the interests of the class
2) Assist in planning social activities for the 2L class

1L CLASS REPRESENTATIVES (one position per super-section)
1) Cooperatively advocate for and respond to the interests of the class
2) Individually advocate for and respond to the interests of the represented sections
3) Cooperatively plan social activities for the 1L class

SOCIAL CHAIRS (up to three offices elected individually)
1) Plan and coordinate all SBA social events in an effort to include the entire law school community and provide modes of enjoyment and stress relief (examples of such events include weekly bar reviews, Oktoberfest, tailgates, and law prom).
2) Bar reviews are to be planned at venues all over Los Angeles, from downtown to Hollywood to the Westside, at lounges, dive bars, and clubs. (NOTE: no social chair, nor any other SBA Officer, is to financially profit from their work on the SBA).
3) Communicate all proposed and planned event details, along with recommendations, concerns and findings, to the SBA President in a timely manner and to the remainder of the SBA Board at the next SBA Board Meeting.

ACADEMIC AFFAIRS CHAIR (up to two offices elected individually)
1) Attend and vote at meetings of the Academic Affairs Committee
2) Attend and vote at meetings of the Administrative Board
3) Aid any SBA member in filing a petition with the Administrative Board
4) Communicate minutes of above meetings, along with recommendations, concerns and findings, to the SBA President in a timely manner and to the remainder of the SBA Board at the next regular SBA Board Meeting.

ADMISSIONS COMMITTEE CHAIR
1) Attend and vote at all meetings of the Admissions Committee
2) Fulfill all student member requirements of the Admissions Committee including reviewing law student applications
3) Communicate minutes of above meetings, along with recommendations, concerns and findings, to the SBA President in a timely manner and to the remainder of the SBA Board at the next regular SBA Board Meeting.

COMMUNITY SERVICE CHAIR
1) Act as a liaison between the SBA Board and all community service organizations (including, but not limited to OPS, Community Service Affairs, PILF and LAAB)
2) Sit on the GSG Community Service and Special Events Committee and attend committee meetings
3) Coordinate charitable events with student organizations and their community service chairs
4) Coordinate a year-long community service project for the entire student body (such as the canned food drive and community service competition)
5) Attend all LA Supreme Court Committee Meetings for the annual USC Law vs. UCLA Law Charity Basketball Game and help coordinate Spirit Week.
6) Communicate minutes of above meetings, along with recommendations, concerns and findings, to the SBA President in a timely manner and to the remainder of the SBA Board at the
next regular SBA Board Meeting.

**FACULTY SELECTION CHAIR** (one or two positions)
1) Represent the SBA at all Faculty Selection Committee meetings
2) Organize and coordinate the Student Faculty Selection Committee and submit the official SBA recommendation on all faculty selection matters
3) Communicate minutes of above meetings, along with recommendations, concerns and findings, to the SBA President in a timely manner and to the remainder of the SBA Board at the next regular SBA Board Meeting.

**GSG SENATORS** (One or more offices elected individually with the number of positions varying based on yearly GSG allocation)
1) Represent SBA at monthly GSG meetings
2) Assist the SBA Treasurer in applying for and receiving the GSG Umbrella Fund
3) Advocate for law school interests at GSG meetings
4) Sit on GSG Committees and fulfill all senatorial requirements as set forth in the GSG Constitution and Bylaws
5) Communicate minutes of above meetings, along with recommendations, concerns and findings, to the SBA President in a timely manner and to the remainder of the SBA Board at the next regular SBA Board Meeting.

**ALUMNI RELATIONS CHAIR**
1) Attend and vote at quarterly meetings with USC Gould’s Alumni Association and provide updates on the climate of the law school from the student perspective
2) Coordinate a minimum of two events for students with USC Gould’s Alumni Association
3) Communicate minutes of above meetings, along with recommendations, concerns and findings, to the SBA President in a timely manner and to the remainder of the SBA Board at the next regular SBA Board Meeting.

**TRANSFER REPRESENTATIVE** (one transfer student elected by transfer students)
1) Advocate for and respond to the interests of transfer students.
2) Work with other class representatives to ensure effective outreach and involvement of transfer students.

**G&IP PROGRAM REPRESENTATIVES** (3 positions—2 representatives from the LLM programs and one additional representative from any program under the Graduate and International Programs office)
1) Advocate for and respond to the interests of the program.
2) Plan social activities for the G&IP program.

**DIVERSITY CHAIR**
1) Attend all diversity meetings and programming, including but not limited to the Anti-Racism Working Group, Honors Program Diversity Committee, EDI, and Affinity Group Meetings.
2) Communicate minutes of above meetings, along with recommendations, concerns and findings, to the SBA President in a timely manner and to the remainder of the SBA Board at the next regular SBA Board Meeting.
3) Advocate on behalf of Gould’s Affinity Groups and work alongside the SBA Cabinet to work towards diversity initiatives within the community.

Listing of Elected Officers:

SUPREME COURT CHAIRS (two or three positions)
1) Plan and coordinate the annual USC Law vs. UCLA Law Charity Basketball Game.
2) Raise funds for jersey purchases and secure court time for practices and the game itself.
3) Communicate with UCLA Law about the game.
4) Communicate details of progress, along with recommendations, concerns and findings, to the SBA President in a timely manner and to the remainder of the SBA Board at the next regular SBA Board Meeting.

AWARDS CHAIR (one or two positions)
1) Lead and coordinate SBA’s annual recognition of outstanding professors, staff, and students.

COMMUNICATIONS CHAIR (one position)
1) Manage SBA’s social media pages and website
2) Design and distribute flyers and promotional materials for SBA events and programming.

EVENTS CHAIRS (two or three positions)
1) Assist with the planning and coordinating all SBA social events in an effort to include the entire law school community and provide modes of enjoyment and stress relief (examples of such events include weekly socials, Oktoberfest, tailgates, and law prom).

SEXUAL ASSAULT AWARENESS COMMITTEE CHAIRS (two or three positions)
1) Attend all DEI and Sexual Assault and Misconduct Subcommittee meetings.
2) Communicate minutes of above meetings, along with recommendations, concerns, and findings, to the SBA President in a timely manner and to the remainder of the SBA Board at the next regular SBA Board Meeting.
3) Advocate on behalf of Gould’s student body and work alongside university administration to create and implement policies that protect student safety and promote student interests.
4) Ensure students are aware of resources available to combat sexual assault and violence.