



# CONCORDIA UNIVERSITY

## SCHOOL OF LAW

### Student Bar Association Bylaws

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## **Chapter I** **General Steering Committee (Expired)**

This chapter has expired.

## **Chapter II** **SBA-Recognized Student Organizations**

### **Section 1.** Recognition of Student Organizations

The Governing Council will recognize student organizations that comply with the requirements, criteria, rules, and recognition procedures as established within these Bylaws, the Constitution, and the Student Handbook. Recognized Student Organizations (“RSOs”) must comply with all applicable provisions of these Bylaws to retain their recognition status. Recognition of a student organization does not signify or imply that the SBA or the SBA Governing Council endorses that student organization's beliefs, ideas, or actions.

### **Section 2.** Recognition Requirements

1. *Minimum Student Participation.* All student organizations seeking recognition under this Chapter (candidate organizations) must consist of at least four students currently enrolled at the Concordia University School of Law at the time the application.
2. *Organizing Documents.* All candidate organizations must be governed by a Constitution and/or Bylaws, adopted by a majority of all students participating in the organization at the time the application for recognition is submitted.
3. *Presiding Officer.* All candidate organizations must elect a presiding officer, who shall serve as the organization’s primary point of contact with the Governing Council.

### **Section 3.** Recognition Application & Sponsorship

1. *Sponsorship.* The candidate organization must obtain the sponsorship of at least one member of the Governing Council or a member of the Faculty. Sponsoring members of the Governing Council may not be an officer of the candidate organization.
  - a. Statements of sponsorship must be supplied to the Vice President in writing, prior to the Governing Council’s consideration of the application, if a sponsoring member of the Governing Council will not be present at the meeting the candidate organization is scheduled for consideration.
2. *Application for Recognition.* The candidate organization shall submit an application for recognition to the Vice President at least three days prior to the Governing Council’s consideration of the application in accordance with Section 4(B) of this Chapter. The application must include the following:
  - a. The organization’s name.
  - b. A roster of the organization’s officers—including full names, and class year—which must be in accordance with Section 2(1) and 2(3) of this Chapter.
  - c. A statement of the organization’s purpose.
  - d. A copy of the organization’s Constitution and/or Bylaws, whether adopted or in draft form, which shall include (1) the process used to select its members and officers and (2) the duties and requirements of its members and officers.
  - e. The name of the sponsor who is sponsoring the student organization.

**Section 4. Recognition Procedures**

1. *Notice.* The Vice President must notify all members of the Governing Council once a completed application for recognition has been received. The notice must include all application materials referenced in Section 3(2) of this Chapter and be provided to the Governing Council at least two days prior to the meeting at which the candidate organization's application for recognition is considered.
2. *Timeliness.* Any completed application for recognition shall be considered by the Governing Council within two meetings following the Governing Council's notification of the application for recognition.
3. *Attendance.* One of the candidate organization's officers may be present at the Governing Council meeting at which their application for recognition is considered.
4. *Governing Council Approval.* The candidate organization's application for recognition must be approved by a simple majority vote of all present and voting members of the Governing Council.

**Section 5. Funding of Newly-Recognized Student Organizations**

At the time a student organization becomes recognized as an RSO by the Governing Council, funding from the Budget & Appropriations Committee may be applied for as defined in Chapter IV of these Bylaws.

**Section 6. Minimum Event Requirements to Maintain Funding Eligibility**

Each RSO shall host a minimum of one SBA-funded event each semester that is open to the entire SBA. Each host RSO must make all reasonable efforts to ensure the SBA is aware of the RSO's event(s).

**Section 7. Registration of Student Organizations**

1. *Frequency & Timeline.* The Vice President shall oversee an annual RSO registration process. Every RSO must comply with this process in order to remain recognized by the Governing Council. Each RSO must submit all required registration materials to the Vice President by the registration deadline, the second Friday of September. The Governing Council shall review each RSO's registration materials within two weeks following the registration deadline.
2. *Registration Materials.* The presiding officer of each RSO must submit a brief memorandum to the Vice President, which includes the following information:
  - a. The RSO's name.
  - b. The current officers of the RSO.
  - c. The faculty advisor.
  - d. A statement that the RSO intends to comply with the SBA Bylaws.
  - e. A statement of the RSO's purpose. (If it has changed.)
  - f. A copy of the RSO's adopted Constitution and/or Bylaws in accordance with Section 3(2)(d) of this Chapter. (If they have changed).
3. *Failure to Register.* The Vice President shall report to the Governing Council within one week of the registration deadline and identify any RSO that has failed to register. The officers of any RSO failing to register shall be notified by the Vice President of the meeting at which the Governing Council will review the registration report, and be

provided the opportunity to attend this meeting. At the conclusion of this meeting, any un-registered RSOs may be suspended, unless the Governing Council votes to extend the RSO's registration deadline. Extension of the registration deadline requires a simple majority vote of all present and voting members of the Governing Council.

4. *Continued Failure to Register.* If a suspended RSO fails to register by the first academic day of the spring semester, the RSO's recognition shall be automatically revoked.
5. *Re-recognition.* A student organization seeking new recognition after its recognition status has been revoked must re-apply for recognition based on the procedures previously established in this Chapter.

