

**Willamette University College of Law**

**Student Bar Association Constitution**  
**and**  
**Student Bar Association Bylaws**

Bylaws Revised September 2019

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# Willamette University College of Law Student Bar Association Constitution

*(Revised September 2019)*

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## PREAMBLE

We, the students of Willamette University College of Law, in order to provide an organization for the control of all matters of general student concern, do hereby ordain and establish the following Constitution.

## ARTICLE I: ORGANIZATION

- A. This organization shall be known as the Willamette Student Bar
- B. The Willamette Student Bar Association shall consist of all students who registered in the College of Law, Willamette University, who have paid the specified dues to the Associated Students of Willamette

## ARTICLE II: OFFICERS

- A. The officers of the Association shall be a President, a First Vice-President, a Second Vice-President, a Secretary, a Treasurer, an Ombudsperson, an American Bar Association (ABA) Liaison, and a Joint Degree Liaison of the Executive
- B. At a regular election, a President, a First Vice-President, a Second Vice-President, a Secretary, a Treasurer, an Ombudsperson, an ABA Liaison, and a Joint Degree Liaison shall be chosen from either the first- or second-year
- C. No student who has a cumulative grade point average of less than that required for graduation shall be eligible to hold an Association

## ARTICLE III: EXECUTIVE COMMITTEE

- A. An executive committee composed of the Willamette Student Bar Association Officers and each of the respective class presidents will have the powers provided for in this

- B. The Executive Committee shall have jurisdiction and control over all matters and affairs concerning the interests of the Willamette Student Bar
- C. The Executive Committee shall have control over all funds of the Willamette Student Bar

## ARTICLE IV: ELECTIONS

- A. On the third Thursday of Spring Semester of each year, the President of the Association shall give adequate notice to the members of the Association that nominations are in. The nominations for President, First Vice-President, Second Vice-President, Secretary, Treasurer, Ombudsperson, ABA Liaison, and Joint Degree Liaison shall be made prior to 5 PM of the fourth Tuesday of Spring Semester of each year. These nominations shall be filed with the President by petition, signed by at least five percent of the members of the Association. The Third-Year Class President shall have charge of all Association elections; and an Election Committee composed of Association Officers, excluding any members who are running for Association Office, shall have the power to review and deal with alleged misconduct in any election, through the Grievance Committee.
- B. The elections for Association offices shall take place prior to the end of the fifth week of classes in the Spring Semester, and shall be by online voting administered by In order to cast a vote, a voter must personally login with their own Willamette University assigned credentials on Election Day. A majority of the votes cast shall be necessary for election. If a second balloting is necessary, the President of the Third-Year Class shall set a date for the election, which shall be confined to the next two (2) leading candidates for each office. The polls shall remain open for a period of not less than six (6) hours.
- C. In case of vacancy of the office of the President of the Willamette Student Bar Association for any reason, the President of the Third-Year Class shall call an election within ten (10) days, giving adequate notice and providing for proper nomination procedures as provided in Section 1 of this Article. Other vacancies shall be filled at an election called for that purpose by the President of the Association.
- D. The officers elected in accordance with the provisions of this Article shall be installed and assume their duties within two weeks of their election.
- E. In the event that any officer of the Student Bar Association or of any class is deemed gravely delinquent in his conduct or in the execution of his or her duties, a special recall election shall be held within ten (10) days of receipt by the Executive Committee of a petition demanding a recall and signed by twenty-five (25) percent of the members of the Association or by twenty-five (25) percent of the respective class concerned with its officer.

- F. In a recall election, the vote of two-thirds of the ballots cast shall be necessary to recall the officer. The President of the Third-Year Class shall be in charge of this election and shall give adequate notice of this election and shall otherwise comply with Section 3 of this Article. If the recall shall be for the President of the Third-Year Class, then the President of the Association shall be in charge of this recall election, complying with Section 3 of this Article.

## ARTICLE V: DUTIES AND MEETINGS

- A. The duties of the President shall be to preside at all general meetings of the Association and the meetings of the Executive Committee. The President is the executive head of the Association and is charged with carrying out the provisions of this Constitution, and bylaws enacted in accordance therewith. The President shall call and preside at the first meeting of the First-Year Class each year for the purpose of explaining the Grievance Procedure and conducting the class election as provided for in Article IV, Section 2.
- B. It shall be the duty of the First Vice-President to act in the absence of the President, and to oversee all reps appointed to committees or subcommittees created by the Executive Committee or the law school
- C. It shall be the duty of the Second Vice-President to act in the absence of the President and the First Vice-President, and to serve as Social Chairperson for the Association.
- D. It shall be the duty of the Secretary to keep a record of all Association meetings and Executive Committee meetings. The Secretary shall make these minutes available by posting them in an appropriate place in a timely
- E. It shall be the duty of the Treasurer to keep proper accounts of all monies received and expended.
- F. It shall be the duty of the Ombudsperson to be a liaison between the Executive Committee and the
- G. It shall be the duty of the ABA Liaison to act as the liaison between the American Bar Association Law Student Division and the Student Bar Association.
- H. It shall be the duty of the Joint Degree Liaison to act as the rep of the Joint Degree students at the College of Law.
- I. Additional duties may be provided for any officer in the bylaws.
- J. Meetings of the Association shall be called at the discretion of the President, or within a week after the President has received a written request signed by ten percent of the members of the Association. The President shall be responsible for posting notice on the bulletin board at least 48 hours in advance of all meetings, both Association and Executive Committee meetings, or if not possible, the President shall personally notify

each All meetings shall be conducted in accordance with rules of order. If formal rules are adopted, the President may select the Ombudsperson as the Parliamentarian.

- K. The Executive Committee meetings shall be held on a regular weekly basis, and it shall be the duty of the Secretary to post notice at least 48 hours in advance of those meetings.

## ARTICLE VI: CLASSES

- A. Each class shall elect a President, a Vice-President, and a Secretary-Treasurer. No Association Officer shall also hold a class office.
- B. The officers of each class shall be elected no later than the end of the fifth week of the fall semester and shall serve for one year. The elections are to be conducted by the Student Bar Association as is provided for in Article VI.
- C. Only members of a class are eligible to cast votes to elect their class officers.
- D. The election shall be by online voting administered by WITS. No student who is on academic probation is eligible to hold a class office.

