

BY-LAWS OF THE LAW STUDENT SENATE
ARTICLE I

Section 1. Senate President:

The Senate President shall call and preside over meetings. The President shall act as a liaison between the College of Law student body and the administration. The President or the President's designated representative shall represent the College of Law student body to the greater University community and shall attend any meetings or other events as necessary to effectively fulfill this duty. The President shall perform other such duties as are specified in the Senate Constitution and these By-Laws. The Senate President shall provide an agenda to all members of the Senate before such Senate Meeting.

Section 2. Senate Vice President:

The Vice-President shall be the Senate officer primarily responsible for overseeing student representatives to Faculty Committees. The Vice-President shall solicit written reports from the senior student member of each Faculty Committee at least once a semester and shall present a summary of such reports to the Senate. The Senate Vice-President shall oversee the social programming of the Senate and serve as Chair of the Social Committee. The Vice-President shall assist the President as necessary and shall assume the President's duties in the absence of the President.

Section 3. Senate Secretary:

The Senate Secretary shall present the minutes, including roll call votes to the Senate for approval at the following (next) meeting. Once approved, the Secretary shall post the minutes, including the roll call votes, within one week of approval on the Senate Bulletin Board. The Secretary shall maintain the Senate bulletin board and shall be responsible for the accurate reservation of dates for Senate, Class, and Organization events. The Secretary shall be responsible for posting and maintaining a calendar in the student lounge reflecting the reserved dates of events and other activities of importance to the Law School Community. The Secretary shall be responsible for maintaining files located in the Senate office for each Senate recognized organization and ensuring those organizations maintain compliance with the Senate Constitution and Bylaws. The Secretary shall supervise quorum requirements. The Senate Secretary shall maintain all attendance records and all absences from should be reported to the Senate Secretary.

Section 4. Senate Treasurer:

The Treasurer shall record and maintain all Senate financial records. The Treasurer shall submit a monthly report to the Senate. The Treasurer shall sign off on all Senate disbursements and ensure that no group spends beyond their proper budgeted allocation. The Treasurer shall promulgate and issue, within the first three weeks of the school year, written procedures for the payment of approved budgetary expenses. The Treasurer shall chair the Budget Committee.

Section 5. Class Officers

(a) Class Presidents:

The Class President shall coordinate and organize class activities and fundraising events. Class Presidents shall call class meetings as necessary and shall publish an agenda

twenty-four hours in advance of any non-emergency meeting. Each Class President shall develop an attendance policy and disciplinary actions for class senate meetings, subject to the approval by a majority of class senators. The attendance policy and disciplinary actions shall be submitted to the Board of Governors by the eighth week of the school year. Additionally, the Class President shall represent the class in all law school matters and give a class report at each senate meeting.

(b) Class Vice-President:

Each Class Vice-President shall record and maintain minutes of all class meetings and present them for approval at the next class senate meeting. The Class Vice-President shall post the minutes of class meeting on the Senate bulletin board within one week of the meeting. The Class Vice-President shall record and maintain all class financial records. The Class Vice-President shall assist the President as necessary and shall assume the President's duties in the absence of the President.

Section 6. Class Senators

Class Senators shall help coordinate and organize class fundraisers and class-sponsored events. Class Senators shall attend all Senate meetings in order to adequately represent their respective class members. Additionally, Class Senators shall attend all class meetings. All Class Senators must be an active member of at least one Senate Committee.

Section 7. Law Student University Senator

The Law Student University Senator(s) shall attend all Senate meetings. Additionally, the Law Student University Senator(s) shall attend all Syracuse University Senate meetings to represent the College of Law student body. Oral reports of the meetings shall be made to the Senate at the next scheduled Senate meeting at the discretion of the Senate President. A written report of each Syracuse University Senate meeting shall be submitted to the Senate Vice-President within one week of the date of such meeting.

Section 8. Executive Board

The Executive Board consists of the Senate President, Vice-President, Secretary, and Treasurer. The Executive Board is responsible for the procedural and organizational aspects of the Senate. The Executive Board shall produce, before the first meeting of the fall semester, an attendance policy for the Senate that conforms to the requirements set forth in the Constitution and Bylaws. This policy must list attendance expectations for all Senate members and include guidelines for what kinds of prior written notice of absence will be accepted.

