

**SOUTH TEXAS COLLEGE OF LAW  
STUDENT BAR ASSOCIATION**

**SBA CONSTITUTION  
OFFICER DUTIES  
AND  
RESPONSIBILITIES**

As Enacted February 17, 2005  
SBA Board 2004-2005

**SECTION ONE  
CONSTITUTION OF THE  
STUDENT BAR ASSOCIATION  
OF THE SOUTH TEXAS COLLEGE OF LAW**

CONSTITUTION OF THE  
STUDENT BAR ASSOCIATION  
OF THE SOUTH TEXAS COLLEGE OF LAW

PREAMBLE

We the students of South Texas College of Law, in order to promote an academic environment conducive to the study of law, to encourage among its members the highest ethical standards, and to provide a foundation for a structured and harmonious relationship among the student body, faculty, administration, Alumni, and the practicing legal profession, do hereby ordain and establish this Constitution of the Student Bar Association of South Texas College of Law. This Constitution is the sole controlling document as adopted by unanimous consent of all members of the South Texas College of Law, Student Bar Association Board of Governors on the \_\_\_\_ day of \_\_\_\_ 2005.

2004-2005 Board of Governors

\_\_\_\_\_  
J. D. McMullen – President

\_\_\_\_\_  
W. Derek Darby – Vice President

\_\_\_\_\_  
Keri Brown – Secretary

\_\_\_\_\_  
Blair Burnside – Treasurer

\_\_\_\_\_  
Ashley Scott – Senior Senator

\_\_\_\_\_  
Chris Raney – Senior Senator

\_\_\_\_\_  
Tim Ross – Mid-Law Senator

\_\_\_\_\_  
Lindsey Mitchell – Mid-Law Senator

\_\_\_\_\_  
Stephanie Clark – Freshman Senator

\_\_\_\_\_  
Moustapha El-Hakam – Freshman Senator

\_\_\_\_\_  
Patrick Drake – ABA Representative

\_\_\_\_\_  
Jennifer Falk – TBA Representative

ARTICLE I: NAME and MEMBERSHIP

Section 1

This organization shall be known and referred to as the Student Bar Association (S.B.A.) of South Texas College of Law (S.T.C.L.).

Section 2

All duly enrolled students of the South Texas College of Law shall be all members of the Student Bar Association. Withdrawal from the law school for any reason shall automatically terminate membership in the Student Bar Association.

Section 3

The status of a person in relation to the Student Bar Association and to the policies of South Texas College of Law as promulgated by the administration, a student will be defined as follows:

- (1) Any person engaged in full time or part time study at South Texas College of Law;
- (2) Any person currently enrolled on a transient student basis; or
- (3) Any person currently enrolled at South Texas College of Law taking coursework elsewhere in a transient basis.

ARTICLE II: AUTHORITY

Section 1

This Constitution shall be the controlling document in governing the operating procedures of the S.B.A. Authority under this Constitution shall be divided as follows:

- (1) The Legislative functions shall be vested in the Board of Governors; and
- (2) The Judicial functions shall be vested in the Board of Governors, including the President.

In addition, one separate and ancillary source of authority shall be recognized:

- (1) The Election Code.

Section 2

In settling disputes requiring interpretation among the various governing documents, controlling authority is vested as follows:

- (1) Where an Article or Articles of this Constitution conflict(s) with a Bylaw or Bylaws of the Constitution, the Article shall be controlling.
- (2) Where an Article or Articles of this Constitution conflict(s) with a section of the Election Code, the Articles shall be controlling.

ARTICLE III: BOARD OF GOVERNORS

Section 1

The representative body of the Student Bar Association shall be the Board of Governors. It shall consist of four (4) executive officers: the President, the Vice President, the Secretary, and the Treasurer. Other officers comprising the Board of Governors shall be seven (7) Senators, two from each of the three law school classes, plus one from the part-time class, the American Bar Association – Law Student Division Representative, and the Texas Bar Association – Law Student Division Representative.

Section 2

The President shall be the Chief Executive of the S.B.A., shall recommend the appointment of chairpersons for the various committees established by the S.B.A. to the Board of Governors. The President shall be the Chief Representative of the Student Bar Association to the College, the legal profession, and to the community.

The President shall be responsible for the proper performance of all Student Bar Association activities carried out in his term and shall ensure that each member of the Board of Governors and each chairperson of a committee shall perform their duties.

The President shall be responsible for the preparation and control of an agenda for, and to preside over meetings of the Board of Governors and is to vote only in the case of a tie vote.

Section 3

The Vice-President shall preside over the meetings of the Board of in the absence of the President and to chair the Service Committee. The Vice President reserves the right to accompany the President in the representation of the college, legal profession, and the community.

Section 4

The Secretary shall take and submit to be published on the SBA website, as well as posted outside the SBA office, the minutes of all meetings of the S.B.A Board of Governors within 72 hours after the close of each meeting. The Secretary shall maintain the S.B.A. office and bulletin boards; file all correspondence and records of the special committees. The Secretary shall assist all other officers as needed.

Section 5

The Treasurer shall be in charge of the S.B.A. funds. The Treasurer shall publish a financial statement of the S.B.A. by the end of each semester.

Section 6

The Senators shall co-chair the following committees:

Senior Senators – Graduation Committee

Mid-Law Senators – Social Committee

Freshman Senators – Freshman 1L Rep Committee

**Part-Time Student Senator – Part-Time 1L Rep Committee**

Section 7

The Law Student Division representatives shall be the chief liaison between the Student Bar Association and the Texas Bar (TBA) and American Bar (ABA) associations. These representatives shall keep the Board of Governors informed as to all Division business and shall foster the image of this school to those organizations.

Section 8

It shall be the duty of each member of the Board of Governors to pass to his successor any necessary documents, correspondence, or records of his office.

Section 9

It shall be the duty of each member of the Board of Governors to attend Board meetings. It is prima facie neglect of duty for any member to miss more than two (2) meetings in any given

semester or a total of more than four (4) meetings during their term of office. Absences shall not be counted if they are caused by the Member representing the Student Bar Association or South Texas College of Law in any S.T.C.L. organized activity, or from a conflict between his classes and the meeting time. The Board of Governors shall have the duty to vacate the office of any member of Board who violates this section. Such motion to vacate an office may be made at a regular meeting or a specially called meeting, either upon a motion by the President or by any member of the Board of Governors.

ARTICLE IV: EX-OFFICIO OFFICERS

Section 1

The ex-officio officers of the Student Bar Association shall be: a Faculty Advisor, a Faculty-Student Committee Representative.

Section 2

The President, subject to the approval of the Board of Governors, shall nominate the ex-officio officers after a full disclosure of the other candidates. If the nomination is not approved, the President shall nominate another candidate for approval by the Board.

Section 3

The Faculty Advisor shall serve as a coordinator of the Board of Governors with the school administration and shall advise the Board when requested to do so.

Section 4

The Faculty Student Representative shall be the chief liaison officer between the Student Bar Association and the Faculty-Student Committee of the South Texas College of Law. The Representative shall keep the Board informed as to all committee business and shall foster the image of this school in that organization.

ARTICLE V: ELECTIONS

Section 1

The members of the Student Bar Association shall elect the Board of Governors as set forth in the Election Code.

Section 2

The Board of Governors shall hold office for a period of one (1) year; their term of office shall begin on the day after the Spring Semester ends.

