

# **By-Laws of the Student Bar Association of George Mason University School of Law**

## **Chapter 1-Board of Governors**

### **Section 1-Meeting Times and Places**

At the first meeting of the Board after a general election, the President shall announce the specific days of each month that the Board shall meet and what times and places such meetings shall convene each month of the upcoming academic year.

The Board shall meet for regular session at the announced days and times unless it shall determine at the previous session to alter the day, time, or place of the next meeting.

### **Section 2-Regular and Special Sessions and Notification of Meetings**

At each regular session, the Secretary shall notify the Board of the day, time, and place of the upcoming Board meeting and, with consultation of the President, the agenda of the meeting. Such notification shall be sent no less than 7 days before the meeting.

The President shall call for a special session of the Board by proclamation at the President's discretion, a vote of the Executive Committee, or a petition of one-third of the members of the Board of Governors. The agenda of the special session shall be limited to items in the proclamation, and if the Executive Committee or one-third of the members call for the special session, then the instrument used to call the special session must detail the agenda. No special session shall take place less than 3 days after the issue of the proclamation, and the notification procedures for a regular session shall be followed.

An emergency removal session may be called for the express purpose of removing a person from office by a petition of one-third of the members of the Board as found in Chapter 5, Section 4. Such session may only be held no less than 5 days after the issue of a proclamation for that purpose.

### **Section 3-Quorum and Voting**

Three-fifths of the elected membership of the Board shall constitute a quorum to do business. Quorum may be obtained through proxy votes.

If a member knows that he or she shall be absent at an upcoming meeting, the member shall make arrangements with another member to serve as a proxy vote. The absent member shall notify the President and Secretary who shall hold his or her proxy, and the President shall notify the Board when the session convenes who holds proxies and for whom. No member may hold more than one proxy.

All votes shall be conducted by a division of the Board, but procedural votes may be conducted by voice vote unless challenged by a member.

A majority of the votes cast shall be sufficient for passage of any measure unless stated otherwise in the constitution, these by-laws, or the rules of order. The presiding officer may only cast a vote on a motion to break a tie.

### **Section 4-The Presiding Officer and Others**

The President shall serve as the presiding officer of the Board but may appoint any member of the Executive Committee to serve as President pro tempore for a portion or the entire meeting. If the President appoints a President pro tempore, the president may not resume the

chair until the resolution of the pending business, and no President pro tempore may convene a session of the Board without a written statement from the President. The presiding officer shall remain neutral during debate. The presiding officer shall have the authority to recognize speakers, put questions, determine any questions of order, maintain order in the chamber, and announce the results of votes.

The Secretary shall serve as the secretary of the proceedings and shall maintain the minutes and records of the meeting. The Secretary shall assist in the determination of quorum and votes.

### **Section 5-Order of Business**

Before any session may convene, the president shall determine the presence of a quorum and announce to the Board when quorum has been reached.

After the call to order, the Secretary shall call the roll of the Board and members shall answer. After the roll call, the President shall announce proxy votes.

The presiding officer shall proceed down the agenda as published in the notification. The agenda must include a period of general business at the end to ensure individual members may bring items to the attention of Board for debate and resolution.

Once all items on the agenda have been dealt with and general business has ended, the Board may adjourn.

After adjournment, the Secretary shall publish the minutes of the proceedings to members and the student body.

### **Section 6-Closed Sessions**

At the direction of the presiding officer or by vote of the Board, the Board may enter closed session to discuss budget matters, private business dealing with members or students, or any other matter as the Board determines to be proper.

When the Board shall enter closed session, visitors shall be excused from the chamber and the doors shut. The secretary shall not record the proceedings of the closed session in the minutes and members may not discuss the substance of a closed session unless the Board votes to release the proceedings to the public.

### **Section 7-Electronic Meetings and Voting**

As deemed necessary by the President, the President may submit matters in between regular sessions of the Board for debate and vote over an electronic format. Any such debate shall occur in a secure, private forum for use only by members of the Board.

