

SBA Meeting Minutes
August 27, 2007

Senate Members in Attendance: Brad Moloney, Kyle McCarthy, Jennifer Zamarripa, Carl Miller, Paula Holt, Mia Fiedler, Sheena Moran, Sarah Gilliland, Nicole Spezia, Aaryn Richardson, Stephanie Suzanne, Aaryn Hayden, Brenda Jordahl, Chadwell Murley, Ryann MacDonald

Ex Officio Members in Attendance: Katie Kostka, Katie Vilders

SBA Members in Attendance: Kelly Politte, Dylan Metzner, Zac Christensen, Krishma Parsad, Nicole Salamander

Minutes Recorded by: Mia Fiedler, SBA Secretary

I. Call to Order (4:35 pm)

A. Brad Moloney, President

II. New Business

A. Funding Requests

1. **ILSA Fall Conference (Nicole Salamander, Krishma Prasad)**

a. Annual Conference held every fall; DU has been selected to host

b. October 11-13, 2007 at DU SCOL

(1) CLE credits available to practitioners

(2) Speaker Panels

(a) Scholars from around the country

(b) Professors Pring, Nanda, Siegler, Carpenter

(c) 2 keynote speakers

c. **Request - \$2,000.00 for keynote speakers**

(1) to be used for travel & lodging for speakers

d. **Discussion:**

(1) Where are the other funds from?

(a) Large budget - approximately \$20,000.00

(b) \$2,000.00 from the Dean

(c) \$3,000.00 from ILSA

(d) \$1,000.00 from local firm

(e) \$1,000.00 from the Denver Journal of International Law & Policy

(f) \$2,000.00 from Professor Nanda

(2) Is the ILSA conference different than ILSA?

(a) Yes, it is a different entity

i) SBA allocated \$4,950.00 to ILSA for the conference

ii) ILSA conference has a different account than ILSA

- (3) Why did you bring the request to the SBA meeting?
 - (a) there have not yet been any finance committee meetings
- (4) Misc.
 - (a) Hoping to charge for the CLE credits but in order to attract more alumni, the charge will likely have to be nominal
 - (b) Also hope to have ethics credits available
 - (c) there is approximately \$12,000 currently allocated to speakers
 - (d) Not sure what has been historically given to such situations
 - (e) ILSA would prefer to have the funds right away, though willing to wait as well
 - i) There is no need to table the issue if the event is beneficial to the school and there are no likely facts that may influence the eventual vote
- e. **Motion to allocate \$2,000.00 to the ILSA Fall Conference**
 - (1) Moved by Paula Holt
 - (2) Seconded by Chadwell Murley
 - (3) Vote: **Passed Unanimously**
- 2. **Business Law Society (Kelly Politte, Dylan Metzner, Zac Christensen)**
 - a. Barrister's Ball tickets seed money loan (Kelly Politte)
 - (1) the BLS loaned \$90.00 to the SBA for seed money, but have not received payment back
 - (2) **Request for \$90.00 for repayment of loan for Barrister's Ball tickets seed money**
 - (3) **Discussion:**
 - (a) Which funds would this money be drawn from?
 - i) Fundraising seed money
 - (b) According to BLS and Kelly Politte's records, there was an additional \$105 deposited into the SBA account than the recorded sales from tickets
 - (c) The BLS's lockbox was used for SBA ticket sales - the ticket sales and total revenue was different
 - (4) **Motion to allocate \$90.00 to BLS as repayment for Barrister's Ball ticket seed money**
 - (a) Moved by Jennifer Zamarripa
 - (b) Seconded by Kyle McCarthy
 - (c) Vote: **Unanimously passed**
 - b. **Speaker funds request (Dylan Metzner, Zac Christensen)**
 - (1) September 6, 2007
 - (2) Speaker:
 - (a) Craig Brown

- i) Senior Associate & General Counsel of Quest Communications
- ii) procured with help of Professor Duong
- (b) Event to be held in room 190
 - i) Expecting attendance from Law students, Business students, and legal practitioners
 - ii) Estimated 120 people to attend
- (c) Request if for approximately \$3/person
- (d) Need funds because currently funds are over-allocated

(3) **Request for \$360.00 for food for Speaker Event**

(4) **Discussion:**

- (a) How was it determined that approximately 120 people would attend?
 - i) past attendance
 - ii) just an estimation
- (b) Has an agreement been reached to ensure that \$3/person is sufficient?
 - i) No, currently working with caterers and other vendors to get it closer to \$3/person
 - ii) Currently the bids are approximately \$4-5/person
- (c) What if such a contract cannot be negotiated?
 - i) BLS will ensure that there will be enough food for all those who attend
 - ii) How can this be guaranteed?
 - a) BLS has never under-served their attendees