Section 9. Board of Governors

The Board of Governors consists of the Senate President, the Senate Vice-President, the Senate Secretary, the Senate Treasurer and the respective Class Presidents. The Board of Governors shall supervise and control the affairs of the Senate between Senate meetings, subject to the provisions of the Senate Constitution and By-Laws. The Board of Governors shall promptly report actions it takes to the Senate and shall provided suggestions to the Senate regarding any issues of concern. The Board of Governors may not act in derogation of any decision of the Senate.

ARTICLE II

Section 1. Roberts' Rules of Order:

Meetings shall be held in conformity with Robert's Rules of Order.

Section 2. Parliamentarian

A Parliamentarian shall be appointed by the Senate President within the first two meetings of a newly elected Senate in order to assure that meetings are held in conformity with Roberts' Rules of Order. In the event that the office of the Parliamentarian is vacated before the completion of his/her term, the President shall appoint a new Parliamentarian.

Section 3. Sergeant-at-Arms

A Sergeant-at-Arms shall be elected by the Senate body within the first two meetings of a newly elected Senate in order to assure that meetings are held in an orderly fashion. In the event the office of Sergeant-at-Arms is vacated before the completion of his/her term, the Senate shall elect a new Sergeant-at-Arms.

Section 4. Notice

The Senate President or Senate Secretary shall post notice of Senate meetings at least five school days before such meetings.

Section 5. Agenda

The Senate President or Senate Secretary shall post the agenda for Senate meetings at least 24 hours prior to such meetings.

Section 5. Board of Governors' Meetings

The Board of Governors shall meet at any time and place upon the call of the President. Quorum for the Board of Governors shall be a majority of the Board members then holding office. Whenever appropriate and necessary, the President may conduct business of the Senate and Board of Governors by telephone or correspondence.

ARTICLE III

Section 1. Budget Committee:

The Budget Committee shall consist of the President-elect and Treasurer-elect of the Senate, the President-elect of the Second and Third Year classes, and the current President and Treasurer of the Senate. The Senate Treasurer-elect shall chair this committee. The Budget Committee shall supervise the annual budget process and shall submit the proposed annual budget to the Senate for approval.

Section 2. Election Committee:

The Election Committee shall operate as defined in Article IX of the Constitution.

Section 3. Senate Standing Committees:

a. Service Committee

The Service Committee shall represent, solicit and report on student concerns in regards to the facilities and services provided at the College of Law. The Service Committee shall ensure a forum for dialogue exists between the College of Law administration, faculty and

student body and, if necessary, organize that forum. The Service Committee shall implement all Senate programs dealing with improving the law school, its facilities, and student academic life. The Service Committee shall perform other duties as assigned by the Senate.

b. Social Committee:

The Social Committee shall oversee and implement all social events sponsored by the Law Student Senate. The Senate Vice President shall serve as chair of the Social Committee.

c. Cultural and Ethnic Affairs Committee

The Cultural and Ethnic Affairs Committee shall coordinate and assist with cultural and diversity programming run by Senate recognized organizations. The Cultural and Ethnic Affairs Committee shall also work to provide programming on diversity issues and assist with the annual Diversity Day.

d. Community Service Committee

The Community Service Committee shall coordinate and run the annual Ambulance Chase 5K Run/Walk. The Community Service Committee shall appoint an Ambulance Chase Coordinator to head up these efforts. The Community Service Committee shall plan and organize other Community Service programs throughout the year.

e. Senate Affairs Committee

The Senate Affairs Committee shall be responsible for publicity of all Senate activities and events. The Senate Affairs Committee shall review and make recommendations to the Senate on all proposed constitution and bylaw changes. The Senate Parliamentarian shall be an ex-officio member of this committee to assist in this purpose. The Senate Affairs Committee shall perform other duties as assigned by the Senate. The Senate Affairs Committee shall only be open to members of the Senate and the Senate Parliamentarian.

Section 4. Senate Ad hoc Committees:

If special problems arise in the normal course of Senate business, such problems may be referred to ad hoc committees, upon approval of a majority vote of the Senate. The Senate President shall create such committees and the Senate shall designate the duration and power of such committees, but in no case shall an ad hoc committee exist longer than one year or be empowered to perform acts which the Senate itself could not perform.

