

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

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Article I. SBA 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 Full-Time Division must obtain thirty-five (35) signatures from their respective Class or Division of the SBA. Students in the Part-Time Division must obtain fifteen signatures from their respective Class or Division of the SBA. 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 SBA. Constitution and By-Laws. The Election Committee Chair shall be nominated by the President and approved by the SBA 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 SBA 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 SBA 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. Ranked-choice voting shall be used in all SBA. Senate Elections where more than two candidates are running for a single office or position.
- F. Voters shall rank the candidates on the ballot in order of preference, with "1" indicating the voter's first choice, "2" indicating the second choice, and so on. Voters are not required to rank all candidates. A ballot with only a first choice marked shall still be considered valid.
- G. Counting Process
 - a. First Round of Counting:
 - i. All first-choice votes shall be counted. If a candidate receives a majority (more than 50%) of the first-choice votes, that candidate shall be declared the winner.
 - b. Subsequent Rounds:
 - i. If no candidate receives a majority of first-choice votes, the candidate with the fewest first-choice votes shall be eliminated.
 - ii. Voters who selected the eliminated candidate as their first choice shall have their votes transferred to their next choice.

- iii. This process shall be repeated until a candidate receives a majority of the votes in that round or only one candidate remains.
- H. Tie-Breaking Procedure
 - a. In the event of a tie at any point during the counting process, the tie shall be broken by a random draw conducted by the election committee in the presence of the candidates or their representatives.
- I. Voter Education
 - a. The Elections Committee shall ensure that all voters are educated on the ranked-choice voting process prior to the election. This shall include instructions on how to correctly fill out a ranked-choice ballot and an explanation of how votes are counted.
- J. In the event of a vacancy in the SBA 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.

Article II. SBA Student Organizations.

Section 1. Purpose.

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

Section 2. Membership.

- A. Membership in all SBA Student Organizations shall be limited to SBA members.

Section 3. Current Student Organizations.

- A. All SBA Student Organizations shall abide by all policies and procedures of the University of Denver.
- B. For continued recognition by the Senate, student organizations shall:
 - a. Continue to fulfill their purpose.
 - b. Submit a list of current leadership to the Student Affairs Office within one week of new appointments/elections; and
 - c. 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:
 - a. 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.
 - b. 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.
 - c. SBA may 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 SBA 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:
 - a. A mission statement that describes the nature and goals of the student organization.
 - b. A proposed Constitution, and By-Laws if applicable, that includes an SBA approved non-discrimination clause. See the SBA Senate Constitution for approved non-discrimination clause language.
 - c. A list of the types of events to be sponsored by the student organization.
 - d. 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. SBA Senate Operating Budget.

- A. The Treasurer of the SBA 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. Funds that revert to the SBA Student Organization Returned Fund account will not revert to the Emergency Fund and will not be subject to Endowment.
- G. 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.
- H. All remaining funds within Student Organizations' accounts at the end of the academic year will revert to the SBA Student Organization Returned Fund.
- I. The Finance Committee may approve any Event Request equal to or less than \$200. Any Event Request more than \$200 must be submitted to the SBA for approval.

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 SBA 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 SBA Treasurer. The Finance Committee and Senate will consider all funding requests.
- D. Reimbursement requests must be submitted to the SBA Treasurer. Payment may take several weeks to reach the organization/individual. The SBA 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 SBA 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. Funding requests for events, speakers, or travel that cannot be considered by SBA before the event or travel has commenced will not be considered by SBA for any reason, and therefore will not be funded by SBA.

Section 3. Student Organization Annual Allocations.

- A. All Student Organizations that complete the Student Leadership Training by the specified date, established by Student Affairs and the SBA, will receive a base disbursement that is determined by SBA.

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

- A. In order to determine extra allocation of funds, organizations must submit, in advance of the activity, the appropriate Funding Request form to the SBA 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.
 - i. 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.

- i. 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.
- ii. All student organizations may request travel funding from the SBA 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 SBA 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.

