Preamble
We, the students of Concordia University School of Law, establish this Constitution in order to advance the interests of the Student Body, to promote fellowship among students, faculty, and administration, to prepare the next generation of leaders in the legal community, and do require all duties and responsibilities of the offices to be fulfilled according to the highest ethical standards. Section

Article I
Name

Section 1. The name of this organization shall be the "Student Bar Association of the Concordia University School of Law," hereinafter referred to as the “SBA.”

Article II
Parliamentary Authority

Section 1. For procedure not covered in the Constitution or Bylaws of the SBA, the Governing Council shall adopt the use of the rules contained in the current edition of Robert’s Rules of Order Newly Revised.
**Article III**

**Authorities and Powers**

Section 1. The SBA is established under the Concordia University School of Law Administration and the exercise of its functions shall be subject to such conditions and limitations as the Administration may prescribe.

Section 2. Authorities and powers of the SBA shall be exercised by the Governing Council or by delegation through its agents or agencies established under the Constitution and Bylaws, except that the President, Vice-President, Secretary, and Treasurer shall have such specific powers as are enumerated in this Constitution.

Section 3. The purpose of the SBA shall be:
1. To serve as the official representative of the Concordia University School of Law student body to the administration and faculty of the School of Law and the greater community;
2. To serve as the coordinating and advisory body and a funding source for all official student organizations;
3. To assist the faculty and administration to develop and promote academic and non-academic programs designed to foster the professional growth of members of the student body; and,
4. To initiate such other programs and activities designed to improve student life.

**Article IV**

**Membership**

Section 1. All currently enrolled students of the Concordia University School of Law shall have full membership rights in the SBA.
1. Membership shall terminate upon leaving the School of Law by reason of graduation, withdrawal or dismissal.
2. No student at Concordia University School of Law shall be denied membership to the SBA, the equal opportunity to hold office, or the right to participate in any SBA-sponsored activity on any basis including but not limited to race, color, religion, creed, national or ethnic origin, sex, age, handicap or disability, sexual orientation, gender identity, political affiliation, veteran status, parental status, marital status, or socio-economic status.

**Article V**

**Executive Board**

Section 1. Composition
1. The members of the Executive Board shall be the President, Vice President, Treasurer, and Secretary. These offices shall be filled by an election of the students during the annual general election.

Section 2. Powers and Duties
1. **President:** The President shall:
   a. Be elected during the general election by a majority of the votes cast by the student body;
   b. Act as the official representative of the SBA and of the student body in its collective relations with the faculty, administration, other law schools, and members of Concordia board of trustees;
   c. Call the first meeting of the year for the Governing Council, ensure the Governing Council votes on all subsequent meeting times and places, and preside over all Governing Council meetings;
   d. Set the meeting agendas;
   e. Act as a voting member of the Governing Council;
   f. Act as a member of the Bylaws Committee;
   g. Make appointments and delegations not envisioned by this Constitution and subsequent Bylaws that are necessary to perform the duties of President and for the continued operations of the SBA; and,
   h. Represent Concordia University School of Law with the ABA LSD Representative at the Twelfth Circuit regional and national meetings and at the ABA/LSD annual meeting;
   i. Fulfill all other duties and reasonable expectations of office.

2. **Vice President:** The Vice President shall:
   a. Be elected during the general election by a majority of the votes cast by the student body;
   b. Be, in the absence of the President, the head of the SBA;
   c. Formulate, with the aid of the Treasurer, a budget for student government;
   d. Oversee the activities of the Treasurer in receiving and dispersing funds;
   e. Be the liaison to internal SBA committees;
   f. Act as chair of the Bylaws Committee;
   g. Act as a voting member of the Governing Council;
   h. Act as a non-voting, advisory member of the Budget/Appropriations Committee
   i. Perform other such duties as the President may direct; and,
   j. Fulfill all other duties and reasonable expectations of office.

3. **Treasurer:** The Treasurer shall:
   a. Be elected during the general election by a majority of the votes cast by the student body;
   b. Be, in the absence of the President and Vice President, the head of the SBA;
   c. Act as a voting member of the Governing Council;
   d. Maintain financial accounts and records of the SBA;
   e. Administer the process of allocating funds to student organizations;
   f. Promptly pay the obligations of the SBA for which funds have been designated;
   g. Prepare and present financial reports at the request of the President or the House of Delegates;
   h. Prepare, with the Vice President, the proposed SBA budget for the next academic year;
   i. Act as the chair of the Budget/Appropriations Committee;
j. Perform other such duties as the President or Vice President may direct; and,
k. Fulfill all other duties and reasonable expectations of office.

4. **Secretary:** The Secretary shall:
   a. Be elected during the general election by a majority of the votes cast by the student body;
   b. Record, compile, and publish all minutes of the Executive Board and the House of Delegates;
   c. Act as a voting member of the Governing Council;
   d. Act as a member of the Budget/Appropriations Committee;
   e. Maintain a current list of all delegates and their contact information, call the roll at all SBA meetings, and maintain the attendance record of all SBA meetings;
   f. Distribute meeting schedules and times provided by the President;
   g. 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;
   h. Maintain current committee records for review by the Governing Council;
   i. Perform other such duties as the President or Vice President may direct; and,
j. Fulfill all other duties and reasonable expectations of office.