Section 5. Faculty Committees:

The student member positions on Faculty committees shall be appointed as follows:

- a. Within the first six weeks of the school year or within one week after a vacancy arises, the Senate Vice-President shall solicit applications for membership from the entering First year class to the various committees. The Vice-President shall also solicit the advice of each committee chair as to the duties and qualification for prospective committee members. The Vice-President shall then convene a screening panel, consisting of at least two members of the board of Governors, to interview the applicants. There shall be no quorum requirements for the screening panel; however, the Vice-President may not nominate the applicant unless the applicant gained the approval of at least two other screening panel members.
- b. The Vice-President's nominations shall be presented for Senate approval within the first seven weeks of school or within two weeks of a vacancy.

- c. If there are three or more student members on a committee, each class shall have at least one representative.
- d. Student members shall serve until graduation, subject to periodic review in order to assure active student participation.
- e. No student shall serve on more than one Faculty committee.
- f. Student members of committees may not be removed except with cause shown. A two-thirds vote of the Senate shall be necessary to remove a student.
- g. It shall be the duty of the Senate Vice-President to solicit written reports from the senior student representative to each Faculty Committee at least once per semester. These reports shall be made available to the Senate. At least once each semester, the senior student committee member may be called upon to make an oral report to the Senate at the discretion of the Senate President. Failure on the part of the student committee members to carry out this requirement shall be cause for removal.

ARTICLE IV

Section 1. Fiscal Year:

The fiscal year of the Senate shall correspond with the fiscal year of the College of Law.

Section 2. Preparation of the Annual Budget

- a. By the final two weeks of the school year, the Budget Committee shall solicit requests for budget allotments from all organizations which have received funding for the Senate. Each request must include a Statement of Purpose, a complete list of current members, a list of officers for the upcoming academic year and details of the organization's activities and events during the current academic year. All requests will be subject to a late policy which will be determined annually by the Budget Committee.
- b. The Budget Committee shall prepare a proposed budget for the Senate. The budget shall be presented in two parts, proposed initial operation budgets for Senate Organizations and the full Senate budget. The first part of the proposed budget must be presented to the Senate for approval no later than the last week of April. The full Senate budget must be presented at the first Senate meeting in September. The proposed budget must be itemized as to sources of income and expenses.
- c. The proposed budget shall not anticipate deficit spending.
- d. Any organization may appeal its allocation by the Budget Committee before the Senate. The Senate shall hear all appeals before it ratifies a budget.
- e. The Senate President shall entertain a motion to accept the proposed budget, as amended and adjusted.
- f. A majority of the Senate members present and voting shall be necessary to pass any motion under this Article.
- g. The Senate Secretary shall call the roll and record the vote of each Senate member. The results of this vote shall be reflected in that meeting's minutes.

Section 3. Publication of Annual Budget:

Prior to the end of the school year, the Senate Treasurer shall publish the approved Senate budget by posting copies in prominent locations in the College of Law, including the Senate bulletin board.

Section 4. Payment of Expenses:

Payment of approved budgetary expenses shall be made pursuant to procedures promulgated in writing by the Senate Treasurer, which shall be issued not later than three weeks after the start of the school year. Payment of expenses must not violate applicable Syracuse University policies and procedures.

Section 5. Special Expenses

- a. In the event that expenses become necessary which were not originally allocated in the annual budget, approval for payment must come from the Senate if the expense exceeds five hundred dollars (\$500). If the expense is five hundred dollars (\$500) or less, approval may come from the Senate President and Senate Treasurer acting together. An accounting shall be made at the next Senate meeting.

- b. Roll Call Voting

Any requests dealing with budgetary/monetary matters shall be voted upon by a roll call vote and will require a two-thirds vote to pass. The results of that vote shall be reflected in the minutes of the meeting.

Section 6. Non-liability of the Senate:

Any liability incurred by a Senate member, or a person receiving Senate funds in excess of the funds allocated for that transaction, shall be the personal responsibility of that Senate member or person.

