

BY-LAWS
OF
UNIVERSITY AT BUFFALO
STUDENT BAR ASSOCIATION, INC.



A corporation governed by the
Not-for-Profit Corporation Law of New York

ARTICLE I

PURPOSE

Section 1. Purpose. To act, through its Board of Directors, as an effective medium for the expression of students' views regarding matters affecting law students' life and affairs; To sponsor and maintain such services and activities as may be deemed beneficial to the UB School of Law community; and To maintain an effective liaison between students, the administration, the faculty, and the alumni of UB School of Law.

ARTICLE II

MEMBERSHIP

Section 1. Classification of Members. The membership of UNIVERSITY AT BUFFALO STUDENT BAR ASSOCIATION INC. (the "Corporation") shall consist of (a) Regular Members, and (b) Honorary Members, who shall have no vote in any deliberations of the membership.

Section 2. Regular Members. Regular Membership in the Corporation is conferred upon all law students presently enrolled (hereinafter the "Student Body") at UB School of Law (hereinafter the "Law School"). All Regular Members shall become voting members.

ARTICLE III

BOARD OF DIRECTORS

Section 1. Management of Corporate Affairs. Except as otherwise provided by law, the certificate of incorporation of the corporation or these by-laws, the activities, property and affairs of the Corporation shall be managed by the Board of Directors.

Section 2. Composition. The Board of Directors of the Corporation shall consist of six (6) Executive Officers: The President, the Vice President, two (2) Treasurers, the Parliamentarian, and the Fundraising & Events Coordinator, in addition to fourteen (14) Class Directors (four (4) from each class, one (1) from the LLM Program and one (1) representing the interest of the International students), and Alternate Directors. No member may hold more than one (1) permanent position as a member of the Board at one time.

Section 3. Eligibility of Class Directors. Any Regular Member may become a candidate

for a position as a Class Director by submitting a petition containing the valid signatures of at least ten (10) percent of the class. The candidate must be a member of that respective class. The size of the class shall be determined by final registration figures immediately preceding the election. Class Directors are required to serve on at least one (1) committee.

Section 4. Eligibility of Officers. Any member of the Law School Student Body may become a candidate for President, Vice-President, Parliamentarian, Treasurers, or Fundraising & Events Coordinator by submitting a petition containing the valid signatures of at least eighty (80) students.

Section 5. Candidate Petitions. Candidate petitions must be received by the Corporation's office by the date set forth by the Corporation's Executive Officers at the beginning of the Fall Semester.

Section 6. Term of Office. Except as otherwise provided by law or these by-laws, the term of office of all Class Directors must run until their successors are elected or their graduation, whichever is earliest. The term of office of the Executive Officers shall run from May 1st to April 30th of every academic year, or as otherwise specified by agreement of the existing and new board.

Section 7. Absence. An Executive Officer is considered to be temporarily absent when they are unable to carry out the responsibilities of their position as determined by the remaining five (5) Executive Officers, or when the position has been declared permanently vacant by the Board. A temporary substitute must be appointed whenever an Executive Officer is temporarily absent or whenever an Executive Officer temporarily assumes another Corporation office.

- A. If the President is temporarily absent, the Vice-President shall temporarily assume that office. If another Executive Officer is temporarily absent, the remaining Executive Officers must appoint a Class Director to serve as a temporary substitute. If two or more Executive Officers are temporarily absent prior to the time a temporary replacement has been appointed for any of the positions, the Board shall appoint temporary replacements from among its membership.
- B. A temporary substitute shall serve until the permanent Executive Officer returns or until a new Executive Officer is elected or permanently appointed. A candidate elected in the annual Spring election of Executive Officers shall immediately replace a temporary substitute.

- C. A Class Director who is appointed as temporary substitute for an Executive Officer shall also continue to serve as a Class Director, but such individual shall have only one vote.
- D. No temporary substitute shall be appointed under this section for Class Directors who are temporarily absent. The procedure for temporary substitutions for Class Directors shall be determined by the By-Laws.

Section 8. The Board shall declare any of the twenty (20) elective offices permanently vacant if the holder of the position resigns, is removed from office, or is temporarily absent for more than four (4) consecutive class weeks or four (4) consecutive Board meetings, whichever is less.