Section 3. **Terms of Office**
1. The President, Vice President, Secretary, and Treasurer shall assume office after the end of the academic year in which their positions are finalized through election, and they shall serve until their successors assume office the following academic year.

**Article VI**

**Elected Representatives**

Section 1. Elected Representatives shall serve as voting members of the Governing Council.

Section 2. **Composition and Duties**
1. **ABA Law Student Division (LSD) Representative:**
   a. Attend all meetings of the Governing Council;
   b. Serve as the Chapter President of Concordia University School of Law’s ABA/LSD Chapter;
   c. Promote Concordia University membership in the ABA Law Student Division;
   d. Coordinate and distribute ABA/LSD literature and materials;
   e. Implement Law Student Division programs at the local level;
   f. Distribute mail from the ABA and ABA/LSD to the appropriate students;
   g. Report periodically to the Governing Council concerning ABA/LSD programs and activities;
   h. Represent Concordia University School of Law with the SBA President at the Twelfth Circuit regional and national meetings and at the ABA/LSD annual meeting;
i. Maintain general SBA responsibilities as required of any other member of the Governing Council; and,

j. Review and recommend revisions to these official duties at least once per year.

2. At such time as additional elected representatives are deemed necessary, positions shall be suggested and approved by Constitutional Amendment pursuant to Article XIII of this Constitution.

Section 3. Terms of Office

1. Elected representatives shall assume office at the first meeting held upon the finalizing of their positions through election and shall serve until the election of successors the following year.

Article VII

Legislative Body

Section 1. The legislative powers of the SBA shall rest solely in the Governing Council, which is made up of the Executive Board, the House of Delegates, and the Elected Representatives.

Section 2. The House of Delegates shall consist of members elected by a majority of votes from the class of students for which they will represent, and will be comprised of:

1. One delegate for every thirty (30) full-time 1L students, with a minimum of two (2) delegates;
2. One delegate for every thirty (30) full-time 2L students, with a minimum of two (2) delegates;
3. One delegate for every thirty (30) full-time 3L students, with a minimum of two (2) delegates; and
4. One delegate for every thirty (30) part-time students, with a minimum of two (2) delegates.

Section 3. The House of Delegates shall have the following powers and duties:

1. Each delegate shall represent the interests of their class;
2. Each delegate shall have the power to vote on all matters in the Governing Council;
3. Each member of the House of Delegates is entitled to propose and debate on all resolutions in the pursuit of the welfare of the SBA;
4. The House of Delegates shall hold the power to bring forth articles of impeachment against any member of the Governing Council, as specified in Article VIII Section 2; and,
5. Each delegate shall fulfill all other duties and reasonable expectations of office.

Section 4. House of Delegates Terms of Office

1. Each delegate shall assume office at the first meeting held upon the finalizing of their positions through elections and shall serve until the election of successors the following year.
2. In the event of a change in enrollment status of an elected delegate from full-time to part-time or from part-time to full-time, the delegate will forfeit the office. The Governing Council shall appoint a replacement to complete the term of office.
Section 5. The Governing Council shall have the following powers and duties:

1. Establish policies for, and have supervision over all affairs, properties, and activities of the SBA as outlined in the Constitution, Bylaws, and SBA budgets;
2. Approve and publish an annual budget;
3. Adopt and amend the SBA budget and authorize entry into contractual or financial relationships on behalf of the SBA;
4. Take necessary action to ensure elected or appointed officials represent the SBA and carry out the official policies that it has established including, but not limited to, the confirmation of all Presidential appointments;
5. Create ad hoc committees not envisioned by this Constitution and subsequent Bylaws that are necessary for the efficient and continued operations of the SBA; and,
6. Draft, approve, publish and amend Bylaws.

Section 6. A simple majority of the current membership of the Governing Council shall constitute a quorum for the transaction of business, unless specified otherwise in the Constitution and Bylaws.

Section 7. A special session of the Governing Council may be called by the President of the SBA, by one-third of the members of the Governing Council, or by twenty-five percent of the members of the SBA.

Section 8. The Governing Council shall meet at least once per month. This section shall not apply during vacation and examination periods.

Article VIII
Resignation, Removal, Vacancies and Absences

Section 1. Resignation
1. Members and officials wishing to resign from elective or appointive positions must submit signed letters of resignation to a member of the Governing Council.

Section 2. Removal
1. Impeachment or Removal by Governing Council
   a. The Governing Council shall have the power to remove or impeach any member of the Executive Board, Elected Representatives, or Legislative Branch as outlined in the subsequent Bylaws, Chapters V and VII.
2. Recall by Student Body
   a. The Student Body can present a recall petition to the Governing Council with signatures of no less than one-third of qualified voters for that office. The Governing Council may then remove that petitioned member by a majority vote.