## ARTICLE VII: GRIEVANCE PROCEDURE

- A. There shall be established an Honor Code of the Student Bar Association to promote in each student a sense of individual responsibility, integrity, and honor worthy of the high standards of academic conduct that governs the study of law. Each student shall be expected to assume the burden of responsibility for the consequences of his or her actions as they affect the rights of fellow students.
- B. To preserve harmonious and effective operation of the Honor Code, the Judicial Power of the Student Bar Association shall be vested in the Grievance Procedure Committee. The duties, functions, composition, and powers of the Grievance Procedure Committee shall be those set forth in the Honor Code and in Article IV, Section 1 of this Constitution (i.e., to investigate, make findings of fact, render a determination, and make recommendations; the committee shall perform the judicial functions consistent with recognized constitutional, procedural, and substantive safeguards).

## ARTICLE VIII: AMENDMENTS

- A. Amendments to this Constitution shall be initiated by any member of the Executive Committee or upon written petition signed by at least ten (10) percent of the Association members. Petitions presented to the Executive Committee must be acted upon within two (2) weeks of the date of petition.
- B. A proposed amendment must be approved by a simple majority of the Executive Committee before being presented to the Association for ratification. If a proposed amendment is rejected by the Executive Committee, a petition signed by twenty-five (25) percent of the Association members shall require a special election to be held within two (2) weeks of the date such petition is presented to the Executive Committee.
- C. Ratification of the amendment by two-thirds ( $2/3$ ) of the students voting in the special election called by the Association President. At least fifty (50) percent of the Association members must vote in the election if the election is to be
- D. The amendment shall take effect upon ratification of the Association.

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# Willamette University College of Law

## Student Bar Association Bylaws

*(Revised September 2019)*

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### Section 1: Officers

- 1) The Executive Board shall consist of:
  - a) President – The President is ultimately responsible to Willamette University College of Law (WUCL) students for the official conduct of all Student Bar Association (SBA) business.
    - i) The SBA President shall serve concurrently as Executive Board Chair, charged with calling meetings, creating an agenda, and presiding over SBA meetings.
    - ii) The President is the official representative and spokesperson of WUCL students before the faculty, administration, university, and the outside legal and civic community, with regard to activities or functions of the SBA.
    - iii) The President must discharge the duties of the office under the provisions of the SBA Constitution and in accordance with the Honor Code.
    - iv) The President has the authority to appoint members to standing student committees, upon the recommendation of the First Vice President.
  - b) First Vice President – In the absence of the President, or if the SBA President is otherwise temporarily unable to fulfill the duties of President and chair, the First Vice President shall assume the duties of the President.
    - i) The First Vice President is charged with scheduling and interviewing candidates for student appointments to committees, and selecting candidates for appointment to committees by the President.
    - ii) The First Vice President shall preside at official meetings of student organization presidents, or appoint someone to preside in case of absence.
    - iii) The First Vice President must provide programming to all student organization leadership no later than the end of the fifth week of the fall semester. Programming may provide organizations with information not limited to: the budget and reimbursement process, LAWSTU email access, event planning, and fundraising.

- c) Second Vice President – The Second Vice President shall act as President in the absence of the First Vice President and the President.
  - i) The Second Vice President is the Social Chair for the SBA, charged with oversight of SBA social activities.
  - ii) The Second Vice President shall serve as chairperson of the SBA Social Events Committee.
- d) Secretary – The SBA Secretary shall keep and maintain accurate minutes of all SBA meetings, including recording all motions and votes.
  - i) The Secretary shall certify to the President the presence of a quorum prior to any meeting being called to order.
  - ii) The Secretary shall, after obtaining Executive Board approval, publish all meeting minutes, agendas, Treasurer's reports, as well as measures introduced and passed by the Executive Board.
  - iii) The Secretary shall maintain all records required by the SBA Constitution and Bylaws, and is responsible for the organization of physical records kept by student organizations within the SBA office.
  - iv) The Secretary shall write and distribute the meeting agenda to the SBA Board in a timely manner, take minutes of each meeting, and make minutes available to the student body by posting them in an appropriate place in a timely manner.
  - v) The Secretary shall keep and maintain an up-to-date roster of the SBA, all student organizations and their officers, all student/faculty committees and their members, and all law student members serving on university committees. These rosters shall be published and distributed to the following:
    - (1) Student Bar Association Officers
    - (2) Student Organization Officers
    - (3) Class Presidents
    - (4) Law school library circulation desk
    - (5) Office of Student Affairs
    - (6) Placement office
    - (7) Dean's office
    - (8) University Student Affairs office
      - (i) A copy should be published, and other copies kept on file by the SBA for distribution to interested students
- e) Treasurer – The SBA Treasurer is responsible for the accurate accounting of all monies received and expended by the SBA.
  - i) The Treasurer is the chief budgeting officer and chair of the Budget Committee and shall complete all preparations for allocation as required under Section 11 of these Bylaws.

- ii) The Treasurer shall require all students or student organizations receiving funds from the SBA to make a full accounting of funds received.
- iii) The Treasurer shall provide a treasurer's report for each SBA meeting during which the SBA votes on or discusses the allocation of funds.
- iv) The Treasurer shall issue a full report to the general student body on the financial status of the SBA and its budget allocations at least one time during the semester.
- f) Ombudsperson – The SBA Ombudsperson is the Executive Board liaison to the faculty and students.
  - i) The Ombudsperson shall represent positions of the SBA Executive Board to faculty members and/or students, at the discretion of the Executive Board.
  - ii) The Ombudsperson shall receive questions, comments, concerns, and problems from College of Law students and bring them to the appropriate party.
  - iii) The Ombudsperson, in conjunction with the Executive Board, shall maintain the SBA web site. Maintenance of the SBA web site includes, but is not limited to, posting new or updated information regarding WUCL, SBA, or ABA announcements; updating the SBA Outline Bank; and general upkeep of information such as the Executive Board roster.
  - iv) The Ombudsperson shall sit on the Budget Committee.
- g) American Bar Association (ABA) Liaison – The ABA Liaison shall represent WUCL at national and circuit meetings/conventions of the American Bar Association.
  - i) The ABA Liaison shall disseminate any information obtained from the National Bar Association, and shall seek out information about changes in membership or rules as appropriate.
  - ii) The ABA Liaison, in conjunction with the local student chapter of the ABA, will promote membership in the ABA.
- h) Joint Degree Liaison – The Joint Degree Liaison shall serve as the liaison between joint degree students, the SBA, and the Administrations of WUCL and AGSM.
  - i) The Joint Degree Liaison shall be a student who has completed at least one year at either WUCL or AGSM, is currently attending classes at either school, and is enrolled in the joint degree program between AGSM and WUCL.
  - ii) The office will be filled by a general election of all joint degree students enrolled at WUCL.
- i) Class Presidents – Each class shall elect a class president. Each class president will serve as the executive officer for the class and as a voting member of the SBA Executive Board.
- 2) Class Officers
  - a) Class Presidents – Class Presidents are responsible for reporting official class activities to the SBA Executive Board.