Section 3

No person shall file for or be elected to hold office that would not be enrolled at South Texas College of Law during all three semesters of their respective terms of office, and be a student in good standing.

Section 4

No person shall be eligible to file for or to hold the office of:

- (a) **President** unless the Student has completed thirty-six (36) hours or at least three (3) semesters;
- (b) **Vice-President** unless the Student has completed thirty (30) or more hours, inclusive;
- (c) **Secretary or Treasurer**, unless the student has completed twenty (20) or more hours, inclusive;
- (d) **Senior Senator**, unless the student has completed fifty (50) or more hours, inclusive;
- (e) **Mid-Law Senator**, unless the student has completed thirty (30) to fifty (50) hours, inclusive;
- (f) **Freshman Senator**, unless the student has completed thirty (30) hours or less to 50 hours inclusive;
- (g) **Part-Time Student Senator**, unless the student has completed twenty (20) hours or more hours, inclusive;
- (h) **American Bar Association Representative or Texas Bar Representative**, unless the student has completed no more than thirty (30) hours and shall be able to hold office for the required two year term. Additionally, the person that is elected to the position of ABA or TBA representative will not be eligible for the scholarship in his/her second term. However, a concurrent position on the Board of Governors may be held during the second term.

Section 5

The term “completed” in this Constitution shall mean those courses for which a passing grade has been received, and/or those courses for which the course requirements have been met but no grade has been received.

Section 6

Should a vacancy occur in the office of the President, the Vice-President shall automatically assume that office.

Section 7



Should a vacancy occur in the office of the Vice-President, Secretary, Treasurer, Senator, ABA Law Student Representative, TBA Law School Representative, the vacancy shall be filled by an applicant chosen by the Board of Governors. Such appointment must be by a majority of at least 8 votes of the Board.

Section 8

A vacancy must be filled by a student who shall have the appropriate number of hours completed as required for that particular office in Article V, Section 4.

ARTICLE VI: COMMITTEES

Section 1

The standing committee of the Student Bar Association and their function shall be:

- (a) Service Committee- to coordinate the outline file and any other intramural programs which benefit the student body;
- (b) Finance Committee- to accomplish the budgeting, financial, and reporting responsibilities;
- (c) Graduation Committee- to coordinate the graduation exercises of South Texas College of Law;
- (d) Social Committee- to host the annual Spring Banquet and any other social functions of the Student Bar Association;
- (e) Freshman Committee- to coordinate the Freshman Orientation Program;
- (f) Election Committee- to coordinate the manner and implementation of all election campaign activities including the balloting and counting of votes cast in any voting process established under this Constitution or its ancillary codes.
- (g) Executive Council Committee:
  - 1. Membership- A committee chaired by the SBA President with each student organization president being an automatic member.
  - 2. Meetings- The Executive Council shall meet twice per semester and at any other time as a situation arises
  - 3. Purpose- To create synergy and rapport between all student organizations as well as work to solve any school wide problems that need immediate addressing.

## ARTICLE VII: MEETINGS

### Section 1

The Board of Governors shall have a regular meeting, where attendance is documented, at least once a month to be determined by the President at such time and place to facilitate and encourage attendance by all members of the Board and the Student Bar Association.

### Section 2

A special meeting of the Board of Governors shall be called only when necessary by either the President acting alone, by at least six (6) members of the Board or upon request by written petition signed by at least twenty-five (25) members of the Student Bar Association. Business at a special meeting shall be limited to the purpose for which it was called.

### Section 3

All meetings of the Board or Committee shall be open to the members of the Student Bar Association, unless said meeting has been properly called as a closed meeting. By a vote of at least nine (9) members of the Board of Governors, a closed meeting may be called which concerns the discipline of a student, deliberations regarding appointments, the discipline or removal of a Board, , or Committee member, or by a vote of at least ten (10) members the Board may call for a closed meeting in any other case deemed proper by the Board.

### Section 4

The date, time, and location of all meetings and the purpose of a special meeting, if called, shall be posted in three (3) conspicuous places, including the S.B.A. bulletin board, not less than seventy-two (72) hours in advance. A quorum for a meeting of the Board of Governors consists of six (6) members of the Board. Procedural disputes shall be determined according to the latest edition of Robert's Rules of Order.

ARTICLE VIII: EXPULSION AND REMOVAL

Section 1

Any member of the Board of Governors, or of any office or position established under any Article of this Constitution or of its ancillary codes, may be removed from office for the misappropriation of funds, for neglect or malfeasance of duty.

Section 2

Any member of the Board of Governors, or petition by at least twenty-five (25) members of the Student Bar Association may initiate removal proceedings upon submission to the Board of Governors of a written statement of the charge(s) alleged. Six (6) votes of the Board of Governors in favor shall be necessary to hold a hearing on the allegation(s).

Section 3

The Board of Governors shall conduct its hearing on any removal allegation(s) no sooner than ten (10) days after the person alleged to have committed the violation shall have had written notice of said allegation(s) from either the President or Vice-President of the Board of Governors undersigned by at least three (3) other members of the Board.

Section 4

Any ex-officio member of the Board may be removed from office for the misappropriation of funds or malfeasance of duty.

Section 5

A vote by at least nine (9) members of the Board of Governors, in favor of removal, is necessary for the removal of the person accused. The person accused has full standing in office until expelled or removed. Removal from office automatically relieves the person of all duties and responsibilities attached to that office or position.

Section 6

Any person affected by a decision of the Board in favor of removal or expulsion from office may be appealed to the Dean of the school within ten (10) regular school days after the final ruling by the Board. The Dean of South Texas College of Law shall have the final disposition of the matter.

## ARTICLE IX: AMENDMENT

### Section 1

The Articles of this Constitution may be amended by a two-thirds majority in favor of an amendment referendum in which ten (10) percent of the S.B.A. members cast votes. An amendment petition consisting of the proposed amendment and the signatures of at least three (3) members of the Board of Governors or twenty-five (25) members of the Student Bar Association shall initiate a referendum hearing. The amendment referendum petition shall be presented at a regular meeting of the Board. No sooner than ten (10) days after the presentation of the referendum petition to the Board, shall a hearing on the proposed amendment be conducted by the Board. There shall be ample opportunity for both sides to present their views. Six (6) votes of the Board of Governors in favor are necessary to place the amendment(s) before the Student Bar Association.

### Section 2

Alternatively, if the amendment petition is submitted by at least five (5) percent of the Student Bar Association members, the amendment(s) shall be placed before the Student Bar Association without the necessity of a hearing.

### Section 3

The proposed amendment(s) and the date of the referendum shall be posted in three (3) conspicuous places including the S.B.A. bulletin board ten (10) days in advance of the referendum.

### Section 4

After at least ten (10) days notice, a two thirds (2/3) vote in favor of any referendum or meeting of the Student Bar Association in which at least ten (10) percent of the enrolled students at South Texas College of Law did vote is sufficient to adopt the amendment(s). An amendment shall take effect ten (10) days after its ratification unless restricted otherwise by the express language of the amendment. Any amendment of this Constitution or Code established hereunder shall be reflected in all official copies or as soon after passage as possible, and the effective date shall be stated thereof.

