

# **SOUTHERN UNIVERSITY LAW CENTER STUDENT BAR ASSOCIATION**

(Revised September, 20, 2016)  
Revisions by Parliamentarian Hunter Thomas

## **PREAMBLE**

In the belief that we, the students, have the right as well as the responsibility, to play a significant role in guiding our law center, and in the belief that a democratic student government is the best means by which this role may be played, we, the students of Southern University Law Center (hereinafter the "Law Center"), hereby create this body. It shall be known as the Student Bar Association (hereinafter the "SBA").

With its authority derived from the student body and its existence recognized by the faculty and administration of this university, the SBA will implement programs for the improvement and enrichment of the Law Center community, as well as express the opinions of the students on any and all matters that are of concern to them.

We acknowledge that responsibilities are necessary complements to rights and authority. Each student organization must respect the rights of other members of the Law Center community and must use proper channels in exercising his or her rights as a student.

The academic and civic integrity of this institution must be upheld by all who play a significant role in university affairs.

This Constitution and the SBA shall act as a means for student self-governance.

## **CONSTITUTION**

### **ARTICLE I.**

#### **NAME**

The governing body of the students of Southern University Law Center shall be known as the SBA.

### **ARTICLE II.**

#### **PURPOSES**

The purposes of the SBA shall be:

#### **Section 1.**

To promote the general welfare of the student body and the university as a whole, and to provide general and specific policies for the perfection of the overall function of the system.

#### **Section 2.**

To promote programs for the improvement of the educational, social, and economic status of the school and the student body.

#### **Section 3.**

To provide an effective medium for the expression of students' views.

Section 4. To maintain an effective liaison between students, the administration, and the faculty of the Law Center.

Section 5. To sponsor and maintain services and activities that are beneficial to the Law Center's students, faculty, administration and its community.

**ARTICLE III. MEMBERSHIP**

Section 1. All students enrolled at the Law Center shall be members of the SBA and shall be known as the student body.

Section 2. **RIGHT OF MEMBERSHIP**

- A. The control of the SBA shall at all times rest with the Executive Board and its student body, but such control is subject to the limitations expressed in this Constitution.
- B. Should circumstances warrant immediate action prior to the assemblage of the student body, the Executive Board shall have the authority to make binding decisions.
- C. The student body may repeal any act of the Executive Board, exclusive of Constitutional Revisions, by majority vote (fifty percent plus one) of the student body and by a petition signed by the same.
- D. The student body may repeal, amend, or revise this Constitution by a two-thirds (2/3) vote of the student body, with a petition signed by two-thirds (2/3) of the student body.
- E. Any repeal, amendment, or revision to this Constitution shall not be retroactive and shall provide a date to which said changes are effective.

**ARTICLE IV. OFFICERS AND DUTIES**

Section 1. The Executive Board of the SBA shall include the following officers elected by the membership after having met the qualifications described in this Constitution and the Election Code:

- A. President;
- B. Vice-President;
- C. Secretary;
- D. Treasurer;
- E. Parliamentarian;
- F. Editor-in-Chief of the Public Defender;
- G. American Bar Association/ Student Division Representative;
- H. Historian; and
- I. Class Presidents.

Section 2.

**TERM**

The term of all elected officers shall begin on the day after the last day of the Third Year (3L) class as provided by the SULC Office of Enrollment Management and Records and end upon the subsequent last day of the 3L class which shall be made public by the exiting Executive Board.

Section 3.

**QUALIFICATIONS**

A. Any full time student shall qualify as a candidate by meeting the following requisite grade point average in order to run for the following positions:

- 1) SBA President – 2.75
- 2) SBA Vice-President – 2.60
- 3) Other Offices – 2.50

B. Evening division Class President and Representatives shall have a minimum grade point average of 2.50

C. All officers must maintain the requisite GPA of their position for the duration of their term.

Section 4.

No SBA officer elected or appointed, shall create, sponsor, or endorse any activity or committee on behalf of the SBA or any class without first obtaining the majority approval of the SBA Executive Board.