Any matter submitted for an electronic meeting must be debated for no less than 48 hours and voting shall last no less than 24 hours. All timelines must be announced prior to discussion opening, and all quorum and voting guidelines found in Chapter 1, Section 3 shall apply to an electronic meeting.

## **Chapter 2-Executive Committee**

### **Section 1-Membership**

The Executive Committee shall consist of the constitutional officers as found in the SBA Constitution Article 4, Section 1.

## **Section 2-Meetings and Quorum**

The Executive Committee shall meet at the call of the President or 3 constitutional officers. Such meeting shall not be less than 5 days from when the call is issued. The call may also list which committee chairs shall be summoned.

Quorum for meetings shall be a majority of the constitutional officers, and proxy votes will not be permitted to count toward a quorum. Any committee chairs summoned shall not count towards quorum.

## **Section 3-Voting and Reports**

All votes taken by the Committee shall be by division, but procedural questions may be decided voice vote. Proxy votes will not be permitted to count towards voting.

A majority shall be necessary for passage of any question. Committee chairs summoned shall have the right to debate in the Committee but shall have no vote. All decisions of the Committee shall be reported to the Board at the next meeting of the Board.

## **Section 4-Officers and others**

The President shall be the chair of the committee and shall have the same powers as when serving as the presiding officer of the Board. The President may appoint a chair pro tempore to preside over a portion or an entire meeting. The President may only resume the chair at the resolution of the pending business, and no chair pro tempore may convene a session of the Committee without a written statement of the President.

The Secretary shall serve as the secretary of the proceedings and shall maintain the minutes and records of the meeting. The Secretary shall assist in the determination of quorum and votes.

## **Section 5-Interpreting the Constitution and By-Laws**

The Committee shall have the authority to interpret the constitution and by-laws when petitioned by any constitutional officer or 3 members of the Board of Governors. No interpretation shall be given without a proper petition to the Committee. All petitions shall include the reference and text of the provision in question, any question the petitioner has regarding the provision, and any suggested interpretation the petitioner has.

The Committee may accept, alter, or ignore any proposed interpretation and write its own. The Committee may also decline to hear any petition made to it. Any interpretation given by the Committee may be appealed to the full Board of Governors by a petition of one-third of the Board. The Board may debate freely the interpretation but shall only have the authority to accept or overturn the Committee's interpretation by an affirmative vote of 2/3s of the members of the Board who are eligible to vote.

## **Chapter 3-Committees**

### **Section 1-Creation**

The Board of Governors shall have the authority to create any committees it deems necessary to achieve the purposes and needs of the Student Bar Association.

## **Section 2-Social, Elections, and Budget**

Besides any committee the Board may create, there shall be an Events Committee chaired by the Vice-President of Events. Other than the required chairs, these committees shall be subject to all rules in this chapter.

There also shall be established an Elections Committee which shall be governed by Chapter 6 and a Budget Committee governed by Chapter 7.

## **Section 3-Membership**

The chair of any committee shall be a member of the Board of Governors appointed by the President subject to the advice and consent of the Board of Governors.

Any member of any committee shall be appointed by the chair of the committee subject to the advice and consent of the President. Any member of the student body may be appointed to a committee of the Student Bar Association.

## **Section 4-Meetings**

A committee shall meet at the call of the chair or the petition of one-third of the committee. The call shall list the date, time, location, and agenda of the meeting. No meeting shall take place less than 3 days after the call issued, and the agenda shall be limited to items listed in the call. All calls and minutes shall be filed with the Secretary.

## **Section 5-Leadership**

The chair of a committee shall have authority to preside over debate, rule on questions of order, maintain decorum, put questions, and announce the results of votes. The chair shall speak for the committee before the Board and Executive Committee and shall supervise the creation and presentation of committee reports.

