

**UNIVERSITY OF DENVER STURM COLLEGE OF LAW STUDENT BAR
ASSOCIATION BY-LAWS**
(Last Updated on April 17, 2016)

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

Section 1. Nominations.

- A. Nominations for Senate members shall be made no later than the last day 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 in the Day Division must obtain thirty-five signatures from their respective Class or Division of the S.B.A. Students in the Evening Division must obtain fifteen 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, 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 runoff election will be held between the tying candidates as determined by the Election Committee. The runoff 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.

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. In order to ensure that student organization leaders receive adequate instruction in Sturm College of Law policies and rules:
1. All Student Organizations shall hold elections for the positions of (1) President, and (2) Treasurer (“Student Leaders”), during the election cycle, which shall run from the first Monday in February for a period of two weeks.
 2. The Student Leaders must attend an orientation with Student Affairs at the beginning of the Fall Semester of the academic year during which they will hold office.
 3. SBA will withhold the approved funding of all Student Organizations that do not comply with these rules until such time that Student Affairs informs the SBA that the non-complying Organization has elected its Student Leaders, and that those Student Leaders have met with Student Affairs to receive policy and rule instruction.
- D. 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.
- E. Newly recognized student organizations must submit their Mission Statement, leadership, and leadership contact information, (i.e. student email addresses) to Student Affairs within one week of being recognized by the Senate.

Article III. Funding.

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.
- E. An Emergency Reserve Fund shall exist to provide funds in case of difficult financial circumstances as approved by the Associate Dean of Student Affairs or unanimous Senate vote. Once approved, funds from the Emergency Reserved Fund may only be used by a 3/4 absolute majority vote of eligible SBA Senate representatives, notwithstanding Article III, Section 1 G.
- F. The Emergency Reserve Fund shall be automatically funded by unused funds from all SBA Senate accounts at the end of the previous academic/fiscal year.
- G. Once the Emergency Reserve Fund exceeds \$50,000, SBA shall endow the funds for use to be determined at the time of endowment, upon which this provision G will expire and be replaced with:
 - G. *BETA*. At the beginning of each academic year, SBA shall vote to determine how much of the existing Emergency Reserve Fund will be transferred to the SBA Endowed fund.

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 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.
- D. Reimbursement requests must be submitted to the S.B.A. Treasurer. Payment may take several weeks to reach the organization/individual. 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.
- G. Each student organization should have a position on their board filled by an evening student. If the student organization does not have an evening student on their board, an interim position of "evening representative" shall be created for that club and the club will attempt to fill that position. If no evening student shows interest in the position, the club will be exempted from this requirement.
- H. In order to receive requested funds, the student organization's President, or equivalent, must be a member of the American Bar Association (ABA). The Student Bar Association (SBA) will provide funds to cover the cost of such membership. These funds must comply with the following conditions:
 - 1. The funds provided will cover a one-year membership only, along with any fees associated with enrollment in the clubs respective ABA section, and

2. The funds will be allocated to each student organization as part of their annual budget request.
 3. Club funds may not be used to register any other member of the club to the American Bar Association.
- I. Funding requests for events, speakers, or travel that cannot be considered by S.B.A. before the event or travel has commenced will not be considered by S.B.A. for any reason, and therefore will not be funded by S.B.A.

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 Funding Request 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. All student organization requests for extra allocation of funds must comply with Article III, Section 3.

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 a copy of the submitted approval 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 no more than five-hundred dollars (\$500) per person per academic year, or up to fifteen hundred dollars (\$1500) 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 lodging, 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. Under no circumstances will any one individual be funded more than five hundred (\$500) per academic year. Retroactive requests for reimbursement will not be considered.

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.

Student organizations may submit a Mid-Year Budget Request Form during a specified period announced to student organizations as determined by the Finance Committee. 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.

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.

1. 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.
2. 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.
3. 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.
4. The student organization will then present the funding request for the event to the Finance Committee for approval by the Senate.
5. 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 preapprove 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, their 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 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. 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.

Article VII. S.B.A. Appointments.

Section 1. Internal Appointments.

- A. The President may appoint a Senate member as Parliamentarian to facilitate the use of q 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 VIII. S.B.A. Senate Meeting Time.

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

Article IX. 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 X. Amendment of By-Laws.

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

Article XI. Absentee Voting for SBA Senate Meetings.

- A. Senate members absent from meetings are permitted to place absentee votes by submitting their vote to the Secretary by email no later than one (1) hour prior to the start of the meeting at which an issue is scheduled to be voted upon. The email must contain the SBA member's name, must specify the exact issue to be voted on, and how the person is voting. Any ambiguous vote[s] as determined by the Secretary shall be void.
- B. An absentee vote may be submitted for any issue yet to be voted on. This includes amendments and proposals not yet voted on at a prior meeting.
- C. An absentee vote properly submitted on an issue that is later amended shall be void.
- D. Proxy voting shall not be allowed.