

Student Bar Association
CONSTITUTION

Drake University Law School

PREAMBLE

We, the students of Drake University Law School, in order to: (1) secure for ourselves the benefits of a student union on a common democratic basis; (2) promote the rights, dignity and basic equality of all law students; (3) provide a medium for effective cooperation with the Law School faculty and administration; (4) encourage high standards of scholarship; (5) encourage student involvement and participation; (6) create a Law School Spirit that welcomes and accepts all students regardless of age, gender, race, ethnicity, nationality, religion, sexual orientation, disability, or social class; and (7) promote a feeling of loyalty to our school and our profession, do ordain this Constitution of the Drake University Law School Bar Association.

ARTICLE I

Name

The name of this organization shall be "The Drake University Law School Student Bar Association," hereinafter referred to as the S.B.A.

ARTICLE II

Membership

- Section 1. All students enrolled in the Drake University Law School shall be members of the Drake University Law School Student Bar Association.
- Section 2. For all purposes connected with the membership and privileges in the Association, the following bases shall be employed to determine the class standing of members:
- a. First Year Law Students (1L) are those students who have completed less than 30 hours of law study.
 - b. Second Year Law Students (2L) are those students who have completed 30, but less than 60 hours of law study.
 - c. Third Year Law Students (3L) are those students who have completed 60 or more hours of law study.

ARTICLE III

Officers

- Section 1. In order to hold office in the Drake University Law School S.B.A., a person must be a student of the Drake University Law School, must carry sufficient Law School credits to establish full residence in accordance with the rules of the faculty and administration, and may not run for any S.B.A. office unless in good academic standing with a minimum of a 2.0. G.P.A.
- Section 2. There shall be 19 Officers who shall constitute the Elected Body of the S.B.A. The Officers shall consist of: President, Vice President, Secretary, Treasurer, Four 3L Representatives, Four 2L Representatives, Four 1L Representatives, Student/Faculty Liaison, University Senator, American Bar Association/Law Student Division (ABA/LSD) Representative, and one Honor Board Representative from each 3L, 2L, and 1L class. No Officer of the S.B.A. Elected Body shall hold two offices simultaneously unless appointed to the second position by approval of the current S.B.A. Officers.
- Section 3. The S.B.A. Executive Council shall consist of the S.B.A. President, Vice President, Secretary, and Treasurer.
- Section 4. The duties of the Officers shall be provided in the by-laws.

ARTICLE IV

Removal of Officers

Section 1. Recall

- a. Fifteen (15) percent of the total number of S.B.A. members will be required to sign a petition in order to have a recall election for any Officer.
- b. Recall shall be for malfeasance, nonfeasance, or misfeasance.
- c. A bill of particulars outlining the malfeasance, nonfeasance or misfeasance shall be required.
- d. The Honor Board shall determine the validity of the recall petition.
- e. If the Honor Board determines the recall petition to be valid, the Vice President must call for an election to be held within ten (10) days of said determination.

Section 2. Impeachment

- a. Any Officer can be impeached by a 3/4 vote of the Elected Body on the S.B.A. at a regularly scheduled meeting for malfeasance, nonfeasance, or misfeasance in office.
- b. A bill of particulars outlining the malfeasance, nonfeasance, or misfeasance of the charged Officer shall be required.
- c. After impeachment charges are preferred against a member, the member is deprived of all rights of membership until his /her case is disposed of.
- d. Conviction of an Officer who is impeached shall be by the Honor Board.
- e. If a recall election fails, the S.B.A. Officers are barred from bringing impeachment proceedings on the same bill of particulars.

ARTICLE V

Elections

Section 1. Annual elections for the Officers shall be held on the second Tuesday of February, or within one (1) week thereof. If necessary, the Run-off Election shall be held on the next following Tuesday of February.

Section 2. At each annual election the following Officers shall be elected to the *S.B.A.*: President, Vice President, Secretary, Treasurer, Student/Faculty Liaison, University Senator, A.B.A./LSD Representative, Four (4) Class Representatives for following year's second year (2L) class, and Four (4) Class Representatives for following year's third year (3L) class.