#### **Section 8.** Suspension & Revocation of Organization Status for Reasons Other Than Failure to Register

1. *Suspension by Governing Council Vote.* Any RSO may have its recognition status suspended for violating these Bylaws by a two-thirds vote of all present and voting members of the Governing Council. The Vice President must provide the presiding officer of the RSO under consideration with one week's notice of an intent to suspend the RSO before the Governing Council may vote to suspend the RSO. The RSO under consideration for suspension may correct its violation(s) of these Bylaws prior to the Governing Council's vote to suspend the RSO.
2. *Automatic Recognition.* If a suspended RSO corrects its violation(s) in a timely manner, the suspension shall be automatically lifted effective on the first academic day of the semester following the suspension.
3. *Revocation.* If an RSO fails to take corrective action regarding the violation within thirty (30) days of the RSO's suspension, then that RSO's recognition shall be revoked.
4. *Re-recognition.* An organization seeking recognition after that status has been revoked, must re-apply for recognition based on the procedures previously established in this Chapter.

#### **Section 9.** Ineligibility for Funding

A suspended RSO will not receive any funding for the semester in which the suspension occurs. See Chapter III, Budget and Appropriations for additional information on the Appropriations Cycle.

#### **Section 10.** Student Organization President's Meetings

1. *RSO President's Meetings.* The Vice President shall coordinate a meeting of all RSO presiding officers once per semester, and may coordinate additional meetings as needed. At least one week notice of any meeting must be provided to all RSO presiding officers and the members of the Governing Council.
2. *Purpose.* The purpose of these meetings is to keep the Vice President and the other members of the Governing Council informed of the planned activities of each RSO and to insure each RSO is in compliance with the requirements of this Chapter.
3. *Attendance Requirements and Procedure.* The Vice President shall act as the Chair for and conduct each of these meetings. Members of the Governing Council may also attend. Each presiding officer or a duly appointed representative of each RSO shall attend this meeting. If an RSO fails to be accordingly represented at one of these meetings, the Vice

President may notify the Governing Council and the RSO may be suspended pursuant to Section 7 of this Chapter.

**Section 11. Discrimination**

Every RSO and candidate organization must allow any member of the SBA to participate, become a member, and seek leadership positions in the organization. No RSO or candidate organization shall discriminate on the basis of age, race, religion, gender, color, disability, sexual orientation, political beliefs, gender identity or expression, veteran status, parental or marital status, socio-economic status, nationality, or ethnic origin. No RSO or candidate organization may be discriminated against by the SBA Governing Council under the previously mentioned criteria.

### **Chapter III** **Elections**

**Section 1. Elected Offices**

Unless otherwise indicated in these Bylaws, all SBA offices for the Executive Board, House of Delegates, and Elected Representatives are subject to annual elections.

**Section 2. Supervision of Elections**

1. *Elections Committee.* The Elections Committee shall supervise and maintain oversight over all SBA elections. The Elections Committee Chair shall supervise the elections process. The Elections Committee Chair shall not be permitted to adjudicate or participate, other than as a party, in any matter related to an election that is brought before the Elections Committee. In such an action, the Elections Committee shall select a new member *pro tempore* to participate as a full voting member of the Elections Committee until the matter is resolved.
2. *Adoption and Publication of Rules.* The Elections Committee shall adopt rules and procedures consistent with these Bylaws to govern the election process. The rules must be made available at all times to the membership of the SBA in order to be valid. Election rules and procedures may not be modified within thirty days of an election.
3. *Disputes.* Any disputes or disagreements with any election rule or procedure, election results, or any other matter related to the election process, will be resolved by the Elections Committee. Disputes or disagreements with election rules and procedures must be filed in writing with the Elections Committee Chair at least forty days before the next election. Disputes with election results must be filed in writing to the Elections Committee Chair within three days of the day when the results were released to the public. The Elections Committee shall consider and resolve any dispute or disagreement related to the election process within a week of the dispute arising.

**Section 3. Elections and Timelines**

1. *Spring Election.* The Spring election for the SBA will be held the first full week of March each year. All officer positions in the Executive Board and Elected Representatives will be subject to election, unless otherwise indicated in these Bylaws. All students may vote for Executive Board positions and Elected Representatives. Newly-

elected officers will assume office at the end of the academic year in which their positions are finalized through the election.

2. *Fall Election.* The Fall election for the House of Delegates will be held on the fourth Wednesday of the Fall semester each year. Officers elected during the Fall election will take office immediately. Each Delegate position will be subject to election. Only members of a particular class section may vote for the Delegate position(s) that will represent them. Part-Time students may only vote for the Part-Time Delegate positions, no matter which year of attendance they are in.
3. *Notice of Election.* The Elections Committee shall establish an election sign-up deadline and adopt procedures which ensure that all members of the SBA who are eligible to run in the given election are notified no less than fourteen days in advance of the deadline.

#### **Section 4. Voting Rules and Procedures**

1. *Majority Vote.* A candidate will be declared the winner of an election for an SBA office upon receiving a simple majority of all votes cast for that office.
2. *Use of Instant Runoff Voting.* Each election must utilize a system of instant runoff voting (IRV) that requires voters to rank candidates in order of preference. Voters must indicate a first preference candidate and may rank other candidates in a descending order.
3. *IRV Procedures.* If one candidate does not receive a simple majority of all votes cast for a particular office, the following procedures will be used to select the winner:
  - a. The candidate receiving the lowest number of votes for that office will be eliminated.
  - b. The ballots cast for the eliminated candidate will be reallocated to the remaining candidates according to each ballot's next highest ranked candidate.
  - c. If a ballot cannot be allocated to an eligible candidate for that office, the ballot will no longer be counted for purposes of determining a simple majority for that office.
  - d. After following the process of parts (a)-(c) of this Section 4(3), if a candidate has a simple majority of all votes cast for that office, that candidate will be declared the winner. If there is still no winner, repeat the above process until one candidate receives a simple majority of votes cast for that office.