- A. If the Office of the President is declared permanently vacant, the Vice-President shall assume that office for the remainder of the term. The Office of the Vice President shall then be declared vacant. The Board shall provide for an election to fill the vacancy not more than twenty-eight (28) calendar days following the creation of the vacancy. If the term of office for the position vacated would expire within the twenty-eight (28) days, the Board shall appoint, by a two-thirds (2/3) vote of the entire Board, an individual to complete the term of office.
- B. If a permanent vacancy occurs in a Board position other than the Office of the President, the President shall nominate, and the Board shall appoint, by a two thirds (2/3) vote of the entire Board, an individual to complete the term of office.

Section 9. Unexcused Absences. Two (2) unexcused absences, as defined by these By-Laws, during a semester shall result in automatic expulsion from the Board of Directors for the remainder of the term of office.

Section 10. Removal. A member of the Board may be removed from office by a three-fourths (3/4) vote of the entire Board of Directors or by complete agreement amongst the President, Vice President, Treasurer, Parliamentarian, and Fundraising & Events Coordinator. Just cause for removal shall be:

- A. Failure to maintain matriculated status at UB School of Law;
- B. Failure to uphold and fulfill the purpose and policies of these By-Laws;
- C. Failure to participate and volunteer in Corporate activities as requested by the Executive Officers;
- D. Failure to respond in a timely manner to phone calls, emails, or any other type of communication; and

- E. Failure to represent the Corporations, its members, and student organizations in a respectful and appropriate manner. This includes, but is not limited to, making disparaging remarks about the Corporation, its members, and other student organizations.

ARTICLE IV

POWERS & DUTIES

Section 1. The Board is the representative student governing body of the Corporation and shall have precedence over all other recognized and duly approved student organizations and activities. The Board, in accordance with these By-Laws, shall:

- A. Act as final representative for the Law School Student Body;
- B. Charter, rescind charters, impose sanctions and provide for the regulations of the Law School student organizations;
- C. Appropriate the mandatory student fee and other revenue to student organizations according to the By-Laws; upon a two-thirds (2/3) majority vote, withhold and modify appropriations of the Corporation; and formulate and review budget policy as it applies to all organizations receiving monies from the Corporation;
- D. Have the power to make rules and regulations necessary for the proper administration of elections;
- E. Affiliate with other law-oriented organizations;
- F. Supervise the official calendar of all school events and activities;
- G. Receive and deliberate upon any motion presented by any Officer or Director;
- H. Have the power to investigate, report and make resolutions in areas of student life necessary to promote the general welfare of the Law School Student Body;
- I. Create such committees and agencies as it deems proper in the operation of the Corporation;
- J. Provide for the compilation and publication of all main motions;
- K. Pursue disciplinary actions, up to and including suspension or expulsion, against members of the Board of Directors;
- L. Exercise such powers as authorized by the State of New York or its agencies;
- M. Maintain, and keep in good order, the Executive Officers' office, the student lounge and student body kitchen; and
- N. Any other actions which the Executive Officers deem necessary and proper for the

carrying out of these By-Laws.

ARTICLE V

ELECTIONS

Section 1. Number and Qualifications. The elections for the Board of Directors shall be conducted according to these By-Laws, and any additional rules and regulations developed in accordance therewith. All members of the Board shall be elected by secret ballot and space shall be provided on the ballot or machine for write-in candidates. Elections will take place as the Executive Officers deem appropriate.

Section 2. Class Director Elections. Shall be completed in accordance with these By-Laws, on dates set by the Board of Directors, no later than September 30th. Class Directors shall be elected by a plurality of the votes cast by their class. Should there be a tie vote for the fourth position, then all those candidates who are tied shall participate in a run-off election to take place then all those candidates who are tied shall participate in a run-off election to take place no more than fourteen (14) calendar days after the original election. There shall be no write-in votes permitted in the run-off election.

