

**APPENDIX A**  
**UNIVERSITY OF DENVER STURM COLLEGE OF LAW**  
**AMERICAN BAR ASSOCIATION/LAW STUDENT DIVISION CHARTER**  
**BY-LAWS**

Article 1. General Provisions.

§ 1.1 Name.

The formal name of this organization shall be the “University of Denver Sturm College of Law, Law Student Division Charter” (“Charter”), a division of the American Bar Association (“Association”).

§ 1.2 Objects.

The objects of the Charter shall be to further the purposes and goals of the Association, particularly to promote the full and equal participation in the profession by minorities and women; to represent law students in the Association and to represent the Association to law students; to help shape the policies and priorities that affect legal education; to create a deliberative forum for the exchange and expression of law student views and a voice to advocate those views; and to provide opportunities within the legal profession. Further, to help create employment opportunities for law students with the assistant of Career Services; implement law curriculum programs at University of Denver Sturm College of Law (“DU Law”); establish and maintain a relationship with local and minority Bar Associations.

§ 1.3 Status.

- (a) The Charter is a constituent of the Association whose Constitution and By-laws and action taken under their authority supersedes and controls these By-laws and action taken under their authority.
- (b) The Charter is subject to any rules whatsoever that the Assembly, Board of Governors and DU Law “Student Bar Association” (“S.B.A.”) may prescribe. The Charter may not adopt any rules that conflict with the rules established by the Assembly, Board of Governors or DU Law S.B.A. If the Assembly, Board of Governors or DU Law S.B.A. adopts a new rule that conflicts with a current rule of the Charter, the Charter’s rule will be automatically void.

§ 1.4 Authority.

These By-laws and action taken under their authority that is not inconsistent with the Association’s Constitution and By-laws and action taken under their authority are the basis for the conduct of all business in the Charter. The Assembly or the Board of Governors may make rules or adopt policies and procedures that supplement the By-laws. Any action by the Charter must be approved by the House of Delegates or the Association’s Board of Governors before the action can be effective as the action of the Association.

§ 1.5 Antidiscrimination.

The Charter shall not discriminate on the basis of ancestry, color, or race; culture or ethnic background; economic disadvantage; ideological, philosophical, or political belief or affiliation; marital or parental status; national or regional origin; physical disability; religion, or religious or denominational affiliation; sex; sexual orientation; or age. The Charter shall not encourage or condone discrimination, either implicitly or explicitly, and shall actively discourage discrimination on any such basis.

Article 2. Membership.

§ 2.1 Eligibility.

Any DU Law student, who becomes a member of the “American Bar Association Law Student Division” (“L.S.D.”) by paying dues and by meeting any other qualifications that L.S.D. prescribes, also becomes a member of the Charter.

§ 2.2 Dues.

The Association shall prescribe dues on the recommendation of the Assembly or the Board of Governors.

§ 2.3 Term.

Membership commences with registering and paying dues to the L.S.D. and continues through the following August, or admission to the bar; whichever occurs first. Membership must be renewed every year.

§ 2.4 Good Standing.

A member enjoys good standing if he or she has paid dues for the current year and meets all other eligibility standards.

Article 3. Schools.

§ 3.1 School Defined.

- (a) A “law school” or a “school” means one that the Association accredits. A “law student” or a “student” means a candidate who is, or will be for at least part of the school year, in residence for a professional law degree.
- (b) A campus that is geographically distant from the rest of a school may be treated as a separate school for purposes of representation.
- (c) A law school loses its representation and each member at the law school loses his or her membership in the Charter and the Division if the Association withdraws the school’s accreditation.

§ 3.2 Student Bar Association.

- (a) “Student Bar Association” or “S.B.A.” means the University of Denver Sturm College of Law student government.

§ 3.3 School Representatives.

- (a) The University of Denver, College of Law Student Bar Association shall provide for the election or appointment of a representative (A.B.A. Representative).
- (b) The school representative shall represent the Division to the school and vice versa and shall perform such other duties as the Assembly, the Board of Governors, the Circuit, the Circuit Governor, or the S.B.A. may prescribe.
- (c) The University of Denver Sturm College of Law may organize a Charter, subject to such rules as the Assembly or the Board of Governors prescribes, which the school representative shall chair. The S.B.A. may prescribe the Charter’s relationship with the S.B.A.

§ 3.4 Elections.

The A.B.A. Representative shall be elected by the DU Law student body and shall be a voting member on the S.B.A. The A.B.A. Representative shall also be the Chair of this Charter.

§ 3.5 Representation.

Each school may send two (2) delegates, the S.B.A. President or their proxy and the A.B.A. Representative/Charter Chair or their proxy, to the Annual Meeting and any appropriate Circuit meetings. The Assembly or the Board of Governors may regulate voting by proxy.

Article 4. Officers.

§ 4.1 Officers Defined.