B. Speakers.

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

C. Mid-Year Allocations.

- a. 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.

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

B. General Event Procedures.

- a. 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.
 - i. 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.
 - ii. 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.
 - iii. 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.

- iv. The student organization will then present the funding request for the event to the Finance Committee for approval by the Senate.
- v. 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.
 - i. 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.
 - ii. Student organizations will only be allowed to provide alcohol at events where all organization members have been invited.
 - iii. 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 SBA 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.)
 - iv. Retroactive requests for reimbursement for an event where alcohol is served will not be heard.
 - v. SBA 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.

- a. Mandatory Student Leader Meetings will be held once a semester, either in-person or through a virtual modality, by the Senate, in conjunction with Student Affairs. Each student organization's President and Treasurer, or proxy, will be requested to attend and sign-in at the student leader meetings.

B. Suspension.

- a. 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.

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

Article V. SBA Position Responsibilities and Duties

Section 1. President Duties

- A. Meet weekly and work closely with the SBA Advisor(s).
- B. Maintain a minimum of eight (8) office hours per week.
- C. Assist in planning a SBA orientation/leadership training event each semester.
- D. Maintain communications with SBA membership, the Sturm College of Law Administration, faculty, staff, alumni, the greater University of Denver Community, the Chancellor's Office, and the Board of Trustees.
- E. Other mutually agreed upon assignments and responsibilities.

Section 2. Full-Time Division Vice-President Duties

- A. Be aware of current issues and student opinions regarding their Division and the Sturm College of Law.
- B. Maintain a minimum of six (6) office hours per week.
- C. Other mutually agreed upon assignments and responsibilities.

Section 3. Part-Time Division Vice-President Duties

- A. Be aware of current issues and student opinions regarding their Division and the Sturm College of Law.
- B. Maintain a minimum of six (6) hybrid office hours per week.
- C. Other mutually agreed upon assignments and responsibilities.

Section 4. Treasurer Duties

- A. Recommend policies and/or implement procedures governing SGA finances.
- B. Work closely with the SBA Advisors regarding SGA finances.
- C. Maintain a minimum of three (3) office hours per week.
- D. Other mutually agreed upon assignments and responsibilities.

Section 5. Clerk and Recorder Duties

- A. Take and distribute records of attendance, agenda, and minutes of all SBA Full Sessions, SBA Senate, and Student Ethics Board meetings through email to members and via a physical medium available to all students, faculty, staff, and administration.
- B. Update the physical collection with new, revised, and correct minutes.
- C. Maintain a minimum of three (3) office hours per week.

- D. Other mutually agreed upon assignments and responsibilities.

Section 6. Parliamentarian Duties

- A. Attend all regularly scheduled and special Congress meetings, SGA Full Session meetings, and student/community forums.
- B. Shall be expected to familiarize themselves with all SBA governing documents
- C. Other mutually agreed upon assignments and responsibilities.

Section 7. Secretary of Academic Affairs Duties

- A. Maintain communication with the Academic Dean(s) and Faculty Assembly.
- B. Recommend new and revised academic policies.
- C. Maintain a minimum of three (3) office hours per week.
- D. Other mutually agreed upon assignments and responsibilities.

Section 8. Secretary of Community Relations Duties

- A. Together with the President, represent the SBA to organizations outside of the Law School.
- B. Regularly communicate student interest to external organizations as well as actively promote area events to the student community.
- C. Serve as a primary contact for organizations that wish to communicate directly with the student body.
- D. Encourage the community's positive reception of the Sturm College of Law by highlighting its innovative legal, economic, and philanthropic value to the Denver and Colorado communities.
- E. Maintain a minimum of three (3) office hours.
- F. Other mutually agreed upon assignments and responsibilities.

