

**Bylaws of the Student Bar Association  
James E. Rogers College of Law**

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**Article I: Authority**

The authority of the Student Bar Association (“SBA”) is granted by Article II of the SBA Constitution, as approved by the students of the James E. Rogers College of Law.

**Article II: Powers and Jurisdiction**

- A. The powers of the SBA shall be those granted in Articles II, III, and IV of the SBA Constitution.
- B. Jurisdiction
  - a. The SBA may make recommendations on all matters of general concern to the students of the James E. Rogers College of Law
  - b. The SBA reserves the right to evaluate any actions of those divisions or organizations which affect the student body of the College of Law as a

- whole, make recommendations that shall be seriously considered by them, and take action to ensure that those divisions or organizations act in compliance with SBA policy and rules, as per the SBA Constitution.
- c. The SBA shall serve as the final authority on all matters regarding the governance of the student body of the James E. Rogers College of Law.

### **Article III: Meetings**

- A. Regular meetings
  - a. The SBA House of Delegates shall meet once a month throughout the academic session, not including the summer session, as per Article IV, Section B, of the SBA Constitution, at a date and time to be scheduled by the President within two weeks of the beginning of each semester.
  - b. The SBA Executive Committee, with a unanimous vote, may cancel any regular meeting if, in their judgment, there is not sufficient business to be considered.
  - c. The SBA President shall have the authority to change the regular meeting date when such meeting date falls on a holiday or during a vacation period, with a 48 hour notice given to the House of Delegates.
- B. Special meetings of the House of Delegates may be called in accordance with Article IV, Section B of the SBA Constitution
- C. Notice of Meetings
  - a. Notice of all regular meetings shall be posted by the President one week in advance of each House of Delegates meeting and shall be distributed in writing at the first House of Delegates meeting of each semester. Unavoidable delay of such notice shall not invalidate any action taken at these meetings.
  - b. Written or verbal notice of a special meeting shall be sent to each member of the House of Delegates at least 48 hours prior to the date of said special meeting, in accordance with Article IV of the SBA Constitution.
- D. Meetings of the House of Delegates shall be held at the hour and place designated by the President.

### **Article IV: Quorum**

- A. In all matters, except those noted in Section 2 of this article, a simple majority of the total membership of the House of Delegates shall constitute a quorum.
- B. Two-thirds of the total membership of the House of Delegates shall constitute a quorum, in matters concerning:
  - a. Amendments to these bylaws;
  - b. Reversal of action taken by the Executive Committee;
  - c. Reversal of action taken by any student organization, and;
  - d. Impeachment of any member of the SBA.

## Article V: Executive Officers

- A. The Officers of the SBA shall be those identified in Article V of the SBA Constitution.
- B. Specific Duties of SBA Officers
  - a. President
    - i. The President shall preside over all Executive Committee and House of Delegates meetings of the SBA.
    - ii. The President shall have the power, with the advice and consent of the Executive committee, to appoint chairpersons and members of student committees. The President shall also have the power to remove such committee chairperson and members. The President, or his designate, shall be an ex-officio member of all student committees and may vote only in the event of a tie on such committees.
    - iii. The President shall serve as the Elections Commissioner. In this capacity, the President shall conduct spring elections for the executive officers, second and third-year class delegates, and at-large delegates. In preparation for spring elections, the President shall make available the required paperwork, shall announce the schedule for elections, shall make available time to campaign not to exceed one week, and shall schedule a time and place for a candidate's forum. In this capacity, the President shall also conduct fall elections for the first-year delegates
    - iv. The President shall exercise such other duties as may be authorized or required by the House of Delegates.
  - b. Vice President
    - i. In the absence or inability to act of the President, the Vice President shall have all the powers and shall perform the duties of the President.
    - ii. The Vice President shall be responsible for conducting the annual orientation of incoming first-year students to the College of Law and for coordinating continuing orientation events.
    - iii. The Vice President shall exercise such other duties as may be authorized or required by the House of Delegates.
  - c. Secretary
    - i. The Secretary shall keep records of all meetings. He or she shall post minutes of all meetings, notice of meetings, and notice of events.
    - ii. The Secretary shall keep the student body advised of the events and actions of the SBA.
    - iii. The secretary shall exercise such other duties as may be authorized or required by the House of Delegates.
  - d. Treasurer

- i. The Treasurer shall receive and receipt for all monies or other property, paid or delivered to the SBA, shall safely keep the same, and pay out or otherwise dispose thereof as directed or authorized by the Constitution, by the Executive Committee or the House of Delegates, and shall perform such other duties as may be authorized or required by the House of Delegates. Regular books and accounts shall be kept by him or her, under his or her direction and supervision, and he or she shall render statement of such accounts to the President and members when so requested.
  - ii. The Treasurer shall plan and organize fundraising efforts as requested or required by the House of Delegates.
  - iii. The Treasurer shall exercise such other duties as may be authorized or required by the House of Delegates.
- e. Executive Program Coordinator
  - i. The Executive Program Coordinator shall be responsible for coordinating the activities of the SBA, including the social, educational, and professional activities deemed appropriate by the House of Delegates.
  - ii. The Executive Program Coordinator shall exercise such other duties as may be authorized or required by the House of Delegates.

