

The Pennsylvania State University Law School-University Park

Student Bar Association

Academic Affairs Committee (AAC) Bylaws

I. Mission Statement

The name of this committee shall be the Academic Affairs Committee of the Student Bar Association (AAC). The Academic Affairs Committee of the Student Bar Association shall work with the Academic Affairs Office to improve and offer continuous feedback to the school's academic program. It shall assist the Academic Affairs Office when necessary by, including, but not limited to, gathering course participation and interest data, observing course-offering trends in fellow law school communities, coordinating course-related town halls, hosting scheduling-related informational sessions, publishing necessary and proper amendments to the academic handbook, and serving as an ambassador to the student body, the SBA and the administration. It shall provide input to the Academic Affairs Office as a focus group. It shall maintain an open- door policy for every student organization and every member of the student body at The Pennsylvania State University Law School- University Park. The Academic Affairs Committee shall review student organization and individual student proposals for improving the school's academic program process in an objective, nondiscriminatory manner. It shall encourage student organizations and individual students to provide input and participate in Academic Affairs events to reflect the growingly diverse student body and provide

students with a strong academic foundation on which to build their legal careers in a dynamic legal market.

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 Academic Affairs Committee.
- c.** Quorum: Two-thirds of the student members constitute a quorum.

III. Officers of the Academic Affairs Committee

- a.** The Academic Affairs Committee shall have as its administrative and executive officer a Chair.
 - i.** Chair: The Chair of the Academic Affairs 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 Academic Affairs Committee;
 - iv. communicate with his/her assigned Vice President bi-weekly to report any updates 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; and provide the Academic Affairs Office staff with copies of all minutes of meetings.

IV. Members of the Academic Affairs Committee

- a. The Academic Affairs Committee is open to all members of the student body. B. The Committee shall include at least two other members of the student body. C. Those interested should contact the Academic Affairs Committee Chair. D. The Chair will then provide the SBA Secretary and President with the names of anyone interested in joining the Academic Affairs Committee before the next SBA meeting. E. Membership is subject to nomination by the SBA President and approval by the SBA Board. F. SBA Committee members may be removed from the Committee only by a decision of the SBA President.

V. Meetings

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

VI. Meeting Procedure

The following guidelines shall govern each Academic Affairs Committee meeting:

- a. Every meeting shall begin when the Chair calls the meeting to order;
- b. The Chair must take roll and determine whether a quorum is present for voting purposes;
- c. The Chair will read the minutes from the previous meeting;
- d. The Chair will announce all proposals for discussion at the present meeting;

- e. The Chair will then ask the individuals or designated representatives of all organizations working with the Academic Affairs Committee to present their requests regarding the Academic Affairs process;
- f. After all individuals and representatives have presented, the discussion of the requests will commence;
- g. Each request will be discussed. At any time a member can move to vote on the request. Another member must second the motion; H. Proposals that do not obtain a majority vote will be denied;
- h. 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.