Section 3. At each annual election the following justices/Officers shall be elected to the Honor Board: One (1) justice from following year's second year class, One (1) justice from following year's third year class.

- Section 4. The newly elected Officers shall take office on March 1st of that current year. During the interim between election and officially taking office, the new Officers shall attend all regular meetings as non-voting members of the S.B.A. and work with the outgoing Officers to familiarize themselves with their official responsibilities.
- Section 5. Four members of the first year class shall be elected as Class Representatives, and one member as an Honor Board justice during the third full week of the Fall Semester to serve until the next regular election of Officers of the S.B.A. They shall take office immediately upon election.
- Section 6. An election shall be held to fill any vacancy in a Class or Honor Board Representative position, when such vacancy occurs during the summer or school year prior to the 1L Class Representative election.

ARTICLE VI

POWERS AND DUTIES OF THE S.B.A. OFFICERS

- Section 1. The Officers shall formulate policies, designate and terminate committees, and manage the affairs of the S.B.A.
- Section 2. The Officers shall promulgate necessary by-laws consistent with this Constitution. A copy of the Constitution and by-laws shall be given to each student upon commencing studies at Drake Law School. Copies of the Constitution and by-laws will be available in the S.B.A. Office.
- Section 3. The Officers shall make all rules and regulations necessary to effectuate the above-mentioned powers and duties.
- Section 4. The Officers shall interpret this Constitution.
- Section 5. The President shall have the authority to appoint and remove members of all standing and special committees, subject to the advice and consent of the Executive Council.
- Section 6. Any vacancy, excluding the office of the President, occurring in one of the offices mentioned in Article III, §2 may be filled by appointment of the S.B.A. President and subject to approval of the Executive Council, following a reasonable period during which S.B.A. Officers may have the opportunity to express concerns to the Executive Committee in a closed forum, except in those cases to which Article V, §6 applies.
- Section 7. In the event of a vacancy in the office of President during a term of office, the order of succession to the Presidency shall be as follows: Treasurer, Vice President, Secretary. In the event that none of these three officers accept the Presidency, the Officers shall choose a new President from nominations submitted by the Officers.

ARTICLE VII

S.B.A. Meetings

- Section 1. Regular meetings shall be held every week at a time and on a day to be decided by the Officers at the beginning of each semester. Summer meetings shall not be considered regular meetings.
- Section 2. Officers shall attend all regular meetings, except that an Officer may be excused for any reason from three regular meetings per semester with no less than two days prior notice to the S.B.A. President. An Officer may be excused from more than three regular meetings per semester only in extenuating circumstances and with prior approval of the S.B.A. President after consultation with the Executive Council.
- Section 3. The agenda for all regular meetings shall be posted on the S.B.A. bulletin board and emailed to all Officers at least 24 hours before such meeting. The minutes of each S.B.A. meeting shall be posted on the S.B.A. bulletin board not later than two regularly scheduled class days after the meeting.
- Section 4. Any person who seeks to include anything on an S.B.A. regular meeting agenda, including proposals for legislation, shall submit such information via email to the S.B.A. Secretary not less than 72 hours prior to the meeting. Later submissions shall be included on the following week's meeting agenda.
- Section 5. A quorum for regular meetings shall be one-half plus one of the total number of Officers.
- Section 6. The Officers shall be governed by parliamentary procedure.
- Section 7. All regular meetings shall be open. In the event that the Officers are required to discuss confidential matters, the meeting may be closed by a 2/3 vote of the Officers.
- Section 8. Special meetings of the Officers may be called by the President as provided in the by-laws.
- Section 9. Executive Council meetings shall be held not less than two times per month at a time and on a day agreed upon by the Executive Council.
- Section 10. The S.B.A. shall hold an open forum meeting not less than one time per semester, to be attended by the Law School Dean, a representative from the Career Services Center, and any other person the S.B.A. may deem appropriate, to afford the student body an opportunity to question and obtain information from such administrative officials directly.

ARTICLE VIII

Amendments

- Section 1. Proposed amendments to the S.B.A. Constitution shall be submitted to the Officers. If 2/3 of the Officers approve the proposed amendment the Vice President shall hold a referendum for ratification by the full Student Bar Association.