(5) **Motion to allocate \$360.00 to BLS for Speaker event to be held Sept. 6, 2007.**

- (a) Moved by Paula Holt
- (b) Seconded by Jennifer Zamarripa
- (c) Vote: **Passed Unanimously**

B. **2007-2008 SBA By-Laws (see attachment A)**

1. **Discussion:**

- a. There were significant problems last year in achieving quorum - several meetings had to be cancelled because of poor attendance
 - (1) as such, propose to change **shall** to **may** in the appropriate section of the by-laws
- b. In order for student organizations to receive funds, they must notify Student Affairs within one week of new appointments or elections
- c. If student organizations do not adhere to the student policies, then the SBA can withhold funding
- d. Proposed changes include removing SBA Executive Board members with financial interests (those who are chairing

committees with allocated budgets) from involvement with the Finance Committee in order to avoid a conflict of interest

- (1) Example: Social and Planning Vice Presidents should not be on Finance Committee
 - e. Proposed changes also include combining the Social and Planning Committees
 - (1) the Day and Evening Vice Presidents would therefore be co-chairs
 - (2) would distribute the workload evenly among the entire group
 - f. The by-laws should be amended to reflect the new meeting time of 4:30 p.m. rather than 4:10 p.m.
 - g. Should there be a speaker cap for student organizations?
 - (1) Currently there is a cap for student travel (\$1,200 per organization)
 - (2) Something similar should be in place for speakers
 - (3) Suggestion to place cap at approximately \$1,000.00 per student organization
 - (a) The figure seem rather arbitrary
 - (b) Would like for Finance Committee members to meet and discuss then propose a more adequate figure to the SBA
 - i) Finance Committee members are often new and may not have experience to provide a more adequate figure
 - h. Business Cards:
 - (1) The Fundraising VP should designate a person who should be in charge of business cards for the year
 - i. In the interest of time, someone from LRAP lap should be invited to explain how funds can be allocated or obtained for LRAP
 - j. Grammatical corrections
 - k. It should be noted that even after the by-laws are passed, the Senate has the ability to vote and amend them throughout the year
2. **Motion to approve the by-laws as red-lined with the following changes:**
- a. **Grammatical corrections**
 - b. **Limiting the ability of SBA executive board members from participating in the Finance Committee because of conflicts of interest**
 - c. **Changing the time of meetings from 4:10 p.m. to 4:30 p.m.**
 - (1) Moved by Jennifer Zamarripa
 - (2) Seconded by Paula Holt
 - (3) Vote: **Passed Unanimously**

C. **Election Guidelines (see attachment B)**

1. **Discussion:**

- a. Should there be a ban on endorsements by current SBA members?
 - (1) If such a ban was passed, then those currently in the positions could not convey to the student body recommendations for a person who has been adequately trained for the position
 - (2) It would be a difficult feat to police
- b. The Election Committee from the previous year specifically discussed and proposed changes to the SBA
 - (1) For example, one campaign email solicitation is allowed to be sent to the student body

2. **Motion to pass red-lined version of the election guidelines**

- a. Moved by Jennifer Zamarripa
- b. Seconded by Kyle McCarthy
- c. Vote: **Passed Unanimously**

D. **Election Chair**

1. **Motion to elect Jennifer Zamarripa as 2007-08 election chair**

- a. Moved by Paula Holt
- b. Seconded by Stephanie Suzanne
- c. Vote: **Passed Unanimously**

Attachment A
SBA By-Laws for 2007-2008

**UNIVERSITY OF DENVER STURM COLLEGE OF LAW
STUDENT BAR ASSOCIATION
BY-LAWS**

Article I. S.B.A. Senate Elections.

Section 1. Nominations.

- A. Nominations for Senate members shall be made in the month of March.
- B. Nominations for the First-year Senators and the Legal Masters Senator shall be made within thirty days from the first day of Fall classes.
- C. To earn a nomination for a Senate position, students must obtain thirty-five signatures from their respective Class or Division of the S.B.A. Legal Masters students must obtain ten signatures from the Legal Masters Programs.
- D. The Election Committee Chair will supervise the nomination process and determine whether all nominees meet the qualifications and requirements set forth in the S.B.A. Constitution and By-Laws. The Election Committee Chair shall be nominated by the President and approved by the S.B.A. Executive Board.
- E. All candidates must file their complete nomination forms with the Election Committee Chair by the deadline.
- F. In the event that there are three or more uncontested or vacant offices during the nomination process, the Election Committee Chair may extend the nomination deadline by one additional week, or a period of time reasonably allowable before the next scheduled elections.

