

SEATTLE UNIVERSITY SCHOOL OF LAW

STUDENT BAR ASSOCIATION BYLAWS

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CHAPTER I

MISSION STATEMENT

IT IS THE MISSION OF THE SEATTLE UNIVERSITY SCHOOL OF LAW STUDENT BAR ASSOCIATION (SBA) TO REPRESENT, RECOGNIZE, AND REGULATE STUDENT INTERESTS AND STUDENT NEEDS, AND TO FURTHER OVERALL STUDENT WELFARE.

CHAPTER II

SBA-CERTIFIED STUDENT ORGANIZATIONS

SECTION 1. CERTIFICATION OF STUDENT ORGANIZATIONS

- A. The SBA Constitution identifies the existence of Certified Student Organizations (“CSOs”).
- B. The SBA Governing Council (“Council”) is empowered to certify student organizations that comply with the requirements established by the Vice President and the criteria, rules, and certification procedures set forth in these Bylaws. CSOs must comply with all applicable provisions of these Bylaws to retain their certification status.
- C. All student organizations seeking certification under this Chapter shall be referred to as “candidate organizations”.

SECTION 2. CERTIFICATION REQUIREMENTS

- A. *Minimum Student Participation.* A candidate organization must consist of five or more students currently enrolled at the Seattle University School of Law while the CSO is active.
- B. *Organizing Documents.* All candidate organizations must establish governing documents that have been adopted by a majority of all students participating in the organization at the time the application for certification is submitted.
- C. *Presiding Officer.* All candidate organizations must elect a president or other presiding officer, who shall serve as the organization’s primary point of contact with the SBA, and a treasurer who shall be responsible for managing the student organization’s budget and finances.

SECTION 3. CERTIFICATION APPLICATION

- A. *Initial Meeting.* The candidate organization must schedule a meeting with the SBA Vice President and the Student Life Program Manager before applying.
 - (1) During this initial meeting, instructions will be provided regarding the current requirements for establishing a CSO, including membership requirements, drafting a mission statement, and creating bylaws.
 - (2) The Vice President and Student Life Program Manager will evaluate whether the candidate organization’s mission or purpose may overlap with a preexisting CSO or would be outside the scope of the law school.
- B. *Application for Certification.* After completing the initial meeting, the candidate organization shall apply for certification to the “New Student Organization” form on ConnectSU. Organizations seeking certification must apply within five weeks of the beginning of each semester. The application must include:

- (1) the organization's name;
 - (2) a roster of the organization's members and officers, including full names and school email addresses. The roster must satisfy the requirements of Section 2(A) of this Chapter;
 - (3) a statement of the organization's purpose;
 - (4) a copy of the organization's governing documents, whether adopted or in draft form, which shall include the process used to select members and officers, the duties and requirements of members and officers, as well as the organization's intended frequency of meetings; and
 - (5) a summary of anticipated events and/or activities to be sponsored by the organization.
- C. *Bylaws Review.* Once an application is received, the Vice President shall send a copy of the candidate organization's drafted governing documents to the SBA Bylaws Committee for review. The SBA Bylaws Committee shall review the governing documents for mistakes or violations of school rules, then provide suggested edits and changes to the candidate organization.

SECTION 4. CERTIFICATION PROCEDURES

- A. *Notice.* The Vice President shall notify all Council members once a completed application for certification has been received and reviewed by the SBA Bylaws Committee. The notice must include all application materials submitted by the candidate organization.
- (1) *Timeliness.* The Council shall review all completed applications for certification within two meetings following the completion of the application. The candidate organization shall receive timely notice of when the Council will review its application.
 - (2) *Attendance.* The President and Treasurer, or a representative on their behalf, of the candidate organization must attend the Council meeting at the time the certification application is considered.
 - (3) *Council Approval.* The certified application must be approved by a two-thirds affirmative vote of all present and voting Council members.