Section 2. Proposed amendments approved by the Officers shall be posted on the S.B.A. bulletin board one week prior to the referendum.

ARTICLE IX

Ratification

Section 1. This Constitution shall be ratified upon an affirmative two-thirds vote of a majority of those members of the Drake University Law School S.B.A. voting in the election.

Section 2. This Constitution shall take effect immediately upon ratification and shall supersede and nullify all preceding Constitutions of the Drake University Law School Student Bar Association.

Ratified on: February 21, 2006

By-Laws Of the Drake University Law School Student Bar Association

ARTICLE I CAMPAIGN RULES AND PROCEDURES

- Section 1. All provisions contained within this article are subject to the discretion of the S.B.A. Vice-President, who shall be the final authority on all campaign matters.
- Section 2. There shall be a limit of four 8 ½ by 11" and one 22" by 28" posters per floor of Cartwright Hall. The basement of Cartwright Hall is considered one floor. The hall connecting Cartwright Hall to Opperman Hall is considered to be one floor. Thus, there are a total of four floors available for candidate posters.
- Section 3. All campaign posters and paraphernalia shall be posted in the following area only:
- a. On and above the cabinets across from the student folders in Cartwright Hall so that the cabinets may still be opened.
 - b. On the door under the stairs leading to the second floor of Cartwright Hall which is visible from the student folders.
 - c. On the brick surface between Cartwright and Opperman Hall which is visible from the student folders.
 - d. On the glass and metal doorframes on the Carpenter street entrance to Cartwright Hall.
 - e. On the outside of any door to the classrooms on the second floor of Cartwright Hall.
 - f. On the glass and doorframes of the entrance to the patio on the second floor of Cartwright Hall.
 - g. On the inside or outside of the Quiet and Noisy Lounge doors.
 - h. On any bathroom doors.
 - i. Any other area that is approved in advance by the Election Committee.
- Section 4. No posters or election materials supporting a candidate shall be permitted in any classroom, except those items which can be reasonably considered an extension of the person bearing them. Such items may include, but are not limited to: stickers, buttons, shirts, or screensavers.
- Section 5. All posters of candidates not participating in a run-off election shall be removed before 8:00 a.m. on the day after the general election. All posters shall be removed before 8:00 a.m. on the day

after the run-off election.

- Section 6. On the days of the general election and the run-off elections, there shall be no active, verbal soliciting of votes by candidates within sight of the polling place located in the lobby of Cartwright Hall across from the student folders.
- Section 7. On the days of the general election and the run-off election, there shall be no campaigning within sight of any additional polling places.
- Section 8. Candidates may fill student folders with election materials until 12:00 midnight the day before any election.
- Section 9. Any and all posters, buttons, and/ or paraphernalia bearing a candidates name or likeness are prohibited from the area immediately visible from the polling place during voting hours on the day of the elections.
- Section 10. Any violation of the aforementioned rules may result in disqualification from current or subsequent elections or removal from office upon a hearing by the election committee and a majority vote by the Executive Council.
- Section 11. All candidates, including write-in candidates, shall follow the by-laws set forth in Article II.
- Section 12. Running for Office
- a. A person may only run for a Class Representative and one other S.B.A. position simultaneously.
 - b. A candidate elected to both a Class Representative and another position shall decide which position he/she will hold.

ARTICLE II

ELECTION RULES AND PROCEDURES

- Section 1. All provisions contained within this article are subject to the discretion of the S.B.A. Vice-President, who shall be the final authority on all election matters.
- Section 2. Any currently enrolled law student may vote in an S.B.A. sponsored election.
- Section 3. Any currently enrolled law student may be nominated for office by filing a petition with the Vice President. The petition must be signed by at least 25 members of the law students the candidate will represent. Law students may sign more than one petition. Petitions must be filed at least one week prior to the election.
- Section 4. The Election Committee is delegated the responsibility of designing the S.B.A. election ballot, in adherence with the following guidelines:

- a. Ballots shall alphabetically list all candidates in compliance with Article I §2.
- b. Ballots shall include a write in space in compliance with Article I §4.
- c. Ballots shall be differentiated according to class level with the means of differentiation decided by the Election Committee.
- d. The Election Commissioner Vice President and others in charge of the polling area shall initial the ballot before the ballot is placed into the ballot box.
- e. Any ballots not initialized by the election committee shall be held void.