- b) Vice Presidents – The class Vice President shall represent the class President as a voting member of the Executive Board if the President is unable to attend.
    - i) The Vice President of each class shall represent their respective class President and fulfill the duties of office if the President is unable to do so, until such a time that the President is removed, or a new President is Elected.
    - ii) Each class Vice President shall act as class Social Chair and shall serve as a member of the SBA Social Events Committee.
  - c) Secretaries/Treasurers – The Secretary/Treasurer of each class shall serve with the SBA Treasurer on the Budget Committee.
    - i) The class Secretary/Treasurer will keep minutes of all class meetings and accurate accounting of all class funds.
    - ii) The class Secretary/Treasurer shall represent the class President as a voting member of the SBA Executive Board if both the class President and class Vice President are unable to attend.
- 3) Multiple Positions
- i) No SBA officer or class officer may serve in more than one SBA or Class office.
  - ii) An SBA officer or class officer may serve simultaneously as a student organization officer.
  - iii) No SBA Executive Board member may simultaneously serve on the Grievance Committee.
  - iv) Any SBA/Class Officer elected to any other SBA/Class office effectively resigns from their prior office when they are sworn into their new office.

## Section 2: Succession

Succession shall be as provided under Article V of the SBA Constitution, and Section 1 of the SBA Bylaws.

## Section 3: Elections

- 1) Chief Elections Officer –
  - a) The President of the third-year class shall be the Chief Elections Officer for all SBA elections.
  - b) The First Vice President shall be the Chief Elections Officer of all Class Elections.

- c) If the President of the third-year class or the First Vice President is unable to conduct the election, the SBA president will appoint a disinterested Executive Board member to serve as Chief Elections Officer.
  - d) The Chief Elections Officer shall be the same person throughout an election cycle including any necessary run-off elections.
  - e) No member who is a candidate may exercise any authority or be involved in organizing or conducting an election.
- 2) Elections Schedule
- a) The initial round of all class officer elections shall be held by Wednesday of the fifth (5th) week of classes during the Fall Semester of each academic year.
  - b) The initial round of elections for all SBA officers shall be held by Wednesday of the fifth (5th) week of classes during Spring Semester of each academic year.
- 3) In case of vacancy of any SBA or class office:
- a) Any SBA or class offices that become vacant shall be filled through a special election according to Article IV(C) subject to the exception in Section 3(3)(b) below:
  - b) The SBA Executive Committee may use Emergency Appointment Power to fill a vacancy on the SBA Executive Board, subject to these rules:
    - i) Class president vacancies may not be filled by Emergency Appointment
    - ii) For an SBA Executive Board vacancy to be filled by Emergency Appointment, at least one of the following conditions must be present:
      - (1) Conditions require the position to be filled immediately; or
      - (2) There are less than three months until the next SBA Officer election.
    - iii) If a position is to be filled by Emergency Appointment:
      - (1) The President shall provide written notification to the SBA of the vacancy.
      - (2) The President shall accept nominations from the SBA for the vacant office for a period of time deemed reasonable by the president.
      - (3) An individual may take office on nomination by the President and an affirmative vote of two-thirds (2/3) of the seated Executive Board members by a roll-call vote.
  - c) Class Officer Vacancies shall be filled according to Section 3(a) of the Bylaws.
- 4) Petitions for Candidacy
- a) Petitions for candidacy shall be made available to students through the OSA two (2) weeks before elections, and the Chief Elections Officer shall notify students by email that petitions are available.
  - b) Petitions are to be available to students beginning the Wednesday two (2) weeks before the elections and shall be available through the end of the week
  - c) Petitions for SBA office require the signatures of twenty-five (25) students.

- d) Petitions for class offices require the signatures of twenty-five (25) students in the same class as the petitioning candidate.
  - e) A candidate petition must contain the candidate's name (typed or printed), their year in school (1L, 2L, 3L, or appropriate joint degree indication), the office they are a candidate for, and their legal signature indicating the candidate's intent to seek office prior to the petition deadline.
  - f) Completed petitions must be returned to the OSA by 4:00 PM Friday of the week in which they are distributed.
- 5) Campaigning
- a) Candidates shall be allowed to campaign during the full school week before elections.
  - b) Speaking before a class (with permission), personal solicitations, group meetings, and campaign posters are all allowable campaign activities.
  - c) No campaign literature may be hung in the Winter Street lobby, on the SBA bulletin board, on the fabric walls of the law school, or in any other place prohibited by the Law School Handbook.
    - i) Blue painter's tape, like that available at OSA, must be used to hang all signs.
  - d) Interrupting an instructor or a class in progress is forbidden.
  - e) No candidate shall send mass campaigning e-mail(s) via Lawstu or any other listserv.
  - f) No candidate shall campaign on Election Day.
  - g) Unethical and/or fraudulent conduct may be referred to the Elections Officer and the Chief Elections Officer. Appropriate disciplinary actions may be taken.
  - h) Questionable conduct referred to the Elections Officer shall be dealt with at the Elections Officer's discretion per the Student Handbook, including conferring with other SBA members as needed.
- 6) Ballots
- a) The Chief Elections Officer shall prepare the online ballot, listing all offices to be voted on, and the names of the candidates who have appropriately filed for each office, including a space designated for a write-in vote.
  - b) Once prepared, online voting shall be accessible to voters during Election Day polling hours only.
- 7) Voting
- a) Voting is to be conducted between the hours of 8:00 am and 4:00 pm at the minimum.
  - b) An election attendant shall be available at a table in an announced location at the College of Law on voting day for any questions related to the online voting process.
  - c) Election attendants shall be those disinterested WUCL students appointed by the Chief Elections Officer.
  - d) Students must provide their names and login only with their Willamette University assigned credentials. No student may login to vote for another student.