#### **Section 5. Election Rules**

1. *Campus Publications.* No candidate may use any Concordia University School of Law campus publication to campaign or announce his or her candidacy for an SBA position. The SBA may use any Concordia University School of Law campus publication to announce the candidacy of each student that has chosen to run for an elected position after the elections sign-up deadline has passed, but no student may be given any preference or undue advantage over any other student running for the same position. The Elections Committee shall develop procedures to govern the publication of any material that could be construed as candidate endorsements.
2. *RSO Endorsements.* Any RSO may endorse a candidate running for office in accordance with the rules set by the Elections Committee.
3. *Eligibility Criteria.* Any student seeking an SBA office must satisfy all criteria set forth by the Elections Committee and Student Handbook.
4. *Voting:* All elections will be conducting through either an electronic voting system or

paper ballots. The voting system and all voting procedures must conform to the standards set forth by the Elections Committee.

## **Chapter IV** **Budget & Appropriations**

### **Section 1.** Appropriations Committee

1. *Purpose.* The purpose of the Appropriations Committee is to disburse funds in a fair and consistent manner..
2. *Composition.* The Budget/Appropriations Committee shall be chaired by the SBA Treasurer and shall also be comprised of the SBA Secretary and three other students who shall be appointed by the SBA Treasurer and confirmed by a majority vote of the entire Governing Council. The SBA Vice-President and the Dean of Academic Affairs may serve on the Committee in a non-voting, advisory capacity.
3. *Meetings.* The Treasurer will schedule an Appropriations Committee meeting within three weeks of receiving the monies from the Student Affairs Director in the Fall and Spring Semester.
4. *Financially Provisional Student Organizations.*
  - a. All new and inactive student organizations shall be considered financially provisional student organizations for one semester and will be notified as such by the Treasurer.
  - b. “New” student organizations are those that the Governing Council has recognized and that have not previously existed at Concordia School of Law.
  - c. An “inactive student organization” is a student organization that has been previously recognized by the Governing Council but has failed to meet the minimum requirement to host at least one event open to all students during the current semester.
    - i. Student groups deemed inactive will be notified of their status as an inactive group by the Treasurer prior to the beginning of the next academic semester.
    - ii. If a student organization is classified as “inactive” and has received a yearlong allocation prior to becoming inactive, all remaining allocated funds shall revert to the SBA.
5. *The Appropriations Cycle.* The Appropriations Committee provides the following schedule to ensure the appropriations process is fair, thorough, and expeditious.
  - a. Budget Deadlines
    - i. On the first day of the fall and spring semesters, the Treasurer shall inform all RSOs that they have two weeks to submit their budget for the semester to the Appropriations Committee.
    - ii. At the beginning of the third week of the fall and spring semester, no more budgets shall be submitted to the Appropriations Committee without a waiver from the Treasurer.
  - b. Organization Submissions
    - i. Organizations will submit their budget requests to the Appropriations Committee based on the forms provided by the Treasurer.

- ii. Included in the budget request form will be specific information, to the extent practicable, for each event that the organization is planning, including the following information: event date, location, nature, and cost of the event.
  - c. Conflict of Interest
    - i. Appropriations Committee members must abstain from voting on funding requests proposed on behalf of an organization of which a committee member is an executive board member.
    - ii. Committee members who are executive board members of organizations seeking funds from the SBA may answer any questions during debate on the organization's budget request.
  - d. Appeals Meeting
    - i. If needed, an Appeals Meeting shall be scheduled for the week following the budgeting process. The purpose of the Appeals Meeting is to allow student organization leaders to appeal their initial allocation in the draft budget by presenting compelling reasons for additional funding from the SBA. The Appeals Meeting is optional for student organizations.
  - e. The Final Budget
    - i. The Appropriations Committee should dedicate subsequent weeks for finalizing and cementing the final SBA Appropriations Budget and presenting it for approval in compliance with the Constitution.
- 6. *Membership Dues and National Dues.*
  - a. Student organizations shall disclose to the Appropriations Committee any membership dues their members pay to that student organization, as well as the membership dues the student organization pays a corresponding national organization, if the student organization is a local chapter of a national organization.
  - b. Organizations that collect membership dues may use those dues as a non-SBA source of funding.
- 7. *Conferences & Conference Attendance Off-Campus.*
  - a. The SBA may choose to reimburse RSO members for conference costs such as transportation or accommodations.
  - b. In general, the Association will not fund national or regional conferences hosted by student organizations.
- 8. *Organization Spending.*
  - a. The SBA expects student organizations to spend their SBA budget funds in good faith, in accordance with the budget submitted to the Appropriations Committee, and in compliance with the SBA Constitution.
  - b. Any spending abuse or misappropriation of funds by an organization may be taken into consideration by the Appropriations Committee when reviewing budget requests.
- 9. *Rollover of Student Organization Funds.* At the end of each semester, all RSO account balances shall rollover to the next semester, including all remaining funds obtained from fundraisers, donations, membership dues, and other SBA-sanctioned financial activities. However, any unspent SBA allocations to RSOs will revert back to the SBA (see Article IX, Section 7 of the Constitution).