- (a) For the purposes of this article, and throughout the By-laws unless the context suggests otherwise:
  - (1) An “officer” means one that is created by these By-laws, by the Charter.
  - (2) An “officer” includes both the incumbent and any successor already elected.
  - (3) An “officer” includes the A.B.A. Representative but not the S.B.A. President.
- (b) The A.B.A. Representative shall appoint officers to fill the office of Vice Representative, Secretary, Treasurer, Employment Coordinator, Bar Association Liaison, Membership/Diversity Chair, and all other officers that the A.B.A. Representative deems appropriate.

- (1) Officer descriptions shall be found in Appendix A(1) to these Charter By-laws.
- (2) The composite of these officers, along with the A.B.A. Representative, shall constitute the Executive Board of the Charter.

#### § 4.2 Qualifications.

A member is eligible for an office only if, at the beginning of the term or office, he or she (1) enjoys good standing as a member, (2) will be a University of Denver Sturm College of Law student during the entire term, (3) enjoys good academic standing according to the University of Denver Sturm College of Law, (4) has never been removed from office, and (5) meets each other qualification for the office that the Charter chooses to set by at least a two-thirds (2/3) majority agreement. The Charter, by at least a two-thirds (2/3) agreement, may prospectively and generally prescribe that an incumbent of a certain office is ineligible for another certain office or offices during all or part of his or her term, provided that no officer's tenure shall be thereby affected in any office to which he or she has already been elected, appointed, or nominated.

#### § 4.3 Vacancy.

A vacancy occurs when the officer substantially fails in all goals and objectives defined for the officer in Appendix A(1) of this document. A vacancy also includes a disability in which case any successor shall act until the disability ends. A member is eligible to fill such a vacancy if he or she was eligible for the office at the beginning of the term or has meanwhile qualified.

#### § 4.4 Removal.

- (a) The Chair of Charter shall provide for removal any officer for cause as these By-laws prescribe. Removal shall require a two-thirds (2/3) vote of the Executive Board after at least two (2) weeks notice to the officer and an opportunity for the officer to challenge any evidence against him or her. The A.B.A Representative may also provide for the suspension of any officer against whom a removal proceeding is pending. A removed officer may appeal the removal to the next meeting of the Executive Board, which may by a two-thirds (2/3) vote reinstate him or her.

- (1) "Cause" shall be defined by substantially failing in most goals and objectives defined for the officer in Appendix A of this document.

- (b) A Circuit Governor in consultation with the Vice-Chair, Vice-Chair S.B.A., and S.B.A. President, may remove the A.B.A. Representative for good cause. An A.B.A./L.S.D. National Officer, with the consent of the Circuit Governor or by a majority vote of the Board of Governors, and in consultation with the Vice-Chair, Vice-Chair S.B.A. and S.B.A. President, may remove the A.B.A. Representative for good cause.

## Article 5. Meetings.

### § 5.1 Meetings.

The Executive Board, by a majority agreement, shall set forth any meeting of the Charter and may also provide at its discretion two (2) general body meetings that shall be open to each eligible member of the Charter.

### § 5.2 Parliamentary Authority.

The current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of each meeting.

## Article 6. Committees.

### § 6.1 Standing Committee.

The Chair shall appoint each standing committee (except ex officio members):

- (a) The Executive Board, by a majority agreement, may organize other standing committees on operations and finance, membership and programs, and communications and publications (although not necessarily under those groupings or names). The Chair shall appoint each committee member from the members of the Executive Board except as the Executive Board otherwise authorizes by a two-thirds (2/3) vote.
- (b) The Executive Board may by a two-thirds (2/3) vote create any other necessary committee.

### § 6.2 Special Committees.

The Executive Board or the A.B.A. Representative may create any necessary special committee, which the A.B.A. Representative shall appoint. Each special committee shall expire by the beginning of the next term unless the Executive Board continues it.

### § 6.3 Oversight.

The Executive Board may review or revise any action of a committee.

## Article 7. Finance.

### § 7.1 Budget.

- (a) The Chair, the Secretary, and the Treasurer, after a report to and subject to review by the Executive Board, shall annually recommend a budget to the S.B.A.
- (b) The Charter's fiscal year shall coincide with the S.B.A.'s fiscal year.

### § 7.2 Assets.

- (a) The Treasurer of the Charter, along with the Chair, for the Charter's benefit shall maintain a record of any income or other property of the Charter.
- (b) The Treasurer shall maintain a record of the amount of money in the banking account that is maintained and managed by DU Law's Financial Officer.
- (c) To obtain money from DU Law Financial Officer requires signatures from both the Treasurer and the Chair on all transactions.

#### § 7.3 Reimbursement.

- (a) The Treasurer of the Charter, along with the Chair's approval, shall reimburse any officer for an official expense upon appropriate documentation, as defined by the Charter's Treasurer, subject to review by the Executive Board.
- (b) Neither the Charter, L.S.D., the Association, nor the S.B.A. are liable for an unauthorized expense that an officer or member incurs.