#### **Article VI: Executive Committee**

- A. The Executive committee shall be comprised of the President, Vice President, Secretary, Treasurer, Executive Program Coordinator, First-Year Delegate Representative Second-Year Delegate Representative, and Third-Year Delegate Representative, as prescribed by Section V of the SBA Constitution.
- B. Student organizations and any other officers appointed by the Executive Committee and approved by the House of Delegates as stated in Article V, Section 3, shall have limited speaking privileges in the Executive Committee.
- C. Powers and Duties
  - a. The Executive Committee shall act with all powers granted by the SBA Constitution, these Bylaws, and special orders of the House of Delegates, as per Article V of the SBA Constitution.
  - b. Duties shall include preparing the agenda of the House of Delegates and any other duties provided by the SBA Constitution, these Bylaws or special order of the House of Delegates.
  - c. In accordance with Article V, Section C of the SBA Constitution, the Executive Committee and its members shall be empowered to act for the House of Delegates when it is impractical for the House of Delegates to meet.
- D. Meetings
  - a. The executive Committee shall meet at least twice a month each month of the regular fall and spring semesters.

- b. The Executive Committee shall meet the week prior to each regular meeting of the House of Delegates.
- c. Any voting member of the Executive Committee may call a special meeting with at least twenty-four hours notice to all members.
- E. Right to Review by House of Delegates
  - a. All actions in the Executive Committee and its members must be reported to the House of Delegates at the first opportunity following the action.
  - b. The House of Delegates may overturn any action of the Executive Committee by a two-thirds vote of those present and voting, unless such action would have adverse legal consequences.

### **Article VII: Student Representation to College Bodies**

- A. The President of the SBA or his or her designee shall serve as a student representative to the Law College Association.
- B. The newly-elected and outgoing Executive Committee members shall make joint recommendations to the Dean of the College of Law for student representatives to the faculty committees by the conclusion of the spring semester.

### **Article VIII: Rules of Order**

- A. All motions and legislation proposed by the House of Delegates shall require a simple majority vote of the present and voting Senators.
- B. Any matter not specifically covered in the SBA Constitution or these Bylaws shall be governed by the most recent edition of *Robert's Rules of Order*.

### **Article XI: Order of Business**

The Order of Business at meetings of the house of Delegates shall be as follows:

- a. Call to Order
- b. Approval of the minutes
- c. Executive Reports
- d. Class Reports
- e. Club Reports
- f. Committee Reports
- g. Old Business
- h. New Business
- i. Open Forum
- j. Announcements
- k. Adjournment

### **Article X: Legislation**

- A. Power to Enact Proper Legislation

- a. The House of Delegates may enact legislation as it deems necessary. All proposals shall be presented in such a way as to provide delegates with adequate information to reach a decision regarding enactment of legislation. Legislation must be submitted, in writing, at least 48 hours prior to the call to order of the appropriate SBA meeting, to the President in order to be placed on the agenda. Late legislation may be introduced from the floor during New Business.
- b. Legislation may be introduced by:
  - i. any voting House of Delegates member
  - ii. a petition signed by one percent of the student body of the College of law
  - iii. A committee of the House of Delegates
  - iv. Any member of the Executive Committee
  - v. The SBA Executive Committee
- c. It is the right and responsibility of the House of Delegates to table any proposal about which it does not feel adequately prepared or informed.
- B. Except where otherwise provided, a simple majority of the house of Delegates present and voting shall decide all matters of legislation.
- C. All legislation introduced on the floor of the House of Delegates may be referred to an appropriate committee, by a majority vote, for their comment before action is taken by the House of Delegates.
- D. Interpretive Language
  - a. The term “Legislative” refers to the act of giving or enacting laws; the power to make laws; the act of legislation; preparation and enactment of laws; the making of laws by express notice.
  - b. The term “Bylaws” refers to new statutory laws, whereas an “amendment” is a proposed modification or alteration to an existing law.
  - c. The term “shall” is mandatory.
  - d. The term “may” is permissive.
  - e. The term “and/or” is alternative.
- E. Codification
  - a. All legislation passed by the House of Delegates shall be codified by the Secretary.
  - b. All legislation passed by the House of Delegates shall be organized annual and made readily available to all members of the student body for reference.
  - c. The term “codification” means publish.

**Article XI: Powers of the House of Delegates to  
Enforce the SBA Constitution**

The House of Delegates shall have the power to enforce the provisions of the SBA Constitution.

## **Article XII: Awards**

- A. The John W. Strong Faculty Member of the Year award shall be selected by simple majority vote of the second and third-year members of the student body of the College of Law.
- B. The SBA Staff Member of the Year award shall be selected by simple majority vote of the student body of the College of Law.
- C. The SBA Administrator of the Year Award shall be selected by simple majority vote of the student body of the College of Law.
- D. All other awards, unless otherwise indicated, shall be chosen from nominations and simple majority vote of the SBA House of Delegates, based on the official guidelines of each award at a time designated by the Executive Committee.

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