## Chapter V **Executive Board**

### **Section 1.** Executive Board Officers

All officers defined in this Chapter are the executive officers and shall constitute the executive board of the SBA. The term of office for executive officers shall be one year, beginning at the end of the academic year in which they were elected and ending following the completion of the subsequent academic year.

### **Section 2.** Qualifications

1. *Law Student.* Each executive officer, at the time of election or appointment, must be currently enrolled as a law student in good standing at Concordia University School of Law, and must have the intent to remain enrolled as a law student for the subsequent academic year.
2. *Prohibition on Holding Other Offices.* No executive officer shall simultaneously hold office in the SBA legislative branch or hold more than one SBA executive office. In the event that a Delegate is elected to an executive or legislative office while fulfilling his or her unexpired term, a replacement Delegate will be appointed according to the SBA Constitution, Article VIII, Section 3.

### **Section 3.** President

1. *Office Hours & Time Commitment.* The President shall maintain regular available hours weekly, which shall be posted in advance on the SBA Bulletin Board and on the SBA website. During this time, the President shall remain available to members of the SBA. The President shall maintain consistent accessibility to the student body through email, phone, office hours, or some other equivalent form of communication.
2. *Duties.* The President shall have the following duties:
  - a. Hold SBA Forums as needed to field student concerns and address issues.
  - b. Meet as required with the Dean of the Law School, with the Associate Deans, and with the administrative staff in order to facilitate communication between the Administration and the students.
  - c. Attend and represent the interests of Concordia University law students at open faculty meetings.
  - d. Encourage and facilitate faculty/student interaction in support of a community identity.
  - e. Manage the interests and affairs of the SBA during the summer session and provide a report of summer activities at the first Governing Council meeting in the Fall.
  - f. Participate in the Fall orientation for first year students.
  - g. Act as an ex-officio member of student committees.
  - h. Develop the agenda for each Governing Council meeting.
  - i. Call and preside over Governing Council meetings at least once per month.

- j. Review and recommend revisions to these official duties at least once per year.
- k. In conjunction with the Vice President, maintain and update the SBA Student Organization Manual at least once per semester.
- l. In conjunction with the Vice President, host a Student Organization fair during fall orientation or on or before October 15<sup>th</sup> to offer incoming students information on student organizations.
- m. If requested, be the student liaison for the Faculty's Student Affairs Committee.
- n. The President shall also be the ABA Law Student Division (LSD) Representative to represent Concordia University School of Law. The duties of the ABA-LSD Representative are:
  - i. Serve as the Chapter President of Concordia University School of Law's ABA-LSD Chapter;
  - ii. Increase Concordia University membership in the ABA Law Student Division;
  - iii. Coordinate and distribute ABA-LSD literature and materials;
  - iv. Implement LSD programs at the local level;
  - v. Distribute mail from the ABA and ABA-LSD to the appropriate students;
  - vi. Report periodically to the Governing Council concerning ABA-LSD programs and activities;

**Section 4. Vice President**

1. *Office Hours & Time Commitment.* The Vice President shall maintain regular available hours weekly, which shall be posted in advance on the SBA Bulletin Board and on the SBA website. During this time, the Vice President shall remain available to members of the SBA. The Vice President shall maintain consistent accessibility to the student body through email, phone, office hours or some other equivalent form of communication.
2. *Duties.* The Vice President shall have the following duties:
  - a. Act as the executive head of the SBA in the absence of the President.
  - b. Sit as a voting member of the Governing Council.
  - c. Oversee the Treasurer in receiving revenues and expending funds as directed or permitted by the approved SBA Operating Budget or at the direction of the Council.
  - d. Oversee the Treasurer in maintaining records of all SBA receipts and expenditures.
  - e. Formulate, with the assistance of the Treasurer, an SBA Operating Budget proposal, which shall be submitted to the Governing Council for approval as required by these Bylaws.
  - f. Manage all SBA facilities, including the SBA office, the Student Organization room (e.g. allocation of desks and space, scheduling, and up-keep), and the SBA Bulletin Board(s).
  - g. Present recommendations of the Budget Committee to the Governing Council in conjunction with the Treasurer as required by these Bylaws.
  - h. Call, preside over, and develop the agenda for the SBA Student Organization Presidents meetings.
  - i. Act as a liaison between the SBA and SBA Student Organizations, particularly with regard to recognition requirements and requests for additional funds.

- j. In conjunction with the President, maintain and update the SBA Student Organization Manual at least once per semester.
- k. Act as an ex-officio member of student committees.
- l. In conjunction with the President, host a Student Organization fair during fall orientation or on or before October 15th to offer incoming students information on student organizations.
- m. In conjunction with the Secretary, update and maintain a list of the currently recognized SBA Student Organizations and the contact information of each organization's leadership, sharing that information as requested with the law school Administration.
- n. Establish and make available the requirements for a student organization to receive SBA recognition.
- o. Oversee the student organization recognition process to ensure each student organization meets such requirements.
- p. Review and recommend revisions to these official duties at least once per year.

