

Penn State Law School – University Park
Student Bar Association

Bylaws of the Alumni Relations and Graduation Committee 2021-2022

I. Mission Statement

a. The name of this committee shall be the Alumni Relations and Graduation Committee (“the Committee”) of the Student Bar Association (“SBA”). The Committee shall help, in conjunction with the Dean of the law school, the Assistant Dean for Student Services, and Assistant Dean for Operations and Planning to facilitate the election of a 3L Graduation Speaker. The main points of contact are the Assistant Dean for Student Services and the Assistant Dean for Operations and Planning. The Committee shall make a formal recommendation regarding the graduation keynote speaker. The Committee shall assist in the creation of graduation information packets, clarification, and correction of the packets. The Committee shall plan and facilitate a 3L send-off event to celebrate the accomplishments of the graduating class. The Committee shall plan and execute the 3L gift to the law school.

b. The Committee shall serve as the student body’s representative in fostering the development of relationships with alumni of the Pennsylvania State University Penn State Law. The Committee shall foster alumni relationships through increasing direct student outreach to alumni. The committee shall assist the Career Services Office and other SBA committees in planning networking events to allow students more opportunities to meet with and seek-out alumni as mentors during law school and in their careers.

This mission statement is not exhaustive of the 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 Penn State Law at the Pennsylvania State University.

II. Definitions

1. 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.
2. Appoint: A binding selection by the Student Bar Association for an office or position in the Alumni Relations and Graduation Committee.
3. Quorum: Two-thirds of the student members constitute a quorum.

III. Officers of the Alumni Relations and Graduation Committee :

The Alumni Relations and Graduation Committee shall have as its administrative and executive officer as one Chair.

CHAIR

The Chair of the Alumni Relations and Graduation Committee shall be nominated by the SBA president and vice president and appointed through the majority consent of the SBA, and serve at

the SBA Executive Board's pleasure. The Chair shall be enrolled at Penn State Law at University Park. 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. execute and/or delegate necessary tasks
- iv. appoint and coordinate any such volunteers deemed necessary to effectuate the purpose of the Committee;
- v. prepare monthly reports regarding the Committee's activities for the SBA;
- vi. vote in all actions undertaken by the committee;
- vii. record the proceedings of all meetings of the Committee;
- viii. report, or designate a Committee Member to report, Committee progress to the Vice President to which the Chair is assigned during monthly SBA meetings; and
- ix. provide the SBA Secretary with copies of all minutes of meetings.

Members of the Alumni Relations and Graduation Committee :

1. The Alumni Relations and Graduation Committee is open to all members of the Student Body.
2. The Committee shall include at least two other members of the student body in addition to the Chair.
3. Those interested should contact the Committee Chair.
4. The Chair will then provide the SBA Secretary and President with the names of anyone interested in joining the Committee before the next SBA meeting.
5. SBA committee members may be removed from the Committee only by a decision of the SBA President.

IV. Meetings

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

Meeting Procedure

The following guidelines shall govern each Alumni Relations and Graduation Committee Meeting:

1. Every meeting shall begin when the Chair calls the meeting to order;
2. The Chair must take roll and determine whether a quorum is present for voting purposes;
3. The chair will read the minutes from the previous meeting;
4. The Chair will announce all proposals for discussion at the present meeting;
5. The Chair will then ask the individuals or designated representatives of all organizations working with the Committee to present their requests regarding graduation;

6. After all individuals and representatives have presented, the discussion of the requests will commence;
7. Each request will be discussed. At any time a member can move to vote on the request. Another member must second the motion;
8. Proposals that do not obtain a majority vote will be denied;
9. Upon discussion of all proposals, the Chair will adjourn the meeting.

V. 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.

VI. Amendments

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