## 8) Counting Ballots

- a) Online ballot results will not be viewed until the Election period is closed. Online ballots will be counted electronically and verified by the Chief Elections Officer, who may enlist the assistance of any other disinterested SBA officer, class officer, or OSA employee.
- b) Votes are to be counted and checked at least twice. The final results shall then be verified in the presence of at least one other SBA Executive Board member.
- c) Officers verifying election results shall do so with their legal signature and the title of the office they hold.
- d) Any candidate may ask for one recount within 24-hours of the announced results, to be conducted by the Chief Elections Officer within two (2) business days of receipt of the request.

## 9) Write-In Candidates

- a) To be counted as a valid write-in vote, the write-in must identify an SBA student by a recognizable name. A simple check in the write-in area with no written recognizable name will not be counted as a vote.
- b) A write-in candidate must receive 25 votes to be counted as an official candidate in any election with registered candidates.
  - i) If at least 25 votes have been cast for a write-in candidate, that candidate must receive 50% + 1 vote of all votes cast for that position to win.
- c) For offices with no registered candidates, a write-in candidate must obtain a simple majority of the votes cast for that position to win.

## 10) Votes Needed for Victory- To win an election, one candidate must receive fifty (50) percent, plus one (1) vote of all the votes cast for that position.

- a) In calculating 50% of all the votes cast for that position, round down to the nearest whole number.

## 11) Run-Off Elections

- a) If no candidate receives the votes needed for victory in the initial election, a run-off election will be held.
- b) The run-off will be between the two candidates who received the most votes in the initial election.
- c) If there is a tie for second place in the initial election, then the top three candidates will run-off.
- d) Write-in votes will not be accepted or counted during the run-off election.
- e) If a candidate running unopposed fails to receive the number of votes needed to win, the write-in candidate(s) receiving the most votes will be placed on the ballot as an official candidate(s) in the run-off election.
- f) Whoever receives a plurality of votes in the run-off election shall be declared the winner.

- g) A run-off election shall be held within ten (10) days of the first election. The SBA Executive Board shall consider and select a day for the run-off election based in part on when most students will be available to vote.
- h) Additional rounds of elections shall be necessary only when two candidates in a run-off election receive an equal number of votes.

#### 12) Taking Office

- a) SBA officers will take office within one week following the election.
- b) In case of a run-off election, no SBA officer shall assume office until all SBA positions have been filled.
- c) Newly elected class officers shall take office within one week after they are elected. The SBA President shall call a meeting of the Executive Board, at which time the President shall administer the oath of office to class officers.

#### 13) The Oath of Office

- a) The Chief Election Officer, or the faculty advisor for the SBA in the Chief Election Officer's absence, shall administer the Oath of Office to the newly elected SBA President, who then will administer the Oath of Office to other newly elected SBA or class officers.
- b) The oath of office shall be: "I \_\_\_\_\_, pledge my dedication to Willamette College of Law students through service in the Student Bar Association. I will support the Constitution and Bylaws of the Student Bar Association, the Honor Code of the College of Law, and will execute the duties of my elected office to the best of my ability."

#### 14) Removal from Office

- a) In the event of a necessary absence, an executive board member will notify the SBA President or Secretary in advance of the meeting.
  - i) If any Executive Board member accrues three unexcused absences in one semester, that member shall vacate their seat, and a new assignment or reelection shall be made in accordance with these Bylaws.
- b) If any officer of the Student Bar Association or any class officer is deemed seriously delinquent in their conduct or in the execution of their duties, a special recall election shall be held within ten (10) days of receipt by the Executive Board of a petition demanding a recall and signed by twenty-five (25) percent of the students represented by that officer.
  - i) A petition for the removal of a class officer shall be signed only by members of the class.
- c) The President of the third-year class shall administer a recall election except in case of conflict
  - i) The First Vice President shall administer a recall election if the President of the third-year class is unable to administer the election

- d) Adequate notice of the election will be given by the election administrator, and the election shall comply with Section 3 of these Bylaws.
- e) To recall an officer, two thirds of the ballots cast must support recall.

## Section 4: Meetings

Notice of all SBA meetings must be posted at least 48 hours prior to the meeting. Public Notice must include time, day, and location.

### 1) Conducting Meetings

- a) The Secretary will note the members present as well as guests who are presenting business to the board and certify to the President that a quorum is present. The President then will call the meeting to order.
  - i) A quorum will consist of two-thirds (2/3) of the seated SBA board, rounded up to the nearest whole person.
- b) Meetings will be conducted within the parameters of Roberts Rules unless changed by amendment.
- c) Rules utilized must include:
  - i) Recognition and opportunity for any individual wishing to be heard.
  - ii) Motions process with seconding required.
  - iii) Opportunity for discussion of motions.
  - iv) Voting on motions.

### 2) Attendance of Officers

- a) Officers may fully participate in the meetings via teleconference, when there is:
  - i) a significant scheduling conflict, and
  - ii) the officer has previously notified the president or secretary.

### 3) Voting

- a) Each Executive Board member present has one vote that may be exercised by that member.
- b) No voting is allowed absent a quorum.
- c) No voting by proxy will be permitted.
- d) An absent class President may be represented by the class Vice President or Secretary-Treasurer as permitted by Section 1 of these Bylaws.
- e) Methods of voting that may be used are:
  - i) A simple voice vote: all in favor "aye," opposed "nay," abstain.
  - ii) Vote by a show of hands.
  - iii) Assent: "Any opposition? Hearing none, the measure passes."

- (1) The Chair must acknowledge opposition to assent if it is expressed; if opposition is expressed, a simple voice vote, or a roll-call vote, is sufficient to satisfy an expressed dissent.
- iv) Roll-call vote: Each member is called by name; a response of "aye" or "nay" will be recorded by the Secretary for publication in the minutes.
  - (1) The President, if voting, is required to vote last.
  - (2) A roll-call vote is required for all requests for spending Student Bar Association money or at the request of any Executive Board Member.
- v) In the event of a shortened timeline, an online voting ballot may be used.
  - (1) The application of the online voting ballot must be approved by a majority vote before it is applied.
  - (2) The SBA Secretary will create and disseminate the online voting ballot, with clear instruction of the issue that is being voted, and the time that the vote opens and closes.
  - (3) The results of the votes will be read into the minutes in the next SBA meeting.
- f) The method of voting, unless otherwise required by these Bylaws, is within the discretion of the President or the presiding officer.
- g) No votes may be taken privately or by secret ballot for any reason.