Section 2. Elections.

- A. All S.B.A. members are eligible to vote.
- B. The Election Committee shall govern all elections. Elections shall be in accordance with the Election Guidelines. The Election Guidelines shall be created and maintained by the Election Committee and approved by the S.B.A. Senate by a majority vote.
- C. Elections for all positions shall be within one month of the end of the nomination period.
- D. Upper-class Senators shall assume office at the conclusion of the Spring semester and First-Year Senators and the Legal Masters Senator shall assume office upon election in the Fall.
- E. The President, Fundraising Vice-President, Treasurer, Secretary, and S.B.A. Delegate to the A.B.A./L.S.D. shall be elected by both the Day and Evening Divisions.

- F. Only members of the Day Division are eligible to vote for the Day Division Vice-President.
- G. Only members of the Evening Division are eligible to vote for the Evening Division Vice-President.
- H. All elections shall be by secret ballot. All Senate members shall be elected by a plurality of votes cast by the S.B.A.
- I. In the event that there is a tie for any position, a run off election will be held between the tying candidates as determined by the Election Committee. The run off election shall occur no later than one week after the initial election.
- J. In the event of a vacancy in the S.B.A. Senate, the vacancy may be filled in accordance with Article VI, Section 2 of the Constitution. In the event a vacancy shall arise in the Presidency, the First Vice-President shall become the President, and the Second Vice-President shall become the First Vice-President, and so forth.

Section 3. Orientation of New Senators.

- A. The S.B.A. Executive Board shall conduct an orientation program for all newly elected Senators prior to the end of the academic year.
- B. The orientation program shall contain, but is not limited to:
 - 1. Duties required and expected of S.B.A. Senators.
 - 2. Discussion of S.B.A. Constitution and By-Laws.
 - 3. Discussion of the Rules of Parliamentary Procedure.
 - 4. Overview of functions of the S.B.A. Senate.

Article II. S.B.A. Student Organizations.

Section 1. Purpose.

The purpose of all S.B.A. Student Organizations shall be to promote the academic, social, and cultural welfare of the students at the Sturm College of Law.

Section 2. Membership.

Membership in all S.B.A. Student Organizations shall be limited to S.B.A. members.

Section 3. Current Student Organizations.

- A. All S.B.A. Student Organizations shall abide by all policies and procedures of the University of the Denver.
- B. For continued recognition by the Senate, student organizations shall:

1. Continue to fulfill their purpose;
2. Submit a list of current leadership to the Student Affairs Office within one week of new appointments/elections; and
3. Provide a minimum of one event within the academic school year.

C. Student organizations that do not comply with Article II, Section 3 in its entirety, upon a majority vote of the Senate may no longer be recognized as an S.B.A. Student Organization.

Section 4. New Student Organizations for Recognition.

A. All student organizations seeking recognition from the Senate shall demonstrate a need that is not currently being fulfilled and is not reasonably encompassed within another student organization.

B. The Senate shall consider all proposals that include at a minimum:

1. A mission statement that describes the nature and goals of the student organization.
2. A proposed Constitution, and By-Laws if applicable, that includes an S.B.A. approved non-discrimination clause. See the S.B.A. Senate Constitution for approved non-discrimination clause language.
3. A list of the types of events to be sponsored by the student organization.
4. A list of all Officers and a sufficient description of their respective duties and responsibilities.

C. Upon a majority vote of the Senate for approval, the student organization shall be recognized.

D. Newly recognized student organizations may submit funding requests to the Finance Committee according to the Senate By-Laws.

Article III. Financial Allocations.

Section 1. S.B.A. Senate Operating Budget.

A. The Treasurer of the S.B.A. shall recommend to the Finance Committee a projected operating budget for the following academic year.

B. The Finance Committee shall recommend to the outgoing Senate a projected operating budget for the following academic year.

C. Upon approval from the Senate, a projected operating budget shall be presented to the incoming Senate for their consideration.

D. The incoming Senate shall approve a projected operating budget no later than the 2nd Senate meeting of the academic year.

Section 2. General Funding Guidelines.

A. In order to request funding from the Senate, an organization must first be recognized by the Senate.

B. Each student organization shall submit the name of the student organization President or equivalent and Treasurer or equivalent to both the University of Denver Sturm College of Law Senior Budget Officer and the S.B.A. Treasurer. All requests for reimbursement and funding must be signed by either the President or equivalent or Treasurer or equivalent of the student organization.