Section 5.

The Executive Board shall also be supported by the following Class Representatives, to be elected as follows:

A. The First Year (1L) class shall elect a 1L Class President and one representative from each respective section.

1. Only the members of the 1L class may vote in the election of their class officers.
2. Only the members of each section may vote for their respective Section Representatives.
3. The elected Class President shall sit on the executive board and each of the Section Representatives shall sit on the Executive Committee.

B. The Second Year (2L) class shall elect a 2L Class President and two class representatives.

1. Only the members of the 2L class may vote in the election of their class officers.
2. The elected 2L Class President shall sit on the Executive Board.

3. The 2L Class Representative shall sit on the Executive Committee.
- C. The Third Year (3L) class shall elect a 3L Class President and two class representatives.
1. Only members of the 3L class may vote in the election of their class officers.
  2. The 3L Class President shall sit on the Executive Board.
  3. The 3L Class Representatives shall sit on the Executive Committee.
- D. The evening division shall elect a division class president, who shall serve in the capacity as the Evening Class President.
1. The evening division shall also elect two evening division representatives.
  2. Only evening division students may vote in the election of their officers.
  3. The elected Class President shall sit on the Executive Board and each of the Section Representatives shall sit on the Executive Committee.
- E. Qualifying for each officer shall be held in accordance with the Law Center Election Code.

## Section 6.

### **PRESIDENT**

The President shall:

- A. Be the chief executive officer of the SBA.
- B. Be responsible for the prompt and orderly execution of all resolutions adopted by the Executive Board and the student body.
- C. Preside over all regular and special meetings of the student body and over all Executive Board meetings.
- D. Call regular and special meetings of the student body and meetings of the Executive Board and the Executive Committee.
- E. Appoint members of all standing committees and appoint chairpersons to said committees, subject to approval by the executive board.
- F. Serve as the official representative of the SBA outside the Law Center community except where an outside representative has been duly appointed by the student body or through this Constitution.

- G. Sponsor and promote programming for the benefit of the constituent class.

Section 7.

**VICE-PRESIDENT**

The Vice-President shall:

- A. Execute the duties of the President during the President's absence.
- B. Coordinate all matters concerning the SBA and the Law Center's Alumni.
- C. Serve as the official liaison between all registered student organizations and the SBA.

Preside over the SBA Executive Cabinet. *(As noted in Art. IV)*

Section 8.

**SECRETARY**

The Secretary shall:

- A. Keep full and accurate records of all proceedings of the SBA and will record all minutes in the minute or record book.
- B.
  - 1. Make public the minutes of each general membership meeting to the general membership in a common file designated by the President for the SBA records.
  - 2. The minutes for the executive board meetings shall be made available to the student body and shall be kept and maintained in the record within 24 hours before the meeting.
- C.
  - 1. Give due notice of all the meetings of the SBA.
  - 2. Notify the members of the Executive Board and the Executive Committee of all special and emergency meetings called by the President or Vice President.
- D. Receive formal request for the impeachment of officers

- E. Serve as the Office Manager of the SBA offices. This includes, but is not limited to, maintaining office records, assigning duties to student volunteers, directing incoming mail or information to executive officers, and maintaining the SBA schedule of events for the upcoming academic year.

## Section 9.

### **TREASURER**

The Treasurer shall:

- A. Maintain the financial records of the SBA and shall give a financial report at every SBA meeting.
- B. Post the previous semester's expenditures at the beginning of each semester and shall make a copy available for publication in the student newspaper as well as the common file designated by the President for the SBA records.
- C. Make disbursements upon final approval of the expenditures consistent with this Constitution. Each requisition shall state the amount and purpose of the expenditure.
- D.
  - (1) Provide a budget report to:
    - I. The Executive Board at each executive board meeting.
    - II. The student body at every regularly scheduled SBA general membership meeting.
  - (2) The contents of these reports shall:
    - I. Be reflected in the minutes.
    - II. Placed in the common file designated by the President for the SBA records.
  - (3) The reports shall be consistent with and in conformity to the Budget Article of this Constitution.
- E. Serve as an ex-officio member of all committees that expend SBA Funds.
- F. Must inform the student body of important financial communications.