Section 5. General Election

- a. The candidates for the offices of President, Vice -President, Secretary, Treasurer, Student/faculty liaison, A.B.A./LSD Representative or University Senator who receive 50% of the vote plus one shall be officially elected.
- b. The candidates for the offices of Class Representative or Honor Board who receive a plurality of the total vote shall be officially elected.

Section 6. Run-Off Election

- a. A run-off election will be held for the offices of President, Vice- President, Secretary, Treasurer, Student/faculty Liaison, A.B.A./LSD Representative or University Senator, if more than two people file for said office and no candidate gets at least 50 percent plus one of the vote in the general election. The two candidates that received a plurality of the votes in the general election shall have their names placed on the ballot for the run-off election. The candidate who receives the majority of the votes in the run-off election shall be declared the winner. No write-in candidates shall be allowed to run in the run-off elections.
- b. A run-off election shall be held for the office of Class Representative if more than eight people file for said office. The six candidates who received a plurality of the votes in the general election shall have their names placed on the ballot for the run-off election.

Section 7. On the day of S.B.A. elections, the voting hours shall begin at 8:30 a.m. and promptly conclude at 5:00 p.m.

Section 8. Any individual who harasses, threatens, intimidates or interferes with a candidate during the course of an election will be reported to the Honor Board and disqualified from the election by the Election Committee of the S.B.A.

Section 9. The Vice President shall serve as head of the Election Committee unless such person is running for an office. In this case, the President shall appoint an Election Commissioner. Any Election Committee member upon filing for candidacy will become ineligible to serve as an active member of the Election Committee. Any S.B.A. member running for the Office of President or Vice President may not participate in the election by assisting in staffing the S.B.A. election table. In the event that the Election Committee is unable to staff the election table due to large numbers of current S.B.A. members running for the Office of President or Vice President other S.B.A. members at large may be requested to assist in staffing the election table. In addition,

subject to the discretion of the Vice President and the members of the Election Committee, measures must be taken during each election to ensure the privacy of each student voter in casting his or her ballot.

Section 10. At the close of the polls, ballots must be counted in the S.B.A. Office. Failure to follow this section will result in a re-election. The Vice President or Election Commissioner, President, and three individuals chosen by the Vice President shall count the election ballots. If the Vice President, Election Commissioner, or President is a candidate in the current election, three alternate individuals shall be chosen by the Election Committee to take their place in counting the election ballots.

Section 11. Any and all complaints concerning the election shall be in writing, signed by the complainant and filed with the Election Commissioner by placing the complaint in the mailbox of a member of the Election Committee.

Section 12. Complaints shall be filed as soon as noticed or within 24 hours after the polls close on election day.

Section 13. Any violation of the aforementioned rules may result in disqualification from current or subsequent elections or removal from office upon a hearing by the election committee and a majority vote by the Executive Council.

Section 14. Students who desire to vote by absentee ballot will be allowed to, provided they contact the Election Committee at least 24 hours before the election.

Section 15. Recount

a. Any candidate seeking a recount must first petition the Election Committee according to the following guidelines:

1. Petition shall be made within 24 hours of the closing time of the polls on election day,

2. Petition must include the reason(s) for requesting a recount,

3. A copy of the Petition shall be placed on the S.B.A. message board,

4. The Election committee shall determine whether or not to proceed with a recount, and

5. If denied by the Election Committee, Petitioner may appeal to the S.B.A.

Section 16. SBA TWEN Suggestion Box Usage

a. The SBA Executive Board, along with the TWEN moderator (Chair of Public relations Committee) will have final say in all matters involving the SBA suggestion box. They reserve the power and discretion to suspend usage of the suggestion box by an individual or group, to remove postings deemed to be inconsistent with this policy, to remove postings at the request of an individual or group, and any other action necessary to carry out the policy contained herein.