C. Funding requests must be submitted to the S.B.A. Treasurer. The Finance Committee and Senate will consider all funding requests. Funding requests submitted to the University of Denver Sturm College of Law Senior Budget Officer will be submitted to the S.B.A. Treasurer so the Finance Committee and Senate can consider the request.

D. Reimbursement requests must be submitted to the University of Denver Sturm College of Law Senior Budget Officer. Payment may take several weeks to reach the organization/individual. The Senior Budget Officer for the University of Denver Sturm College of Law reserves the right to refer any funding or reimbursement requests to the S.B.A. Treasurer. The S.B.A. Treasurer, along with the Senate, will make the appropriate decision as to whether funds should be used in the manner referred.

E. Under no circumstances will an organization be allowed to receive reimbursements that cause their account balance to drop below zero. If a reimbursement request would bring the account balance below zero, the reimbursement will only be approved up to a zero balance amount. In the event of a special circumstance, the requesting member(s) may either approach the Senate, if during the regular school year, or the S.B.A. Treasurer and President to request additional funding, if the request occurs outside of the regular school year.

F. If there is no voluntary account activity during the prior fiscal year and the following Fall semester, the funding received shall revert back to the Senate.

Section 3. Student Organization Annual Allocations.

A. The S.B.A. Treasurer shall notify all student organizations of the deadline for submission of the Student Organization Annual Budget Request Form. The deadline for submission of the Student Organization Annual Budget Request Form shall be no later than April 1.

B. Each student organization shall be required to complete and submit the Student Organization Annual Budget Request Form. If the Student Organization Annual Budget Request Form is not submitted, the student organization will have to request funds the following year using the Mid-Year Budget Request Form.

C. The following factors shall be considered in allocating S.B.A. funds to student organizations:

1. Number of students in the organization who pay S.B.A. fees;
2. How the group will benefit the student body at large;
3. The planned activities of the organization;
4. The previous activities of the organization;
5. The extent of fundraising carried on independent of the S.B.A.;
6. The budget proposal itself:
 - (a) Level of specificity;
 - (b) Actual budget items requested;
 - (c) Number of activities planned;
 - (d) Benefit of planned activities to the student body at large; and
 - (e) Organization of budget proposal;
7. Whether the organization spent the previous year's allocation;
8. Contributions, if any, from parent organizations;
9. Purpose of the group and the extent the group complies with its constitution and bylaws;
10. Extent organization complies with S.B.A. requirements, such as S.B.A. Constitution and By-Laws;
11. Meetings: Funding will be granted for food and beverage expense for up to three general meetings a year, based on the following formula:
 - (a) 1-25 members = \$50/meeting
 - (b) 26-50 members = \$90/meeting
 - (c) Greater than 50 members = \$125/meeting.

D. The outgoing Senate shall review and submit recommended allocations to the incoming Senate.

E. The Finance Committee shall notify each student organization of their recommended allocation.

F. If an organization is not satisfied with the allocation that it receives, a representative from the organization may petition the S.B.A. Treasurer for reconsideration. If the situation is not resolved, the organization may petition the Senate for reconsideration of its request. Every effort will be made to address reconsiderations in a prompt and timely manner.

Section 4. Events, Travel, Speaker and Mid-Year Allocations.

In order to determine extra allocation of funds, organizations must submit, in advance of the activity, the appropriate form to the S.B.A. Treasurer and a representative must personally present the request to the Finance Committee. The Finance Committee shall evaluate the request and present recommendations to the Senate. A simple majority of the Senate is required to allocate funds.

A. Events.

Student organizations wishing to serve alcohol at an event must register the event by filling out an EVENTS APPROVAL FORM indicating that alcoholic beverages will be

served. The student organization must bring the approved form to the Finance Committee in order for the request to be considered. (See the alcohol policy below in Article IV, Section 1 for further details.)

B. Travel.

1. The purpose of student travel as funded by the Senate is to expand the presence and reputation of the University of Denver Sturm College of Law and to provide education and leadership training for student leaders.
2. All student organizations may request travel funding from the S.B.A. for not more than two thirds (2/3) of the eligible cost, and no more than four-hundred dollars (\$400) per person or twelve hundred dollars (\$1200) per organization per academic year. Under no circumstances will any individual traveling under this policy be funded more than two thirds (2/3) of his/her eligible costs. Eligible costs are hotel costs, transportation, and registration fees. The Senate may consider expenses other than eligible costs at their discretion. One third (1/3) of the total approved cost must come from the individual or other sources, not from the S.B.A. budget allocations to the organization.