## Section 10.

### **PARLIAMENTARIAN**

The Parliamentarian shall:

- A. Facilitate all SBA meetings under Robert's Rules of Order and shall be placed near the presiding officer for immediate consultation.

- B. Be well versed in the rules and procedure of parliamentary law.
- C. Be charged with having full knowledge of all provisions of this constitution and shall have read the reports of previous Constitution Committees and/or the minutes of their meeting(s) to obtain an understanding of the objectives of the document.
- D. Advise the presiding officer on questions of procedure in conducting the business of the assembly legally, efficiently, and impartially.
- E. Announce all business in the order stated on the printed agenda and if none, as provided for in this Constitution.
- F. Entertain only one main motion at a time and state all motions properly.
- G. Assign the floor to those properly entitled to it:
  - 1. There shall be no permission to debate motions before they are seconded and stated.
  - 2. No member may speak twice on the same question, if there are others who wish to claim the floor, without the approval of the presiding officer after consultation with the Parliamentarian.
- H. Put all motions to a vote and give the result of that vote.
- I. Serve as the chairperson of the Judicial Committee. Upon receiving the formal request, the Parliamentarian shall schedule a hearing with the Judicial Committee.

#### Section 11.

#### **EDITOR-IN-CHIEF OF THE *PUBLIC DEFENDER***

The Editor-in-Chief of *The Public Defender*, the official publication of the Law Center shall:

- A. Gather articles from student/staff writers that will maintain the integrity of the Law Center, the administration, students, and staff.
- B. Be subject to the authority of the Executive Board and shall be responsible for the printing and distribution of this publication.
- C. Utilize its budget prudently and in the best interest of the membership.
- D. Maintain continued communication with the educational, social, and business communities by soliciting editorial inputs, current events, newsworthy community affairs and student input.

- E. Publish the newspaper at a minimum of two (2) issues per semester. The Executive Board should consider the availability of resources; the possibility of publishing special editions; participation of other organizations; et al.
- F. Submit a report of their staffing and a budget report at the beginning of the fall semester and revise the budget upon each publication and expenditure.

Section 12.

**AMERICAN BAR ASSOCIATION / LAW STUDENT DIVISION  
REPRESENTATIVE (ABA/LSD)**

The ABA/LSD Representative shall:

- A. Act as the Law Center representative at all ABA/LSD meetings.
- B. Keep the membership informed of all ABA matters of concern to the membership.
  - (1) Publish all notices sent by the ABA.
  - (2) Give a detailed report after attendance at regular or special membership meetings.
- C. Following the ABA annual meeting, organize a list of specific membership goals and submit them to the Chancellor, forwarding a copy to the SBA Secretary no later than two (2) weeks after the first day of classes of the Fall Semester.
- D. Sponsor membership drives to recruit new members to the ABA and to encourage members to renew.
- E. Encourage participation in the ABA/LSD competitions, leadership and governance opportunities.
- F. Have discretionary power to select and/or solicit participation from student members for candidacy of any ABA related or affiliated National, Circuit, and/or Divisional Offices.

Section 13.

**HISTORIAN**

The Historian Shall:

- A. Serve as the official photographer for the SBA.
- B. Maintain the SBA Board and other SBA Public Displays.

- C. Maintain an active, professional presence on social media on behalf of the SBA
- D. Periodically write articles, newsletters, press releases, or other similar documents in regards to recent SBA activities and/or accomplishments
- E. Coordinate with the SULC communications/public relations department and the SULC website personnel.
- F. Aid in the preparation of the SBA Annual Awards.