### Section 5

Any by-laws established under this Constitution may be amended by a two-thirds vote in favor by the Board of Governors. The proposed by-law amendment is to be posted in three (3) conspicuous places, including the S.B.A. bulletin board, ten days in advance of the meeting when the vote is to take place.

### Section 6

Any invalidity found in any provision of this Constitution for whatever reason shall not affect other provisions or the application of this Constitution, which can be given effect without the invalid provision.

## BYLAWS

- I. Student Bar Association Office Hours
  - a. The Board of Governors shall maintain office hours with each of the members contributing a minimum of two (2) hours per week in office time.
  - b. The office of any member of the Board of Governors who consistently fails to contribute the required two (2) hours per week of office hours without excuse of the Board of Governors, shall be removed from office, upon a two thirds (2/3) majority vote in favor of removal. The Board of Governors shall have the power of reinstatement upon a two-thirds (2/3) vote of the Board of Governors in favor of reinstatement. The Board of Governors shall define excuses.

Section 2  
Officer Duties

Statement of Duties and Responsibilities  
Of the  
PRESIDENT  
Of the  
South Texas College of Law Student Bar Association

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I. By the Constitution

- A. Article II, Section 2 and 3 of the Constitution of the Student Bar Association, sets out the following:
  - i. The President shall be the chief executive and administrative person of the SBA.
  - ii. Shall be responsible for the proper performance of all SBA activities.
  - iii. Shall ensure that each member of the Board of Governors and each committee chairperson shall perform their duties.
  - iv. Prepare an agenda for and preside over the meeting of the Board of Governors.
  - v. Represent the SBA to the college professors and community.
- B. Article III, Section 8, makes it the duty of the President “to file and pass to his successor all correspondence and records of his office.”
- C. Article III, Section 9, makes it the duty of the President to attend Board of Governors meetings, and makes it prima facie neglect of duty to miss more than two meetings in any one semester without a valid excuse. Such neglect of duty is grounds for removal of the President from office under Article VII.

II. In General

- A. Attend all meetings of the Board (generally once monthly).
- B. Attend all other assigned committee meetings.
- C. Maintain minimum assigned SBA office hours (generally once monthly).
- D. Assist whenever possible in the proper function of the SBA for the benefit of the students, the school and the community.

III. In Detail

- A. Prepare the agenda for each Board meeting and other meetings as required.
- B. Assist, attend and participate in the new student orientation programs.
- C. Assist, attend and participate in the Spring Awards Banquet.
- D. Meet on a regular basis with the Dean and the Faculty Advisor, and with other faculty, staff, administration and the public as required.
- E. Establish special committees with the advice of the Board.
- F. Appoint chairpersons for any special committees.
- G. Speak at each of the freshman orientation proceedings.
- H. Lead the faculty at the graduation ceremonies.
- I. Be the intermediary between the student body and the Dean.



- J. Receive and voice complaints of the student body to first the Board, and then if unable to resolve, to the Dean.
- K. Monitor and give advice to all activities that are sponsored by the Student Bar Association, with the advice of the Student Faculty Advisor.

The undersigned candidate for the office of President of the Student Bar Association of South Texas College of Law hereby affirms that he or she has read and understands all of the above listed duties and responsibilities for that office. The undersigned further affirms that, if elected to the office of President, he or she agrees to be bound by and comply with all such other duties and responsibilities in good faith and to the best of his or her ability.

PRINTED NAME

SIGNATURE

DATE

**FILING**

Each candidate must execute written notice of his candidacy. The notice must be filed with the office of the Registrar at least fourteen (14) days prior to the first day of voting. All notices shall be completed on forms provided by the Election Committee. The official form shall read as follows:

I, \_\_\_\_\_, hereby file for the office of \_\_\_\_\_ of the Board of Governors of the Student Bar Association of South Texas College of Law, which is to be filled at the forthcoming election.

I hereby certify that, to the best of my knowledge, I have read and met all the prerequisites for that office as required by the Constitution and By-laws of the Student Bar Association and further pledge to abide by the Terms of the same. My intention is to register at South Texas College of Law for each semester of my term in office; and I will conscientiously endeavor to fulfill the duties of that office to the best of my ability without favor or rancor towards any member of this Association.

DATE

SIGNATURE

I hereby certify that according to the records on file in the office of the Dean of the Law School the above named student meets all the scholastic requirement for that office of the Student Bar Association filed for, as required by the Constitution and By-laws of that organization.

SIGNATURE – REGISTRAR

Statement of Duties and Responsibilities  
Of the  
VICE-PRESIDENT  
Of the  
South Texas College of Law Student Bar Association

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I. By the Constitution

- a. Article II, Section 4, of the Constitution of the Student Bar Association, sets out the following:
  - i. Presides over the meeting of the Board of Governors and the Editorial Board in the absence of the President.
  - ii. To chair the Service Committee and to coordinate with and assist the Access to Justice and Pro Bono Office.
- b. Article III, Section 8, makes it the duty of the Vice President “to file and pass to his successor all correspondence and records of his office.”
- c. Article III, Section 9, makes it the duty of the Vice President to attend Board of Governors meetings, and makes it prima facie neglect of duty to miss more than two meetings in any one semester without a valid excuse. Such neglect of duty is grounds for removal of the Vice President from office under Article VII.

II. In General

- a. Attend all meetings of the Board (generally once monthly).
- b. Attend all other assigned committee meetings.
- c. Maintain minimum assigned SBA office hours (generally once monthly).
- d. Assist whenever possible in the proper function of the SBA for the benefit of the students, the school and the community.

III. In Detail

- a. Organize and direct the activities of the service committee includes:
  - i. Collecting examinations and outlines for various courses and filing them in the SBA office.
  - ii. Maintain a program of access and use of that and any other files developed for general student benefit.
  - iii. Participate in all other activities of the SBA where appropriate.
- b. Coordinate, assist, and communicate any projects or programs from the Pro Bono Office with the appropriate organizations.

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The undersigned candidate for the office of Vice President of the Student Bar Association of South Texas College of Law hereby affirms that he or she has read and understands all of the above listed duties and responsibilities for that office. The undersigned further affirms that, if

elected to the office of Vice President, he or she agrees to be bound by and comply with all such other duties and responsibilities in good faith and to the best of his or her ability.

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PRINTED NAME

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SIGNATURE

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DATE

**FILING**

Each candidate must execute written notice of his candidacy. The notice must be filed with the office of the Registrar at least fourteen (14) days prior to the first day of voting. All notices shall be completed on forms provided by the Election Committee. The official form shall read as follows:

I, \_\_\_\_\_, hereby file for the office of \_\_\_\_\_ of the Board of Governors of the Student Bar Association of South Texas College of Law, which is to be filled at the forthcoming election.

I hereby certify that, to the best of my knowledge, I have read and met all the prerequisites for that office as required by the Constitution and By-laws of the Student Bar Association and further pledge to abide by the Terms of the same. My intention is to register at South Texas College of Law for each semester of my term in office; and I will conscientiously endeavor to fulfill the duties of that office to the best of my ability without favor or rancor towards any member of this Association.

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DATE

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SIGNATURE

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I hereby certify that according to the records on file in the office of the Dean of the Law School the above named student meets all the scholastic requirement for that office of the Student Bar Association filed for, as required by the Constitution and By-laws of that organization.