C. Speakers.

The purpose of student sponsored speakers is to promote the academic, cultural, or social welfare of S.B.A. members and to enhance the reputation of the University of Denver Sturm College of Law.

D. Mid-Year Allocations.

New student organizations and continuing student organizations that did not submit a Student Organization Annual Budget Request Form the previous year, may submit a Mid-Year Budget Request Form. The request will be considered following the same factors used in annual budget allocations. (By-Laws, Article III, Section 3 (C)).

Article IV. Policies.

Section 1. Alcohol Policy.

The S.B.A. and all S.B.A. Student Organizations must abide by the University Alcohol Policy. The University Alcohol Policy is posted on the Student Affairs Website.

A. General Event Procedures.

1. All student organizations wishing to serve alcohol must register the event by filling out an EVENTS APPROVAL FORM indicating that alcoholic beverages will be served. The EVENTS APPROVAL FORM can be obtained from the Student Affairs Office.
2. The Dean for Student Affairs will review the request to ensure all necessary information is provided, all contracts are complete, and will evaluate the event for good programming practices. The Dean will give final approval or disapproval for the event after the EVENTS APPROVAL FORM has been satisfactorily completed by the student organization.
3. The Student Affairs Office must approve the event and the form must be filled out and returned to the Events Director at least 10 working days prior to the event.

4. The Events Director will arrange for campus safety to be present. Safety personnel approved by Campus Safety are required and must be present at all times during the event.
5. The student organization will then present the funding request for the event to the Finance Committee for approval by the Senate.
6. Student organizations who fail to adhere to the policies and procedures will be subjected to disciplinary action under the Code of Student Conduct.

B. Senate Approval.

1. The Senate will not reimburse student organizations for alcohol at events unless the event has been pre-approved by the Senate. This reimbursement policy will work in conjunction with the existing Student Affairs policy on alcohol related events.
2. Student organizations will only be allowed to provide alcohol at events where all organization members have been invited.
3. If student organizations sell tickets for an off-campus event, the student organization can be reimbursed for the alcohol. In order to sell tickets to an event, Risk Management, Student Affairs, and the S.B.A. Senate have to pre-approve the event and serving alcohol at the event. Risk Management has to approve the contract so that the required appropriate contractual obligations are included. Students do not have authority to sign contracts with third parties on behalf of the University. (See Risk Management: Event Planning Checklist-contact Student Affairs for the Checklist or with questions.)
4. Retroactive requests for reimbursement for an event where alcohol is served will not be heard.
5. S.B.A. Student Organizations that fundraise all or a portion of their total funds for the year must follow the same provisions set out above regarding the spending of or reimbursement through such funds for events where alcohol will be provided. This provision is necessary to ensure appropriate administration of student funds and to ensure the appropriate management of alcohol at DU Law events and to preserve the ability of our organizations to provide such beverages to our students.

Section 2. Student Leader Meetings.

A. Attendance.

Mandatory Student Leader Meetings will be held once a semester by the Senate, in conjunction with Student Affairs. Each student organization's President and Treasurer, or appointed registered designee, will be required to attend and sign-in at the student leader meetings.

B. Suspension.

Student organizations that do not sign-in at the student leader meetings each semester will be subject to suspension. Student organizations on suspension will not be allowed to present any funding requests to the Finance Committee until the suspension is cured. Suspension may be cured by meeting with the Office of Student Affairs to obtain materials dispersed at the missed meeting. In the event the Student Organization does not attend the first Student Leader Meeting of the academic year, the Senate reserves the right to withhold all funds requested the previous year until the suspension is cured.

C. Probation.

Student organizations that miss a meeting while on suspension will be put on probation. During probation a student organization may not submit funding requests to the Finance Committee and will not be allowed to submit reimbursements for funds spent during the student organization's period of probation. Probation may be cured only by meeting with the Office of Student Affairs to obtain materials dispersed at the missed meetings and attendance at the following student leader meeting.

D. Petitions.

Petitions against suspension or probation may be heard by the Senate and overturned only by a two-thirds vote of the Senate.

Article V. S.B.A. Committee Composition. No member of the SBA Senate shall chair more than one of the following committees. A member of the Executive Board of the SBA Senate shall chair the following committees at the discretion of the SBA President except where a chair is specifically designated below.

Section 1. The Finance Committee.

