



BYLAWS
OF
THE STUDENT BAR ASSOCIATION
OF
THE DICKINSON SCHOOL OF LAW
OF
THE PENNSYLVANIA STATE UNIVERSITY
-PENN STATE LAW



Preamble

The following bylaws are hereby enacted pursuant to the authority conferred by the Constitution of the Student Bar Association of The Dickinson School of Law of the Pennsylvania State University – Penn State Law.

Article I: Purpose, Definition, and Membership

Section 1

The purposes of this organization are:

- A. to be the official representative of the students of The Dickinson School of Law of the Pennsylvania State University – Penn State Law to the law school administration, The Pennsylvania State University, the faculty, the community, and other persons and organizations;
- B. to coordinate student activities in the law school;
- C. to further academic achievement through participation by law students in the development and revision of legal education;
- D. to promote and protect the legitimate interests of all students of the law school;
- E. to promote and facilitate the free discussion of ideas among the student body;
- F. to become involved with and participate in the organized bar at all levels;
and
- G. to promote professional responsibility in the law school and the legal profession.

Section 2

In this Constitution, the following words have the meanings indicated:

- A. "SBA" means the Student Bar Association of The Dickinson School of Law of the Pennsylvania State University – Penn State Law.
- B. "SBA member" means a student currently enrolled at The Pennsylvania State University School of Law.
- C. "House of Delegates" means the duly elected Class Representatives and Honor Code Representatives.
- D. "Executive Council" means the elected executive governing body of the SBA The Pennsylvania State University School of Law.
- E. "Board" means the House of Delegates and Executive Council together.
- F. "Law school" means The Dickinson School of Law of The Pennsylvania State University – Penn State Law.
- G. "Advice and consent" means discussion and a majority vote, unless otherwise indicated.
- H. "PSU" means Pennsylvania State University.
- I. "ABA/LSD" means American Bar Association/Law Student Division.
- J. "Academic year" means Fall and Spring semesters.

Section 3

Official copies of this Constitution shall be kept in the official SBA files, in the law school libraries, and in the Dean's Faculty Manual.

Article II: Governing Bodies

Section 1

The Board shall be composed of:

- A. a President;
- B. a Vice President;
- C. a Secretary;
- D. a Treasurer;
- E. a PSU Senator;
- F. an ABA/LSD Representative;
- G. four (4) Class Representatives each from the 1L, 2L, and 3L classes;
- H. two (2) Honor Code Representatives each from the 1L, 2L, and 3L classes;
- I. one (1) LLM Representative; and
- J. one (1) LLM Honor Code Representative.

Section 2

The Executive Council shall be composed of:

- A. the President;
- B. the Vice President;
- C. the Secretary;
- D. the Treasurer;
- E. the ABA/LSD Representative;
- F. the PSU Senator; and
- G. the LLM Senator.

Section 3

The Executive Council shall:

- A. meet when necessary to discuss the focus and concerns for upcoming Board meetings, but not less than once per semester, excluding summer semester;
- B. plan a schedule of events for the fall and spring semesters;
- C. have the power to establish, maintain, and dissolve temporary committees with the advice and consent of the Board; and
- D. resolve emergency situations as they arise.

Section 4

The duties of the President shall be as follows:

- A. serve as the Chief Executive Officer of, and the official spokesperson for, the Board;
- B. set the agenda any time the SBA Board meets as a body;
- C. set the date, time, and place of, and preside over all meetings of the Board;
- D. nominate Chairpersons for all committees pursuant to Article III, Section 4;
- E. have the authority to sign checks or warrants for money from the SBA account pursuant to the Budget Guidelines;
- F. meet regularly with the Dean to address SBA concerns;
- G. conduct the affairs of the Board in accordance with the SBA Constitution and Bylaws and any Resolutions hereafter passed; and
- H. review and approve the Budget Committee's proposed annual budget prior to submission to the Board for final approval, or review and approve the Budget Committee's proposed semester budget each semester prior to submission to the Board for final approval.

Section 5

The Vice President shall:

- A. serve as a liaison to the Board and the law school administration;
- B. serve as Chairperson of the Election Committee;
- C. assume the duties of the President in the President's absence;
- D. coordinate and supervise the activities of SBA committees;
- E. promulgate a monthly calendar of SBA activities;
- F. perform other such duties that are reasonably requested by the President.

