



STUDENT BAR ASSOCIATION

University at Buffalo
207 O'Brian Hall, Buffalo, NY 14260
law-sba@buffalo.edu
(716) 645-2748

ANDRE LLOYD
SBA President

MENA ARHERE
SBA Vice President

MADDY LEMAY
SBA Parliamentarian

MICHELLE WOEDY
SBA Treasurer

GRACE MARTONE
SBA Treasurer

CONNOR SULLIVAN
SBA Treasurer

ALEXA WEBER
SBA Fundraising & Events Coordinator

Class Directors:

TBD

SBA Mandatory Leadership Forum Agenda **9/12/26 @ 9 am –O'Brian 107**

Opening Remarks / Call to Order

I. Call to Order – 9:02am

II. Attendance

- a. All clubs are present
- b. Exec Board present excluding Michelle

III. Topics

- a. Executive Board introductions and office hours
- b. General updates
 - i. Tabling days 9/16 and 9/17
 - ii. Class Director elections 9/17-9/18
 - iii. COAL Grant Applications due 9/28
- c. Student Bar Association policies
 - i. Purchase Policy
 - 1. Pre-expenditure request for approval form
 - 2. Post-expenditure request form
 - 3. Vendor direct
 - a. Payments made directly from SBA to vendor
 - b. Vendor W-9 form, invoice, event flier, and screenshot of event on UBLinked
 - c. Tax exempt form
 - 4. Personal Reimbursement
 - a. Itemized sales receipt
 - b. Monthly bank/credit card statement
 - ii. \$2,000+ Event Policy
 - 1. Pre-expenditure request 30+ days before
 - 2. Meet with treasurer before
 - iii. Timely Submissions Policy
 - 1. 7 days before event must submit pre-expenditure request form
 - 2. Post-expenditure send in ASAP
 - iv. Funding Policy
 - 1. Expects money to be paid back through fundraising
 - 2. Deadline 11/20 and 4/23
 - 3. No venmo
 - v. Spending Policy
 - 1. Can buy t-shirts for specific event or for fundraiser
 - 2. Prohibited from spending budget on merch for members

- d. Office of Student Affairs modules
 - i. Introduction and overview
 - ii. Event planning
 - iii. Law-student-only spaces

IV. Questions

- a. Vendor Process – after submit invoice, club obligation is done then it's for SBA
- b. Pre-expenditure – sent 7 business days before event
- c. Additional fundraising is allowed after deadline closes as long as you hit your goal before the deadline

V. Adjournment – 9:49