The chair shall appoint a clerk from the membership of the committee to keep all records and minutes of the committee and file documents with the Secretary.

## **Section 6-Quorum and Voting**

A majority of a committee shall constitute a quorum to do business. All votes shall be taken by roll call vote with the results recorded on the minutes. Proxy voting shall be allowed to constitute quorum and vote so long as the chair announces proxies at the beginning of the meeting.

# **Chapter 4-Communication and Electronic Meetings**

## **Section 1-Communication amongst the Board of Governors**

The Secretary shall be responsible for communicating on behalf of the Executive Committee to the full Board. The Secretary shall maintain an updated list of names, positions, emails, and phone numbers of all members of the Board, and members must update the Secretary whenever a change of email or number occurs.

The Secretary shall submit all calls, notifications, and reports to the Board via email and any other appropriate means. A hard copy of all submissions shall be maintained in the Student Bar Association office for review by Board members and the student body.

## **Section 2-Communication with the Student Body**

The Secretary shall maintain the listservs, bulletin boards, and any other means of communicating with the student body.

No flyer may be posted on a locker without the consent of the locker user. The Secretary may issue guidelines on posting of flyers.

## **Chapter 5-Officers and Members of the Board**

### **Section 1-Selection and Terms**

Constitutional officers and members of the Board shall be selected according to the terms of the chapter on elections and shall start their terms of office on the first day after the spring semester graduation and shall continue in office until the final day of the succeeding spring semester graduation. First Year representatives shall take office once the results of election are reported to the Board.

### **Section 2-Vacancies**

Upon a vacancy in any office other than President, the President shall have the authority to nominate a successor. After the nomination, the President shall announce the selection and shall open a period of electronic Board comment for at least 5 days before any vote. After the comment period, a vote shall be taken by the Board on the appointment. If approved, the candidate shall assume office and be seated on the Board. If rejected, the process shall begin again. Vacancies may be filled at a regular or electronic meeting of the Board.

Upon a vacancy in the office of President, the constitutional line of succession shall govern but resulting vacancies shall be governed by this section.

### **Section 3-Incapacitation**

If any member of the Board becomes incapacitated for any reason for a substantial period of time, any member may present the issue to the Board. If the Board decides that an incapacitation exists by two-thirds vote, then the President may make a temporary appointment subject to section 2 of this chapter. The appointment shall expire when the duly elected member declares to the Board that the incapacity no longer exists. The Board shall resolve disputes by majority vote. If the President suffers an incapacity, then the next officer in the constitutional order of succession shall serve as Acting President.

### **Section 4-Removal**

Any officer or member of the Board may be removed from office for cause by the Board. When such cause is believed to have occurred, any member may present to the Board a formal petition of removal to the Board with the signature of one-third of the members of the Board stating the reasons necessary for removal. Any such petition may be considered only at an emergency removal session called for that purpose.

Once a petition has been filed, the presiding officer shall alert the accused of the petition so that the accused may prepare a defense. The Honor Code Chair shall preside over the proceedings against any officer or Board member, but if the Honor Code Chair is accused, then the President shall preside.

When a petition is called up for consideration, it shall be read in full to the Board, and the petitioner shall explain the reasons behind the petition. After the presentation of the petition, the

accused shall have the right to answer the charges before the Board. After the charges have been answered, the accused shall leave the chamber, and the Board shall debate the petition. After the debate, the presiding officer shall invite the accused back into the chamber. When the accused has returned to the chamber, the presiding officer shall state the concerns and discussion of the Board to the accused. The accused shall then have a right to address the Board's concerns and answer questions if the accused chooses to do so.