Section 3. Vacancies and Absences
1. The Governing Council shall determine by a majority vote whether the absence of any member shall constitute an absence or vacancy.
   a. Absence
In the event of an absence of a member of the Governing Council, the President may appoint a temporary replacement with the consent of the remaining members of the Governing Council.

b. Vacancy
   i. In the event of a vacancy of the office of President, the Vice-President shall become President for the remainder of the term.
   ii. In the event of a vacancy of any other offices of the Executive Board or within the House of Delegates, the President shall nominate no fewer than two (2) qualified candidates to fill the vacant position. The nominee with the majority vote by the Governing Council shall fulfill the duties of the vacant position until the subsequent official SBA election is held.

Article IX
Budget and Allocations

Section 1. Budget
1. The annual SBA budget shall be recommended to the Governing Council by the Vice-President for approval by the Governing Council.

Section 2. Definitions for Allocations
1. The Association Fund is defined as the entire amount of money granted from the Concordia University Administration for use by the SBA.
2. The Student Organization Fund is defined as the portion of the Association Fund used to allocate monies to the Student Organizations by the Appropriations Committee.
3. The Internal Fund is defined as the portion of the Association Fund used by the Governing Council for its internal operations.
4. The Operating Fund is defined as a portion of the Internal Fund used at the discretion of the Governing Council in accordance with the SBA Operating Budget.

Section 3. Approval of Funds
1. The Governing Council must approve all appropriations and must approve expenditures exceeding $500 of Internal Funds.

Section 4. The Governing Council shall allocate monies from the Internal Fund to the Operating Fund and all other committee funds as established in the Bylaws.

Section 5. The Appropriations Committee may allocate Association Funds to recognized student organizations (RSO’s) provided that those organizations are in good standing and are approved for funding by the Governing Council.

Section 6. All members of the student body requesting an allocation or expenditure by the SBA or any of its committees may personally appear before the Governing Council and shall be informed of their right to do so.

Section 7. Reversions
1. On May 1 of each year all unspent allocations and expenditures shall revert back to the Association Fund, except for the Operating Fund and any accounts to which the Treasurer has explicitly granted an extension.

Section 8. Right to Review
1. All appropriations and expenditures of Association Funds may be subject to review by the Concordia University Administration.

Section 9. Prohibitions
1. Under no circumstance may Association Funds be used to support or oppose a candidate for election as an officer, delegate, representative, or other elected position within the SBA.

Article X
Elections

Section 1. The following SBA offices shall be elected:
1. President;
2. Vice-President;
3. Treasurer;
4. Secretary;
5. Delegates, as specified by the Constitution and subsequent Bylaws; and,
6. Elected Representatives, as specified by the Constitution and subsequent Bylaws.

Section 2. The procedures for election shall be determined and published by an Elections Committee that is approved by Concordia University School of Law Administration.

Section 3. Elections for the Executive Board and Elected Representatives shall be held during the first week of March.

Section 4. Elections for the House of Delegates shall be held on the fourth Wednesday of the Fall semester.

Section 5. Election guidelines shall have the force of Bylaws.

Article XI
Referendum & Initiative

Section 1. Referendum
1. The Governing Council may fashion and submit to the Student Body any measure of final action which is determined to be of overriding student interest.

Section 2. Initiative
1. Upon petition of one-third of the Student Body, and a finding by the Legislative Body that the SBA is empowered to act, such initiative shall be submitted for the approval of a student majority.

**Article XII**  
**General Steering Committee**

**Section 1.** The provisions of this Article shall take precedence over, but maintain consideration of, all Articles of this Constitution. The provisions in this Article will expire at such time as a full Governing Council has been elected or after the second Tuesday of February of 2015, whichever comes sooner.

**Section 2.** During Concordia University School of Law’s first years of operation a General Steering Committee shall be established. This committee shall be comprised of volunteers from Concordia University School of Law’s incoming students and no student shall be barred from participation. This committee shall work closely with Concordia University School of Law’s administration, faculty, and student body to help facilitate and establish the institutions and processes created by the following Articles of this Constitution and accompanying Bylaws. The specific structure and nature of the General Steering Committee shall be set forth in Chapter I of the Bylaws.

**Article XIII**  
**Amendments**

**Section 1.** Amendment Proposals
1. Amendment by Governing Council  
   a. Amendments to this Constitution may be proposed by the Governing Council. Amendments must be approved by two-thirds vote of the entire membership of the Governing Council and then are subject to ratification as detailed in Section 2 of this Article.
2. Amendment by Initiative  
   a. Amendments to this Constitution may be proposed by any member of the SBA by presenting a petition signed by no less than one-third of voting members of the SBA to the Governing Council. This amendment by initiative shall then be submitted to the student body for ratification as detailed in Section 2 of this Article.

**Section 2.** Amendment Ratification
1. Any amendment to the Constitution shall be subject to ratification by the membership of the SBA. A ratification referendum shall take place no more than ten days after the amendment is either approved by or presented to the Governing Council. A two-thirds vote from the SBA is required for amendment ratification.
2. Approved amendments are effective immediately unless otherwise specified.

**Section 3.** Continuity of Decisions
1. All decisions made by the Governing Council shall remain in effect until repealed.