**Section 5. Treasurer**

- 1. *Office Hours & Time Commitment.* The Treasurer shall maintain regular available hours weekly, which shall be posted in advance on the SBA Bulletin Board and on the SBA website. During this time, the Treasurer shall remain available to members of the SBA. The Treasurer shall maintain consistent accessibility to the student body through email, phone, office hours or some other equivalent form of communication.
- 2. *Duties.* The Treasurer shall have the following duties:
  - a. Act as the executive head of the SBA in the absence of the President and Vice President.
  - b. Sit as a voting member of the Governing Council.
  - c. Receive SBA revenues and expend SBA funds as directed or permitted by the approved SBA Operating Budget or as directed by the Governing Council.
  - d. Present recommendations of the Budget Committee to the Governing Council in conjunction with the Vice President as required by these Bylaws.
  - e. Maintain records of all receipts and expenditures.
  - f. Accept bills, receipts, or proposals for reimbursement for SBA related activities and Student Organization activities.
  - g. Prepare and provide the Governing Council and each SBA Organization with an account statement of their respective budgets once per semester.
  - h. Assist the Vice President in formulating the SBA Operating Budget proposal, which shall be submitted to the Governing Council for approval as required by these Bylaws.
  - i. Sit as the chair and a voting member of the SBA Budget Committee.
  - j. Call, preside over, and develop the agenda for SBA Budget Committee meetings, which shall occur at least once per month during Fall and Spring semesters.
  - k. Update all SBA forms related to SBA funding, including the Request for Additional Funds form and the Request for Reimbursement form.
  - l. Review and recommend revisions to these official duties at least once per year.

**Section 6. Secretary**

1. *Office Hours & Time Commitment.* The Secretary shall maintain regular available hours weekly, which shall be posted in advance on the SBA Bulletin Board and on the SBA website. During this time, the Secretary shall remain available to members of the SBA. The Secretary shall maintain consistent accessibility to the student body through email, phone, office hours or some other equivalent form of communication.
2. *Duties.* The Secretary shall have the following duties:
  - a. Act as the executive head of the SBA in the absence of the President, Vice President and Treasurer.
  - b. Sit as a voting member of the Governing Council.
  - c. Record, compile, and publish all minutes of the Executive Board and the Governing Council.
  - d. Maintain a current list of all officers and their contact information.
  - e. Inform the community about SBA events and decisions through, but not limited to, creating, posting, and distributing emails, flyers, and posters and submitting advertising materials to publications, and maintain records of these advertisements to assist successive administrations.
  - f. In conjunction with the Vice President, update and maintain a list of the currently recognized SBA Student Organizations and the contact information of each organization's leadership, sharing that information as requested with the law school Administration.
  - g. Review and recommend revisions to these official duties at least once per year.

## **Chapter VI** **Legislative Branch**

### **Section 1.** Legislative Branch Officers

All officers defined in this Chapter shall be the legislative officers and shall constitute the legislative branch of the SBA. Unless otherwise indicated in this Chapter, the term of office for legislative officers shall be one year, beginning at the first meeting held upon the finalizing of their positions through elections and ending following the election of successors the subsequent year.

### **Section 2.** Qualifications

1. *Law Student.* Each legislative officer, at the time of election or appointment, must be currently enrolled as a law student in good standing at Concordia University School of Law.
2. *Prohibition on Holding Other SBA Leadership Offices.* No legislative officer may simultaneously hold any other leadership office in the SBA. No legislative officer may simultaneously hold more than one legislative office. In the event that a legislative officer is elected to another executive or legislative office while fulfilling his or her unexpired term as a legislative officer, a replacement shall be appointed according to the SBA Constitution, Article VIII, Section 3.

### **Section 3.** Elected Officers – Duties and Additional Positions

1. Delegates in the Governing Council shall, as applicable, assume the roles indicated in this Section 3 in addition to all other responsibilities assumed by virtue of membership in the Governing Council.
2. This Section shall not be construed so as to limit any delegate's primary responsibilities to the student body as a whole but neither shall a delegate be negligent in his or her governmental responsibilities in favor of other activities or obligations.
3. This Section shall not be construed to create an additional voting position on the Governing Council.
4. Delegates shall be appointed to Committee Chair positions for the purposes of Article VII, Section 3 of the SBA Constitution.
  - a. The Executive Board shall vote on the nominations made by the President to appoint a delegate as a Committee Chair.
    - i. An affirmative vote shall be a simple majority.
    - ii. In the case of a tie, the President shall determine the outcome.
5. The Committee Chair positions and prerequisites are as follows:
  - a. *Faculty and Curriculum Liaison*
  - b. *Diversity & Inclusion Committee Chair*
  - c. *Student Facilities and Services Committee Chair*
  - d. *Student Activities Committee Chair*
  - e. *Dedicated Part-Time Committee Chair*
  - f. *Barristers Ball Committee Chair*
  - g. *Concordia Alumni Society Liaison*

**Section 4.** Elected Officers - Proportion to Student Body

1. *Defined.* Students in each class shall elect one delegate for every 30 students in their respective class, with a minimum of 2 delegates, to represent all students of that particular class. Each Delegate shall sit as a voting member and attend all meetings of the Governing Council.

## **Chapter VII** **Impeachment, Removal, & Resignations**

**Section 1.** Impeachment of Elected Officers

1. *Grounds.* Personal conduct that violates the Law Student Oath, as written in the Concordia University School of Law Student Handbook, may be grounds for impeachment from any elected office within the legislative branch of the SBA.
2. *Initiation.* Impeachment may be initiated by a Governing Council resolution demanding the impeachment of the legislative officer. The resolution shall clearly state the grounds for impeachment. The introduction and passage of the resolution shall conform to the requirements of Chapter IX, Section 7 of these Bylaws, subject to the provisions of this Section 1.
3. *Defense.* The legislative officer who is subject to an impeachment resolution shall have the opportunity to appear before the Governing Council to present a defense to the impeachment prior to the vote on the resolution. Every reasonable effort shall be made to provide a copy of the impeachment resolution to the offending officer at least seventy-two hours prior to the Governing Council's vote on the resolution.