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SIGNATURE – REGISTRAR

Statement of Duties and Responsibilities  
Of the  
SECRETARY  
Of the  
South Texas College of Law Student Bar Association

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I. By the Constitution

- a. Article III, Section 5, of the Constitution of the Student Bar Association of South Texas College of Law, sets out the primary statement of the Secretary's duties:  
    "...to post notice (as defined in Art. IV) of meetings and appointments, to submit to be published on the SBA website and posted outside the SBA office, the minutes within seventy-two hours of a meeting of the Board of Governors; to maintain the SBA office and bulletin board; to document member attendance at all meetings; to file all correspondence and records of special committees; and to publish a Student Directory."
- b. Article III, Section 8, makes it the duty of the Secretary "to file and pass to his successor all correspondence and records of his office."
- c. Article III, Section 9, makes it the duty of the Secretary to attend Board of Governors meetings, and makes it prima facie neglect of duty to miss more than two meetings in any one semester without a valid excuse. Such neglect of duty is grounds for removal of the Secretary from office under Article VII.

II. In General

- a. Attend all meetings of the Board (generally once monthly).
- b. Attend all other assigned committee meetings.
- c. Maintain minimum assigned SBA office hours (generally once monthly).
- d. Assist whenever possible in the proper function of the SBA for the benefit of the students, the school and the community.

III. In Detail

The specific duties of the Secretary include the following:

- a. Arrange for reservation of a meeting room for each Board of Governors meeting, following the specific guidelines set forth by the Maintenance Department for so doing.
- b. Prepare an Agenda in advance of each meeting, with the help of the President and Faculty Advisor, and attach typewritten minutes from the past meeting.
- c. Prepare advertisements/posters for special events (parties, banquets, etc.)
- d. Maintain and monitor office hour time sheets.

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The undersigned candidate for the office of the Secretary of the Student Bar Association of South Texas College of Law hereby affirms that he or she has read and understands all of the above listed duties and responsibilities for that office. The undersigned further affirms that, if elected to

the office of Secretary, he or she agrees to be bound by and comply with all such other duties and responsibilities in good faith and to the best of his or her ability.

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PRINTED NAME

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SIGNATURE

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DATE

**FILING**

Each candidate must execute written notice of his candidacy. The notice must be filed with the office of the Registrar at least fourteen (14) days prior to the first day of voting. All notices shall be completed on forms provided by the Election Committee. The official form shall read as follows:

I, \_\_\_\_\_, hereby file for the office of \_\_\_\_\_ of the Board of Governors of the Student Bar Association of South Texas College of Law, which is to be filled at the forthcoming election.

I hereby certify that, to the best of my knowledge, I have read and met all the prerequisites for that office as required by the Constitution and By-laws of the Student Bar Association and further pledge to abide by the Terms of the same. My intention is to register at South Texas College of Law for each semester of my term in office; and I will conscientiously endeavor to fulfill the duties of that office to the best of my ability without favor or rancor towards any member of this Association.

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DATE

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SIGNATURE

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I hereby certify that according to the records on file in the office of the Dean of the Law School the above named student meets all the scholastic requirement for that office of the Student Bar Association filed for, as required by the Constitution and By-laws of that organization.

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SIGNATURE – REGISTRAR

Statement of Duties and Responsibilities  
Of the  
TREASURER  
Of the  
South Texas College of Law Student Bar Association

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I. By the Constitution

- a. Article III, Section 6, of the Constitution of the Student Bar Association of South Texas College of Law, sets out the primary statement of the Treasurer's duties:  
    "[T]he care and custody of the Student Bar Association funds and to chair the Finance Committee."
- b. Article III, Section 8, makes it the duty of the Treasurer "to file and pass to his successor all correspondence and records of his office."
- c. Article III, Section 9, makes it the duty of the Treasurer to attend Board of Governors meetings, and makes it prima facie neglect of duty to miss more than two meetings in any one semester without a valid excuse. Such neglect of duty is grounds for removal of the Treasurer from office under Article VII.

II. In General

- a. Attend all meetings of the Board (generally once monthly).
- b. Attend all other assigned committee meetings.
- c. Maintain minimum assigned SBA office hours (generally once monthly).
- d. Assist whenever possible in the proper function of the SBA for the benefit of the students, the school and the community.

III. In Detail

The specific duties of the Treasurer include the following:

Establishing a checking account in the name of the Student Bar Association. (Note that most banks will require a resolution of the Board of Governors, and that proper accounting procedure is to require the signatures of both the President or Treasurer and one faculty advisor on every check issued.)

- a. Keep custody and control of all blank checks, deposit slips and the check register.
- b. Issue checks as necessary after proper authorization from the Board Governors.
- c. Record all issued checks in sufficient detail to provide a paper trail of all transactions.
- d. Ensure that all issued checks that are subsequently unused are properly voided.
- e. Record and deposit any cash and checks received by the Student Bar Association (such as for party ticket sales, Dean's List certificates, appreciation certificates, and intramurals).
- f. Review monthly bank statement and reconcile account balance.
- g. Provide Treasurer's report at each regular meeting of the Board of Governors.
  - i. Report the current bank account balance.
  - ii. Report any reasonably anticipated revenues not reflected in the current bank account balance.

- iii. Report any previously committed or reasonably anticipated expenses not reflected in the current bank account balance.
  - iv. Indicate estimated funds available for the remainder of the semester based on the above reported figures.
  - v. Report amounts actually spent on previously approved activities.
- h. Record and track as commitments of funds any amounts properly appropriated by the Board of Governors.
  - i. Provide assistance to other Board members on appropriation requests if necessary.
  - j. Provide Treasurer's report of all SBA expenditures and/or transactions to the Assistant Dean of Student Organizations at the end of each semester.

The undersigned candidate for the office of Treasurer of the Student Bar Association of South Texas College of Law hereby affirms that he or she has read and understands all of the above listed duties and responsibilities for that office. The undersigned further affirms that, if elected to the office of Treasurer, he or she agrees to be bound by and comply with all such other duties and responsibilities in good faith and to the best of his or her ability.

PRINTED NAME

SIGNATURE

DATE

**FILING**

Each candidate must execute written notice of his candidacy. The notice must be filed with the office of the Registrar at least fourteen (14) days prior to the first day of voting. All notices shall be completed on forms provided by the Election Committee. The official form shall read as follows:

I, \_\_\_\_\_, hereby file for the office of \_\_\_\_\_ of the Board of Governors of the Student Bar Association of South Texas College of Law, which is to be filled at the forthcoming election.

I hereby certify that, to the best of my knowledge, I have read and met all the prerequisites for that office as required by the Constitution and By-laws of the Student Bar Association and further pledge to abide by the Terms of the same. My intention is to register at South Texas College of Law for each semester of my term in office; and I will conscientiously endeavor to fulfill the duties of that office to the best of my ability without favor or rancor towards any member of this Association.

DATE

SIGNATURE

I hereby certify that according to the records on file in the office of the Dean of the Law School the above named student meets all the scholastic requirement for that office of the Student Bar Association filed for, as required by the Constitution and By-laws of that organization.

SIGNATURE – REGISTRAR

Statement of Duties and Responsibilities  
Of the  
SENIOR SENATORS  
Of the  
South Texas College of Law Student Bar Association

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I. By the Constitution

- a. Article II, Section 8, of the Constitution of the Student Bar Association of South Texas College of Law, sets out the primary statement of the Senior Senators' duties:

“to co-chair the Graduation Committee.”