After the close of questioning, the presiding officer shall announce that voting shall be postponed for a minimum of 10 days. Once the matter has been postponed, the presiding officer shall open a private electronic forum for discussion. When the voting period has arrived, the forum shall be closed, and paper ballots prepared for voting on the petition. The voting period shall extend for 48 hours and the ballot box is to be stationed outside the SBA office. After the 48-hour period, the ballot box shall be secured until the presiding officer shall count the votes. Within 72 hours of the vote closing, the presiding officer shall count the votes in the presence of a witness appointed by the petitioner and a witness appointed by the accused. A quorum shall be necessary for the vote to be valid, and two-thirds of the members of the Board eligible to vote must vote in the affirmative for the petition to pass. If the petition passes, the accused is removed from office and the vacancy shall be filled subject to section 2 of this chapter. If the petition fails, the accused remains in office. The presiding officer shall notify the parties, the Board, and the student body in that order.

## **Chapter 6-Elections**

### **Section 1- Elections Committee**

An Elections Committee for the spring election shall be established consisting of the Third Year Day representatives and the Fourth Year Evening representatives. The committee shall elect its own chair. For the Fall election, the president may appoint a committee provided that the committee consists of current members of the Board.

### **Section 2-Election Committee Powers**

- A. The Committee shall have the following powers:
  - 1. organize, supervise, conduct all official elections and referenda of the SBA;
  - 2. monitor and ensure compliance of the provisions of this chapter;
  - 3. post all relevant information concerning an election or referendum;
  - 4. conduct informational candidates' meetings;
  - 5. maintain an updated list of students to serve as the voter roll;
  - 6. supervise the counting of ballots;
  - 7. receive and investigate allegations of election violations; and
  - 8. specify and define permissible candidate expenditures.
- B. The committee chair is to supervise the exercise of these powers.

### **Section 3-Election Processes**

- A. The Committee shall hold two elections every academic year: the Fall election and the Spring election. The Committee shall determine the dates of the elections and report the dates to the Board.
- B. All constitutional officers and upper class representatives shall be elected in the Spring Election. The LLM representative, First Year representatives and the Deputy Events Coordinator shall be elected in the Fall election. There may be up to two Deputy Events Coordinators if the President and Vice President of Events decide that such a demand is appropriate for the academic year.
- C. No less than 14 calendar days before a scheduled election, the Committee shall send notice to the student body and request candidates to file for office. Once the request has been sent, candidates shall have no less than 5 business days to file letters of intent with the Committee to declare candidacy. Once the deadline to declare has passed, the Committee shall hold an informational meeting for candidates of all offices to discuss the rules and procedures of the election. Before the date of the election, the Committee shall prepare appropriate ballots and ensure that all qualified voters will have access to the appropriate ballots. When the date of the election arrives, the Committee shall provide access to all students with the appropriate ballots and the voting period shall extend for no less than 2 but no more than 5 business days. At the conclusion of the voting period, the Committee shall terminate access to the ballots and set a date for counting the ballots. When the ballots have been counted, the Committee shall determine the winners subject to this chapter and any run-offs needing to be conducted. When winners have been determined, the Committee shall notify the winners, draw up a list of the incoming Board, and submit the list to the President and President-elect, the Administration, the outgoing Board, and the student body.
- D. If a run-off is necessary, it shall be conducted no less than 5 but no more than 10 business days after the results are posted.
- E. In extraordinary circumstances, the Committee may extend, but not contract, the time windows provided by notifying the Board and the student body.

### **Section 4-Letter of Intent and Candidate Meeting**

The Committee shall require a letter of intent from each candidate on a form of the Committee's creation including name and contact information, office sought, acknowledgement of constitutional qualifications and knowledge of the constitution and by-laws, 10 signatures of students in support of the candidacy, and the signature of the candidate.

After the filing deadline, the Committee shall host the information session and review the rules and process of the election, obligations of office, and cast lots for ballot positions. All candidates must attend the meeting and failure to do so may bar the candidate from running.