4. *Governing Council Vote.* Following the introduction of the impeachment resolution and any defense offered by the offending legislative officer, the Governing Council must vote on the resolution using a roll-call method. A motion to table or otherwise delay the vote may not be entertained. Voting by proxy is allowed. Impeachment is final and effective upon an affirmative two-thirds vote of the Governing Council members who are present, excluding any vacant positions. Every reasonable effort shall be made to allow the opportunity for the legislative officer named in the impeachment resolution to vote on the resolution.

**Section 2.** Removal of Elected Officers

1. *Grounds.* The failure of an elected legislative officer to comply with his or her duties as required in these Bylaws may be grounds for removal.
2. *Corrective Action.* Prior to resorting to removal of an officer from his or her position, the SBA President must create a performance improvement plan for the officer subject to removal, and the plan must be approved by a majority vote of the Governing Council. The officer subject to removal shall make reasonable efforts to correct all performance issues in accordance with the performance improvement plan.
3. *Initiation.* If corrective measures fail, removal from office may be initiated by a Governing Council resolution. The resolution must clearly state the grounds for removal. The introduction and passage of the resolution must conform to the requirements of Chapter VIII Section 7 of these Bylaws, subject to the provisions of this Section 4.
4. *Governing Council Vote.* Following the introduction of the resolution for removal, the Governing Council must vote on the resolution. A motion to table or otherwise delay the vote must not be entertained. Removal is final and effective upon an affirmative two-thirds vote of the entire Governing Council, excluding any vacant positions. The officer named in the resolution for removal shall be permitted to vote on the resolution.

**Section 3.** Removal of Appointed Officers

Upon the motion of a voting member of the Governing Council, an appointed officer may be removed from office by an affirmative two-thirds vote of the entire Governing Council, excluding any vacant positions.

**Section 4.** Resignation and Vacancies

1. *Resignation.* Any officer wishing to resign must submit a written letter of resignation to the President. Upon the resignation of any legislative officer, the position is vacant and shall be filled as soon as possible. If the President wishes to resign, he or she must submit a written letter of resignation to the Director of Student Affairs.
2. *Reappointment – Voting Officer.* A vacancy in a voting office must be filled pursuant to the procedures specified in Article VIII, Section 3 of the SBA Constitution.

**Chapter VIII**  
**Governing Council Meetings**

**Section 1.** Meetings of the Governing Council

1. *General Meetings.* Governing Council meetings shall be held at least once per month during the academic year, except during school breaks or examination periods. Agendas for the Governing Council meetings shall be published and available to all members of the SBA.

**Section 2. Quorum**

A quorum of the Governing Council must be present to conduct business. A quorum shall consist of a majority of all voting members of the Governing Council. Vacant positions shall not count toward the determination of the quorum threshold. In the absence of a quorum, the Governing Council may not vote or consider any motion other than a motion to adjourn.

**Section 3. Proxies**

Voting by proxy shall be permitted. The Governing Council member should give his/her vote to the SBA President prior to the start of the meeting. Additionally, a Governing Council member can e-mail their vote to the SBA e-mail account prior to the start of the meeting.

**Section 4. Conflicts of Interest**

Governing Council members shall not vote on any financial matter for which they have an actual or apparent conflict of interest. A conflict of interest arises when a pending matter personally or financially affects a Governing Council member, such that a reasonable person would question the member's ability to vote impartially and in the best interests of the SBA membership. Any Governing Council member may suggest the existence of a conflict for any other member.

**Section 5. Nominations & Elections**

1. *Scope.* Unless otherwise specified in these Bylaws, vacant or open positions shall be filled by the Governing Council through the process defined in Article VIII, Section 3 of the Constitution.
2. *Nominations.* Once a position has been declared vacant or open and subject to nomination, only the presiding officer shall nominate at least one candidate to fill the vacant position. If the person is present, they may decline the nomination. Otherwise, all nominations are presumed accepted.
3. *Voting.* Once nominations have been closed, the presiding officer shall read the names of all persons nominated and entertain discussion. All discussions relating to the nominees shall be closed, and no Governing Council member may disclose any of this discussion. Concluding the discussion, the presiding officer shall call for a vote. The nominee with the majority vote by the Governing Council shall fulfill the duties of the vacant position until the subsequent official SBA election.

**Section 6. Introduction of Business**

1. *Form of Motion.* Unless otherwise required by this Section, any voting member may make a motion in any form with regard to any subject properly before the Governing Council. The presiding officer shall restate the motion and put the question to the body.
2. *Use of Oral Motions.* Unless a written motion or other form is required by these Bylaws, any decision or action by the Governing Council may be proposed and adopted by oral motion.