b. The SBA Executive Board and the TWEN moderator shall consider the following when seeking resolution to a matter related to the usage of the SBA suggestion box:

1. Questions may be posed of candidates, as well as constructive criticism offered of candidate's ideas and positions, just as candidates may encourage feedback on their positions and ideas,

2. Postings should not personally attack candidates,

3. Postings should not contain offensive language or name-calling,

4. A non-candidate has not placed themselves in the same light as a candidate, nor opened themselves to ridicule of their positions, ideas, or beliefs

5. Any person, including a non-candidate, who utilizes the SBA suggestion box to post their views regarding the election or a candidate should be considered to have willingly engaged in political debate, and should therefore be viewed in a different light than a non-candidate who is not so engaged.

c. Should the removal or editing of a post be deemed necessary, the TWEN moderator shall notify the author of the post via electronic mail. If a post is not edited, it shall be removed in accordance with these provisions. timely

ARTICLE III MEETINGS

Section 1. Conflicts of Interest

Any S.B.A. officer who is also an officer of another student organization will be required to abstain from voting on any issue or resolution if that issue or resolution deals exclusively with that particular student organization. Any elected position within a student organization will meet the definition of an officer.

Section 2. Parliamentarian

At the first regular meeting of the year, the S.B.A. Officers shall nominate candidates for the position of Parliamentarian, and shall elect a Parliamentarian.

ARTICLE IV OFFICER RESPONSIBILITIES

Section 1. The duties of the Officers include, but shall not be limited to the following:

a. The President shall:

1. Convene all regular meetings of the S.B.A. Officers and all meetings of Executive Council. A special meeting can be requested by any member of said Body or upon petition signed by 25 members of the S.B.A.
2. Preside at all regular and Executive Council meetings and make all necessary preparations.
3. Be the official representative of the Drake University Law School S.B.A.
4. Be a student representative to the faculty meetings.
5. Make all appointments as hereinafter set forth or as directed by the Executive Council.
6. Appoint and remove all committee chairpersons, with advice and consent of the Executive Council.
7. Lead the Council of Leaders.
8. Serve on the scholarship committee.
9. Meet with the President of the Drake undergraduate student government not less than once per semester in an effort to develop and maintain on-going working relations between the Law School and the undergraduate school.
10. Meet with the Dean regularly to discuss S.B.A. concerns and issues.
11. Coordinate with the Dean and all other relevant administration officials the open forum meeting to be held each semester as per Article VII of the S.B.A. Constitution.
12. Help coordinate Supreme Court Day, the Opperman Lecture Series, Graduation, and Law Student Orientations. 11. Ensure creation of the S.B.A. newsletters.
13. Assist in the effective activity of the S.B.A. bookstore.
14. Have an executive privilege for money allocations. If the President deems a monetary amount of less than \$250 necessary he or she is able to allocate the amount without a vote by the Officers. If a monetary amount of greater than \$250 is deemed necessary to be allocated by the President and a time constraint exists such that a decision must be made prior to the next regular meeting, the President is able to allocate the amount without a vote by the Officers of the S.B.A. However, the President must contact the Vice President and the Treasurer prior to allocation if both the Vice President and Treasurer disagree with the allocation, the President's decision is overruled. If this executive privilege is utilized, the President must disclose this information to the Officers at the next regular meeting.
15. Maintain regular contact during the summer months of his/her term with the S.B.A. Officers and the Law School.
16. Assume all other powers and duties of the office as set forth in this Constitution and by-laws.
17. Upon taking office, review and revise at his/her discretion the rules for parliamentary

procedure to be used at regular meetings during his/her presidency in an effort to maximize the efficiency and productivity of the S.B.A.

b. The Vice President shall:

1. Assume the powers and duties of the President during the latter's absence.
2. Be in charge of all S.B.A. sponsored elections and the campaigns for such elections.
3. Assume all such other duties that the President delegates.
4. Be the Chairperson of the Election -Committee.
5. Fulfill all duties relevant to being a member of the Executive Council.

c. The Secretary shall:

1. Act as recording secretary at all regular and Executive Council meetings.
2. Supervise all correspondence, compile the records and minutes of the S.B.A., post all announcements of regular meetings, compile and post proposed agenda on the S.B.A. bulletin board and email the proposed agenda to the Officers not less than 24 hours before each meeting, and post the minutes after each meeting.
3. Update the S.B.A. official record that includes all by-laws, resolutions, and other legislation passed upon by the S.B.A.
4. Maintain the S.B.A. Calendar, Bulletin Board, and Newsletters.
5. Coordinate and organize all proposed S.B.A. legislation.
6. Fulfill all duties relevant to being a member of the Executive Council.

d. The Treasurer shall:

1. Supervise and be responsible for the financial affairs of the S.B.A.
2. Prepare a financial report of the S.B.A. at such time as the Executive Council shall direct.
3. Serve as chairperson of the Budget Committee and shall review all requests for money and prepare a proposed budget for the forthcoming year to present to the S.B.A.
4. Maintain and advise Drake Law Organizations of the process through which such organizations may procure funds from the Drake undergraduate student senate for expenses not covered by SBA funds; namely travel expenses. The process shall be in accordance with the applicable rules of the senate relating to such requests.
5. Meet regularly with the Law School Budget and Office Manager to reconcile and update the S.B.A. budget.

6. Fulfill all duties relevant to being a member of the Executive Council.
- e. Each Class Representative shall:
1. Officially represent the members of his/her class at all meetings of the S.B.A.
 2. Coordinate the activities carried on by the S.B.A. with the members of his/her class.
 3. Act as communication liaison between his/her class member.
 4. Actively serve on S.B.A. committees.
- f. The Student/Faculty Liaison shall:
1. Officially represent the S.B.A. at all faculty meetings with the S.B.A. President.
 2. Record all Faculty meeting minutes and report to the S.B.A.
 3. Represent all student petitions at faculty meetings.
- g. The University Senator shall:
1. Represent the Law School students and the S.B.A. in the University Senate.
 2. Report to the S.B.A. on pending or passed Senate business of importance to the Law School and receive business to be taken to the University Senate.
 3. Promote the Law School within the activities and life of the University at Large.
- h. A.B.A./LSD Representative shall:
1. Report to the S.B.A. on A.B.A./LSD activities and receive recommendations from the Elected Body.
 2. Promote A.B.A./LSD membership and programs.
 3. Represent the S.B.A. at Circuit and Annual Meetings with the S.B.A. President.
 4. Carry a vote for the S.B.A. in the Division's Annual Assembly.
 5. Prepare and submit a budget request for A.B.A. expenses to be incurred throughout the upcoming year, in accordance with the S.B.A. budget process.
- i. The Parliamentarian shall:
1. Consult and assist the newly elected President in reviewing and revising the rules for parliamentary procedure to be used at regular meetings.
 2. Distribute the newly reviewed and revised rules for parliamentary procedure to all Officers, and aid and assist all Officers in the implementation of such rules.

3. At the discretion of the President, either conduct the parliamentary procedure of all regular meetings, or assist and advise the President, or any other member of the S.B.A., who is presiding over a regular meeting, on issues relating to parliamentary procedure.
- j. The Honor Board Representative shall:
1. Be familiar with and enforce the Honor Code.
 2. Convene and preside over impeachment proceedings.

ARTICLE V

Committees

Section 1. The following shall be S.B.A. standing committees:

- a. Budget Committee
- b. Facilities Committee
- c. Special Events Committee
- d. Election Committee
- e. Career Services Committee
- f. Philanthropy Committee

Section 2. The following shall be the jurisdiction of each S.B.A. standing committee:

- a. Budget Committee: Chair -Treasurer
 1. Evaluate all budget requests.
 2. Determine criteria for all evaluations of budget requests.
 3. Evaluate efficiency and effectiveness of bookstore.
 4. Assist bookstore manager with policies and procedures.
 5. Address student concerns about the bookstore and management.
 6. Address any fiscal concerns (i.e. law school budget).
- b. Facilities Committee:
 1. Evaluate all equipment problems and student concerns with the law library.
 2. Evaluate all problems and concerns with Cartwright Hall.
 3. Coordinate allocation of facility space for student groups.