### **Section 5-Campaigning**

- A. Candidates shall not be permitted to begin campaigning until after the candidate meeting, but after the meeting, they shall be governed by this section. At no time may campaign materials be posted:
  - 1. in restrooms,
  - 2. in the library,
  - 3. on painted or wooden walls or doors,
  - 4. in classrooms (including on the whiteboards),
  - 5. the exterior of the building,
  - 6. vending machines,
  - 7. hanging from the ceilings,
  - 8. in the stairwells,
  - 9. on student organization bulletin boards,
  - 10. other property, or space without the express consent of the said organization, or campaign using academic listservs.
- B. Candidates may not at any point use the official voter list.
- C. Candidates may not spend more than the allotted campaign budget and must keep records of money spent. The Committee may demand the records of any candidate up to 7 days after the election to check for compliance.
- D. Candidates must remove all materials within 24 hours of the conclusion of voting.

### **Section 6-Voting and Tallying the Results**

- A. All enrolled students on the date of the election shall have the right to vote for the appropriate offices. All students shall have the right to vote for the constitutional officers except for the Vice-Presidents of Day and Evening Divisions. Day students shall vote for the Vice-President of the Day Division, and evening students shall vote for the Vice-President of the Evening Division. All students shall vote for the representatives of their respective years and divisions. Each student shall have enough votes for the number of positions per office.
- B. The voting shall be conducted by appropriate means under the direction of the Committee. The names on the ballot will appear in the order of the lots cast in the candidate meeting.
- C. When tallying the votes for the constitutional officer races, the winner of a plurality of the votes cast shall be necessary to declare a winner. In case of a tie, then a run-off shall be held between the two candidates. The candidate with the most votes in a run-off shall be elected.
- D. When tallying the votes for the class representative races, the candidate with the most votes will win the first position, the candidate with the second most votes will win the next position, and this will continue until all positions are filled. If there is a tie between two or more candidates for remaining seats, a run-off shall be conducted. In a run-off, the candidate with the most votes shall win the seat.

### **Section 7-Referenda**

The Committee shall administer any referendum directed by the Board. The Committee shall publish the subject of the referendum as well as the ballot question for a period of no less than 7 days prior to balloting. Voting in a referendum shall be no less than 2 and no more than 5 business days.

After the voting, the Committee shall tally the votes and report the results to the Board, the Administration, and the student body. Referenda should be conducted to be coordinated with elections as is reasonable.

### **Section 8-Allegations of Misconduct or Misadministration**

If any candidate or member of the student body believes that a candidate has violated the terms of these by-laws, the individual may report the matter to the Committee who shall investigate and report its findings and recommendations to the Board. The Committee may recommend to deny certification, cancel the election, bar the candidate for running in the current or any future election, or any other remedy it deems necessary to correct the violation. The Board shall then vote to accept or reject the recommendations of the Committee.

If any candidate or member of the student body believes that Election Committee has violated the terms of this chapter or administered an election or referendum unfairly, the individual may report the matter to the Executive Committee who shall investigate and report its findings and recommendations to the Board. The Executive Committee may recommend any remedy it deems necessary to correct the violation or misadministration. The Board shall then vote to accept or reject the recommendations of the Committee.

### **Section 9-Additional Measures**

The Election Committee shall be empowered to determine the exact date of elections, but the date must be published at the time the notice of election is sent to the student body. The Committee shall also have the power to supplement the rules and policies of this chapter with the consent of a majority of the Board, but any changes to the provisions in this chapter must follow the regular amendment process.

## **Chapter 7-Budget**

### **Section 1-Budget Committee**

A Budget Committee shall be established consisting of the President as chair, the Treasurer, and the Deputy Treasurer. The Committee shall have authority to review and present to the Board the Fall and Spring Budgets as well as all supplemental budget requests. No budgetary matter may be presented to the Board without being reported by the Budget Committee.

### **Section 2-Definitions**

For the purposes of this chapter, the following definitions shall apply.