- A. Candidates who are not voted in as Class Directors shall immediately, upon acceptance, become Alternate Directors for the Corporation. Alternate Directors are official members of the Corporation and are Class Directors. The difference between an Alternate Director and an elected Class Director is that an elected Class Director has a vote 100% of the time, and an Alternate Director shall only vote if an elected Class Director is not there.
- B. When a Class Director cannot attend a meeting, Alternate Directors will fill in and vote in their place. This vote reflects the opinion of the Alternate Director and not the Class Director.
- C. An Alternate Director will first fill a void in their class (1L, 2L, 3L) before filling a void in a different class.

Section 3. Executive Officer Elections. Shall be completed in the Spring Semester on dates set by the Executive Officers to coincide with the Annual meeting. The President, Vice-President, Parliamentarian, Treasurers, and Fundraising & Events Coordinator of the Corporation shall be elected by a plurality of the votes cast by the Regular Members, provided that the plurality includes at least one third (1/3) of the ballots cast in the race. Should no

candidate receive the required minimum percentage of votes, then the candidates with the three (3) highest numerical totals of votes, provided each such individual total is fifteen (15) percent of the total vote, shall participate in a run-off election.

Section 4. Campaign Rules. Campaigning rules for all elections are as follows:

- A. Campaigns will begin on the first day of any week that elections are held and end after the election is complete.
- B. Students may make announcements in class, create Facebook events (but not a Facebook page), flyers/posters, have campaign giveaways, tweet, create t-shirts and wear pins.
- C. A candidate shall spend no more than Fifty Dollars (\$50.00) on a campaign.
- D. All campaign materials are permitted to be up and/or worn (posters, posts on Facebook, pins, t-shirts, and etc.) until the election is complete, however, no additional campaigning (posters, giveaways, emails, Facebook, announcements) shall be created or posted after 8:00 AM on the day of the election.

ARTICLE VI

MEETINGS

Section 1. Regular Meetings. The Board shall convene on a bi-monthly basis from September through April, with the exception of the months of December and January, where meeting will take place on dates to be determined by the Executive Officers. The meetings will take place on days/times set by the Executive Officers. All regular meetings of the Board shall be open to the Law School community, except those, which by a majority vote of the Board are declared to be executive sessions. All regular meetings, with the exception of the first meeting, second meeting, bridge meeting, and budget meeting, shall be held on days/times set by the Executive Officers. The budget meeting at the end of the year shall take place no later than April 30. All student organization Presidents and Treasurers are required to attend the budget meeting.

Section 2. Procedure. All meetings shall be conducted with order, efficiency, and respect. Each member should keep in mind both the Roberts Rules of Order and the primacy of any member with the floor. The first motion on any issue of spending shall consist of a proposal for the amount of money actually requested or proposed by the organization.

Section 3. Agenda. At least twenty-four (24) hours prior to each regular meeting, the Parliamentarian shall post the agenda for that meeting on the board outside of the

Corporate office. Amendment and adoption of the agenda shall be the first order of business at each meeting. Further arrangement for notice may be made as well. In order to be placed on the agenda, a written request must be submitted to the Parliamentarian forty-eight (48) hours in advance of the meeting.

Section 4. Notice. Shall be the establishment of a regular meeting date. The Parliamentarian shall also post notice of regular meeting dates on the bulletin board outside the Corporation offices, and where practical, in the student newspaper or newsletter, and on social media. Notice of special meetings shall be posted at least eight (8) hours in advance of such meetings in the same places as above by the person that called the meeting. The President shall have the exclusive power of calling special meetings.

Section 5. Executive Session. No Board member shall knowingly disclose confidential information gained by reason of information shared in executive session at a Board meeting. This includes details about fellow Board members, fellow students, property, operations, policies, or affairs of the Corporation. Nor shall Board members use information to advance any personal interest, financial or otherwise. The Corporation shall maintain confidentiality of employee records and restricted student records. No board member shall accept employment, or engage in any business or professional activity that might be expected to induce him or her to disclose confidential information acquired by reason of serving on the board. A breach of this policy will be reviewed by the full Board and may result in temporary or permanent expulsion from the board, or other disciplinary action. No such disciplinary action shall be taken without the three-fourths (3/4) vote of the entire Board.

Section 6. Debate. Shall be limited or extended only by the appropriate motions, following Robert's Rules of Order, as specified in these By-Laws.

Section 7. Minutes. The Parliamentarian shall distribute to all Board members the minutes of the previous Board meeting in order to be accepted by two-thirds (2/3) vote.