SECTION 5. FUNDING OF NEWLY RECOGNIZED ORGANIZATIONS

Each CSO must receive one-half (1/2) of the standard per-semester CSO allotment, as defined in Chapter IV, for the semester in which the CSO becomes certified. This section does not, however, prohibit a newly certified CSO from applying for other SBA funding as authorized in these Bylaws.

SECTION 6. RECERTIFICATION OF STUDENT ORGANIZATIONS

- A. *Frequency & Timeline.* The Vice President shall oversee an annual CSO recertification process. Every CSO must complete recertification to remain certified by the SBA. The recertification process must be completed within four weeks of the start of Fall semester.

- B. *Recertification Material.* To be recertified, the president or a presiding officer of each CSO must submit all materials required under Section 3(B) of this Chapter to the Vice President. The recertification materials must also include the following:
- (1) A statement that the CSO fully complies with the requirements and rules contained in these Bylaws;
 - (2) A summary of all events and/or activities that the CSO participated in and/or planned during the previous academic year;
 - (3) A statement that the CSO does not have any debt from its previous year; and
 - (4) A statement that the CSO president or a presiding officer trained with the SBA on how to use the current accepted platform for communication, make requests for events and funding, and reviewed the bylaws pertaining to the relationship between the SBA and CSO.
 - (5) Any misstatement made for the recertification of a CSO shall be rectified with the aid of the SBA Vice President and SBA Treasurer. No personal penalties shall be made.
 - (6) The log-in information for any social media used by the CSO or a screenshot showing that the social media log-in information has been securely uploaded to the CSO's ConnectSU page.
- C. *Failure to Recertify.* The Vice President shall report to the Council within two weeks of the conclusion of the recertification process and must identify any CSO that has failed to complete recertification. Any CSO that fails to complete recertification must receive notice to all listed officer contacts and be provided the opportunity to attend the Council meeting at which the recertification report is presented. At the conclusion of the Council meeting, the following will occur:
- (1) Any CSO that has failed to complete recertification will be automatically suspended for the remainder of the semester unless the Council elects to extend the CSO's deadline for recertification due to extenuating circumstances; and
 - (2) Any extension of the recertification deadline requires an affirmative two-thirds vote of all present and voting Council members, and such an extension may not be granted for longer than two weeks.
- D. *Revocation.* If the suspended organization fails to complete recertification by the first academic day of Spring semester, the organization's certification shall be automatically revoked. Following revocation, any organization seeking to be re-certified must apply for certification as a new candidate organization under these Bylaws.

SECTION 7. SUSPENSION & REVOCATION OF ORGANIZATION STATUS FOR REASONS OTHER THAN FAILURE TO RECERTIFY

- A. *Suspension & Revocation by Council Vote.* Any CSO may have its certification status suspended for violating these Bylaws by an affirmative two-thirds vote of all present and voting Council members. No vote may be held to suspend certification unless the CSO presiding officer (or other designated SBA contact) has received at least one week's notice of the suspension vote. If the CSO fails to correct the

violation within thirty (30) days, or within a period of time determined by the Council at the time of the suspension vote, the CSO's certification shall be automatically revoked.

- B. *Automatic Certification.* If a suspended CSO corrects the Bylaws violation, it will become automatically certified, effective on the first academic day of the semester following the semester in which the organization was suspended.
- C. *Revocation.* Following revocation, any organization seeking to be certified again must apply for certification as a new candidate organization under these Bylaws.

SECTION 8. INELIGIBILITY FOR FUNDING

Any organization that has been suspended, either by Council vote under Section 7 or by failure to complete annual recertification under Section 6, will not receive the standard per-semester allotment for the semester in which the suspension occurs and will not be permitted to apply for other SBA funding under Chapter IV.