## Section 5: Committees and Student Representatives

- 1) Qualifications - Any member of the student population of WUCL not on academic probation may serve as a committee representative.
- 2) Record Keeping - The SBA Secretary shall keep an updated list of all WUCL committee members and University committee members, and the SBA Secretary shall provide the list to the WUCL Office of Student Affairs.
- 3) Appointment to College of Law and University Committees
  - a) The First Vice President shall coordinate the selection process by publishing a list of the committee positions available and a description of each committee's function, and publicize committee positions available.
  - b) An application sign-up list should be made available by the First Vice President for interested students. Applications are to be reviewed by the President and the First Vice President, who together will recommend appointment of committee members. The President or First Vice President must consider:
    - i) Any particular areas of student interest or expertise.
    - ii) Creating a mixture of representation among classes on the committees.

- iii) Judgment as to an individual's commitment to actively serve on a committee, including work commitments, other activities, and class schedule.
  - iv) The applicant's ability to work with students.
  - v) Previous appointment to a committee with the goal of creating continuity from one year to the next. Preference should be given to a student who wishes to remain on a committee for a second or third year of service.
    - (1) Preference should be given to students not currently serving in a student government capacity, although Executive Board members are eligible to serve on committees.
    - (2) The SBA President may remove or suspend any committee member who does not perform their appointed duties, regularly misses meetings of their committees, or fails to adequately communicate with the SBA.
    - (3) The SBA President may immediately suspend a committee member without approval by the Executive Board. The President may only suspend a committee member if the President will be asking for that member's removal at the next Executive Board meeting, or within two weeks of the suspension, whichever comes first.
    - (4) Removal of a committee member must be approved by a simple majority of the Executive Board.
    - (5) The committee member and other members of the committee may be called by the Executive Board to answer any questions necessary to make a decision regarding removal.
- 4) Duties of Committee Members
- a) Attend committee meetings.
  - b) Participate to further to goal of the committee.
  - c) Once selected, committee members will be required to communicate, either by oral examination or by written report, with the SBA Executive Board, either directly or through the First Vice-President.
    - i) Student Committees shall appoint a member as secretary to take minutes of meetings.
    - ii) Student/Faculty Committee members shall report to the SBA following committee meetings to inform the members of committee activity.
    - iii) Student opinions should be actively solicited prior to voting in committee.
    - iv) Committee members must notify the student body of issues or activities in which student opinion or participation is appropriate, and actively solicit or request responses.

## Section 6: Organizations

- 1) The Student Bar Association shall require all recognized student organizations to have the following:
  - a) A current copy of the organization's constitution, bylaws, charter, or rules on file with the SBA. Organizations are responsible for providing SBA with updated constitutions, bylaws, charters or rules.
  - b) A list of current officers and election schedules.
  - c) The SBA shall require all recognized student organizations to:
    - i) be open to all members of the student body, and
    - ii) to conduct their organization in a manner such that there is no discrimination in membership on any basis.
    - iii) This in no way requires a change in the activities or focus of the organization.
- 2) Student Organization Funding
  - a) All student organizations receiving SBA funding shall be required to:
    - i) Keep their general ledger statements for a minimum of 3 years in the storage space provided by the SBA Executive Committee.
    - ii) Maintain an accurate and current computerized record of their financial data; and
    - iii) Share their electronically stored general ledger statements and their financial information with the SBA Treasurer.
  - b) The Student Bar Association shall require all recognized student organizations to fully account for all funds received from the Student Bar Association.
  - c) The SBA shall not fund any dues to a national affiliation or any other membership fee from which only members of the organization are eligible to receive a benefit.
  - d) The SBA shall require that all recognized student organizations that received funds in one of the previous two regular budgeting periods, or that received emergency funds within the previous year, to account fully for those funds prior to requesting more funds from the SBA. Failure to properly account for funds will result in SBA oversight of future expenditures as specified in the Discipline of Recognized Student Groups section of these Bylaws.
  - e) Organizations that received funds in the prior budget cycle shall account fully, with documentation, for money budgeted to it during the prior budget cycle.
  - f) The SBA may fund speakers in an amount up to \$500 per year.
  - g) The Executive Board may grant requests for extra funds with a vote of 75% of the Executive Board.
  - h) Student organizations shall be funded under procedures adopted by the Student Bar Association, the SBA Treasurer, and the Budget Committee.

- 3) In situations not addressed in these Bylaws, the SBA Treasurer shall conduct the budgeting process within the spirit of these procedures.
- 4) Student Organization Presidents, or Chairpersons, shall meet with the First Vice President up to two times per semester. The meeting shall be scheduled at the discretion of the First Vice President. Attendance at the meeting shall bear directly on the good standing of a student organization including distributions made to the student organization.
- 5) Violation of this section will result in a loss of recognized status.

## Section 7: Granting of Student Bar Association Organization Status

- 1) Any student-led group in the College of Law may apply to become a recognized SBA organization. The procedure all groups must follow shall be:
  - a) The group must enlist the support of at least three Executive Board members willing to sponsor a proposal asking the SBA to grant SBA organization status to the group. The proposal shall contain a detailed description of:
    - i) the group's statement of purpose;
    - ii) the selection process for members and officers;
    - iii) the organization's constitution, bylaws, or charter (which shall include the duties and requirements of its officers and members);
    - iv) the proposed meeting times and procedures for meetings.
  - b) The criteria used to determine support of Executive Board should include:
    - i) the service provided to the law school community by the organization;
    - ii) the number of law student members in the organization;
    - iii) the amount of time the organization has been in existence.
- 2) The proposal shall be introduced to the Executive Board by its sponsoring members.
  - a) Executive board members are to be provided with copies of the proposal, and action shall follow no sooner than one week and no later than two weeks from the day the proposal is submitted.
  - b) The Executive board shall fully discuss the merits of the proposed group, and its potential to its members and the student body.
  - c) Status is granted when two-thirds (2/3) of Executive Board members support the proposal.
- 3) Reactivation of Inactive Student Groups:
  - a) If the student group became inactive because of disciplinary action by then the SBA then the provisions of Section 9, infra, apply.