The S.B.A. Finance Committee shall be composed of the S.B.A. Treasurer and up to four other members of the Senate to be appointed by the President. The Treasurer shall chair the meetings. The Committee shall be responsible for insuring that all requests for budget allocations and travel expenses are considered in a timely manner.

Section 2. The Planning/Social Committee.

The Planning Committee shall be composed of two members of the Executive Board, who will serve as the committee chairs, and at least four other members of the Senate to be appointed by the President. The President may also appoint non-Senate members from the S.B.A. to serve on the committee. The committee shall supervise all community service projects created and implemented by the Senate. This committee shall work with the student organizations and leaders and Student Affairs to facilitate collaboration on community events. The committee shall supervise the recognition of new student organizations and shall work with the S.B.A. President, student organization leaders, and Student Affairs to facilitate calendaring of student organization sponsored events. The committee shall be responsible for coordinating social events approved by the Senate. The committee shall ensure that all social activities undertaken by the S.B.A. are carried out in a manner prescribed by the S.B.A. Senate. All Senate members shall be required to carry out any assigned duties in order to carry out the committee's objectives.

Section 3. The Fundraising Committee.

The Fundraising Committee shall be composed of the Fundraising Vice-President, and at least three other members of the Senate to be appointed by the President. The President may also appoint non-Senate members from the S.B.A. to serve on the committee. The committee shall supervise all fundraising projects created and implemented by the Senate, including but not limited to the management of the S.B.A. Bookstore, S.B.A. LRAP Lap, and S.B.A. Business Cards. All Senate members shall be required to carry out any assigned duties in order to fulfill the committee's objectives.

Section 4. The Election Committee.

The Election Committee shall be composed of an Election Committee Chair and up to three other Senate members appointed by the President. The President may also

appoint non-Senate members from the S.B.A. to serve on the committee. The Election Committee Chair shall be nominated by the President and approved by the Senate. The Election Committee Chair shall be a student that is not interested or active in any campaign. In the event that a nominated Election Committee Chair decides to run for an office or becomes actively involved in the campaign process, that Chair shall be removed by recommendation of the President and approval of the S.B.A. Executive Board. The vacancy shall be filled by another Presidential nominated candidate upon approval of the Senate. The Election Committee shall determine that all nominees for elections meet qualifications set forth in the Constitution, these By-Laws and the Election Guidelines.

Article VI. Other S.B.A. Programming.

A. Loan Repayment Assistance Program. (“L.R.A.P.”)

The S.B.A. President, or his/her designee from the Senate, shall serve as one of the student members of the L.R.A.P. Committee. The remaining three student members of the L.R.A.P. committee shall be nominated by the Public Interest Law Group (“P.I.L.G.”) and approved by a majority vote of the Senate. P.I.L.G. shall accept applications through a process open to the entire S.B.A.

B. LRAP Lap.

1. The purpose of the LRAP Lap is to further the goals and interests of law students who choose to enter legal employment in the public interest field by raising funds to support Sturm College of Law programming.
2. The Fundraising Vice-President, or his/her designee, shall serve as the Event Coordinator. The Event Coordinator is responsible for the administration and management of the event and for working with the overall sponsor. In addition, a Staff/Administrator/Faculty advisor shall assist in the coordination of the event. This advisor shall be appointed by the S.B.A. President.
3. The primary benefactors of the LRAP Lap shall be L.R.A.P. and student-created scholarships that benefit students intending to pursue careers in public interest. At least Sixty Percent of the net raised funds shall be contributed to L.R.A.P. Up to Forty Percent of the net raised funds shall be contributed to student-created scholarships that benefit students intending to pursue careers in public interest such as the Bobbie Lou Mae White Scholarship Fund and any subsequently student-created scholarships. The Senate has sole-discretion to divide the forty percent as it deems appropriate.
4. Funds raised by the LRAP Lap shall be contributed to L.R.A.P. contingent upon the provisions in these By-Laws. Should any of the benefactors dissolve, or provisions in the By-Laws not be met for the contribution to L.R.A.P., the respective portion of funds raised shall be evenly disbursed among the remaining benefactors.
5. In the event that the Senate votes by a two-thirds majority not to coordinate and/or serve as the presenting sponsor for the event, the President shall contact the benefactors to inquire as to whether any benefactor wishes to take on the Senate responsibilities. If no benefactor wishes to do so, the event shall be discontinued until Senate coordination and/or sponsorship resumes.

Article VII. S.B.A. Subsidiaries.