Section 9. Secretary of Diversity, Equity, and Inclusion Duties

- A. Maintain communication with a representative from the University of Denver's Diversity, Equity, and Inclusion's office to better understand current operations and opportunities for the students.
- B. Coordinate a collaborative effort between the SBA and other student organizations interested in promoting DEI values to provide the student body with programming throughout the year.
- C. Maintain a minimum of three (3) office hours.
- D. Other mutually agreed upon assignments and responsibilities.

Section 10. Secretary of Health and Wellness

- A. Maintain communication with a representative from the DU Wellness Center to better understand current operations and opportunities for the students.
- B. Compile a list of wellness related resources that will be readily available in the SBA space for the Student Body.
- C. Coordinate a collaborative effort between the SBA and the Wellness Center or wellness-related clubs to provide the student body with programming throughout the year.
- D. Maintain a minimum of three (3) office hours.
- E. Other mutually agreed upon assignments and responsibilities.

Section 11. Secretary of Marketing and Fundraising

- A. Ensure that all marketing materials align with the SBA's mission and maintain a professional and inclusive tone.
- B. Cultivate relationships with local businesses, law firms, alumni, and other potential sponsors or donors.
- C. Develop sponsorship packages and proposals tailored to specific SBA events or initiatives.
- D. Maintain a repository of templates and brand assets for SBA officers and committees to use.
- E. Update the social media sites related to the SBA on a regular basis with information regarding events or SBA projects.
- F. Maintain a minimum of three (3) office hours.
- G. Other mutually agreed upon assignments and responsibilities.

Section 12. Secretary of Governmental Affairs

- A. Track and analyze proposed legislation or policy developments at the state or federal level that may impact law students, legal education, or the legal profession.
- B. Organize civic engagement initiatives such as voter registration drives, ballot education events, or candidate forums.
- C. Coordinate student participation in public comment periods, petitions, or advocacy campaigns on legal issues affecting students or the broader community.
- D. Serve as a liaison to student representatives from other law schools or public interest coalitions.
- E. Help promote Sturm College of Law's legislative priorities or statements on public interest issues when in alignment with SBA goals.
- F. Develop programming to educate students on the intersection of law and government
- G. Maintain a minimum of three (3) office hours.
- H. Other mutually agreed upon assignments and responsibilities.

Section 13. Secretary of Facility Maintenance and Enhancement

- A. Gather and synthesize student feedback on facility-related issues, including classrooms, common areas, study spaces, restrooms, lockers, and other amenities.
- B. Conduct periodic walkthroughs of law school spaces to identify maintenance issues or opportunities for improvement (e.g., lighting, furniture condition, climate control, sanitation).
- C. Maintain a log of issues and resolutions for institutional memory and accountability.
- D. Assist in budget proposals for facility enhancements or student space improvements.
- E. Maintain a minimum of three (3) office hours.
- F. Other mutually agreed upon assignments and responsibilities.

Section 14. Chief of Staff

- A. Assist in evaluating the effectiveness of SBA programs and making recommendations for improvement.
- B. Meet weekly and work closely with the SBA President and Advisor(s).
- C. Track progress on SBA initiatives and ensure timely completion of action items.
- D. Facilitate inter-committee communication and collaboration.
- E. Promote a culture of professionalism, collaboration, and inclusion within the SBA.
- F. Maintain a minimum of five (5) office hours.
- G. Other mutually agreed upon assignments and responsibilities.

Section 15. Division/Class Senators

- A. Research and recommend legislation.
- B. Maintain a minimum of two (2) office hours per week.
- C. Other mutually agreed upon assignments and responsibilities.

Section 16. SBA Delegate to the A.B.A./L.S.D.

- A. Research and recommend legislation.
- B. Maintain a minimum of two (2) office hours per week.
- C. Other mutually agreed upon assignments and responsibilities.

Section 17. Delegate to the the Student Ethics Board

- A. Promote awareness of the Sturm College of Law Honor Code and ethical standards within the student body.
- B. Prepare an annual report summarizing the board's work, recommendations, and areas for improvement.
- C. Collaborate with faculty, administration, and student organizations to foster a culture of integrity.
- D. Serve as the primary liaison between the Student Ethics Board, the Sturm College of Law administration, and faculty.
- E. Recruit, train, and mentor new board members in ethical standards, investigative procedures, and board responsibilities.
- F. Set the agenda for meetings and ensure timely communication of meeting times and topics to all members.
- G. Other mutually agreed upon assignments and responsibilities.