- b. Article III, Section 8, makes it the duty of the Senior Senator “to file and pass to his successor all correspondence and records of those his office, including those of any committee which he chaired.”
- c. Article III, Section 9, makes it the duty of the Senior Senators to attend Board of Governors meetings, and makes it prima facie neglect of duty to miss more than two meetings in any one semester without a valid excuse. Such neglect of duty is grounds for removal of the Senior Senators from office under Article VII.

II. In General

- a. Attend all meetings of the Board (generally once monthly).
- b. Attend all other assigned committee meetings.
- c. Maintain minimum assigned SBA office hours (generally once monthly).
- d. Assist whenever possible in the proper function of the SBA for the benefit of the students, the school and the community.

III. In Detail

- a. To oversee the December and May/August graduation programs, including:
- i. Meeting with the Dean, the Registrar and any others necessary early in the fall semester to discuss graduation details.
  - ii. Arranging for the appropriate company representative to take Announcement and Certificate of Appreciation orders.
  - iii. To follow up with extra announcement orders, late orders and to assists seniors in placing orders.
  - iv. To ensure that adequate numbers of ushers are available and oriented to their responsibility.
  - v. To ensure that a photographer will be present at Graduation.
  - vi. Selecting and ordering gifts to give graduating students at Graduation and making sure it will be accounted for in the budget early in the fall semester.
  - vii. If the budget permits, make a gift to the school in honor of the Graduating students.



- viii. To assist the Freshman Senators and Part-Time Student Senator at freshman orientation including advice and help in organizing the program and being present to carry it out.

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The undersigned candidate for the office of Senior Senator of the Student Bar Association of South Texas College of Law hereby affirms that he or she has read and understands all of the above listed duties and responsibilities for that office. The undersigned further affirms that, if elected to the office of Senior Senators, he or she agrees to be bound by and comply with all such other duties and responsibilities in good faith and to the best of his or her ability.

---

PRINTED NAME

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SIGNATURE

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DATE

**FILING**

Each candidate must execute written notice of his candidacy. The notice must be filed with the office of the Registrar at least fourteen (14) days prior to the first day of voting. All notices shall be completed on forms provided by the Election Committee. The official form shall read as follows:

I, \_\_\_\_\_, hereby file for the office of \_\_\_\_\_ of the Board of Governors of the Student Bar Association of South Texas College of Law, which is to be filled at the forthcoming election.

I hereby certify that, to the best of my knowledge, I have read and met all the prerequisites for that office as required by the Constitution and By-laws of the Student Bar Association and further pledge to abide by the Terms of the same. My intention is to register at South Texas College of Law for each semester of my term in office; and I will conscientiously endeavor to fulfill the duties of that office to the best of my ability without favor or rancor towards any member of this Association.

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DATE

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SIGNATURE

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I hereby certify that according to the records on file in the office of the Dean of the Law School the above named student meets all the scholastic requirement for that office of the Student Bar Association filed for, as required by the Constitution and By-laws of that organization.

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SIGNATURE – REGISTRAR

Statement of Duties and Responsibilities  
Of the  
MID-LAW SENATORS  
Of the  
South Texas College of Law Student Bar Association

---

I. By the Constitution

- a. Article III, Section 7, to co-chair the Social Committee.
- b. Article III, Section 8, makes it the duty of the Mid-Law Senator “to file and pass to his successor all correspondence and records of his office.”
- c. Article III, Section 9, makes it the duty of the Mid-Law Senator to attend Board of Governors meetings, and makes it prima facie neglect of duty to miss more than two meetings in any one semester without a valid excuse. Such neglect of duty is grounds for removal of the Mid-Law Senator from office under Article VII.

II. In General

- a. Attend all meetings of the Board (generally once monthly).
- b. Attend all other assigned committee meetings.
- c. Maintain minimum assigned SBA office hours (generally once monthly).
- d. Assist whenever possible in the proper function of the SBA for the benefit of the students, the school and the community.
- e. Organize and arrange social events for the student body.
- f. Act as a representative for the student body to the faculty.
- g. Maintain a relationship with Co-Mid-Law Senator that is characterized by respect, teamwork, dedication and compromise.

III. In Detail

- a. The development, promotion and production of social functions and parties including but not limited to: Terrace and Atrium Parties, End of Semester Parties, Chili Cook-off and the annual Halloween party.
- b. To meet a number of times with the Student Affairs Office and undertake detailed planning of the Awards Banquet Program including:
  - i. Location selector (this may require a number of site visits).
  - ii. Agenda preparation.
  - iii. Menu selection.
  - iv. Band, D.J. or orchestra selection (this may include several audition visits).
  - v. Overseeing the compilation and publication of the Program.
  - vi. The obtaining and issuing of invitations and notices.

- vii. The obtaining and sale of tickets (this includes ensuring adequate manning of the ticket sales table for at least three days during school hours).
- c. Coordinate with Freshman Senators and Part-Time Student Senator regarding social events/hours so information can be filtered to the 1L representatives.
- d. To create a fraternal/collegiate rapport among students.

The undersigned candidate for the office of Mid-Law Senator of the Student Bar Association of South Texas College of Law hereby affirms that he or she has read and understands all of the above listed duties and responsibilities for that office. The undersigned further affirms that, if elected to the office of Mid-Law Senators, he or she agrees to be bound by and comply with all such other duties and responsibilities in good faith and to the best of his or her ability.

PRINTED NAME

SIGNATURE

DATE

**FILING**

Each candidate must execute written notice of his candidacy. The notice must be filed with the office of the Registrar at least fourteen (14) days prior to the first day of voting. All notices shall be completed on forms provided by the Election Committee. The official form shall read as follows:

I, \_\_\_\_\_, hereby file for the office of \_\_\_\_\_ of the Board of Governors of the Student Bar Association of South Texas College of Law, which is to be filled at the forthcoming election.

I hereby certify that, to the best of my knowledge, I have read and met all the prerequisites for that office as required by the Constitution and By-laws of the Student Bar Association and further pledge to abide by the Terms of the same. My intention is to register at South Texas College of Law for each semester of my term in office; and I will conscientiously endeavor to fulfill the duties of that office to the best of my ability without favor or rancor towards any member of this Association.

DATE

SIGNATURE

I hereby certify that according to the records on file in the office of the Dean of the Law School the above named student meets all the scholastic requirement for that office of the Student Bar Association filed for, as required by the Constitution and By-laws of that organization.

SIGNATURE – REGISTRAR

Statement of Duties and Responsibilities  
Of the  
FRESHMAN SENATORS  
Of the  
South Texas College of Law Student Bar Association

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I. By the Constitution

- a. Article III, Section 7, to co-chair the Freshman Orientation Committee.
- b. Article III, Section 8, makes it the duty of the Freshman Senator “to file and pass to his successor all correspondence and records of his office.”
- c. Article III, Section 9, makes it the duty of the Freshman Senator to attend Board of Governors meetings, and makes it prima facie neglect of duty to miss more than two meetings in any one semester without a valid excuse. Such neglect of duty is grounds for removal of the Freshman Senator from office under Article VII.

II. In General

- a. Attend all meetings of the Board (generally once monthly).
- b. Attend all other assigned committee meetings.
- c. Maintain minimum assigned SBA office hours (generally once monthly).
- d. Assist whenever possible in the proper function of the SBA for the benefit of the students, the school and the community.