- b) If the student group has fallen inactive (has no student body activity for two full years), the group may reapply for active status according to the procedures outlined in Section 8(1) and Section 8(2), supra.
- c) If a student group is inactive, the SBA may deem it officially inactive by a majority vote, and any remaining funds in their account will be returned to the SBA account, per Section 19, infra.

## Section 8: Discipline of Recognized Student Groups

- 1) For any breach of trust with regard to student funds, or any activity that violates ethical, legal, honor code, or other intra school standards, the SBA Executive Board may revoke an organization's recognized status, or may suspend status for a period of 1/2 to 1 full semester, or may take other appropriate measures as agreed upon by two-thirds (2/3) of the Executive Board.
  - a) Such action requires notice to the organization's president at least one week in advance and must be followed by a full written report to the student body, spelling out the reasons for the action.
  - b) If status is revoked, reinstatement may be requested in the following semester, and granted if supported by two-thirds (2/3) of Executive Board members.
  - c) If reinstatement is allowed after a breach of trust related to student funds, the Executive Board will provide strict oversight of the student organization's future expenditures until the probation is revoked.
  - d) The SBA may delegate the expense approval oversight to the First Vice President.

## Section 9: Lawstu Mail Group

- 1) Student Organizations - The SBA has adopted the following guidelines for student organization use of the Lawstu mail group.
  - a) Two members of each student organization will be granted Lawstu access. The club may choose any of its officers to be the persons with Lawstu access.
  - b) Each member of the SBA and class representatives may have Lawstu access with privileges per Rule A (1)(c). Exempt from these rules are emails that the student handbook requires of SBA and class representatives.
    - i) Student organizations may advertise for their "Qualified Events" through Lawstu by sending a maximum of one (1) email a week and one (1) additional email the week of the event. "Qualified Events" are those that are open to the entire law school student body and are of general interest or applicability to the student body.

Regularly scheduled meetings of student organizations are expressly not “Qualified Events” under this rule unless the meeting will present a speaker or event that is of general interest. General interest means that it bears a quantum of interest to students outside of the student organization.

- ii) If two or more student organizations jointly plan, sponsor or support an event, Rule 1(b)(i) applies to such organizations as though they are a single entity.
  - (1) Student organizations may not use Lawstu to conduct organization business, or to advertise their organization generally, with the exception of one email at the beginning of each semester, to notify students of the organization’s existence and meeting times.
  - (2) Student organizations may send two (2) emails through Lawstu per semester notifying students of significant holidays or events. These emails are in addition to those allowed under Rule 1(b)(i) or Rule 1(b)(ii).
- 2) Any student who violates the rules of this section may be sanctioned by the Executive Board if it is determined by a majority vote that the student has violated these rules. The Executive Board may raise the issue of sanctions on its own, or upon complaint by any law school student, faculty, or staff. The Executive Board may decline to consider sanctions under this section by a majority vote.
  - a) Sanctions under this rule section include warning, and revocation of Lawstu privileges.
    - i) Upon first offence, the student will receive a warning.
    - ii) For subsequent offense, student’s Lawstu privilege will be revoked.
    - iii) Revocation lasts for the remainder of the current semester, or if revocation occurs after the midpoint of the semester, then for the remainder of the semester plus the first 10 weeks of the following semester.
- 3) Students facing revocation of Lawstu privileges may speak to the Executive Board on their own behalf at a regularly scheduled Executive Board meeting.
  - a) Students whose access has been revoked may appeal once to the Executive Board at a regularly scheduled meeting.
    - i) A majority vote will determine the outcome of the appeal.

## Section 10: Treasury and Expenditures

- 1) At the beginning of each semester, the Treasurer of the SBA shall contact the University Business Office to appropriate the student fee money on which the Student Bar Association operates.
- 2) The Executive Board shall allocate student fee money primarily in three areas:
  - a) Classes – These funds, which shall constitute a minimum of one-third (1/3) of the semester allocations, shall be allocated by the Budget Committee equally among the

- classes, with the exception of the third-year class, which receives additional funds in the school year of their graduation.
- i) The class Presidents shall be accountable to their class, the SBA, and the SBA Executive Board for all monies disbursed and spent, and maintaining ledgers that are available to the public for the entire 3 years.
  - b) SBA – These funds are for purposes, traditional and otherwise, through which the SBA serves the student body.
    - i) With the exception of class funds for which class Presidents must account, the SBA shall be wholly accountable to the student body for all student monies disbursed and spent.
    - ii) The SBA Executive Board shall keep accurate and open books publicly available to the student body.
    - iii) The Executive Board shall approve all monetary expenditures, including student organization distributions and ABA Conference expenditures, by roll-call vote unless otherwise permitted within the Constitution or Bylaws.
    - iv) The SBA President, in conjunction with the SBA Treasurer, shall issue a report following the approval of monetary expenditures as part of minutes of the Executive Board meeting on the financial status of the SBA, including individual budget allocations and other relevant information. The financial report shall also be posted in the minutes of the no later than two weeks after SBA approval of the budgets.
      - (1) The financial report shall include the actual allocations to each organization along with any policy, reasons, or other rationale on which allocation decisions were made. This shall include information about each budgeted organization, including the number of members in the organization, the number of events they held in the past budget cycle and the number of anticipated events in the current budget cycle.
  - c) Student Organizations
    - i. These funds, which shall constitute a minimum of one-third (1/3) of the semester allocations, shall be allocated by the Budget Committee.
  - 3) Willamette SOAR Center Distribution – The SBA President and Treasurer shall meet at the beginning of each Budget Cycle to determine the amount to be allocated to the Willamette University SOAR Center or similar resource to ensure that WUCL students continue to be granted access.
    - a) No less than \$100 will be granted to SOAR center per budget cycle.
    - b) The SBA President and Treasurer will present the recommendation to the Executive Board for a vote.
      - i) The recommendation requires a two-thirds (2/3) approval vote in order to pass.