Section 18. SBA Deputies

- A. Work in consultation with the member of the Executive Committee to whom they were appointed on any tasks as assigned.
- B. Prepare and distribute materials related to projects and initiatives proposed by the officer they were assigned.
- C. Other mutually agreed upon assignments and responsibilities.

Article VI. SBA Committee Composition.

- A. 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 in the constitution or below.

Section 1. Community Outreach Committee.

- A. The Community Outreach Committee is dedicated to fostering a culture of service and social responsibility among Sturm law students. Its primary purpose is to build meaningful relationships between the law school and the greater Denver and Colorado community. The committee may organize volunteer events, donation drives, pro bono opportunities, and service projects in partnership with local nonprofits, legal aid organizations, and community groups. It may also

work to increase student participation in public interest initiatives and help students develop habits of community engagement as future legal professionals.

Section 2. Diversity Committee.

- A. The Diversity Committee promotes an inclusive and equitable law school environment where students from all backgrounds feel welcomed, supported, and represented. Its responsibilities include planning events, panels, and awareness campaigns centered on issues of diversity, equity, and inclusion (DEI); supporting affinity groups; and advocating for inclusive institutional practices. The committee shall work closely with administration, student organizations, and other SBA committees to advance DEI-related goals and ensure that the law school reflects and embraces the diversity of the communities it serves.

Section 3. The Election Committee.

- A. 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 any additional election guidelines.

Section 4. The Finance Committee.

- A. 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 ensuring that all requests for budget allocations and travel expenses are considered in a timely manner.

Section 5. Fundraising Committee

- A. The Fundraising Committee exists to secure the resources necessary to support SBA programming, events, and student initiatives. Its core responsibilities include planning and executing fundraising events, designing donor and sponsorship outreach strategies, coordinating with local businesses and law firms for financial or in-kind contributions, and exploring additional funding opportunities. The committee shall work closely with the Treasurer and Finance Committee to increase SBA's financial capacity and ensure that student initiatives are well-resourced.

Section 6. Health and Wellness Committee

- A. The Health and Wellness Committee is committed to promoting the mental, emotional, and physical well-being of all law students. It plans and implements wellness programming such as meditation sessions, stress-relief events, fitness challenges, and finals month initiatives. The committee also partners with campus and community health resources to provide students with

tools for managing stress, maintaining balance, and cultivating resilience. Its ultimate goal is to foster a supportive, wellness-centered law school culture that addresses the pressures of legal education.

Section 7. Part-Time Committee

- A. The Part-Time Committee advocates for the inclusion, support, and representation of Sturm's evening and part-time students. Its responsibilities include identifying and addressing issues unique to part-time students, such as access to academic and extracurricular activities, scheduling concerns, and communication gaps. The committee works with SBA leadership and law school administration to ensure equitable resources, programming, and engagement opportunities, while also hosting events tailored to the needs of part-time students. Its purpose is to promote an integrated and inclusive student experience for all JD candidates.

Section 8. Social Committee.

- A. The Social Committee shall be composed of at least two members of the Executive Board, 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, 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, be responsible for coordinating social events approved by the Senate, and 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.

Article VII. S.B.A. Subsidiaries.

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

- a. 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.
- b. 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 Ethics Board

- a. The duties, goals, and purpose of the Student Ethics Board are outlined in the Student Ethics Board By-Laws, attached.
- b. The Senate shall oversee the functions of the Student Ethics Board and incorporate their By-Laws, attached as Appendix B. The Senate shall adopt by a two-thirds vote, any revision to the Student Ethics Board 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 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.

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. 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.

Article X. Ratification of By-Laws.

- A. 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.

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