Bylaws of the Career Services Committee

I. Mission Statement

The name of this committee shall be the Career Services Committee of the Student Bar Association. The Career Services Committee shall serve as a liaison between the student body and the Career Services Office of the law school. 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.

The committee shall share student ideas about the Career Services Programming and assist with marketing and increasing attendance at programs. The committee shall also aid the Career Services Directors in disseminating information among the student body.

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 Career Services Committee.

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

III. Officers of the Career Services Committee

The Career Services Committee shall have as its administrative and executive officers two Co-Chairs.

CO-CHAIRS

The Co-Chairs of the Career Services 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. Preference shall be given to members of the committee from the previous year. One Co-Chair shall be enrolled at the University Park campus; the other Co-Chair shall be enrolled at the Carlisle campus. The terms of office shall be for one academic year. The Co-Chairs 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 Career Services 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
vii. provide the Career Services Office staff with copies of all minutes of meetings.

MEMBERS OF THE CAREER SERVICES COMMITTEE
i. The Career Services Committee is open to all members of the student body.
ii. The Career Services Committee shall include at least one member from each class from each campus (i.e. at least 4 other members in addition to the co-chairs).
iii. Those interested should contact the Career Services Committee Chair.
iv. The Chair will then provide the SBA Secretary and President with the names of anyone interested in joining the Career Services 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 Career Services Committee shall meet no less than two (2) times during an academic year with at least one (1) meeting per semester. The Career Services Committee reserves the right to hold additional meetings when circumstances deem necessary. The Career Services Committee meetings are open to any interested member of the student body. The Career Services committee shall meet with the Career Services Office staff at least once per semester.

VI. Meeting Procedure

The following guidelines shall govern each Career Services 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. 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;
I. 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.