- c) This distribution can be unfunded by a vote of two-thirds (2/3) of the present voting Executive Board.
- 4) Discretionary Disbursements - Anyone who is not an Executive Board member seeking discretionary disbursements of SBA funds may come before the Executive Board.
  - a) In order to request a discretionary disbursement, the requesting party must have the sponsorship of at least two members of the SBA Executive Board.
  - b) The request shall be a written proposal for the use of discretionary funds.
  - c) The Budget Committee must review any request for discretionary distribution of funds. The Budget Committee must provide a written approval or rejection of the request within ten calendar days of the request being presented to the Executive Committee, or before the next Executive Committee meeting, whichever is sooner.
  - d) A written approval or rejection should include an explanation, including anticipated expenditures for the SBA, prior funds distributed to an organization, the appropriateness of the request, the foreseeability of the financial need, and other proper considerations.
  - e) After the Budget Committee reports either an approval or rejection of the request, the Executive Committee may vote on the request.
  - f) If the request is approved, the SBA Treasurer shall report to the Executive Committee with receipts of the amount spent under this subsection before the end of the budget cycle.
- 5) Presidential Discretionary Expenditures – The SBA President shall have the authority to discretionarily authorize expenditures for up to \$50 without Executive Board approval.
  - a) The SBA President must notify the SBA Treasurer before approving any discretionary expenditures.
  - b) This power is authorized only in those circumstances where obtaining SBA Executive Board approval would cause unnecessary delay or financial harm to the SBA or an SBA approved organization.
  - c) No more than \$150 per budget cycle may be spent in this manner.
- 6) Emergency Funding
  - a) A request for emergency funding must be made to the SBA Executive Committee when an event or opportunity arises which was unforeseen at the time of the budget process.
  - b) An emergency funding request includes funds during the semester requested to fund a new organization, activity, or budgetary need.
  - c) The emergency request must be filed with the SBA Treasurer. The request should explain:
    - i) What the activity/need is;
    - ii) The purpose of the activity;
    - iii) The estimated cost of the activity;

- iv) Why the funds were not initially requested at the beginning of the budget cycle;
  - v) When the funds are required;
  - vi) Who will be accounting to the SBA Treasurer for the spending of the emergency funds;
  - vii) Whether this organization or individual has requested emergency funds before;
  - viii) If it is a student organization, an accounting of other available funds.
- d) A member of the organization must present the request to the Executive Board.
  - e) The organization receiving emergency funds will indicate receipt of the money in their next Budget Packet. Emergency funding shall be included in the Actual Last Period column.
  - f) Emergency requests require a vote by two-thirds (2/3) of all present voting Executive Board members.
- 7) Recognized Student Organization Accountability - Student organizations shall account fully to the SBA and their members for all student fee money they receive in the Budget Cycle and maintain physical and digital ledgers for all expenses for the past 7 years.

## Section 11: Budget Committee

- 1) At the beginning of each budget cycle, the SBA Treasurer shall call the Budget Committee, comprising the SBA Treasurer, the class treasurers, and the SBA Ombudsperson.
- 2) The SBA Treasurer is the Budget Committee Chair and shall select one member of the committee to act as recorder.
- 3) Student organizations wishing to receive SBA funding must submit a Budget Packet to the Budget Committee Chair, and the Budget Committee may require attendance at programming by the First Vice President to receive funds during the budget cycle.
- 4) Budget Committee Meeting
  - a) The Budget Committee shall conduct a meeting at which it will review each organization's budget requests as represented in the organization's Budget packet. At this meeting, one or more representatives of the organization may appear before the Budget Committee to answer questions about their budget requests. Otherwise, the Budget Packet will act as a complete explanation and request.
    - i) Any organization wishing to have its budget request reviewed again can appeal to the full Executive Board.
  - b) The Budget Committee shall give organizations 72-hour notice of the meeting. Organization representatives should know the details of the past budget period relating to activities, resources, expenditures, etc., together with those proposed for the current period.

- c) Prior to this meeting, if an organization has not substantially complied with the information and documentation requested, the treasurer shall return their budget form with a checklist marked as to the deficient areas.
- d) Procedure
  - i) The Budget Committee shall vote to approve, deny, or modify each organization's budget request.
  - ii) Each Budget Committee member has one vote.
  - iii) A recommendation shall pass by a simple majority.
  - iv) Any member of the committee who also serves as an officer of an organization shall declare a conflict of interest and refrain from voting on any funding recommendation for that organization.
- 5) Failure by a student organization to substantially cure an area relating to funds unaccounted for will result in a conclusive presumption that the money not accounted for has not been spent and may trigger an automatic reduction of the budget request.
- 6) Failure by a student organization to provide other information requested will be handled at the discretion of the Budget Committee.
- 7) The Budget Committee shall act in an oversight capacity for the expenditures of the discretionary funds and fill any other role in the expenditures that a majority of the SBA Executive Board deems necessary.

## Section 12: Treasury Definitions

- 1) Allowable Expenses – A budget committee decision determining which of an organization's projected expenses for the budget period may receive funding.
- 2) Budget Committee – An administrative subcommittee of the SBA Executive Board responsible for reviewing organization budget requests, determining allowable expenses, determining substantial compliance with accountability requirements, evaluating each organization's benefit to students, and making funding recommendations to the Executive Board.
- 3) Budget Packet – Reporting forms that include: Organization and Activity Information, the Financial Statement/Forecast and Subsidy Report, Explanation Form, and supporting documentation required to be filed each budget period.
  - a) Organization and Activity Information Form – A form that lists information on the organization's current status, past and proposed activities, and levels of student participation.
  - b) Financial Statement/Forecast and Subsidy Report – A form that lists:
    - i) Proposed expenditures for the last budget period;
    - ii) Actual expenditures for the last budget period; and

- iii) Projected expenditures for the next budget period.
  - c) Explanation Form – A form for additional comments on the quality and participation concerning sponsored activities and any explanations (with references to the Financial Statement).
  - d) Supporting Documentation – Financial Records to back up the information on the Financial Statement.
- 4) Budget Period – The period for which recognized organizations shall request funding. There are two budget periods during each year.
    - a) Fall – Approximately September 12 to February 11 of the same academic year.
    - b) Spring – Approximately February 12 to September 11 of the following academic year.
  - 5) Check Request Copies – check request copies or receipts totaling semester expenditures since the last time the organization received SBA funding. If checks are written to individuals, receipts will be necessary to supplement the supporting documentation.
  - 6) General Ledger Statements – (1) statement showing the beginning balance for last period, if not on file with the SBA, with or without account reconciliation; (2) statement showing the deposit of the SBA's subsidy allocation from the last budget period in which the organization received SBA funding; (3) statement showing the ending balance for the last period, with or without account reconciliation.
  - 7) Emergency Funding: A request for funds to sponsor an activity or obtain an opportunity for the student body, which was unforeseen at the time the budget packet was submitted.