Section 8. Voting. Each member of the Board shall have only one (1) vote at all times, except Alternate Directors who may vote only while filling in for a Class Director and the President who may vote only where it affects the outcome or during a secret ballot.

Section 9. Quorum. The Board shall conduct business only upon the presence of a quorum, being two thirds (2/3) of the Board positions not declared permanently vacant. Alternate Directors shall count toward quorum. The Board, absent a quorum, may perform such non-discretionary functions as are expressly mandated by these By-Laws, but under no

circumstances shall the Board consider any motion concerning finance, affiliation or discipline, nor any resolution. All functions not fully executed shall be subject to review by a quorum.

Section 10. Annual Meeting. The annual meeting of the Board of Directors shall be the regular meeting held immediately following the annual meeting of the Members, or such other regular meeting as the Board of Directors shall designate. Every semester, the Corporation must send a letter to each faculty member to remind them of the grade deadline and the importance to the students of receiving grades on time. The Dean should also be reminded that (s)he is required by a faculty resolution to ensure that the deadline is met. Lastly, the President shall send a yearly “State of the Students” address to the Dean.

ARTICLE VII

OFFICERS

Section 1. The President. The President shall be the chief executive and administrative officer of the Corporation and shall have the general powers and duties of supervision and management of the Corporation and shall perform all such other duties as usually pertain to the office or are properly required by the Board of Directors. The President shall:

- A. Preside over all meetings of the Board per Robert's Rules of Order, most recent edition, these By-Laws, and the rules promulgated in pursuance thereof;
- B. The President will be a member of every committee and request annual reports as to their activity from as deemed necessary.
- C. Assure the execution of all resolutions and motions passed by the Board;
- D. Submit, in association with the Treasurer, to the Board for approval an administrative budget for the following year;
- E. Inform and recommend to the Board matters concerning student welfare;
- F. Act as the official host, representative, and signatory of the Corporation;
- G. Appoint ad hoc committees with the advice and consent of the Board or appoint an assistant with the advice and consent of the Executive Officers;
- H. Nominate an individual to fill a vacancy in a Board position;
- I. Call the Board into session at the beginning of each semester, and call for emergency meetings in a manner consistent with these By-Laws;
- J. Perform such other acts and duties as directed by these By-Laws or Board or as are commensurate with the office of President.

Section 2. The Vice-President. The Vice-President shall, in the absence or at the request of the President, perform the duties and exercise the powers of the President. The Vice-President shall also have such powers and perform such duties as usually pertain to the office or as are properly required by the Board of Directors. The Vice-President shall:

- A. Assume the duties of the President in the President's temporary absence and succeed to the Presidency should that office become vacant;
- B. Assist in the execution of the duties of the president as directed by the President and in accordance with these By-Laws, and rules promulgated in pursuance thereof;
- C. Be in charge of the charters and applications of all organizations;
- D. Be a member of the Executive Committee and be an ex-officio member of all other committees;
- E. Perform such other acts and duties as directed by the By-Laws or Board or as are commensurate with the office of Vice-President.

Section 3. The Parliamentarian. The Parliamentarian shall issue notices of all meetings of directors and Members where notices of such meetings are required by law or these by-laws. The Parliamentarian shall attend all meetings of the Board of Directors and keep minutes thereof. The Parliamentarian shall affix the corporate seal to and sign such instruments as require the seal and shall perform such other duties as usually pertain to the office or are property required by the Board of Directors. The Parliamentarian shall:

- A. Advise the President and Board regarding matters of parliamentary procedure; this includes assisting the President to ensure that all meetings of the Board are conducted per the most recent edition of Roberts Rules of Order, these By-Laws, and the rules promulgated in pursuance thereof;
- B. Maintain all records and files of the SBA, including copies of all correspondence, and arrange for permanent preservation of its archives;
- C. Manage the office affairs of the SBA;
- D. Post notice, agenda, and other appropriate matters for meetings; keep full and true minutes of the proceedings of the Board, to be published prior to the start of the subsequent meeting;
- E. Be a member of the Executive Committee;
- F. Perform such other acts and duties as directed by the By-Laws or Board as are

commensurate with the office of the Parliamentarian.

