

LAW ACTIVITY FEE ALLOCATION COMMITTEE

L A F A C

STANDING RULES

GENERAL

- I. Forms appended hereto shall be used as guidelines unless revised.
- II. Results of LAFAC funding decisions shall be conveyed in writing to the requesting party the date of the meeting by the Chairperson, after the funding decision is made. The Dean of Students Office should not be contacted regarding LAFAC funding decisions.
- III. The meeting dates for each semester should be scheduled and approved by the Committee within the first two weeks of the semester. A schedule of meetings and deadlines shall be posted.
- IV. Any student organization which conducts exclusionary and/or discriminatory practices on the basis of race, creed, sex, handicap, or color in regard to any and all organization functions including, but not limited to, membership, admission and selection of officers shall not be eligible for LAFAC funding.
- V. All parties seeking funding must provide LAFAC with a list of sources of funding sought before approaching LAFAC. The Committee may decide to table a request pending further attempts by the requesting party to raise funds elsewhere. In addition, all student organizations must submit a copy of its organization's annual budget and event budget.
- VI. Two written estimates must be submitted for all requests relating to travel and/or accommodations.
- VII. A LAFAC operating budget in the amount of \$1,500.00 per year shall be established from the LAFAC account to meet operating needs of the Committee. Any unused funds shall revert back to the LAFAC disbursement account by June 1st of each academic year.
- VIII. When requesting parties make requests for funding in excess of five hundred dollars, they shall provide two (2) written estimates before LAFAC may consider the request. However, second estimates need only be provided for items with available substitutes. For example, if a requesting party request funds to attend a convention and there is a registration fee for which funds are being requested, a second estimate need not be provided for the registration fee since the fee has no available substitute. Additionally, if a requesting party is making a purchase through the University of Miami system, a second estimate need not be procured unless the LAFAC Chairperson requires otherwise.
- IX. In addition to posting information, the Chairperson shall disseminate information of LAFAC deadlines, meetings and other important items to the student body via memo, the SBA *Hearsay* newsletter, or the *Res Ipsa Loquitur* student newspaper.
- X. In certain instances, LAFAC may loan funds to requesting parties in lieu of a direct allocation.
- XI. **RETROACTIVE APPLICATIONS WILL NOT BE CONSIDERED.** The application for funding must be submitted to the LAFAC ten (10) days before the scheduled event/conference takes place and at least one week prior to the regularly scheduled LAFAC meeting. Parties requesting funds must supply LAFAC with fifteen (15) copies of their proposals. In such instances where an event/conference takes place when the LAFAC is not in session, then the application may be considered at the earliest reconvening of the LAFAC, provided the

application is submitted to the Office of the Dean of Students at least ten (10) days prior to the event/conference. If an organization or individual fails to adhere to the deadlines stated herein, LAFAC, may in its discretion, hear the petition, with no guarantee that the petition will be funded.

SPECIAL EVENTS, FOOD AND BEVERAGES

- XII. LAFAC may allocate funds, at its discretion, for food or drink if the event for which such funds are requested is for the welfare of the entire law school student body in non-organizational situations.
- XIII. LAFAC will not allocate funds for the purchase of alcoholic beverages. LAFAC also will not fund any supervision relating to the consumption/distribution of alcoholic beverages.
- XIV. All LAFAC funded events, for which a fee is charged, must charge the same price regardless of membership status in an organization or club.
- XV. LAFAC will not fund individual student organization's banquets for any reason. LAFAC may subsidize law students' tickets for the Barrister's Ball.

HONORARIA

- XVI. All funding requests for honoraria must be pre-approved by the Dean of Students Office. Any honoraria not cleared by the Dean of Students Office will not be funded.

RECOGNITION

- XVII. All allocations made by LAFAC must be recognized by the receiving party so that law students will know where their activity fees were used. It is suggested that all recipients of LAFAC funds write an article for the *Res Ipsa Loquitur* about the event and credit LAFAC for its funding.

CONVENTIONS/COMPETITIONS

- XVIII. All students traveling to conventions or events shall pay for their own food while attending such conventions or events, unless the Committee votes otherwise on a case-by-case basis.
- XIX. LAFAC will not fund job/career fairs or study programs, with or without credits earned.
- XX. LAFAC will only fund up to five (5) speakers/guests participating in any event/symposium. The expenses funded will be at the discretion of LAFAC.
- XXI. LAFAC will only fund up to three (3) students to attend (not limited to) conventions, conferences, workshops, competitions, symposiums, meetings, seminars, etc. The expenses funded will be at the discretion of LAFAC.

LAFAC REPRESENTATIVE RANDOM SELECTION PROCEDURE

- XXII. In the case of a LAFAC vacancy or incapacitation of a Representative, the following procedure shall be followed: (a) Each selection will be from a list of all second and third-year law students provided by the Registrar. (B) Each name on the list will be placed in a box for random selection by the Chairperson. (C) The Chairperson and designated SBA Representative shall contact the first person picked to notify them that they have been selected. (D) If the first selected person declines the seat, the Chairperson and SBA Representative will contact the second person whose name was picked. (E) This process will continue until each seat has been filled.