A. A.B.A./L.S.D.

1. The duties, goals, and purpose of the A.B.A./L.S.D. Charter are outlined in the A.B.A./L.S.D. By-Laws, attached.
2. The Senate shall oversee the functions of the A.B.A./L.S.D. Charter and incorporate their By-Laws, attached as Appendix A. The Senate shall adopt by a two-thirds vote, any revision to the A.B.A./L.S.D. By-Laws.

B. Student Review Board.

1. The duties, goals, and purpose of the Student Review Board (“S.R.B.”) are outlined in the S.R.B. By-Laws, attached.
2. The Senate shall oversee the functions of the S.R.B. and incorporate their By-Laws, attached as Appendix B. The Senate shall adopt by a two-thirds vote, any revision to the S.R.B. By-Laws.
3. The Chair of S.R.B. shall be appointed in accordance with the S.R.B. By-Laws.

Article VIII. S.B.A. Appointments.

Section 1. Internal Appointments.

- A. The President may appoint a Senate member as Parliamentarian to facilitate the use of Robert’s Rules of Order, the Constitution, and the By-Laws, who shall be responsible to draft the changes and amendments to these documents as are deemed necessary for the furtherance of Senate objectives.
- B. The President shall appoint a Senate member to update the Student Street calendar.

Section 2. External Appointments.

- A. The Executive Board shall appoint all student members to the Faculty and Alumni Committees.
- B. The Executive Board shall appoint all student members to the Graduation Committee.
- C. The Executive Board shall appoint all student members to the University Committees.

Article IX. S.B.A. Senate Meeting Time.

The Senate shall hold their meetings Mondays at 4:30 p.m. Members shall attend as required by the Constitution.

Article X. Ratification of By-Laws.

Ratification of the By-Laws shall be by a two-thirds majority vote of the Senate. The Secretary shall be responsible for presenting a set of By-Laws adequate for the Senate to begin to function. At the end of each Senate’s tenure, the outgoing Senate shall review and ratify the By-Laws. The newly ratified By-Laws shall be provided to the incoming Senate for implementation.

Article XI. Amendment of By-Laws.

The Senate may, by a two-thirds vote, amend or strike any portion of the By-Laws it deems necessary.

Attachment B
SBA Election Guidelines for 2007-2008

STUDENT BAR ASSOCIATION ELECTION GUIDELINES

All candidates are required to read and comply with these guidelines. Any violation of these guidelines may subject the candidate to disqualification. Candidates are required to report any violation of the guidelines to the Election Chair immediately. If a violation occurs, the Election Committee shall convene as soon as possible to vote on whether the candidate shall be disqualified.

Deadlines: All materials are due MONDAY, March 10, 2008 by 4pm in the SBA mailbox in the Student Affairs office (Room 115). Electronic versions of candidate platforms (Part V of the Candidate materials) are to be e-mailed to: jzamarripa09@law.du.edu no later than 7pm on the same day.

Eligibility Requirements:

- (a) Day or Evening status and class/year status shall be determined by the College of Law, Office of the Registrar. To the extent the information is inaccurate, the Election Committee shall review status and make a final decision.
- (b) No member of the SBA shall occupy an office on Honor Board.
- (c) All SBA members must be in good academic standing and comply with the University of Denver Sturm College of Law's academic code of conduct guidelines.

Nomination Requirements:

- (a) To be nominated for an **SBA Executive Board** position, a candidate must obtain thirty-five (35) signatures from Student Bar Association Members from any class EXCEPT for the Day and Evening **Vice – President** positions. They must have signatures from their respective divisions, **day or evening**.
- (b) To be nominated for an **SBA Senator** position, a candidate must obtain thirty-five (35) signatures from Student Bar Association Members from the class/divisions she/he is seeking to represent, except, the G.S.A.C. Senator may obtain their signatures from Student Bar Association Members from any class.
- (c) To be nominated for the Legal Masters position, a candidate must obtain ten (10) signatures from students within the respective Masters programs.
- (d) All DU Law students are Student Bar Association Members.
- (e) Running for multiple positions on the board
 - (i) An individual may run for more than one position on the Executive Board, but no more than two.
 - (ii) The individual MUST complete a full package for each position he/she is running for, including a separate signature sheet.
 - (iii) Should an individual decide to run for more than one position, they should be aware of the possibility of splitting the vote between the positions.
 - (iv) Should an individual be elected to more than one position, they shall be considered elected for the most senior position and the runner up for the junior position shall be considered to have won that respective position.
 - (v) If an individual is running for two uncontested positions, they shall be considered the victor of the senior position and the junior position shall stay vacant for later appointment in accordance with the Constitution.
 - (vi) Level of seniority shall be the list order of these positions in sections (A) and (B) above.