## Section 13: Fall Budget Period – Timelines

- 1) Forms shall be available during the second week of class, or no later than three weeks before class officer elections.
- 2) Forms shall be due on Monday, one week before class officer elections, by 5:00 p.m.
- 3) Budget Committee hearings shall be held within one week following the class officer elections.
- 4) The Budget Committee shall report to the Executive Committee at a meeting within one week following the Budget Committee Hearings per Section 16(1).

## Section 14: Spring Budget Period – Timelines

- 1) Forms shall be available during the second week of class, preferably on Monday.
- 2) Forms shall be due one week from the first day they are available.

- 3) Budget Committee Hearings shall be held within one week of the date forms are due and before the last meeting of the current SBA Executive Board, so budgets may be approved before officer transition.

## Section 15: Budget Reporting

- 1) The Budget Committee shall report to the Executive Committee at the meeting immediately following the Budget Committee Hearings. The SBA Treasurer shall report:
  - a) The organizations that are requesting funds.
  - b) The amounts requested.
  - c) The Budget Committee recommendations.
  - d) Any contingencies recommended.
- 2) The approval of the report and the Budget Committee recommendations may be made at once, or individually by organization.
- 3) Prior to an Executive Board vote, the SBA Treasurer shall inform the Executive Board of the allocation amounts recommended for each organization.
- 4) Funds approved for any activity which the Budget Committee believes may not occur during the budget period shall be funded through a contingency fund. The Budget Committee shall earmark the funds for the requesting group, yet those funds shall remain in the SBA general account until the confirmation of the activity requiring the payment of fees, or until an invoice is received.
- 5) When an organization receives approval for a contingent expenditure, the money set aside must be spent for its specified purpose.
- 6) Contingencies approved in the Spring Budget Period must be spent by October 1 of the next academic year. Likewise, contingencies approved in the Fall Budget Period must be spent by February 1 of the same academic year.
- 7) This policy is intended to prevent the SBA from having to seek reimbursement for money which has not been used, which represents a commitment breached by the organization.
- 8) Contingency funds not appropriately accounted for by the deadlines shall lapse and become general fund money of the SBA.

## Section 16: Notice of Budget Committee Meetings

- 1) Notification to Budget Committee members: Upon election of class Treasurers, the SBA Treasurer shall provide the class Treasurers and the Ombudsperson with the proposed Budget Committee meeting time by memo or in person.

- 2) Publication of Budget Committee Hearing: Date, time, and location of the Budget Committee Hearings shall be posted on the SBA Board in the law school.

## Section 17: Late Budget Allocations

- 1) If an organization submits its allocation request past the deadline, it still may be given funding if the following conditions are met:
  - a) After hearing the explanation of tardiness, the Executive Board votes to allow submission.
    - i) A majority vote will permit the submission of the late request.
  - b) If the late request is accepted, a majority of the Executive Board vote is required to allocate funds.

## Section 18: Reclaiming of allocated funds

- 1) Any organization that is no longer actively participating at WUCL shall be required to return any unspent funds that were allocated by the SBA.
- 2) To facilitate the reclamation of unspent funds contained in accounts held by inactive or disbanded student organizations:
  - a) No student organization at WUCL shall have off-campus bank accounts.
  - b) No SBA officer will be allowed to withdraw funds from any student organization account unless:
    - i) The SBA officer is closing out the account and reclaiming SBA allocated funds contained therein, or
    - ii) The SBA officer is also an officer of a student organization and is authorized to access that organization's account;
- 3) The SBA is authorized to close-out any student organization account and reclaim any funds contained therein after a specific period of time, not to be less than 8 months, has passed without an indication of account activity, or the student organization has informed the SBA of its intent to cease all activity;
- 4) No exemptions to any clause in this section (Section 19) of the Bylaws will be provided.

## Section 19: Negative balances in student organization accounts

- 1) If any student organization account balances go into the negative - due to actions of the student organization, then on the next budget cycle the student organization's distribution:
  - a) shall not exceed the distribution made in the previous budget cycle to the student organization;
  - b) will be limited to a maximum funding allocation that shall not exceed the funding from the previous cycle; and
  - c) shall be subject to any outstanding or overdrawn balance currently standing in the student organization account.
- 2) If the Executive Board pays the student organization's outstanding or overdrawn balance, the student organization disbursement shall be subject to reduction as repayment to the Executive Board.
- 3) Once the Executive Board is made aware of any negative balances in any student organization accounts, the student organization shall be immediately placed onto a probationary period of two full budget cycles.
- 4) The Executive Board, at their discretion, may reduce the probationary period for the student organization. The probationary period must last for a minimum of one full budget cycle.

## Section 20: The SBA Social Events Committee

- 1) The Second Vice President shall call the SBA Social Events Committee.
  - a. The SBA Second Vice President, the class Vice Presidents, and the SBA Ombudsperson comprise the SBA Social Events Committee.
- 2) The Second Vice President is the Social Events Committee Chairperson and shall select one member of the committee to act as recorder.
- 3) All social events organized by the SBA should be discussed and approved by the Social Events Committee. Funding for SBA events must be discussed by the Social Events Committee, recommended to the Executive Board, and approved by required vote of the Executive Board.
- 4) Social Events Committee Meeting
  - a) The Social Events Committee shall conduct a meeting at least once every month at which it will review, discuss, and approve each SBA social event.
    - i) The Second Vice President may delegate tasks to the members of the committee to complete and accomplish SBA Social Event Committee events.
  - b) The Second Vice President shall give members 72-hour notice of the meeting.
  - c) Procedure
    - i) The Social Event Committee shall vote to approve, deny, or modify each SBA Event

- ii) Each Social Event Committee member has one vote.
- iii) A recommendation shall pass by a simple majority.
- iv) The funding recommendation must then be submitted to the SBA Executive Board by the Second Vice President for funding approval during a scheduled meeting of the Executive Board.
- v) Information on events approved by the SBA Events Committee that do not require funding may be reported to the Executive board during a regularly scheduled meeting.
- vi) Class Vice Presidents may discuss class social events for consideration and planning purposes during scheduled times of this committee, but approval from this committee is not needed.

## Section 21: Amending Bylaws

- 1) These Bylaws, adopted in September 2019, shall operate under the Student Bar Association Constitution, 2019. All previous Bylaws shall be null and void.
- 2) Amendment to these Bylaws requires approval by two-thirds (2/3) of seated Executive Board members.