- Student Organization: Any organization that has a constitution approved by the SBA and is in compliance with the SBA Student Organization By-laws.
- University Policy: All financial activities and this chapter shall be subject to any and all relevant University policies.
- Student Organizations Accounts: Student organizations and activities are prohibited from maintaining a separate outside bank account(s). All funds shall be deposited with the University and/or the GMU Foundation's financial systems. The Budget Committee shall administer or review all funds to be disbursed from these accounts in accordance with this chapter and GMU regulations and policies.
- SBA Funds: Funds allocated to the SBA by George Mason University. Funds allocated by the School of Law or other university sources to specific organizations shall not be considered SBA Funds.
- Self-generated Funds: Any revenue that a student organization raises through its activities. SBA Funds allocated to the student organization are not considered self-generated funds; unspent SBA Funds at the end of a semester or fiscal year are not self-generated funds.
- Foundation Account: Any account administered by the GMU Foundation in the name of the SBA or a student organization.
- Foundation Funds: Any revenue that a student organization raises through its activities and deposited into a Foundation account. SBA Funds allocated to the student organization are not considered Foundation funds; unspent SBA Funds at the end of a semester or fiscal year are not Foundation funds. Foundation deposits and activities are subject to GMU Foundation regulations and policies.
- Routine Meeting or Routine Event: Any meeting held by an organization to plan events, recruit new members, hold elections for new officers, or provide information to members.
- Conference: Any non-competition event attended by students that is organized and funded by an association not associated with GMU.
- Competition: Any event in which student teams compete against other student teams from law schools other than GMU.
- Presentation: Any event in which a student or student team is presenting a legal topic to students from another school or to a group of legal practitioners.
- Special Activities: Any non-routine event planned by a student organization by its student members to which the entire student body is invited to attend and that is focused on a topic related to the student organization's purpose or mission statement, as stated in the organization's constitution, on file in the SBA office.

### **Section 3-Budget Process**

No student organization may maintain or distribute funds in any account outside the control and review of the Board and the budget process. The Board can (at its discretion) fully fund, partially fund, or deny funds for any budget request and provide through pre-approval during the SBA budget process a student organization the option to apply self-generated or Foundation funds to the request. Any SBA allocated funds not disbursed during a semester or fiscal year shall be returned to the SBA general account for reallocation at the end of each semester.

The budget process shall repeat twice each academic year; once at the beginning of the fall semester and once at the beginning of the spring semester. The semester budget meeting with the Board will be held within the first month of each semester.

The Budget Committee shall set a time and place for a treasurers' meeting to discuss this chapter and any policies or regulations in conformity with these by-laws with the student organization presidents and treasurers, and shall notify the student organization treasurers of the meeting via email in a timely manner.

All student organizations that wish to conduct activities, events, or projects that require expenditure of SBA, self-generated, or Foundation funds must submit their budget proposals to the Budget Committee at a deadline set by the Committee. The Committee shall provide timely notice of the deadline. Between the budget request deadline and the budget meeting, the Committee may meet with each student organization treasurer to review the budget proposals of the organizations to check for compliance with this chapter and University regulations and policies

Each semester, the Committee shall compile a unified budget comprising all budget proposals and submit the budget to the Board for their consideration at the budget meeting. The unified budget proposal and approved budget shall be made available to the student body and the University and the Administration. On the advice of the Treasurers and the SBA Administrator, the President shall determine: (1) in the fall semester, a percentage of the total budget to allocate to the fall semester; (2) each semester, what percentage of the total budget to be held in reserve for contingencies and supplemental budget requests; and (3) the final budget goal for each budget meeting.

The Committee, shall recommend to the Board for their consideration and approval the following broad budgetary guidelines and rules at the beginning of each fall budget meeting: (1) whether a standardized per diem rate for travel (meals) should be applied to all travel; (2) and any other matters that they deem procedurally necessary.