III. In Detail

- a. Assist and coordinate with Faculty Orientation Committee, three orientation days for freshman and entering students in the Fall and Spring semesters including:
  - i. Meeting and cooperating with the Office of the Registrar in preparing notice and information mailing.
  - ii. Obtaining and ensuring that speakers, student mentors, ushers, guides and others necessary to the program are recruited, oriented to their function and on hand.
  - iii. To be present and participate in all programs as well as any other orientation activities desired.
- b. Select 1L Representatives, two (2) from each entering Freshman section by interview early in each semester, and maintain 1L Representative List Serve.
- c. Coordinate the Mentor-Mentee Program for entering students each semester.
  - i. Disseminate information cards to entering students at Orientation
  - ii. Coordinate with Student Organizations Office to recruit mentors from upper level students

- iii. Organize and assign mentors to each entering student that requests a mentor, by matching similar Professors, undergraduate degrees, hometowns and other relevant information.

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The undersigned candidate for the office of Freshman Senator of the Student Bar Association of South Texas College of Law hereby affirms that he or she has read and understands all of the above listed duties and responsibilities for that office. The undersigned further affirms that, if elected to the office of Freshman Senators, he or she agrees to be bound by and comply with all such other duties and responsibilities in good faith and to the best of his or her ability.

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PRINTED NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**FILING**

Each candidate must execute written notice of his candidacy. The notice must be filed with the office of the Registrar at least fourteen (14) days prior to the first day of voting. All notices shall be completed on forms provided by the Election Committee. The official form shall read as follows:

I, \_\_\_\_\_, hereby file for the office of \_\_\_\_\_ of the Board of Governors of the Student Bar Association of South Texas College of Law, which is to be filled at the forthcoming election.

I hereby certify that, to the best of my knowledge, I have read and met all the prerequisites for that office as required by the Constitution and By-laws of the Student Bar Association and further pledge to abide by the Terms of the same. My intention is to register at South Texas College of Law for each semester of my term in office; and I will conscientiously endeavor to fulfill the duties of that office to the best of my ability without favor or rancor towards any member of this Association.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

I hereby certify that according to the records on file in the office of the Dean of the Law School the above named student meets all the scholastic requirement for that office of the Student Bar Association filed for, as required by the Constitution and By-laws of that organization.

\_\_\_\_\_  
SIGNATURE – REGISTRAR

Statement of Duties and Responsibilities  
Of the  
Part-Time Student Senator  
Of the  
South Texas College of Law Student Bar Association

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IV. By the Constitution

- a. Article III, Section 7, to co-chair the Freshman Orientation Committee with the Freshman Senators.
- b. Article III, Section 8, makes it the duty of the Part-Time Student Senator “to file and pass to his successor all correspondence and records of his office.”
- c. Article III, Section 9, makes it the duty of the Part-Time Student Senator to attend Board of Governors meetings, and makes it prima facie neglect of duty to miss more than two meetings in any one semester without a valid excuse. Such neglect of duty is grounds for removal of the Part-Time Student Senator from office under Article VII.

V. In General

- a. Attend all meetings of the Board (generally once monthly).
- b. Attend all other assigned committee meetings.
- c. Maintain minimum assigned SBA office hours (generally once monthly).
- d. Assist whenever possible in the proper function of the SBA for the benefit of the students, the school and the community.

VI. In Detail

- a. Assist and coordinate with Faculty Orientation Committee and Freshman Senators, three orientation days for freshman and entering students in the Fall and Spring semesters including:
  - i. Meeting and cooperating with the Office of the Registrar in preparing notice and information mailing.
  - ii. Obtaining and ensuring that speakers, student mentors, ushers, guides and others necessary to the program are recruited, oriented to their function and on hand.
  - iii. Addressing the issues and concerns of entering part-time students.
  - iv. To be present and participate in all programs as well as any other orientation activities desired.
- b. Select Part-Time 1L Representatives, two (2) from each entering Freshman part-time section by interview early in each semester.
- c. Coordinate the Mentor-Mentee Program for entering students each semester.
  - i. Disseminate information cards to entering students at Orientation

- ii. Coordinate with Student Organizations Office to recruit mentors from upper level students
- iii. Organize and assign mentors to each entering student that requests a mentor, by matching part-time students with similar Professors, undergraduate degrees, hometowns and other relevant information.
- d. Act as liaison between the part-time students and the Board of Governors, address concerns and issues of the part-time students, and facilitate to the part-time sections any information concerning event, programs, or other activities hosted or encouraged by the Student Bar Association.

The undersigned candidate for the office of Part-Time Student Senator of the Student Bar Association of South Texas College of Law hereby affirms that he or she has read and understands all of the above listed duties and responsibilities for that office. The undersigned further affirms that, if elected to the office of Part-Time Student Senator, he or she agrees to be bound by and comply with all such other duties and responsibilities in good faith and to the best of his or her ability.

PRINTED NAME

SIGNATURE

DATE

**FILING**

Each candidate must execute written notice of his candidacy. The notice must be filed with the office of the Registrar at least fourteen (14) days prior to the first day of voting. All notices shall be completed on forms provided by the Election Committee. The official form shall read as follows:

I, \_\_\_\_\_, hereby file for the office of \_\_\_\_\_ of the Board of Governors of the Student Bar Association of South Texas College of Law, which is to be filled at the forthcoming election.

I hereby certify that, to the best of my knowledge, I have read and met all the prerequisites for that office as required by the Constitution and By-laws of the Student Bar Association and further pledge to abide by the Terms of the same. My intention is to register at South Texas College of Law for each semester of my term in office; and I will conscientiously endeavor to fulfill the duties of that office to the best of my ability without favor or rancor towards any member of this Association.

DATE

SIGNATURE

I hereby certify that according to the records on file in the office of the Dean of the Law School the above named student meets all the scholastic requirement for that office of the Student Bar Association filed for, as required by the Constitution and By-laws of that organization.

SIGNATURE – REGISTRAR

Statement of Duties and Responsibilities  
Of the  
LAW STUDENT DIVISION  
AMERICAN BAR ASSOCIATION REPRESENTATIVE  
Of the  
South Texas College of Law Student Bar Association

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I. By the Constitution

- a. Article IV, Section 4, the Law Student Division Representative shall act as liaison between the American Bar Association and our SBA enjoining regularly on Law School Division business and activities.
- b. Article III, Section 8, makes it the duty of the Law Student Division Representative “to file and pass to his successor all correspondence and records of his office.”
- c. Article III, Section 9, makes it the duty of the Law Student Division Representative to attend Board of Governors meetings, and makes it prima facie neglect of duty to miss more than two meetings in any one semester without a valid excuse. Such neglect of duty is grounds for removal of the Law Student Division Representative from office under Article VII.

II. In General

- a. Attend all meetings of the Board (generally once monthly).
- b. Attend all other assigned committee meetings.
- c. Maintain minimum assigned SBA office hours (generally once monthly).
- d. Assist whenever possible in the proper function of the SBA for the benefit of the students, the school and the community.
- e. Organize and arrange social events for the student body.
- f. Act as a representative for the student body to the faculty.

III. In Detail

- a. Responsible for promoting, marketing and membership drives to further participation via membership in the ABA/LSD.
- b. On-Campus representatives answering ABA/LSD members’ questions and assisting them in solving any problems.