Section 6

The Secretary shall:

- A. record the minutes of each Board meeting;
- B. make the minutes available to all members of the Board;
- C. maintain all files and records of the Board and SBA committees;
- D. publish the minutes and make them available for public viewing, excepting such parts as may in the Board's judgment require secrecy in order to protect the general welfare of the student body;
- E. handle the general correspondence of the SBA;
- F. maintain and update the SBA website, including the list of currently chartered student groups and organizations; and
- G. perform other such duties as are reasonably requested by the President.

Section 7

The Treasurer shall:

- A. serve as Chairperson of the Budget Committee;
- B. submit a completed budget to the Board within six (6) weeks of the beginning of the academic year if the
- C. President chooses to do an annual budget, or within six (6) weeks of the beginning of each semester if the President chooses to do a semester budget, for the Board's approval, but not before 1L general elections;
- D. have authority to establish and maintain a bank account for the SBA at a commercial banking institution;
- E. have the authority to sign checks or warrants for money from the SBA account pursuant to the Budget Guidelines;
- F. establish and maintain an SBA Accounting Policy Manual, and ensure that all SBA financial transactions comply with the policies set forth therein;
- G. on an annual basis, obtain ratification by the Board of the SBA Accounting Policy Manual;
- H. obtain ratification by the Board of any changes to the SBA Accounting Policy Manual prior to implementing such changes;
- I. submit written financial reports to the Board at the end of each semester, and interim reports as requested by the Board; and
- J. perform other such duties as are reasonably requested by the President.

Section 8

The ABA/LSD Representative shall:

- A. serve as the SBA's official liaison to the Law Student Division of the American Bar Association;
- B. keep the Board informed of ABA news, events, and opportunities; and
- C. perform other such duties as are reasonably requested by the President.

Section 9

The Pennsylvania State University Senator shall:

- A. serve as the SBA's official liaison to the Penn State Board of Senators;
- B. keep the Board informed of the business of The Pennsylvania State University Faculty Senate; and
- C. perform other such duties as are reasonably requested by the President and inherent in his or her position.

Section 10

The Class Representatives shall:

- A. be the spokespersons for their respective classes and act on their behalf while serving on the Board;
- B. serve on at least one (1) SBA standing committee; and
- C. perform other such duties as are reasonably requested by the president.

Section 11

The Honor Code Representatives shall:

- A. be the spokespersons for their respective classes and act on their behalf while serving on the Board;
- B. serve on the Honor Code Committee; and
- C. perform other such duties as are reasonably requested by the President.

Section 12

The LLM Representative shall:

- A. be the spokesperson for the LLM community and act on their behalf while serving on the Board;
- B. serve on at least one (1) standing committee; and
- C. perform other such duties as are reasonably requested by the President.

Section 13

The LLM Honor Code Representative shall:

- A. be the spokesperson for the LLM community and act on their behalf while serving on the Board;
- B. serve on the Honor Code Committee; and
- C. perform other such duties as are reasonably requested by the President.

Section 14

After final approval of the annual/semester budget, the Board will hear any allocation/reallocation requests for SBA funds in excess of five hundred (500) dollars. These requests are to be submitted, within a reasonable amount of time before a general meeting of the SBA, to the Treasurer who shall have the requests added to the agenda. In these requests, the Budget Guidelines, while persuasive upon the Board, are not binding.

Section 15

Board members shall deliver to their successors all material pertaining to their respective offices.

Article III: Committees

Section 1.

The Executive Council shall establish and maintain the following standing committees:

- A. Admissions,
- B. Alumni Relations,
- C. Budget,
- D. Community Relations,
- E. Diversity,
- F. Election,
- G. Honor Code,
- H. Social,
- I. Speakers Trust,
- J. Technology, and
- K. 1L Trial Competition.

Section 2

Duties of Committees:

- A. All SBA committees are responsible to the Board and shall regularly report their activities to the Board.
- B. All SBA committees must meet a minimum of one (1) time per semester.
- C. All SBA committees must create and maintain a mission statement to be approved by the Board on an annual basis.