Section 4. The Events & Fundraising Coordinator. The Events & Fundraising Coordinator shall be advised of matters related to funding raising. The Events & Fundraising Coordinator shall also have such powers and perform such duties as usually pertain to the office or as are properly required by the Board of Directors. The Events & Fundraising Coordinator shall:

- A. Advise the President and Board regarding matters related to fundraising; this includes assisting the President and Treasurer to ensure that the Board is meeting its revenue and expenditure goals during each semester of the Academic Year;
- B. Coordinate and run at least two (2) apparel sales per Academic Year: the first taking place in the Fall Semester, and the second taking place in the Spring Semester; when and where possible host additional sales at key UB School of Law events such as, but not limited to: Accepted Students Day(s), Orientation Week, and the SBA Career Fair;
- C. Investigate possible sources of funding for activities and events, such as, but not limited to: grant applications for program funding; fundraising letters to local food distributors for SBA Wellness Week sponsorship; obtaining sponsorships for various SBA activities from local Bar Associations and Bar Review Companies;
- D. Manage all sponsored social events in conjunction with the SBA Social Chair; this includes updating the Board regarding the status and outcome of any and all upcoming social events (ex: Halloween Spooktacular) that are paid for primarily with Corporation funds;
- E. Post notice, agenda, and other appropriate matters for meetings; keep full and true minutes of the proceedings of the Board, to be published prior to the start of the subsequent meeting;
- F. Promote and publicize the activities of the Corporation to the student population of UB School of Law, and when appropriate, to the faculty, staff, and alumni of UB School of Law;
- G. Be a member of the Executive Committee;
- H. Perform such other acts and duties as directed by the By-Laws or Board as are commensurate with the office of the Parliamentarian.

Section 9. The Treasurers. The Treasurers shall have the care and custody of all the monies and securities of the Corporation. The Treasurers shall cause to be entered in the books of the Corporation to be kept for that purpose full and accurate accounts of all moneys received and paid on account of the Corporation. The Treasurers shall make and sign such reports, statements and instruments as may be required of him or her by the Board of Directors or by the laws of the United States or of any state or country, and shall perform such other duties as usually pertain to the office or as are properly required of the Treasurers by the Board of Directors. The Treasurer shall:

- A. Be responsible for the distribution and maintenance of all SBA funds and manage the business affairs of the Corporation;
- B. Oversee the auditing of the account of any Corporation-funded student organizations, upon instruction of the Board;
- C. Publish a monthly statement of the treasury and to make such statement publicly available, report the information contained therein to the Board monthly at a regular meeting; and be prepared to provide substantially similar information to the Board upon request or as otherwise directed;
- D. Review and formulate financial policies subject to the approval of the Board;
- E. Assist the President in preparing a budget proposal for the following year;
- F. Be a member of the Executive Committee;
- G. Perform such other acts and duties as directed by the By-Laws or Board or as are commensurate with the office of the Treasurer.

Section 10. The Class Directors and Alternates. Each Class Director and Alternate shall:

- A. Serve on at least one standing committee;
- B. Communicate effectively with their constituency;
- C. Volunteer for at least two Corporation events a semester (tabling, collecting tickets, etc.); and
- D. Perform such other acts and duties as directed by the By-Laws or Board or as are commensurate with the office of Class Director and Alternate.

Section 11. Compensation. Officers of the corporation shall receive reasonable compensation for services actually performed in effecting one or more of the corporate purposes of the corporation.

- A. No more than 5% of the student activity fee may be allocated toward providing a stipend to the officers.
- B. Stipend is based on expected work of each officer. A stipend will be paid at the end of each semester provided the officer has fulfilled their duties.
- C. The stipend should be allocated per semester as follows:
 - i. President shall receive \$600 per semester.
 - ii. Vice President shall receive \$250 per semester.
 - iii. Treasurers will receive \$300 each per a semester. In the event there is only one treasurer, then that officer will receive \$600 per a semester.
 - iv. Parliamentarian shall receive \$250 per a semester.
 - v. The Events and Fund Raising Coordinator shall receive \$250 a semester.
- D. If the allocated stipends listed above ever exceed 5% of the student activity fee, then the Executive Officers may determine new values in order to maintain a balanced budget.

