STATEMENT OF PRESIDENTIAL RESPONSIBILITIES

(Please e-mail this form to SBA@unlv.nevada.edu. Hardcopies will not be accepted.)

I understand that as President/Chairperson I have the responsibilities stated below:

1. To inform student organization members of the policies and guidelines outlined in the Student Organization Handbook, including Funding and Allocation Procedures;

2. To complete and submit fund request forms in accordance with the deadlines and procedures stated in the Student Organization Handbook. All student organizations must have the signature and approval of all relevant University and Student Bar Association Board officials as stated in the Student Organization Handbook;

3. To appear before the Student Bar Association Board of Governors to present organizational purpose and goal information in the event that this organization is new or its registration has been suspended;

4. To appear before the Student Bar Association Board of Governors to present budget request and event funding;

5. To inform all members of the student organization that they shall be responsible for conforming to University, local, community, state or federal laws and regulations. As President/Chairperson, I may be responsible for the actions of the members of the student organization;

6. To insure that student fees allocated to the student organization are expended appropriately. Funds may be revoked if there is a violation of the University, community, state or federal laws or regulations;

7. To sign any paperwork/forms upon which the President's or Chairperson's signature is required;

8. To insure that payment is made for any bill incurred by the organization and be held individually responsible for making payment;

9. To inform the Student Bar Association Board of Governors of any changes in the student organizations officers, advisors, etc. and their addresses or phone numbers;

_____________________________________________  ______________________
Signature of President/Chairperson                      Date