ARTICLE V

Section 1. Accountability:

- a. It is the policy of the Senate to require all organizations, which receive funds from the Senate, to deposit all items of revenue into the Senate Fund. Organizations receiving funds from outside sources in a form directly payable to such organization shall adhere to this policy.
- b. Organizations receiving funds from sources outside the Senate, which are not disbursed by such source in a form directly payable to the organization, shall report to the Senate Treasurer how such funds are received and used.
- c. Each organization shall spend funds it receives from outside sources before spending funds from the Senate.
- d. In accordance with University policy, organizations which receive funding from the Senate may not maintain outside bank accounts.
- e. Failure to disclose the existence of bank accounts or outside sources of funding to the Senate Budget Committee may result in the revocation of the Senate's allocation of funds to that organization.

Section 2. Travel Expenses

No student organization or member thereof shall use funds from the Senate, including those already allocated to an organization, for travel expenses unless two-thirds of the Senate approves the expenditure prior to the trip. Before granting such approval, Senate members shall consider:

- a. whether the student will attend a function in a voting capacity;

- b. whether the organization can demonstrate the benefit to the student body brought back to the school;
- c. whether other possible funding sources have been explored and disclosed;
- d. the size of the organization;
- e. the nature and topic of the function for which the travel expenses will be incurred;
- f. the availability of the event/organization/team to the entire student body.

Where any Senate funds, including those already allocated to an organization, will be used by an individual other than a student organization member for travel expenses in excess of two hundred dollars (\$200), such expenditure must be approved in advance by the Senate. Where any Senate funds, including those already allocated to an organization, will be used by an individual other than a student organization member for travel expenses under two hundred dollars (\$200), such expenditure must be approved in advance by the Senate President and Senate Treasurer.

Section 3. Telephone Expenses:

- a. The Senate shall consider paying for reasonable funds for telephone calls if the organization can demonstrate the benefit of the calls to the organization and the student body.
- b. The payment of telephone calls will only be paid if each call is supported by documentation containing the name of the person called and the purpose underlying the call.

Section 4. Social

- a. All social functions funded by the Senate must have a relation to a substantive program of the organization, with the exception of the class and must be open to the entire student body. Past attendance at similar functions will be a criterion.

Section 5. Line Changes (applicable to designated organizations):

The Budget Committee may approve line changes transferring funds from one budgeted line item to another. The Budget Committee shall not have the power to make line changes by withdrawing any money from Senate recognized organizations after their allocations have been approved by the Senate unless recognition of those organizations have been withdrawn.

Section 6. Organization Expenses:

- a. All organizational expenses shall be obtained at the lowest possible cost.
- b. The Senate shall not fund any individual national dues.

Section 7. Carryover Money:

- a. All money budgeted for the academic year that is not used shall revert to the Contingency Fund, with the exception of any monies in a class account.
- b. All money fundraised by Senate organizations that is not used in an academic year, beyond monies budgeted to the organization by the Senate or other Senate recognized organizations, shall remain in that organization's account and not revert back to the Contingency Fund.

Section 8. Contingency Fund:

- a. A contingency fund shall be established.
- b. Initially, this fund shall be equivalent to not less than 15% of the academic year budget.
- c. Contingency funds shall be disbursed consistent with the aforesaid policies.
- d. The Senate shall have discretion over how these funds will be disbursed.

Section 9. Symposium Fund:

- a. A Symposium Fund shall be established.
- b. Symposium funds shall be disbursed consistent with the aforesaid policies.
- c. The purpose of the Symposium Fund is to allow the Senate and its organizations to bring speakers and like events to the College of Law. The Senate shall have discretion over how these funds will be disbursed, considering the purpose of the fund.

ARTICLE VI

Section 1. Student Organization:

- a. Senate Funded Organizations
Any group which receives an operation budget from the Senate funds shall be Designated a Senate Funded organization. A Senate recognized organization may become a Senate-funded organization the academic year following recognition and not before.
- b. Senate Recognized Organizations
Any group may be designated a Senate Recognized organization by a simple majority vote of the Senate, provided the group has at least fifteen (15) members and has submitted a Statement of Purpose to the Senate Secretary in advance of any recognition. Senate-recognized organizations may request funds excluding operating budgets from the Senate as needed on an individual basis.
- c. Each student organization shall submit a membership list with 15 currently active members, a list of the organization's officers, a list of the previous year's organizational meetings and activities, as well as a detailed budget before the organization's annual budget is due. Should an organization fail to meet the above requirements, the organization risks determination of "inactive".
- d. Senate-recognized or -funded organizations that request and receive any Senate contingency funds for an organizational activity must submit to the Senate Treasurer, within two weeks after the completion of the event, a report that details what the money was actually spent for, how it was spent, and a description of the activity. Failure to comply with this rule may affect future Senate funding of an organization.