### Article 8. Publications.

#### § 8.1 Editorial Control.

The Executive Board shall exercise or delegate to a committee or officer editorial control over the Charter's publications.

#### § 8.2 Magazine.

The Executive Board may publish at its discretion a semi-annual newsletter to be released in the fall and spring semesters respectively.

#### § 8.3 Other Publications.

The Charter may issue any other publication that the Executive Board finds worthy of the Charter.

### Article 9. Amendment.

#### § 9.1 Ratification.

The Charter may amend these By-laws by a resolution adopted by a two-thirds (2/3) vote of the Executive Board.

#### § 9.2 Approval.

Such a resolution shall not take effect until approved by the Executive Board in the manner prescribed and shall expire if not so approved before the next term begins.

## APPENDIX A(1)

### A.B.A./L.S.D. OFFICERS DEFINED

#### A.B.A. REPRESENTATIVE/CHAIR OF CHARTER

**Purpose:** Represent the Charter on a national as well as local level, act as liaison between the S.B.A. and the Charter, represent the Charter to the S.B.A., and oversee the Charter as a whole.

**Duties:**

- 2) Act as liaison between Charter and national A.B.A./L.S.D.
- 3) Organize and plan all Charter meetings
- 4) Assist officers with projects when Vice Representative is unavailable
- 5) Keep organized notebook with information regarding national meetings, contacts, and other relevant information pertaining to the position of A.B.A. Representative
- 6) Meet with S.B.A. and S.B.A. President to establish and maintain good relations with school's governing board
- 7) Attend regularly scheduled S.B.A. meetings
- 8) Act as a voting member on S.B.A.
- 9) Meet with school administrators in representational role

#### VICE REPRESENTATIVE

**Purpose:** Organize internal affairs of the Charter and follow-up with individual officers.

**Duties:**

- 1) Assist officers whenever needed
- 2) Follow up with officers on assigned projects
- 3) Report to A.B.A. Representative regarding the status of all projects
- 4) Keep organized notebook

#### MEMBERSHIP/DIVERSITY

**Purpose:** Increase the number of Charter members and help assist other student organization and advocates organize Diversity Week.

**Duties:**

- 1) Organize one (1) membership drive per semester
- 2) Create informative brochure and make available to students (e.g., incoming student packets)
- 3) Meet/greet incoming students
- 4) Attend events for incoming students (i.e., BBQ, S.B.A. Picnic, etc.)

- 5) Keep organized notebook

### BAR ASSOCIATION LIAISON

Purpose: Represent the Charter at local bar association events and relay pertinent information between the Charter and bar associations.

Duties:

- 1) Attend various bar meetings and events including Colorado Bar Association, Colorado Women's Bar Association, American Bar Association, and Denver Bar Association
- 2) Relay bar association news between the Charter and other bar associations
- 3) Represent the Charter on matters discussed at bar associations
- 4) Keep organized notebook

### EMPLOYMENT COORDINATOR

Purpose: Secure employment for DU students and involve local attorneys in DU hiring practices.

Duties:

- 1) Meet with Career Services Office and establish relations between Career Services Office and the Charter
- 2) Assist Career Services Office with planning Spring OCI. This may consist of contacting local attorneys, managing correspondence to and from attorneys, assisting in meet and greet, and arranging interviewing accommodations
- 3) Organize a directory of local attorneys to be used in planning Career Services Office events
- 4) Maintain relations between the Career Services Office and the Charter
- 5) Follow up with INROADS program
- 6) Keep organized notebook

### SECRETARY

Purpose: Maintain Charter records excluding financial records and act as link between Charter and student body by making announcements and planning socials.

Duties:

- 1) Take minutes of all meetings
- 2) E-mail minutes to each Executive Board member
- 3) Notify student body of general body meeting/events
- 4) Post signage regarding upcoming events
- 5) Act as public relations chair to promote Charter name to student body
- 6) Keep Executive Board informed of Charter happenings with regards to student body

- 7) Keep records of Executive Board addresses, phone numbers, and e-mail addresses; and ensure that each Executive Board member has an accurate copy
- 8) Edit By-laws and organize vote to adopt revisions
- 9) Organize one (1) social event per semester (amongst entire student body)
- 10) Keep organized notebook

## TREASURER

**Purpose:** Organize events to earn money for the Charter and maintain accurate financial records.

**Duties:**

- 1) Keep accurate records of all financial matters, including a checking account, expenses, and earnings
- 2) Organize two (2) fundraisers per semester. Fundraisers may include: bake sales, marathons, car washes, etc.
- 3) Report status of financial situation at Charter Executive Board meetings
- 4) Follow up with grant/scholarship programs
- 5) Keep organized notebook