Section 3

The Budget Committee:

- A. The Treasurer shall be the Chairperson of the Budget Committee.
- B. The Budget Committee shall consist of the Treasurer and four (4) duly appointed members of the SBA. These are the only voting members within the Budget Committee; however, the President may appoint, with the advice and consent of the Board, any other SBA members who shall participate, although they shall not vote.
- C. The Budget Committee has quorum, in any of its meetings, only when at least three (3) voting members are present.
- D. Before formulating an annual/semester budget, the Budget Committee shall draft Budget Guidelines, which the Committee is to follow when formulating an annual/semester budget and when considering any other allocation/reallocation requests during the rest of the academic school year. The Budget Guidelines must be approved by the Board before formulation of the annual/semester budget begins and may be altered during the course of the academic school year as the Board sees fit.
- E. In formulating an annual/semester budget, the Budget Committee shall:
 1. accept written proposals for the use of SBA funds from representatives of previously chartered student groups and organizations; and
 2. keep a record of all requests for funding that are not included in the proposed budget until the Budget is approved.
- F. Upon approval by the Budget Committee, the proposed budget shall be presented to the Board for final approval. Final approval of the proposed budget shall be by a majority vote of Board members present.
- G. After final approval of an annual/semester budget, any allocation/reallocation requests for SBA funds which are for five hundred (500) dollars or less are to be reviewed by the Budget Committee after they are received by the Treasurer. These requests are to be considered in accordance with the Budget Guidelines and, upon request, the chartered group or organization is entitled to a hearing in person before the Committee.

- H. The Budget Committee shall give a decision to any allocation/reallocation request within two (2) weeks of receiving such request. Every decision shall be accompanied by a brief explanation for the Committee's ruling and delivered to the group or organization that has made the request.
- I. The Budget Committee, through the Treasurer, is to report, at each general meeting of the Board, total allocation/reallocation requested and total granted since the last general meeting. The Board is, upon request by any member, entitled to a detailed explanation and discussion of the decisions of the Budget Committee.

Article IV: Student Groups and Organizations

Section 1

Student groups and organizations are to be chartered by the SBA in one of two ways:

- A. New student groups and organizations, or those which have forfeited their charter, must obtain, at any time in the academic school year, a petition from the Secretary and obtain at least fifty (50) signatures from SBA members. Upon obtaining the necessary signatures, the student group or organization must present the petition to the Secretary at least one week before the next general body meeting. The President is then to present the organization and its representative at the general body meeting to answer any questions the Board may have. The student group or organization may then receive the SBA charter by a majority vote of the Board.
- B. Student groups and organizations which have been chartered by the Board in the past renew their charter by submitting a budget request form to the Budget Committee at the beginning of each academic school year or each semester (depending on whether or not the President has chosen an annual or a semester budget). Failure to submit a budget request form, even if the student group or organization is not requesting any funds, results in the student group or organization's forfeiture of its charter.

Section 2

Any new student group or organization duly chartered under Article IV, Section 1 shall cease to be considered a new student group or organization upon the successful renewal of their charter in accordance with Article IV, Section 1(B).

Article V: Meetings

Section 1

The President shall post the agenda at least forty-eight (48) hours prior to any regular meeting and within a reasonable time prior to any special meeting.

Section 2

Any meeting postponed for a lack of quorum shall not be treated as a meeting for attendance purposes, nor shall it count for purposes of Article V, Section 2.

Section 3

The President shall convene a special meeting of the Board as soon as practicable, but in no case later than five (5) school days after receipt of a written request for such a meeting that is signed by at least five (5) Board members.

Section 4

The incoming President and outgoing President shall jointly preside at the first Board meeting that follows the general election. The incoming President shall take office at the close of the joint meeting and shall preside over at least one (1) meeting of the new Board before the end of that academic year.

Section 5

All business of the SBA shall be governed by the rules contained in the current edition of *Robert's Rules of Order Newly Revised* in all cases in which they are not inconsistent with this Constitution and any special rules of order the SBA may adopt.

Article VI: Elections

Section 1

Candidates for all Board positions, fully aware of the voluntary, non compensatory nature of SBA positions, shall nominate themselves.