3. *Resolutions.* When a resolution is required, or when these Bylaws require a written motion to propose a decision or action by the Governing Council, the matter must be presented to the Governing Council in the form of a written resolution.
  - a. A resolution must be presented whenever the Governing Council:
    - i. Directs an SBA officer to take specific action;
    - ii. Expresses a public opinion on behalf of the SBA or entire student body;
    - iii. Wishes to send a specific communication to a member of the faculty or administration on behalf of the SBA or entire student body;
    - iv. Amends these Bylaws; or
    - v. Is required by these Bylaws to act by resolution.
  - b. Resolutions must be sponsored by at least one voting member of the Governing Council.
  - c. Unless otherwise specified by these Bylaws, passage of a resolution requires a majority vote of the entire Governing Council. Upon passage, resolutions take immediate effect.
  - d. All resolutions expressing public opinion on behalf of the SBA shall be published in any school-sponsored newsletter/publication and on the SBA website after passage. All resolutions directing specific communication to a member of the faculty or administration shall be transmitted to that person by the Secretary.

#### **Section 7. Voting Procedures**

1. *Generally.* Unless otherwise specified in these Bylaws, a vote on a pending matter may be conducted by a simple voice vote or by a show of hands, at the discretion of the presiding officer.
2. *Division.* If a voice vote is conducted and the presiding officer declares the outcome, any Governing Council member may call for division, which shall require the vote to be re-conducted by a show of hands.

#### **Section 8. Minutes**

The Secretary shall take full and complete minutes of every SBA meeting. Minutes shall be maintained by the Secretary and SBA President but shall not be published and shall only be made available to executive and legislative officers. The minutes shall include the results of each vote, and when roll call is taken, the vote cast by each member of the Governing Council.

#### **Section 9. Electronic Votes**

Unless otherwise specified by these Bylaws, any matter, which in the discretion of the President requires expedited consideration or which arises when school is not in session, may be put before the Governing Council electronically by the President. Twenty-four hours shall be provided for voting Governing Council members to cast their votes electronically, and the result shall be announced in roll-call format to the Governing Council and recorded by the Secretary.

## **Chapter IX** **Committees**

#### **Section 1. Term of Committee Membership**

Unless otherwise indicated, all appointments to Committees specified in this Chapter shall expire at the end of the academic year.

**Section 2. Duties and Responsibilities of Committee Members**

1. *Chairperson.* The Chairperson shall call meetings, set meeting agendas, and report to the members of the Governing Council. The Chairperson may appoint a co-chairperson of their choice. Each Chairperson shall submit a written report to the President of SBA at least once per month.
2. *Co-Chairperson.* The Co-Chairperson shall fulfill the responsibilities of the Chairperson in his/her absence or inability to serve. The Co-Chairperson shall also complete other duties as determined/assigned by the Chairperson.
3. *Secretary.* The Secretary may take written minutes of all committee meetings and can provide those minutes to the Committee Chairperson for his/her review and eventual submission to the SBA Secretary. The Committee Secretary may also perform other duties as determined/assigned by the Chairperson.

**Section 3. Budget/Appropriations Committee**

1. *Committee Membership.* The Budget/Appropriations Committee shall be chaired by the SBA Treasurer and shall also be comprised of the SBA Secretary and three other students who shall be appointed by the SBA Treasurer and confirmed by a majority vote of the entire Governing Council. The SBA Vice-President and the Dean of Academic Affairs may serve on the Committee in a non-voting, advisory capacity.
2. *Scope.* The Budget/Appropriations Committee shall be principally charged with receiving and evaluating requests for funding from recognized student organizations and recommending action on those requests by the Governing Council. The Committee shall be subordinate to the Governing Council and may have items of business committed to or discharged from its consideration by the Governing Council. The Budget/Appropriations Committee shall operate in accordance with the applicable provisions of these Bylaws.

**Section 4. Bylaws Committee**

1. *Committee Membership.* The Bylaws Committee shall be chaired by the SBA Vice-President and shall also be comprised of the President and three other members of the SBA Governing Council as appointed by the SBA President and confirmed by a majority vote of the entire Governing Council.
2. *Scope.* The Bylaws Committee shall review all proposals for amendments to the Bylaws and shall recommend action to the Governing Council on such proposals. The Committee shall be subordinate to the Governing Council and may have items of business committed to or discharged from its consideration by the Governing Council.
3. *Biennial Review.* At least once every two years, the Bylaws Committee shall undertake a comprehensive and thorough evaluation of the Bylaws, recommending to the Governing Council's consideration all amendments that it deems necessary and proper.

**Section 5. Faculty and Curriculum Liaison**

1. *Scope.* The Faculty and Curriculum Liaison is the student liaison to the Faculty's Curriculum Committee. The liaison shall go to the committee meetings at the discretion

of the faculty. These Bylaws shall not be construed to create any actual or apparent authority on the Curriculum Committee. The Liaison shall have the following duties:

- a. Actively promote opportunities for students to become involved with *Faculty and Curriculum activities*
  - b. If requested, participate in the interviews of faculty and administrator candidates and submit written comments of student opinions to the Chair of the Faculty Hiring Committee or Administrator Hiring committee.
  - c. Consider any other matters relevant to administrator recruitment or administrator evaluation, which have been referred by the Governing Council, the faculty, and/or the Administration.
  - d. Solicit student responses for annual survey of potential law school classes.
  - e. Promote any programs of an academic nature that are of interest to students such as academic workshops and registration panels.
  - f. Consider any other matters relevant to student education that have been referred by the Governing Council, the Administration, or the appropriate faculty committees.
2. *Annual Review.* The *Faculty and Curriculum Liaison* shall review and recommend revisions to these official duties at least once per year.