Section 2. Poster Policy:

Within the first three weeks for the school year, the Board of Governors shall promulgate a poster policy for all bulletin boards over which the Senate has jurisdiction. Senate Funded organizations shall have priority over Senate Recognized organization with respect to available bulletin board space in the student lounge.

Section 3. Organizational Rules:

Senate-Funded and Senate-Recognized organizations must abide by all University rules, as well as the Senate Constitution and By-Laws.

Section 4. Recognition Withdrawal:

The Senate shall have the power to withdraw recognition of a Senate-recognized or Senate-funded organization if the organization has been inactive for a period of more than two years or if the organization has violated the above mentioned rules, constitution policies, or currently active students enrolled in the College of Law and/or failure to hold at least three organizational meetings per semester. Notice of intent to withdraw recognition of an organization shall be placed in that organization's mailbox located in the Student lounge and shall be posted on the Senate bulletin board at least two weeks prior to the Senate meeting where the issue is discussed. Any student who wishes to speak on behalf of the organization will have an opportunity to be heard at that Senate meeting. Any determination of the senate to withdraw recognition of an organization may be appealed to the Judicial Board and its members. In the event of recognition withdrawal, all of the organization's funds, including any fundraised, shall revert to the Contingency Fund.

ARTICLE VII

Section 1. Elections

The following is a list of campaign rules regarding the Senate elections. These rules are intended to supplement IX of the Senate Constitution.

a. Campaign Materials:

Posters may be no larger than 16"x16". Outside of the Student Lounge, posters and other campaign material may only be placed on bulletin boards, and candidates may only place one poster per bulletin board.

b. Conduct of Candidates:

No candidate shall actively solicit votes within twenty feet of the ballot box during the elections. Furthermore, candidates shall conduct themselves in a professional manner throughout the campaign period.

c. The Ballot:

The Election Committee shall post a sample ballot at least two days before the election. All candidates are responsible for checking that they are listed on the ballot before the day of the election. If they do not, the Election Committee is not responsible for any errors or omissions on the ballot. The ballot must make some accommodation to allow for write-in candidates.

d. Violations

Violations of these rules should be reported to either the Senate President or the Election Committee. Sanctions shall be imposed at the discretion of the Election Committee and shall include disqualification from the election. Violations include, but are not limited to: illegal postings, intentional destruction of other candidate campaigns, etc.

e. Access to Results

To ensure the integrity of the elections process, all candidates must be allowed to inspect the ballots relevant to their candidacy upon request and be provided with vote totals tallied by the Elections Committee relevant to their candidacy upon request. Candidates must be supervised when inspecting ballots.

ARTICLE VIII

Section 1. Responsibility of Members to Fulfill Duties

- a. It is the responsibility of all members of Senate to fulfill their duties as outlined in this constitution and bylaws. Violation of Senate and Class Attendance policies shall be addressed following the procedures set forth in this Constitution and Bylaws.
- b. The Senate Board of Governors, by a two-thirds vote, shall have the power to issue an expulsion notice to any member of Senate not fulfilling his or her duties. At the direction of a three-fourths vote of the Senate, the Senate President shall issue an expulsion notice to any Senate or Class Officer not fulfilling his or her duties. At the direction of a three-fourths vote of the Senate, the Senate Vice President shall issue an expulsion notice to the Senate President not fulfilling his or her duties.

ARTICLE IX

Section 1. Proposal:

Amendments to these By-Laws are initiated by the Board of Governors, or by one-third vote of the Senate, or by petition to the Senate signed by not less than ten (10) percent of the student body. There shall be adequate publication of the proposed amendments for a period of two weeks before ratification.

Section 2. Ratification:

These By-Laws are amended by a two-thirds vote of the Senate.

Bylaws approved April, 2000

Amended February, 2002

These bylaws are effective February 25, 2002