Each budget meeting's general format shall be in the following manner: (1) presentations by student organizations; (2) a closed meeting first round discussion of all budget proposals; (3) any additional measures necessary to bring the proposed budget in line with the budget goal. The President has discretion to alter the budget meeting's format.

Each student organization shall make a presentation to the Board at each budget meeting to explain and to justify any funding request. Organizations not seeking SBA Funds, but who desire to spend other funds must submit a budget for inclusion, but at the discretion of the Committee, do not have to present their budgets. Each funding request must contain a detailed description of each project and/or event. The funding request must also rank the projects and/or events based on importance to that particular organization. Any member of the Board must state any affiliation with a student organization during any debate following a student organization's funding request.

Any organization that does not send a representative before the Board will not receive funds and cannot apply any funds to their events or for their organization. Organizations that do not comply with the budget process may be placed on suspension or have its organization status revoked. Any organization that does not participate in the budget process may not submit any supplemental budget requests. A supplemental budget request is a request by an organization for funds that could not be expected at the time of the original budget request

#### **Section 4-Funding Requests**

Each student organization must bring all funding requests to the Committee.

All student organizations' funding requests shall be made to the Board at the beginning of each semester. Any student organization that desires the expenditure of funds not in their original budget request must submit a supplemental budget request to the Committee and send a representative to present the request at the next regular Board meeting. Any funds spent prior to the presentation of request are spent at the risk that they will not be reimbursed by the Board. Failure to attend will result in denial of the request. Emergency requests may be submitted for electronic voting by the Board at the discretion of the President.

Any student organization that desires the expenditure of its self-generated or Foundation account funds not in their original budget requests must submit a supplemental budget request to the Treasurers, subject to review by the Committee. If the Committee denies any supplemental request of self-generated or Foundation funds, the requesting organization may ask to present the request to full Board who may grant the request by a two-thirds vote of those members of the Board who are eligible to vote.

Each organization shall make requests for money in the semester in which the funds are to be committed, except for the following: the law journals, the student newspaper, and any other organization that requires a professional printing contract will make all requests for professional printing for the entire school year in the fall semester; the professional printing requests shall be considered as separate budget items prior to the consideration of the remainder of the budget, and any funds approved shall be deposited in an independent account in order to ensure accurate accounting and prompt payment of these costs; the law journals, the student newspaper, and any other organization must submit a normal budget request for each semester's operations; and the student organizations shall bring requests for any funds to be expended early in a given semester in the preceding semester.

Each organization's event request should be as detailed as possible, and significant budgetary items should be itemized to the extent possible.

The SBA shall not be bound by funding obligations found in constitutions, by-laws, or any other organization documents for individual student organizations.

No student organization shall commit funds without first acquiring SBA approval. Self-generated funds and Foundation funds shall only be applied to each respective organization's budget requests at the discretion of the student organization (after SBA pre-approval) and shall not be reclaimed by the SBA.

### **Section 5-Funding Limitations**

Honoraria shall not be funded from SBA funds. A student organization may use its self-generated or its Foundation accounts funds to pay for honoraria.

Food and beverage shall be funded for routine meetings and/or events once per semester, and may be funded up to \$75. Food and beverage for routine meetings and/or events may be funded from self-generated funds or Foundation funds.

Food and beverage for special meetings and/or events may be funded up to \$75. Student organizations shall provide explanations of cost for requests above \$75, to be approved by a simple majority.

Alcohol will be solely funded from a Foundation account.

Membership dues to national organizations shall not be paid from SBA funds. Self-generated or Foundation funds may be used to pay national dues.

Organization gifts, such as but not limited to t-shirts, plaques, and certificates not related to competition awards, shall not be funded with SBA funds. A student organization's self-generated or foundation funds may be used to purchase organizational gifts subject to review by the Committee.

Funds raised by an organization through SBA funded events and/or activities shall only be used to fund future SBA approved events and/or activities.

All funds raised by student organizations must be deposited into the relevant University or Foundation accounts as soon as possible.