#### Section 14.

#### **CLASS PRESIDENTS**

The Class Presidents shall:

- A. Serve on the executive board.
- B. Inform their respective constituents of all matters discussed in the Executive Board meetings. The Class Presidents may utilize any viable means of communication to inform, distribute and take action on items on the Executive Board's agenda.
- C. Create programming for the benefit of their respective constituents.
  - 1. Specifically, the 3L Class President Shall:
    - I. Assist the Chancellor in selecting a commencement speaker;
    - II. Assist the class in bar application process;
    - III. Assist the class in preparing for commencement.
- D. Report the concerns of his or her constituents to the executive board.
- E. Be responsible for organizing and maintaining his or her respective classes and serve as the official representative of his or her classes.
- F. Sponsor and promote programming for the benefit of the constituent class.

#### Section 15.

#### **CLASS REPRESENTATIVES**

The Class Representatives shall have the duties and authority as described below:

- A. Serve on the Executive Committee.

- B. Report the concerns of their respective classes and/or sections, including the Evening Division to their respective Class President. They are to voice the concerns of their fellow constituents, and carry out the duties of their office.
- C. Assist their respective Class President in any reasonable manner to facilitate achievement of the class goals.

**ARTICLE V.**

**EXECUTIVE BOARD**

The Executive Board shall:

- Section 1. Possess the voting power of the SBA and have the general control of the affairs and programs of the Association.
- Section 2. Conduct monthly meetings at the discretion of the President. The Executive Board shall meet before any regular or special meetings and shall discuss all matters to be placed on the agenda at the regular or special meeting of the membership, including items placed on said agenda through the meetings of the Executive Committee.
- Section 3. Discuss all matters (to be voted on by the board) with the membership in regular and/or special meetings.
- Section 4. Approve the appointments of chairpersons to the various standing committees.
- Section 5. Review all committee reports when necessary.

Section 6.

**THE BUDGET**

The Executive Board shall:

- A. Present the annual operating budget in a balance sheet format.
- B. Report on the weak areas in the financial position of the previous administration and shall recommend changes applicable to the current budget.
- C. Set budget for the current term anticipating expenditures and income sources, according to the recommendations of the Treasurer.
- D. Discuss and approve on the budget.

Section 7.

**VACANCIES, ABSENCES AND TERMS**

- A. A vacancy is an unfilled elected or appointed position.

- (1) A vacancy may occur under any of the following circumstances: hardship, death, acute illness, and removal for cause by the rules of this Constitution, failure of any candidates to qualify, resignation, withdrawal of candidates at election time, or any other unforeseen events.
- (2) In the case of a vacancy of an elected position, one shall be elected following the rules and procedures of the Election Code.
- (3) In the case of a vacancy of any class representative position, it shall be filled by the President's nomination, which shall be confirmed by a majority vote of the Executive Board.

B. An absence is the unavailability of an officer.

- (1) An absence shall be deemed a vacancy when the absence becomes extended, or the Executive Board has been alerted that one of the conditions in A (1) has been met.
- (2) If an executive board member is habitually absent from meetings without just cause (determined by the executive board) said officer shall be subject to removal from office, thus creating a vacancy. This vacancy shall be filled accordance with the provisions of (A)(2) and (A)(3) of this section.

C. If the office of President becomes vacant before the beginning of the term to which the President was elected, the Vice-President shall serve as President for the remainder of the term.

D. When the office of any class president becomes vacant, it shall be filled by the President's nomination, which shall be confirmed by a majority vote of the Executive Board.

E. In the event of any vacancies not previously mentioned, the chain of command as listed in Article IV, Section 1 shall take effect.

## **ARTICLE VI.**

### **EXECUTIVE CABINET**

The Executive Cabinet of the SBA shall:

#### **Section 1.**

Include the following officers of the following organizations:

A. President of the Black Law Students Association;

- B. President of the Business and Entrepreneurship Leadership Association;
- C. President of Christians At Law Society;
- D. President of Criminal Law Society;
- E. President of Delta Theta Phi Law Fraternity;
- F. President of the Environmental Law Society;
- G. President of International Law Student Association;
- H. Editor-in-Chief of the *Journal of Race, Gender and Poverty*;
- I. President of Louisiana Association for Justice;
- J. Chairperson of the Moot Court Board;
- K. President Phi Alpha Delta Law Fraternity;
- L. President of Public Interest Law Society;
- M. Editor-in-Chief of the *Southern University Law Review*;
- N. President of Sports and Entertainment Legal Association;
- O. President of Women in Law; and
- P. President of any other officially sanctioned student organization.