**Section 6.** Diversity and Inclusion Committee

1. *Scope.* The Diversity and Inclusion Committee shall have the following duties:
  - a. Actively promote opportunities for students to become involved with the Diversity and Inclusion Committee.
  - b. The Chair of the Diversity Committee will serve as a liaison between the Governing Council, the Administration, the Faculty, and the student body regarding issues of diversity.
  - c. If requested, the Chair of the Diversity Committee will sit as the SBA representative to the Faculty's Diversity Task Force.
  - d. Ensure the SBA, faculty, and administrators are sensitive to issues affecting minority groups.
  - e. Provide a current description in plain language including the duties and commitments of the Committee in a location easily accessible by students.
2. *Annual Review.* The Diversity and Inclusion Committee shall review and recommend revisions to these official duties at least once per year.

**Section 7.** Student Facilities and Services Committee

1. *Scope.* The Student Services Committee shall have the following duties:
  - a. Actively promote opportunities for students to become involved with the Facilities and Services Committee.
  - b. Actively seek student opinions regarding the current state of facilities and services provided to the student population.
  - c. If requested, the Chair of the Facilities and Services Committee will sit as the SBA representative to the Faculty's Facilities Committee.
  - d. Provide a way for students to report maintenance issues within the law school or direct students to the appropriate administrative body to address their maintenance issue

- e. Meet with representatives from Admissions, Financial Aid, the Library, and other student service organizations as needed.
  - f. Assist in the maintenance and the cleanliness of the student refrigerator and commons areas.
  - g. Make sure all bulletin boards are free from clutter.
  - h. Seek input from students at the end of the Fall, Spring and Summer semesters regarding maintenance issues with the law school facilities or library.
2. *Annual Review.* The Student Services Committee shall review and recommend revisions to these official duties at least once per year.

**Section 8. Student Activities Committee**

1. *Scope.* The Student Services Committee shall have the following duties:
- a. Actively promote opportunities for students to become involved with the Student Activities Committee.
  - b. Encourage social interaction, friendship, and camaraderie between students.
  - c. Organize social events and extracurricular activities for the law school community, including events that cater to all students.
  - d. Encourage and foster opportunities for students derived from sources external to the School of Law and its facilities. Opportunities should include, but are not limited to the following:
    - i. Involvement with the legal community.
    - ii. Involvement with the local activities.
    - iii. Student discounts and deals.
2. *Annual Review.* The Student Activities Committee shall review and recommend revisions to these official duties at least once per year.

**Section 9. Barristers Ball Committee**

1. *Scope.* The Barristers Ball Committee shall have the following duties:
- a. Actively promote and plan the Barristers Ball.
  - b. Fundraise accordingly to pay for the Barristers Ball.
  - c. The Barristers' Ball Committee shall work with the Student Activities Committee to ensure events do not overlap.
2. *Annual Review.* The Barristers Ball Committee shall review and recommend revisions to these official duties at least once per year.

**Section 10. Dedicated Part-Time Committee**

1. *Scope.* The Dedicated Part-Time Committee shall have the following duties:
- a. Represent and to advocate the needs and interests of the Part-Time Students to the Governing Council and the Administration.
  - b. Advocate a fair allotment of opportunities, services, and facilitates to the limited schedules of part-time students.
  - c. Gather input from part-time students regarding their needs and interests.
2. *Annual Review.* The Dedicated Part-Time Committee shall review and recommend revisions to these official duties at least once per year.

**Section 11. Concordia Alumni Association Liaison**

1. *Scope.* The Alumni Committee will have the following duties:
  - a. Elect one representative to work with the Concordia Law Alumni Association.
2. *Annual Review.* The Alumni Committee shall review and recommend revision to these official duties at least once per year.

**Section 12.** Other Committees

Any SBA officer may form and preside over an ad-hoc committee to assist with the execution of his/her duties. Subject to the provisions of these Bylaws, the Governing Council may appropriate funds and place funds under the control of ad-hoc committees as necessary.

## **Chapter X** **Summer Control**

**Section 1.** Affairs of the Association

The interests and affairs of the SBA shall be managed by the President and Vice President during the summer semester. However, any expenditure of funds in excess of \$100 that is neither budgeted nor specifically approved by the Governing Council must first be approved by an affirmative majority vote of the Governing Council, which may be conducted electronically.

**Section 2.** Summer Report

The President shall make a written report of summer activities to the Governing Council at the first Governing Council meeting in the Fall semester.

## **Chapter XI** **Amendments to the Bylaws**

**Section 1.** Amendments by Governing Council

These Bylaws may be amended by an affirmative two-thirds vote of all present and voting Governing Council members during a regularly scheduled meeting subject to the presence of a quorum.

**Section 2.** Form of Proposed Amendment

Any member of the Governing Council in good standing may propose an amendment to these Bylaws. A proposal to amend these Bylaws must be in the form of a proposed resolution which conforms to the rules established in Chapter IX, section 7, part 4 of these Bylaws.

**Section 3.** Notice of proposed changes

An amendment to these Bylaws must be submitted to the Secretary one week in advance of the Governing Council meeting it will be introduced and discussed in. Any proposed or approved changes shall be publicly displayed on the official SBA website or in another manner that provides all Concordia law students access to see the proposed changes.

**Section 4.** Waiver of Notice

The three day notice condition in Section 3 of this Chapter may be waived by a two-thirds vote of all present and voting Governing Council members for any proposal contemplated under this Chapter.