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The undersigned candidate for the office of Law Student Division Representative of the Student Bar Association of South Texas College of Law hereby affirms that he or she has read and understands all of the above listed duties and responsibilities for that office. The undersigned further affirms that, if elected to the office of Law Student Division Representative, he or she agrees to be bound by and comply with all such other duties and responsibilities in good faith and to the best of his or her ability.

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PRINTED NAME

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SIGNATURE

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DATE

**FILING**

Each candidate must execute written notice of his candidacy. The notice must be filed with the office of the Registrar at least fourteen (14) days prior to the first day of voting. All notices shall be completed on forms provided by the Election Committee. The official form shall read as follows:

I, \_\_\_\_\_, hereby file for the office of \_\_\_\_\_ of the Board of Governors of the Student Bar Association of South Texas College of Law, which is to be filled at the forthcoming election.

I hereby certify that, to the best of my knowledge, I have read and met all the prerequisites for that office as required by the Constitution and By-laws of the Student Bar Association and further pledge to abide by the Terms of the same. My intention is to register at South Texas College of Law for each semester of my term in office; and I will conscientiously endeavor to fulfill the duties of that office to the best of my ability without favor or rancor towards any member of this Association.

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DATE

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SIGNATURE

---

I hereby certify that according to the records on file in the office of the Dean of the Law School the above named student meets all the scholastic requirement for that office of the Student Bar Association filed for, as required by the Constitution and By-laws of that organization.

---

SIGNATURE – REGISTRAR

Statement of Duties and Responsibilities  
Of the  
LAW STUDENT DIVISION  
STATE BAR OF TEXAS  
Of the  
South Texas College of Law Student Bar Association

---

I. By the Constitution

- a. Article IV, Section 4, the Law Student Division Representative shall act as liaison between the State Bar of Texas and our SBA enjoining regularly on Law School Division business and activities and shall serve on the State Bar of Texas, Law Student Division Board of Directors as the representative of South Texas College of Law.
- b. Article III, Section 8, makes it the duty of the Law Student Division Representative “to file and pass to his successor all correspondence and records of his office.”
- c. Article III, Section 9, makes it the duty of the Law Student Division Representative to attend Board of Governors meetings, and makes it prima facie neglect of duty to miss more than two meetings in any one semester without a valid excuse. Such neglect of duty is grounds for removal of the Law Student Division Representative from office under Article VII.

II. In General

- a. Attend all meetings of the Board (generally once monthly).
- b. Attend all other assigned committee meetings.
- c. Attend all Law Student Division Board Meetings as required by the Law Student Division.
- d. Maintain minimum assigned SBA office hours (generally once weekly).
- e. Assist whenever possible in the proper function of the SBA for the benefit of the students, the school and the community.
- f. Organize and arrange social events for the student body.
- g. Act as a representative for the student body to the faculty.

III. In Detail

- a. Responsible for promoting, marketing and conducting membership drives to further participation via membership in the State Bar of Texas, Law Student Division.
  - b. On-Campus representatives answering LSD members’ questions and assisting them in solving any problems as determined by the Law Student Division.
  - c. Attending Law Student Division, Board of Directors’ meetings quarterly and attend the State Bar of Texas Annual Meeting every June, as determined by the State Bar of Texas.
  - d. Attend all SBA meetings and assist other members of the Board when necessary.
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The undersigned candidate for the office of State Bar of Texas, Law Student Division Representative of the Student Bar Association of South Texas College of Law hereby affirms that he or she has read and understands all of the above listed duties and responsibilities for that office. The undersigned further affirms that, if elected to the office of State Bar of Texas, Law Student Division Representative, he or she agrees to be bound by and comply with all such other duties and responsibilities in good faith and to the best of his or her ability.

---

PRINTED NAME

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SIGNATURE

---

DATE

**FILING**

Each candidate must execute written notice of his candidacy. The notice must be filed with the office of the Registrar at least fourteen (14) days prior to the first day of voting. All notices shall be completed on forms provided by the Election Committee. The official form shall read as follows:

I, \_\_\_\_\_, hereby file for the office of \_\_\_\_\_ of the Board of Governors of the Student Bar Association of South Texas College of Law, which is to be filled at the forthcoming election.

I hereby certify that, to the best of my knowledge, I have read and met all the prerequisites for that office as required by the Constitution and By-laws of the Student Bar Association and further pledge to abide by the Terms of the same. My intention is to register at South Texas College of Law for each semester of my term in office; and I will conscientiously endeavor to fulfill the duties of that office to the best of my ability without favor or rancor towards any member of this Association.

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DATE

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SIGNATURE

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I hereby certify that according to the records on file in the office of the Dean of the Law School the above named student meets all the scholastic requirement for that office of the Student Bar Association filed for, as required by the Constitution and By-laws of that organization.

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SIGNATURE – REGISTRAR

**ELECTION CODE  
PURPOSE & SCOPE**

The Election Code shall be the sole governing document outlining the procedures to be used in the election of the members of the Board of Governors of the Student Bar Association of the South Texas College of Law. Nothing herein shall be construed to contradict any provision of the Constitution of the Student Bar Association.

**ARTICLE I  
ELECTION COMMITTEE**

The President shall appoint, with the ratification of the Board of Governors, an Election Committee composed of five (5) students to conduct and supervise the election. The committee shall be composed of members of the Student Bar and may include members of the Board of Governors then in office, not currently running for re-election. The duties and responsibilities for the committee are:

- a. To supervise, implement and enforce this code;
- b. To arrange for written ballots;
- c. To conduct a drawing for ballot positions;
- d. If written ballots are to be used, to post a sample ballot in the student lounge, general notice boards, and the SBA office at least five (5) days before the first day of elections;
- e. To be present during the processing of the votes and post the results within twenty-four (24) hours after the election is certified.
- f. To set the time for opening and closing of elections;
- g. To conduct hearings in accordance with the Administrative Procedure Act before at least a majority of the Election Committee and open to the student body of all complaints of violations of this code prior to certification of the election; and
- h. To certify the election of each office.
- i. The Election Committee may call mandatory meetings of candidates. Notification of such meetings shall be made by posting notice in three (3) conspicuous places on school premises including the official bulletin board of the Student Bar Association. There shall be at least seventy-two (72) hours notice of the date, time, and place of any such meeting.
- j. Election Committee members or Election Marshals shall conduct the election in accordance with the Election Code and in an unbiased manner. Any Election Committee member or Election Marshall found in violation of this provision shall be removed by majority vote of the Student Bar Association.

Certification is verification of the election results. The election of an office shall be certified when all complaints, if any, have been heard at a formal hearing by the Election Committee and no appeals are then pending. Certification shall not be given within twenty-four (24) hours of the close of the election.

**ARTICLE II.  
ELECTION DATE**

Section 1. General elections for all offices of the Board of Governors shall be conducted annually between the dates of February 16<sup>th</sup> and March 15<sup>th</sup>. However, regardless of the above dates the election shall be completed before the Spring Break. The election shall occur on at least two (2) consecutive weekdays, neither of which can fall on a Friday, set by the Board of Governors then in office.

**ARTICLE III.  
ELGIBILITY**

Eligibility for each office of the Board of Governors shall be determined by Article V of the Constitution of the Student Bar Association.

The Election Committee shall remove the name of any ineligible candidate from the ballot.