Section 2. Be presided over by the SBA Vice-President.

Section 3. Serve as the Election Appeals Committee.

Section 4. Convene at least one time per month to discuss organizational issues and funding.

## **ARTICLE VII.**

### **STUDENT ORGANIZATIONS**

Section 1. Student Organizations shall include the following:

- A. Black Law Students Association;
- B. Business and Entrepreneurship Leadership Association ;
- C. Christians At Law Society;
- D. Criminal Law Society;
- E. Delta Theta Phi Law Fraternity;
- F. Environmental Law Society;
- G. International Law Student Association;
- H. Journal of Race, Gender and Poverty;
- I. Louisiana Association for Justice;
- J. Moot Court Board;
- K. Phi Alpha Delta Law Fraternity;
- L. Public Interest Law Society;
- M. Southern University Law Review;
- N. Sports and Entertainment Legal Association;
- O. Women in Law; and
- P. Any other officially sanctioned student organization.

- Section 2. Have at least three (3) members in the organization. Membership in Law Center student organizations should be limited to enrolled Law Center students who are in good standing.
- Section 3. Have a member of the Law Center faculty as an advisor of the student organization.
- Section 4. Have in place a governing document by which all procedures of elections and significant matters are particularly outlined, and made readily available to all members.
- Section 5. Have in place at minimum three (3) elected officials acting in the capacity of:
- A. President;
  - B. Secretary; and
  - C. Treasurer.
- Section 6. Be comprised of an executive board in which the members have a minimum 2.3 grade point average.
- Section 7. Have the President of the student organization attend or send a representative to the monthly Leadership Summit hosted by the Vice-Chancellor of academic affairs and the SBA Vice-President.
- Section 8. Have the President or a representative of the student organization attend the monthly SBA general body meetings.
- Section 9. Update the student organizations information when transitioning to new officers, so as not to lose communication with the SBA Vice-President.
- Section 10. Submit Event Registration Forms for their events to the SBA Vice-President.
- Section 11. Event Registration Form
- A. Organizations should submit their completed form no less than two (2) weeks prior to the date of the event.
  - B. Events include:
    - i. special programs,
    - ii. speakers,
    - iii. concerts,
    - iv. social activities, and
    - v. workshops, etc.
  - C. Organizations do not have to submit registration forms, if the event is a regular meeting of the general body.

## **ARTICLE VIII.**

### **ELECTION AND QUALIFICATIONS**

This section of the Constitution is governed strictly by the Election Code. The Election Code was created in March 1998, and was first used in the 1998 Spring General Election for the SBA. The Election Code is amended as necessary. The Election Code shall be used henceforth.

## **ARTICLE IX.**

### **IMPEACHMENT**

- A. Any officer violating the duties of his or office shall be removed by a two-thirds (2/3) vote officer's constituency after a formal petition for removal has been signed, and submitted to the Parliamentarian of Executive Board, and the Judicial Committee has determined that a removal vote shall be placed upon the agenda.
- B. A preliminary notice may be issued by the SBA Secretary to the officer whom is at risk of impeachment.
- C. Upon receiving the formal request for the removal of an officer, the Parliamentarian shall convene the Judicial Committee to review said complaint and reach a just recommendation. After a recommendation has been made by the Judicial Committee, the Executive Board shall review the commendation of the Judicial Committee and render a just conclusion.
- D. If the removal request regards the SBA Parliamentarian, then the President shall appoint SBA Vice President as Chief Judicial Officer and preside over all impeachment proceedings.
- E. Appoint a member from the Executive Committee to take the place of the SBA Parliamentarian on the Judicial Committee.
- F. The Judicial Committee shall determine whether the officer is in violation of any of the following:
  - (1) Refusing and/or failing to perform any duty required by the officer pursuant to this Constitution.
  - (2) Performing any duty in an unlawful manner.
  - (3) Knowingly permitting any officer to refuse or fail to perform any duty when it is the accused officer's obligation to ensure performance.
  - (4) Incompetence, either mental, physical, or both.
  - (5) Any other acts of illegality or malfeasance in direct conflict with Article II of this Constitution.