4. Help Secretary maintain S.B.A. posters, signs, and bulletin board.
- c. Special Events Committee:
1. Develop and maintain community service projects.
 2. Work with the A.B.A./LSD Representative to coordinate S.B.A. involvement in the ABA annual community service projects.
 3. Develop and foster a commitment to Community Service throughout the law school.
- d. Election Committee: Chair -Vice President
1. Administer fair and impartial elections that adhere to the guidelines specified in the S.B.A. Constitution and By-Laws.
 2. Revise the S.B.A. Constitution and By-laws as needed.
 3. Address all concerns relating to S.B.A. elections.
- e. Career Services Committee:
1. Meet with the head of Career Services in order to monitor the current status of the Career Services Office and any progress being made.
 2. Solicit student input and work to provide extensive career opportunities for all students.
- f. Philanthropy Committee:
1. Plan and Coordinate philanthropic events in which the S.B.A. shall be engaged in an effort to better the Law School, Drake, and the community.

Section 3. Standing committees shall be chaired by an Officer who shall be appointed by the President, with the advice and consent of the Executive Council, not later than the third meeting of the newly elected S.B.A.

Section 4. Ad Hoc committees may be created and chairs appointed by the President as needed and shall comply with the following member selection guidelines.

Section 5. All members of special function committees shall be approved by the President.

Section 6. Officers shall make their preferences for committee service known at the first meeting of newly elected S.B.A. Upon considering such information, the President, with the advice and consent of the Executive Council shall determine which Executive Council Members will serve on each committee.

Section 7. Each Officer shall serve on two and only two standing committees.

Section 8. Each Officer may serve on any number of special function commissions or ad hoc committees.

- Section 9. The President shall be a member of every standing committee. The President shall be a voting member of the Budget Committee. The President shall not vote on any other committee, except as needed to break a tie.
- Section 10. The Vice President shall be a voting member of every standing committee.
- Section 11. Members of the S.B.A. may then apply for membership on any committee except the Budget Committee. The President may submit the student's name for approval by the Officers of the S.B.A.
- Section 12. The committee/ commission chair shall schedule and set the agenda for committee/ commission meetings.
- Section 13. The committee chair shall email any business to be included on the agenda for the next regular meeting to the Secretary not less than 48 hours prior to such meeting.
- Section 14. Committees shall allow legislation to be presented for a vote of the Officers upon a majority vote of the committee.
- Section 15. All substantive legislation proposed to the S.B.A. shall be submitted to the Secretary to be included on the agenda for the next regular meeting and shall be assigned to a committee at that meeting.

ARTICLE VI

Budgeting and Fiscal Responsibilities

- Section 1. The S.B.A. shall allocate funds for the A.B.A./LSD Representative and the President to attend the Annual Assembly and three Circuit meetings per year. These funds shall include transportation costs and lodging.
- Section 2. If a member of the Drake Law School S.B.A. is elected a Lieutenant Governor, the S.B.A. shall allocate funds for this member to attend the three Circuit Meetings per year. These funds shall include lodging and automobile mileage costs from Des Moines to the designated meeting site.

ARTICLE VII

Law School Organizations

- Section 1. All proposals for the establishment of a new organization shall be submitted to the President for the approval of the Executive Council. A proposal shall include the name of the new organization, the purpose and benefit to the Law School, a Budget Request in accordance with the procedure outlined in the S.B.A. Budget Packet, and the name and contact information of the prospective President and Faculty Advisor of the organization.
- Section 2. Upon approval, the new organization shall submit a copy of its constitution and by-laws to the Executive Council.

Section 3. All organizations shall submit a revised copy of its constitution and by-laws to the S.B.A. Treasurer along with the organization's request for funding each year, regardless of whether any changes have been made to them, and funding shall be until such documents have been submitted.

refused

Section 4. Organization leaders shall submit any information to be included in the S.B.A. Newsletter not less than one week prior to the publication of the newsletter, to be determined and expressed by the S.B.A. Secretary.