ARTICLE VIII

COMMITTEES OF DIRECTORS

Section 1. Board Committees. The Board of Directors may create standing and ad hoc committees, each consisting of at least one director being designated as the committee chairman, and may designate one or more directors as alternate members of any such committee who may replace any absent member or members at any meeting of such committee. Each other committee designated shall have such a name as may be provided from time to time in the resolution or resolutions of the Board of Directors, to the extent provided in such resolution or resolutions, all the authority of the Board of Directors except as otherwise provided by law. The appointment and removal of members to committees shall be as determined by the By-Laws.

Section 2. Ad Hoc Committees. May be formed by the President with the advice and consent of the Board. A time limit will be set on such committees, and the committee shall report its findings within the specified time.

Section 3. Standing Committees of the Corporation. The Board may designate standing committees of the Corporation for such purpose or purposes as shall be specified upon the creation of such committee and shall elect the members of such committees, who may consist of directors or officers of the Corporation or of other persons. Examples of

standing committees are:

- A. Executive Committee – This committee shall consist of all Board Officers.
- B. Barrister's Ball Committee - This committee shall plan and execute the annual Barrister's Ball.
- C. Outreach Committee - This committee is charged with improving the image of the law student body in the greater Buffalo legal community. This charge can take different forms from year to year.
- D. Social Committee – This committee is charged with organizing and executing the many social and professional events sponsored by the Corporation throughout the year.
- E. Election Committee - This committee is charged with oversight of election activities. The committee chair is the Vice-President. The President, by and through advice and consent of the Board, shall appoint an SBA member to serve as the Deputy Chair. The Deputy Chair shall lead the committee in the event a member of the Board is implicated in an election complaint. The President will not be part of the committee if (s)he is a 2L. The committee will work with the law school's Director of Student Life.
- F. Technological Services Committee - This committee shall serve as the technological backbone of the Board. It shall be charged with, among other things, maintaining the Corporation website, Facebook page, list-serv, and any other technological interfaces that may be adopted by the Corporation.

Section 5. Meetings of Committees. Committees shall meet at such times and places as the chair of the committees shall determine and the notice of the meeting shall specify. Meetings of committees shall be governed by the provisions which govern meetings of the entire Board of Directors.

ARTICLE IX

STUDENT ORGANIZATIONS

Section 1. Requirements for Student Organizations. A student organization requesting official recognition and charter under the Corporation must present a proposal containing the following information at least one week prior to being considered by the Board:

- A. Name of Organization;
- B. Purpose of the Organization;
- C. Governing Documents of the Organization;
- D. List of at least ten (10) matriculated students interested in the creation of the organization, accompanied by their signatures;
- E. A proposed, detailed, budget of activities and fund raising activities for the academic year;
- F. Plans for maintaining the continuity and purpose of the organization; and
- G. Name, address, telephone number, and email of the student(s) responsible for the formation of the organization.

Section 2. Faculty Advisor. The Board of Directors, upon recognition and charter of a proposed student organization, shall evaluate the necessity for a faculty advisor, taking into account the specific circumstances of the organization, and the availability of willing faculty. If the organization already has a willing faculty member prepared, this faculty member shall serve as the organization's faculty advisor.

Section 3. Responsibilities of Student Organizations. All student groups shall comply with the following policies and procedures:

- A. All student organizations, if they are to receive SBA funds, must register with the University in UBLinked before June 1 or date specified by the University.
- B. All student organizations shall upload their constitutions to UBLinked. The Constitution should include the following:
 - i. A description of the organization.
 - ii. A mission statement for what the organization hopes to accomplish.
 - iii. An outline of all executive member duties, such as the President, Vice President, Treasurer, and etc.
 - iv. An outline of how elections shall be conducted in the spring semester.
- C. All student organization executive boards shall promote the Corporation's events as requested by the President or Parliamentarian by sending out an email to all of their members. Examples of such events are the annual-Halloween Spooktacular event, end of the fall semester bar night, Barristers Ball, and Decompression. In

