

Penn State Law at University Park

Student Bar Association

Bylaws of the Technology Committee

I. Mission Statement

The name of this committee shall be the Technology Committee of the Student Bar Association. The Technology Committee of the Student Bar Association shall work with the Student Bar Association, the Penn State Law Legal Tech Virtual Lab, the IIT Office, and various other partners to improve the technology utilization of the Student Bar Association, student organizations, and the student body. The Committee shall assist in the communication between the IIT Office and the Student Bar Association in setting up different events requiring technological aids. The Technology Committee will also be proactive in informing students of events to improve awareness of legal technology.

The Technology Committee will be open to the student body in regards to requests, suggestions, and aid. The Technology Committee will foster the integration of education, the law, and technology. In order to encourage this, the Technology Committee intends to complete the following goals that will allow students and faculty to obtain necessary technological services and skills.

- Obtain IIT employees list and contacts
- Obtain approval to sit in on faculty technology committee
- Discuss with E-Council technology plans for meetings
- Host an event showcasing legal technology in the Spring.
- Help secretary with getting Penn State Law website updated and accurate
- Work with community outreach to make sure newsletter can be shared effectively
- Figure out ways to improve technology in the building
- Go to technology faculty committee meetings
- Obtain more committee members

The committee shall also receive/request feedback from the student body to determine how they would like to see the SBA better utilize the technological resources available at Penn State University Park.

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

III. Officers of the Technology Committee

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

CO-CHAIR

The Co-Chair of the Technology 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 Co-Chair shall be enrolled at the University Park campus. The terms of office shall be for one academic year. The Co-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 Technology 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 SBA with copies of all minutes of meetings.

IV. Members of the Technology Committee

- A. The Technology 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 Technology Committee Chair.
- D. The Chair will then provide the SBA Secretary and President with the names of anyone interested in joining the Technology 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

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

VI. Meeting Procedure

The following guidelines shall govern each Technology 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. After all individuals and representatives have presented, the discussion of the requests will commence;
- F. Each request will be discussed. At any time a member can move to vote on the request. Another member must second the motion;
- G. 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.