## **ARTICLE X.**

### **COMMITTEES, COUNCILS AND/OR BOARDS**

Committee seats are open to students who are in good academic standing upon proper application and appointment. Additional requirements for

Standing Committees may be found in Section 2(B) of this Article or the Code of Student Conduct Manual. All appointments shall be published and placed in a common file designated by the President for the SBA records.

Section 1.

The President shall, pursuant to Article IV § 2, appoint members and chairpersons to the following Standing Committees and/or boards of each term:

- A. Barrister's Ball Committee;
- B. Beautification Committee;
- C. Community Service Committee;
- D. Communications Committee;
- E. \*Curriculum Committee;
- F. Diversity Committee;
- G. Elections Committee;
- H. Fall Fest Committee;
- I. \*Foreign Study Committee;
- J. \*Grade Appeals Committee
- K. \*Honor Code Committee;
- L. \*Honor Code Investigatory Committee;
- M. SBA Judicial Committee;
- N. \*Faculty Judiciary Committee;
- O. \*Faculty Appeals Board;
- P. Law Week committee;
- Q. \*Lecture Series Committee;
- R. \*Library Committee;
- S. Orientation Committee;
- T. \*Performance After Graduation Committee;
- U. *The Public Defender* Committee; and
- V. Student Affairs Committee.

**NOTE:** Committees with (\*) are Standing Committees.

Section 2.

Eligibility to Serve on Standing Committee:

- A. All students in good standing may serve on any standing committee without further requirements with the exception of the enumerated Committees provided in part B of this section.
- B. In order for students to serve on the following committees, they must have a minimum grade point average that is designated in the Code of Student Conduct at the time of their nomination or upon turning in the interest form:
  - a. Curriculum Committee;
  - b. Foreign Study Committee;

- c. Grade Appeals Committee;
  - d. Honor Code Committee;
  - e. Honor Code Investigatory Committee;
  - f. Lecture Series Committee;
  - g. Library Committee; and
  - h. Performance After Graduation Committee
- C. These positions are not committees of their own. The students selected to be a part of these committees shall serve as student members of the faculty committee

### Section 3.

#### Committee Descriptions

- A. Barrister's Ball Committee shall:
  - (1) Plan and host the Law Center's Barrister's Ball.
  - (2) Barrister's Ball shall be held every spring semester.
- B. Beautification Committee shall implement methods of maintaining the professional appearance of the Law Center.
- C. Community Service Committee shall assist in planning community service activities for the student body's participation.
- D. Communications Committee shall:
  - (1) Develop methods to eliminate any communication barriers between the students, faculty, and administration; and enhance the channels of communication to increase awareness of Southern University Law Center activities.
  - (2) Be comprised of:
    - 1. One member of the SBA executive board, whom is appointed by the SBA President;
    - 2. 3L Class Representatives;
    - 3. 2L Class Representatives;
    - 4. 1L Class Representatives; and
    - 5. Evening Class Representatives .
- E. Continuing Legal Education Committee shall:
  - (1) Assist the Continuing Legal Education department of the Law Center in developing seminars.
  - (2) Seminars shall be designed to enhance legal skills and update attorneys on recent developments in the law.
- F. Curriculum Committee shall:
  - (1) Make decisions in reference to:
    - a. Course offerings;