Any student traveling to a conference or competition must read and follow the university guidelines with respect to notice, administrative deadlines, and maximum expenditures. Actual expenditures and all reimbursements for each trip or occurrence will be decided by the Board in accordance with school policy. In no case will travelers be paid a flat amount of per diem for travel. Reimbursements will be made for actual expenses as evidenced by receipts. The School and the Board reserve the right to limit reimbursable expenses for items that are not specifically travel or lodging. All questions about reimbursement for any trip should be directed to the SBA office prior to that trip. Every student traveling has an obligation to secure the lowest cost airfare and lodging irrespective of funds allocated.

Any student requesting travel reimbursements must submit a travel request no less than twenty-one days prior to their travel date. Failure to do so may result in non-reimbursement of travel expenses. Students traveling in groups must turn in individual receipts (e.g., one student cannot pay for a meal for all students in the group).

Any student organization that fails to participate in the budget process described in Section 3 may be subject to a discretionary reduction in budget requests. Any student organization that fails to comply with any conditions placed on funding, such as but not limited to writing an article for the Docket or developing an educational program for the rest of the law student body, may be subject to a discretionary reduction in budget requests.

All SBA-appropriated funds not spent at the end of a semester or by the end of the University's fiscal year will revert back to the general SBA account. Self-generated funds and Foundation funds may be carried-forward as allowed by the University.

## **Chapter 8-Student Organizations**

### **Section 1-Formation**

Any group of students may form a recognized student organization of the school subject to the supervision of the Board of Governors. Organizations should increase the professionalism of students, passion for the law, and the well being of individuals.

### **Section 2-Requirements of Formation and Continued Recognition**

To form or maintain a student organization, a group of students must include 8 members currently enrolled in the law school in good academic standing, find a member of the faculty/staff to serve as an advisor, and agree to obey all state laws, University policies, and SBA policies.

Groups who intend to form must also file a letter of intent explaining the organization and its mission, a draft of its constitution, and an advisor confirmation form. Organizations already in existence must maintain these records as well as budget records to remain recognized.

### **Section 3-Approval**

Once all paperwork has been filed, the Board shall consider the organization and its constitution. If the Board approves the formation of the organization, it shall then proceed to consider the constitution. The Board may approve, amend, or reject any constitution as it sees fit; however, no amendment language may be finalized without the consent of the student organization. Once the final approval has been given, the student organization shall make sure all paperwork is correct and finalized and reported to the President.

### **Section 4-Faculty Advisors**

The duty of faculty advisors shall be to provide advice and guidance to student organizations. Faculty advisors may not interfere or coerce any student organization however. Student organizations may change advisors at any time but must inform the Board of the change.

### **Section 5-Board Supervision**

The Board shall have the full right to monitor and supervise any student organization as the Board sees fit. The Board shall have the power to place any organization on probation, suspend it, or revoke its organization status. The Board shall have further power to cancel events or competitions or remove officers of any student organization subject to the removal proceedings in Chapter 5. Before the Board takes action against any student organization or officer, the organization or officer shall have the right to address the Board and present a case in its defense.

## **Chapter 9-Miscellaneous**

### **Section 1-Rules of Order**

Where these by-laws are silent, *Robert's Rules of Order* shall govern.

### **Section 2-Amendments to the Constitution**

Whenever a member of the Board proposes an amendment to the constitution, a written petition with the exact language must be filed with the President and Secretary and distributed to the Board before it is placed on an agenda for the Board. No amendment may be considered in an electronic meeting.

### **Section 3-Amendments to the By-Laws**

Whenever a member of the Board proposes an amendment to these by-laws, a written petition with the exact language must be filed with the President and Secretary and distributed to the Board before it is placed on an agenda for the Board. Once a vote is ready to be taken, no amendment shall pass without a two-thirds vote of the members of the Board of Governors who are eligible to vote. No amendment may be considered in an electronic meeting.