Bylaws of the Orientation Committee

I. Mission Statement

The name of this committee shall be the Orientation Committee of the Student Bar Association. The Orientation Committee shall plan and organize the orientation for the following academic year and aid the administration in carrying out that plan. The Committee shall create a questionnaire (most likely in electronic form) for the class of 2010 and 2011 to see what they felt the positives and negatives were for each of their respective orientations. The Committee shall create a questionnaire for the incoming orientation packet so that next year’s incoming 1Ls can provide us with feedback about what went well and any additional questions they wanted answered so we can be sure to include them in next year’s orientation. The Committee shall create a questionnaire for law lion ambassadors in to get their feedback regarding orientation. This mission statement is not exhaustive of the Orientation Committee’s responsibilities. The Committee shall accomplish any other goals that are set for them by the SBA Board. It shall maintain an open door policy for every student organization and every member of the student body at The Dickinson School of Law of the Pennsylvania State University.

II. Definitions

A. Nominate: To propose by name as a candidate for election. Each nominee must be approved by the Student Bar Association before assuming the respective position.

B. Appoint: A binding selection by the Student Bar Association for an office or position in the Orientation Committee.

C. Quorum: Two-thirds of the student members constitute a quorum.

III. Officers of the Orientation Committee

The Orientation Committee shall have as its administrative and executive officer a Chair.

CHAIR

The Chair of the Orientation Committee shall be nominated by the SBA President and appointed through the majority consent of the SBA, and serve at the SBA President's pleasure. The term of office shall be for one academic year. The Chair shall:

i. preside over all meetings;
ii. set the date, time, place, and agenda for all meetings;
iii. appoint and coordinate any such volunteers deemed necessary to effectuate the purpose of the Orientation Committee;
iv. prepare a bi-annual report regarding the Committee's activities for the SBA;
v. vote in all actions undertaken by the Committee;
vi. record the proceedings of all meetings of the Committee;
vii. report committee progress to the Vice President to which the Chair is
assigned before every SBA meeting, and;
viii. provide the Student Bar Association Secretary with copies of all minutes
of meetings.

MEMBERS OF THE ORIENTATION COMMITTEE
i. The Orientation Committee is open to all members of the student body.
ii. The Committee shall include at least two other members of the student
body.
iii. Those interested should contact one of the Orientation Committee Co-
Chairs.
iv. The Chair will then provide the SBA Secretary and President with the
names of anyone interested in joining the Orientation Committee before
the next SBA meeting.
v. Membership is subject to nomination by the SBA President and approval
by the SBA Board.
vi. SBA Committee members may be removed from the Committee only by a
decision of the SBA President.

V. Meetings

The Orientation Committee shall meet no less than two (2) times during an academic year
with at least one (1) meeting per semester. The Orientation Committee reserves the right to
hold additional meetings when circumstances deem necessary. The Orientation Committee
meetings are open to any interested member of the student body.

VI. Meeting Procedure

The following guidelines shall govern each Orientation Committee meeting:
B. Every meeting shall begin when the Chair calls the meeting to order;
C. The Chair must take roll and determine whether a quorum is present for
voting purposes;
D. The Chair will read the minutes from the previous meeting;
E. The Chair will announce all proposals for discussion at the present meeting;
F. The Chair will then ask the individuals or designated representatives of all
organizations working with the Orientation Committee to present their
requests regarding Orientation;
G. After all individuals and representatives have presented, the discussion of the
requests will commence;
H. Each request will be discussed. At any time a member can move to vote on the
request. Another member must second the motion;
I. Proposals that do not obtain a majority vote will be denied;
J. Upon discussion of all proposals, the Chair will adjourn the meeting.

VII. Voting
To vote on any matter, a quorum must be present. Any time a vote is taken, the question shall be approved by a simple majority vote.

VIII. Amendments

All amendments to these bylaws shall be adopted by a two-thirds vote of the SBA.