Section 2

The entire student body shall elect

- A. one (1) President;
- B. one (1) Vice President
- C. one (1) Treasurer;
- D. one (1) Secretary;
- E. one (1) ABA/LSD Representative; and
- F. one (1) PSU Senator.

Section 3

Each of the 1L, 2L, and 3L classes shall elect:

- A. two (2) Honor Code Representatives; and
- B. four (4) Class Representatives.

Section 4

The entire LLM student body shall elect:

- A. one (1) LLM Representative;
- B. one (1) LLM Honor Code Representative
- C. one (1) LLM Senator

Section 5

Elections for 1L Class Representatives and Honor Code Representatives shall be held as early as possible, but no later than five (5) weeks after the start of the academic year.

Section 6

2L and 3L Board members shall be elected for a one (1) year term as defined in the Constitution. The commencement of these terms shall mark the beginning of a new SBA administrative year.

Section 7

Any member of the Board must be physically enrolled in classes held at the law school throughout that academic year or else forfeit their Board position. In the case of forfeiture, a special election shall be held as soon as practicable.

Section 8

1L Board members shall serve a term commencing at the first meeting following the fall election until the end of that SBA administrative year.

Section 9

The airing of any complaints arising out of or in connection with an Article VI election shall be made in writing to the Election Committee within 5 academic days of the election at issue.

- A. The Election Committee shall consider and respond to any properly submitted complaint within five (5) academic days of the receipt of said complaint
- B. The Election Committee's ruling as to the validity of any properly submitted complaint shall be submitted in writing to the SBA Executive Council and to all individuals they deem related to the complaint.

Article VII: Vacancy and Removal

Section 1.

A vacancy shall be deemed to have occurred:

- A. If a member of the Board resigns from office;
- B. If a member of the Board is removed from office;
- C. If a member of the Board is no longer a student at the law school; or
- D. If a member of the Board is required to forfeit their position.

Section 2.

All resignations from SBA positions should be submitted to the Board in writing.

Section 3

Two (2) absences per semester from regularly scheduled SBA meetings which are deemed unexcused by the SBA Secretary shall constitute neglect to perform the duties of the SBA office and shall make that Board member subject to sanctions provided by this Constitution.

Section 4

The President has discretion to excuse one (1) absence each semester for legitimate reasons.

Section 5

For any removal, following motion and second, the Secretary shall within twenty-four (24) hours give written notice to the individual. The vote for removal shall occur no earlier than seven (7) days following delivery of notice.

Section 6

If the President is the subject of a charge for removal, then until the Board votes or the matter is otherwise disposed of, the Vice President shall assume all privileges, duties, and responsibilities of the President.

Section 7

Except as provided for by this Constitution, the President shall, with the consent of a majority of the Board, appoint a member of the Board to fill a vacancy on the Executive Council.

Section 8

The President shall fill vacancies for appointed positions within two (2) weeks of any vacancy

Article VIII: Amendment and Revision

Section 1

The amendment and revision of the Constitution of the SBA shall be governed by the following procedure:

- A. Any proposal that is approved by a two-thirds (2/3) majority vote of the Board at a general meeting, where there shall have been full and fair discussion, shall be promulgated by the Board to the SBA membership, along with a brief synopsis of rationale, within ten (10) academic calendar days of the SBA meeting at which the proposal was approved.
- B. An approved amendment or revision shall be distributed by placing a copy in the SBA permanent files, by attaching a copy to the SBA Constitution on file in the library, and by sending a copy to the Dean of the law school for placement in the Dean's Faculty Manual.
- C. This section is governed and supplemented to the extent that any provisions contained in the Constitution are applicable.

Section 2.

The amendment and revision of any Bylaws of the SBA shall be governed by the following procedure:

- A. Any member of the Board may put forward a motion to amend the Bylaws of the SBA or any SBA committee.
- B. Any motion duly seconded shall be submitted to the Board as a proposal in writing and distributed to each member of the Board as well as all SBA members in a timely fashion.
- C. Each proposal shall be the subject of an open public comment period at the next general SBA meeting following the motion.
- D. Each proposal having been properly distributed and subject to open comment and fair discussion shall be promulgated by the full Board upon a majority vote.