Campaigning:

- (a) A candidate may campaign anytime throughout the period of time leading up to and including the days of the election subject to the rules and restrictions contained in these guidelines.
- (b) One campaign e-mail solicitation is allowed and shall be sent to the student body the first day of the election with the following restrictions:
 - (1) One e-mail shall be sent to a candidate's respective class or division (First-years to First-years, Second-years to Second-years, etc.). For SBA executive board positions, the e-mail shall be sent to the entire student body.
 - (2) Each candidate who chooses to send a campaign message shall compose and send it to the Election Chair (jzamarripa09@law.du.edu) not later than 7pm the Friday before the election, March 26, 2008.
 - (3) The Election Chair shall compose an e-mail containing, listed alphabetically by last name, each candidate and the campaign message (not necessarily the candidate's platform) the candidate wishes to convey. In the event the candidate does not submit a campaign message, the candidate's platform will be used in place of the message.
 - (4) In the event of a run-off election, candidates in the run-off election will have the opportunity to send an additional e-mail message following the above rules.
- (c) On election days, candidates are encouraged to promote unbiased voter turnout.
- (d) Candidate Endorsements:
 - (1) Any candidate may outwardly endorse any other candidate.
 - (2) Any SBA board member, except members of the Election Committee, may outwardly endorse any candidate.

Campaign Spending:

- (a) All SBA candidates may not exceed \$50.00 in campaign spending; this includes all sources of spending, including third parties.

- (b) All candidates should be able to produce receipts to an Election Committee Official upon request.
- (c) In the event of a run-off election, candidates in the run-off election will have the opportunity to spend an additional \$50.00.
- (d) Candidates may split campaign spending with other candidates so long as each candidate is equally represented in the joint endeavor.
- (e) Candidates running uncontested have no authorized campaign spending.

Special Campaign Rules:

- (a) No campaigning shall take place within twenty (20) feet of ANY stationary voting area. A stationary voting area is any table or terminal capable of casting a vote which is a permanent part of the University. Student laptop computers, although capable of casting votes in an electronic election are not considered voting areas.
- (b) On election days, the candidate must take down all campaign material located within twenty (20) feet of a stationary voting area.

Campaign materials:

- (a) All posters, flyers and handouts may be secured to General Bulletin Boards EXCEPT:
 - (1) Any student organization's bulletin board on Student Street;
 - (2) The SBA bulletin board.
- (b) There is a limit to the number of approved posters and flyers that may be posted in the building please check with the Office of Student Affairs as to current limits.
- (c) The Office of Student Affairs must approve posters, flyers and handouts. Posters, flyers and handouts should bear an approval stamp or authorized signature.
- (d) Nothing may be posted on painted walls, brick walls, railings, and classroom lecture boards or placed in any student mailbox, locker or email in-box.
- (e) Candidates may address any class but they must obtain the permission of the instructor first. No formal speeches are required. The instructor's decisions are final.
- (f) Posters, flyers and handouts are limited to the following requirements:
 - (1) Posters – anything smaller or equal to 24" by 36"
 - (2) Flyers & handouts – anything smaller or equal to 8.5" by 11"

Run – Off Decisions:

- (a) In the event of a tie for any position, there will be one run-off election conducted by the standard election rules established above.
- (b) In the event of a second tie, a delegate system shall be used to determine the winner.
 - (i) The number of delegates is based on the approximate percentage of section size to the entire student body.
 - a. The respective winner in each of the day sections shall be considered as having won that section and earn two votes.
 - b. The respective winner in each of the night sections shall be considered as having won that section and earn one vote.
 - c. 3L & 4L night students shall be considered for this system as the same section
 - (ii) There are 9 total delegates
 - (iii) The winner of the delegate system shall be the individual who has the simple majority.
 - (iv) Should there be a tie in any section it shall be disregarded for purposes of the delegate system in the computing the votes.
 - (v) Should this ultimately result in a tie, a standard U.S. Coin shall be tossed in the presence of an administrator, the Election Chair, the outgoing SBA President and the candidates. The Election Chair shall toss the coin.

Other Requirements:

- (a) I understand that SBA meetings are held each Monday at 4:10 PM during the academic year and that if elected I will avoid all scheduling conflicts so that I am able to attend meetings.

I have read and understand the Election Guidelines and agree to honor them. I also understand that failure to honor the Election Guidelines may result in my disqualification from the election. The decision of disqualification shall be made solely by the Election Committee.

DATED this _____ day of _____, 2008.

Candidate's Signature