- return for promoting events, the Corporation will promote each individual group's events.
- D. All transactions that bind the Corporation and its member organizations monetarily or otherwise, with outside vendors, contractors, and etc., including but not limited to purchases and decisions, must have been signed off on by the President and one other Executive Committee member.
 - E. All organizations must submit to the Executive Committee the names, contact information, and signatures of their president, vice-president, treasurer, and parliamentarian after each Spring Term election, along with their budget, member list, and by-law changes.
 - F. All student organizations must adhere to the bar night policy as outlined below:
 - i. No student organization shall hold a bar night before the Buffalo Public Interest Law Program (BPILP), which will normally be held the third Friday of September.
 - ii. All student organizations may hold one (1) bar night fundraiser per academic year. Each group may submit their top three (3) dates for holding the bar night. Scheduling will be on a first-come first serve basis.
 - G. No student organization may hold a general interest meeting before tabling days in September.

Section 4. President & Treasurer Training. There will be a mandatory meeting at the beginning of the fall semester for all student organization presidents and treasurers. The Treasurers will run the meeting and it will take place at a time determined by the Executive Committee. A student organization whose treasurer does not attend the meeting will have their funds frozen until a make-up meeting takes place with the Treasurer.

Section 5. Funding. All organizations that wish to maintain a Corporate charter or receive Corporation funding must:

- A. Submit a list of at least ten (10) names and signatures of current law students who are members of the organization, in addition to any changes to the organization's bylaws, along with the annual spring budget submissions.
- B. Remain open to all law students.
- C. Adhere to any policies set forth by the Board or Executive Committee throughout each academic year.

Section 6. Emergency Requests. To obtain funding for individual activities or an increase in budget for other purposes, outside of the annual budget meeting, the party seeking funds must comply with the following guidelines:

- A. The organization must submit a written proposal to the Executive Committee at least one week before the meeting at which the funding shall be requested.
- B. In the absence of an emergency request, a request for the Board of Directors to consider additional club funding requests, or new organization recognition, will only be considered at the regularly scheduled meeting of the Board.
- C. The President will have the discretion to determine whether the matter is an emergency, subject to subsequent Board review. The President shall only designate a request as an emergency request in exceptional circumstances. Should the President determine that the situation is an exceptional circumstance, the Executive Board must approve the decision unanimously.
- D. When asking for additional funds, a student organization must present in front of the entire Board of Directors at a scheduled Board meeting. The criteria used by the Board of Directors to determine if the funds are given will be:
 - i. How active is the student organization?
 - ii. What are the benefits to the student body?
 - iii. Will IL's, 2L's, and 3L's be able to participate?
 - iv. Is the student organization collaborating with other student organizations?
 - v. What effort has the organization has put forth in fundraising?
 - vi. How much money, if any, has been fundraised thus far?
 - vii. If the proposed use of the funds will contribute to the long-term longevity of the organization?
 - viii. If the organization has reached out to include faculty?
 - ix. If the organization has reached out to include any bar associations or law firms in the area?
 - x. If the organization has reached out to any of the bar review representatives or vendor representatives for LexisNexis, Bloomberg, and Westlaw to reduce costs?

Section 7. Appropriations for each academic year will be made in the preceding Spring. All organizations must:

- A. Submit full budget requests for the following year when called for by the Treasurer and no later than one week prior to the initial review meeting. This meeting will be announced by the Treasurers.
- i. The initial review of submitted budgets shall be done by both the full Executive Committee and the officers-elect for the next years Executive Committee.
 - ii. The purpose of the initial review shall be to develop a recommended budget, based on the requests of the student organizations, to be submitted to the full budget meeting.
 - iii. The recommended budget will be posted outside of the Corporation office, on the same day the recommended budget is created. At the full budget meeting each organization will have the opportunity to appeal the recommended budget.
- B. Send a representative to the full budget meeting. At this meeting budgets shall be approved by a two-thirds ($2/3$) vote of the Board of Directors. An individual vote shall be taken on each club's full budget, and then a final vote shall be taken on the budget of the Corporation as a whole. Each of these votes must pass with a two-thirds ($2/3$) majority.
- C. Any group that does not submit a budget will be de-chartered and have to apply for charting in the fall semester, or given a budget at the discretion of the Board.