**ARTICLE IV.  
ELECTIONS**

Section 1. The members of the Student Bar Association shall elect the Board of Governors as set forth in the Election Code.

Section 2. Except ABA Representative and State Bar of Texas, Law Student Division Representative, the Board of Governors shall hold office for a period of one (1) year; their term of office shall begin on the day after the Spring Semester ends.

Section 3. No person shall file for or be elected to hold office who would not be enrolled at South Texas College of Law during their respective terms of office, and be a student in good standing.

No person shall be eligible to file for or to hold the office of:

- (i) President unless the Student has completed thirty-six (36) hours or at least three (3) semesters;
- (j) Vice-President unless the Student has completed thirty (30) or more hours, inclusive;
- (k) Secretary or Treasurer, unless the student has completed twenty (20) or more hours, inclusive;
- (l) Senior Senator, unless the student has completed fifty (50) or more hours, inclusive;
- (m) Mid-Law Senator, unless the student has completed thirty (30) to Fifty (50) hours, inclusive;
- (n) Freshman Senator, unless the student has completed thirty (30) hours or less to 50 hours inclusive.
- (o) Part-Time Student Senator, unless the student has completed twenty (20) or more hours.
- (p) American Bar Association Representative or Texas Bar Representative, unless the student has completed no more than thirty (30) hours and shall be able to hold office for the required two year term. Additionally, the person that is elected to the position of ABA or TBA representative will not be eligible for the scholarship in his/her second term. However, a concurrent position on the Board of Governors may be held during the second term.

## **ARTICLE V. CAMPAIGNS**

Section 1. No candidate may publicly campaign or employ any campaign device or request anyone to do so on his behalf prior to fourteen (14) calendar days before the first day of voting. However, individual oral vote solicitations by one student, candidate or non-candidate, to another are not so prohibited. Formal campaigning will take place anywhere in the student lounge for the two day period announced by the Board of Governors.

Section 2: Candidates for a specific office may approach individual student organizations within a fourteen day window, on which the 14<sup>th</sup> day will be the day prior to the first of the two election day periods, provided that all individuals running for that office agree and speak to the organization as a group.

Section 3: The candidates for President shall hold an open forum at an agreed time and place at least 24 hours prior to the first of the two day campaigning period.

Section 4. The following shall constitute campaign violations:

- a. The entrance of any candidate into the voting room or designated area for any reason, other than to cast a ballot. The area will be designated by the Election Committee and clearly marked.
- b. No considerations shall be paid in exchange for another student's promise of a vote.
- c. No tampering with a ballot or ballot box. Tampering shall mean the casting of any ballot unauthorized by the Election Committee, and tampering with the ballot box shall mean the unauthorized opening of a ballot box. Unauthorized shall mean any act not sanctioned by majority vote of the Election Committee.

Section 5: A candidate may have one (1) student, not running for office on the Board, represent them during formal campaigning in the student lounge, provided that the Student running for office has a class or some other valid reason requiring their absence.

Section 6: All candidates or a representative must attend a formal candidate meeting usually held the week before the filing deadline. At this meeting, the election process will be discussed and candidates will sign up for the office running for.

Section 7: Campaign materials, each candidate may have:

- i) One regular size poster (28x22) to be displayed in the lounge area
- ii) One half size poster to be placed at the polling location. This shall be a plain photo of candidate, name, and office running for.
- iii) Campaign stickers or buttons. To be handed to individuals, not placed on STCL property.
- iv) A photograph and 250-word statement to be placed in annotations, specifics to be addressed at the formal candidate meeting.

## **ARTICLE VI. VOTING**

Section 1. All members of the Student Bar Association who are registered at South Texas College of Law for the semester in which the election is held are eligible voters. No other persons are eligible voters. The Election Committee shall obtain a list of registered students from the school administration and check each voter's identification against the list. No person shall be allowed to vote twice in any one election. Each voter shall be allowed to vote for all positions on the Board of Governors that are being filled by that election. The voting shall be by secret ballot. The candidates' names shall be grouped according to the office sought. Within each

group the order of the names on the ballot shall be determined by a random drawing conducted by the Election Committee. For the offices of President, Vice President, Secretary, Treasurer, Part-Time Student Senator, American Bar Association Representative and State Bar of Texas, Law Student Division Representative, each voter shall be entitled to vote for one candidate for each office. For the offices of Freshman Senator, Mid-law Senator, and Senior Senator, each voter shall be entitled to vote for two (2) candidates in each category.

Section 2. Immediately after the polls are closed on the last day of voting, the Election Committee and the Faculty Advisor, or his designee, shall count the votes by running the ballots through a ScanTron machine and determine the winner. Counting shall be held in a place where ScanTron machine is located on school premises. For the offices of President, Vice President, Secretary, Treasurer, Part-Time Student Senator, ABA Representative and State Bar of Texas, Law Student Division Representative, the candidate with a the most votes shall be declared the winner. For the offices of Freshman Senator, Mid-law Senator, and Senior Senator, the two (2) candidates in each category with the highest number of votes cast in that category shall be declared the winners.

## **ARTICLE VII. CONTESTS AND ENFORCEMENT**

Section 1. The Election Committee shall have primary responsibility for enforcement of this code. The Committee shall closely supervise all aspects of the campaign and shall take whatever steps it deems necessary to secure compliance with this code.

Section 2. Any member of the Student Bar Association may complain of a violation of this code or of any act or decision made by the Election Committee. Any complaint alleging a violation of this code or complaining of an act of the committee must be made as soon as the facts are known, but no later than twenty-four (24) hours prior to the first day of formal campaigning and elections. The complaint shall be made in writing to the Election Committee, which shall immediately investigate the allegations in the complaint. If the complaint stems from the actual election or Formal campaign, the person making the complaint must submit a formal written complaint within twenty-four (24) hours of the close of elections or such complaints are waived. If a complaint is made, a copy of the written complaint must be supplied to all individuals, either by hard copy or electronic means, who ran for that office within the twenty-four (24) hour period following the close of the election. If the complainant or any party affected by the complaint is not satisfied with the committee's decision he or she may bring the matter to the Election Appeals Committee. The Election Appeals Committee shall consist of two (2) faculty members and one (1) student chosen by the Student Bar Association President and shall hear the case within seventy-two (72) hours of notice of appeal with the Election Committee. Notice of appeal must be filed within twenty-four (24) hours of the Election Committee's decision.

Section 3. Any candidates found guilty of a violation of this election code by the Election Committee or by the Election Appeals Committee may have his name stricken from the ballot. If such a finding is made after the election, that candidate's election may be declared void and they may not take office and a special election may be held pursuant to the Student Bar Association Constitution. The ability of the candidate found guilty to participate in the new election is within the sound discretion of the Election Committee.

**ARTICLE VIII.  
OATH OF OFFICE**

The Student Bar Association President shall administer the following oath of office to the successful candidates.

“As a duly elected officer of the Board of Governors I will conscientiously endeavor to fulfill the duties of \_\_\_\_\_ of the Student Bar Association of South Texas College of Law to the best of my ability.

In addition, I shall strive to apply the regulations of the Constitution and by-laws of this organization in a proper and responsible manner.

Lastly, as a student leader, I shall demonstrate a superior moral character, one that reflects favorably upon the Student Bar Association and South Texas College of Law.