- b. Prerequisites;
    - c. Credit allocations;
    - d. The projected multi-year program of instruction;
    - e. Clinical education programs; and
    - f. Academic assistance programs.
  - (2) Decisions of this committee are to be considered recommendations to the general faculty as part of the curriculum.
- G. Diversity Committee shall design and initiate activities to improve associations within the student body.
- H. Elections Committee shall supervise all activities relating to elections in accordance within the Law Center SBA Election Code.
- I. Fall Fest Committee shall:
- (1) Develop and schedule the activities to be held during Southern University Law Center's Fall Fest.
  - (2) Fall Fest shall be held during each fall semester.
- J. Foreign Studies Committee shall
- (1) Assist in planning programs offered for credit by the Law Center at locations outside of the United States and student exchanges in connection therewith.
  - (2) Review and recommend revisions, additions, or deletions of foreign study programs as previously described.
- K. Grade Appeals Committee shall assist in implementing grade appeals in accordance with rules and procedures established for the Law Center.
- L. Honor Code Committee shall assist in administering the "Code of Student Conduct of Southern University Law Center".
- M. Honor Code Investigatory Committee shall assist in conducting investigations of violations of the "Code of Student Conduct of Southern University Law Center" as described in that document.
- N. Judicial Committee (See Article X section 4).
- O. Law Week Committee:
- (1) Shall develop and schedule activities to be held during Law Center's Law Week.
  - (2) Law Week shall be held every spring semester.

- P. Lecture Series Committee shall assist in selecting speakers for the Lecture Series each academic year.
- Q. Library Committee shall:
  - (1) Assist in reviewing recommendations of the Director of Library Services concerning library availability.
  - (2) Consult with and advise the Director of Library Services of matters concerning acquisitions and policies.
  - (3) Review and comment on reports pertaining to the library prepared by the Director of Library Services.
- R. Orientation Committee shall:
  - (1) Assist in planning the orientation activities for incoming first year students.
  - (2) Aid in the preparation for Fall Orientation.
- S. Performance After Graduation Committee shall:
  - (1) Assist in monitoring the performance of graduates on state bar examinations.
  - (2) Recommend revisions to supplemental bar preparation programs.
- T. Public Defender Committee shall assist the Editor-In-Chief in developing and producing The Public Defender.
- U. Student Affairs Committee shall address the issues and concerns of the student body.

#### Section 4.

#### The SBA Judicial Committee

- A. The Judicial Committee shall be appointed by the SBA President and approved by the Executive Board.
- B. The Judicial Committee shall consist of the following non-SBA officers other than Parliamentarian, Presiding Officer:
  - i. Two members from 2L class;
  - ii. Two members from 3L class; and
  - iii. Two members from evening division, excluding first year students.
    - a. After formal publication of a Judicial Committee vacancy, the SBA President shall appoint the members to the committee as necessary to fill those vacancies.

- (3) Members of the Judicial Committee, except for the Parliamentarian, are not to be considered officers and shall not serve on the Executive Board.
- (4) Members of the Judicial Committee may be removed for the same reasons and with the same formality as any officer of the SBA.
- (5) Members of the Judicial Committee may be removed for misrepresenting the Constitution.
- (6) The Judicial committee shall have jurisdiction over the following:
  - 1) Non-Honor Code Violations;
  - 2) Election Appeals;
  - 3) Constitutional Violations; and
  - 4) General Grievances

## Section 5.

### SBA Judicial Procedure

The SBA Judicial Committee shall enforce the following procedure:

- A. Any student of the Law Center with a grievance, complaint, or appeal against the SBA or the Law Center's administration shall forward a written grievance or complaint to the SBA Parliamentarian or the Vice Chancellor of Student Affairs to request a mediation hearing.
- B. The Parliamentarian shall notify the Vice Chancellor of Student Affairs and shall notify the SBA President within 2 business days of a receiving grievance or complaint.
- C. A formal written grievance or complaint shall:
  - a. State, with particularity, the grievance or complaint and the remedy sought by the student;
  - b. Be signed, unless cause for anonymity is asserted in their grievance.
- D. Parliamentarian shall submit the written complaint to the Vice Chancellor of Student Affairs, and may notify the SBA President. This is the official filing of the grievance.
- E. Once a grievance has been filed the committee shall meet to determine its validity, and make recommendations to the appropriate

body for resolution. A majority vote of the committee is necessary to determine the validity of the grievance.