Section 8. Gifts. No gifts shall be purchased by any chartered organization except out of funds wholly raised by that chartered organization above their expected revenue budget for the year.

Section 9. All Corporation funded organizations are to solely utilize the Faculty Staff Association ("FSA"), revenue and expenditure accounts. Checking accounts or other financial transaction accounts (i.e., Venmo) which are held outside the University Trustee Guidelines are considered illegal *per se*. Organizations which fail to follow these guidelines will be subject to having all funding frozen for the period in which the violation is discovered and may be subject to losing future allocations from the Corporation. The decision to rescind funds already allocated and institute restrictions on future allocations will be made on a case-by-case basis by the

President and Executive Committee during the year in which the violation occurred.

Section 10. The Board, on its own initiative, may consider motions blocking authorization to spend appropriated funds, based upon alleged failure to use such funds effectively for the purpose(s) for which they were appropriated. Such motions shall be considered according to the procedures established by the Board in the Budget Guidelines adopted concurrently with the year's budget, and shall require a two-thirds (2/3) affirmative vote for passage. Nothing contained herein shall be construed to limit the power of the Board to change the basic appropriation, rather than denying authorization to expenditures.

Section 11. Funds left unspent from a student organization's budget at the end of the academic year shall not be rolled over into next year's budget unless specifically approved by the Board at the budget meeting each year.

Section 12. Resolutions are binding on a successive years' Board of Directors to provide continuity in student government policy. A resolution requires a two thirds (2/3) majority and a repeal requires a two-thirds (2/3) majority. All resolutions, whether passed, not passed, or repealed, shall be given in written form to the Administration.

Section 13. Encumbrances are required to be submitted on or before April 15th to be considered for payment for that calendar year's budget. Failure to submit encumbrance forms by the April 15th deadline may result in a decrease in the following year's budget for the organization, at the recommendation of the Executive Committee.

ARTICLE X

CORPORATE SEAL

Section 1. Form of Seal. The seal of the corporation shall be in such form as may be determined from time to time by the Board of Directors.

ARTICLE XI

AMENDMENTS

Section 1. Procedure for Amending By-Laws. Amendments, modifications to these By-Laws, or the adoption of new By-Laws will be proposed by the Board of Directors or Executive Committee by a two-thirds (2/3) vote and ratified by the student body by a simple majority vote providing that at least twenty percent (20%) of the student body vote in the election. An

amendment or other modification to these By-Laws with student majority approval will go into effect immediately following the election.

Section 2. Referendum. Any referendums for the purpose of By-Law change shall take place on two (2) consecutive school days, will be well-publicized prior to the vote, and will be conducted pursuant to any additional rules or requirements set forth by the by-laws.

Section 3. Recall. Recall is the power of the Student Body to remove an elected official. Recall of an official is initiated by submitting a petition and reasons for recall to the President of the Corporation and two Class Directors designated by the caucus of each set of Class Directors. Sufficiency of reason(s) is not reviewable. If the constituency is Law School wide, the petition must contain the signatures of regular members equal in number to fifty (50) percent of the vote at the last general election. If the constituency is a Class, the petition must contain the signatures of the regular members in the respective Class equal in number to thirty five (35) percent of the Class. The President of the Corporation, upon determining the petition(s) to be in good order, shall conduct an election to determine whether to recall the official and, if appropriate, to elect a successor, not less than fifteen (15) nor more than thirty (30) days from the date of submission of the signatures. If the majority vote is to recall, the officer is removed and if there is a candidate, the candidate who receives a plurality is the successor. The official may not be a candidate. If the recall of the President of the Corporation is initiated, the recall duties of that office shall be performed by an independent, regular member of the Corporation designated by the Board of Directors.

ARTICLE XII

ENACTMENT BY THE SBA EXECUTIVE BOARD

Effective Date: This Constitution and By-Laws shall take effect on:_____ Date

PRESIDENT

_____ (Print Name) (Sign Name)

VICE-PRESIDENT

_____ (Print Name) (Sign Name)

TREASURER

_____ (Print Name) (Sign Name)

PARLIAMENTARIAN

_____ (Print Name) (Sign Name)

EVENTS & FUNDRAISING COORDINATOR

_____ (Print Name) (Sign Name)