- F. Once the committee has determined the validity of the grievance, the committee has seven (7) business days to notify the Vice Chancellor of Student Affairs of an official hearing time and date. Failure of such notification within the time stipulated above shall result in the revocation of jurisdiction over the particular complaint/grievance in question.
- G. Judicial Committee hearings shall not be open to the student body.
- H. Recommendations of the SBA Judicial Committee, forwarded by the SBA Parliamentarian, shall be based upon several factors such as the input of the committee, the redress available and the input of the membership.
  - a. All recommended actions of the committee shall be written and rendered in a timely manner and forwarded to the Vice Chancellor of Student Affairs and/or the SBA President

## **ARTICLE XI.**

## **MEETINGS AND QUORUM**

### Section 1.

#### Meetings

- A. The SBA shall meet monthly during its regular term in office.
- B. Reasonable notice and agenda shall be posted prior to all SBA meetings unless circumstances are such that only shorter notice can be given. In the event that a special SBA meeting is called, an agenda shall be posted at least 24 hours in advance of the meeting being held.
- C. If a regular meeting has not been called, any member of the SBA may call a meeting through a formal request submitted to the SBA Secretary. The meeting must convene within one week of the request unless the date sought is later. The agenda must also be posted in accordance with the rules of a regular SBA meeting.

### Section 2.

The Vice-President shall incorporate into the semester calendar the dates selected by the Executive Committee for assembly meetings.

### Section 3.

The President may call special meetings whenever necessary or upon formal request of the Executive Board, Executive Committee, or the chairpersons of any of the standing committees when the request is consistent with Article XI of this Constitution. If the President fails to call a special meeting after a formal request has been filed then the Executive

Board may call such a meeting with the approval of the majority of the Executive Board.

#### Section 4.

##### Quorum

- A. A quorum shall consist of:
  - (1) one-fifth (1/5) of the general membership, for general body meetings; and
  - (2) one-fifth (1/5) of the Executive board members, to conduct official business of the governing body of the SBA.
- B. If after due notice is given of a meeting, and there are not enough members to constitute a quorum, the requirement may be waived by a simple majority vote of the Executive Board and general membership present.
- C. This shall not apply when the number of Executive Board Officers present exceeds the number of general members present.
  - (1) If the requirement is not waived then a second meeting shall be called to discuss the same agenda within ten (10) days, at this time the members present shall be sufficient to call the meeting to order.
  - (2) Matters requiring a vote prior to the second meeting are considered emergencies, invoking the powers of the Executive Board.

#### Section 5.

##### **ORDER OF BUSINESS**

Unless altered or suspended at any meeting by a majority vote of the membership present, the following shall be the order of business at all meetings of the Student Bar Association.

- A. Determination of quorum;
- B. Acceptance of the minutes from the previous meeting;
- C. Report by the Officers;
- D. Committee Reports;
- E. Old Business;
- F. New Business;
- G. Recognition and
- H. Adjournment.

#### ARTICLE XII.

##### **MOTIONS AND RESOLUTIONS**

All motions and resolutions adopted by the SBA shall be kept in the common file designated by the President for the SBA records. Each motion and resolution shall contain who moved and seconded the same and the date for which it is to become effective.

**ARTICLE XIII.**

**CONSTITUTIONAL AMENDMENTS**

- Section 1. The Executive Board, whenever a majority is present at a regular or special meeting, may propose amendments to this Constitution that shall be valid, upon ratification, as part of the governing document of the SBA.
- Section 2 The SBA, whenever a majority of the membership is present at a regular or special meeting, may propose revisions to this Constitution that shall be valid, upon ratification, as part of the governing document of the SBA.
- Section 3. Upon ratification by two-thirds (2/3) vote of the members present, this Constitution shall serve as the substance of law governing all actions and functions of the SBA of the Law Center.