SECTION 9. CSO PRESIDENTS' MEETINGS

- A. *CSO President's Meetings.* A meeting of the presidents or presiding officers of all CSOs must be held at least once per semester at the call of the Vice President. The Treasurers of each CSO are highly encouraged to attend these meetings. The Vice President may call additional meetings as may be needed. At least one week's notice of all meetings shall be provided.
- B. *Attendance & Procedure.* The president or presiding officer of each CSO must attend or send a representative to all CSO president's meetings. The Vice President will chair each meeting and must be open to all Council members. If a CSO president or representative fails to attend a meeting, the Vice President shall notify the Council of the absence, and the CSO may be suspended pursuant to Section 7 of this Chapter.

SECTION 10. CSO COMMUNICATION AND ACCOUNTABILITY

All CSO leaders shall make reasonable efforts to communicate with their membership, the student body, and the SBA. Failure to respond to email and/or other forms of communication may be grounds for revocation of CSO status in accordance with Section 7 of this Chapter.

SECTION 11. DISCRIMINATION

No CSO or candidate organization may 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. Every CSO and candidate organization must allow any member of the

SBA to participate, become a member, and seek leadership positions in the organization, regardless of the student's status or beliefs.

CHAPTER III

ELECTIONS

SECTION 1. ELECTED OFFICES

Unless otherwise indicated in these Bylaws, all SBA offices in the executive and legislative branches are subject to annual election.

SECTION 2. SUPERVISION OF ELECTIONS

- A. *Judicial Board Supervision.* The Judicial Board ("Board") shall supervise and maintain oversight over all SBA elections. The Board shall select one member to serve as the "Elections Chair" to oversee the election process. Prior to elections, the Judicial Board will familiarize itself with all elected positions in order to provide information to candidates during the required pre-election information sessions.
- B. *Adoption & Publication of Rules.* The Board shall adopt rules and procedures consistent with these bylaws and the Constitution to govern the election process. These rules must always be made available to members of the SBA.
- C. *Modification.* Any modification to the election rules and procedures may not be made within ten (10) days prior to an election.

SECTION 3. ELECTIONS & TIMELINES

- A. *General Election.* The General election for elected SBA positions will be held in February each year. All elected positions in the legislative or executive branch will be subject to election, unless otherwise indicated in this Section. Newly elected officers must attend all Council meetings following their election; however, they will be non-voting members of the Council until the current officers have completed their term of office.
- B. *Fall Election.* The Fall election will be held in September each year. Only the officer positions identified in this section shall be eligible for election.
- C. *1L Representatives.* Each 1L section will elect a 1L Representative. 1L Representative position will be subject to election during the Fall Election. Only the members of a 1L class section may vote to elect the representative of that section.

- D. *Notice of Election.* The Board shall adopt procedures to ensure that all eligible students are notified of the election sign-up deadline at least 7 days in advance of the application deadline.

SECTION 4. VOTING RULES & PROCEDURES

A. *Majority Vote.* To be declared the winner of an election for SBA office, a candidate must receive a simple majority of all votes cast for that office, as calculated using the procedures set forth in this section. B.

C. *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 descending order of preference.

D. *IRV Procedures.* If one candidate does not receive a simple majority of all votes cast for a particular office, the following IRV procedures will be used to select the winner:

- (1) The candidate receiving the lowest number of votes for that office will be eliminated from contention.
- (2) The ballots cast for the eliminated candidate will be reallocated to the remaining candidates based on the next-highest-ranked candidate listed on each ballot.
- (3) If a tie exists between two candidates, making the IRV Procedures described in Subsection C unworkable, the Judicial Board will vote to break the tie. If necessary, interview the candidates in making its decision. The Judicial Board shall read all candidate election statements and gain a reasonable understanding of the position that is in question due to a tie in voting. The Judicial Board will gather this information by reading Sections IV and VI of the SBA Bylaws and speaking with current SBA members if necessary.
- (4) If the next highest-ranked candidate has already been eliminated, the ballot will be allocated to the highest-ranked candidate on that ballot who is still in contention.
- (5) If a ballot cannot be allocated to an eligible candidate according to the methodology above, it will be set aside and will no longer be counted for the purpose of determining a simple majority.
- (6) Following reallocation, if a candidate now has a simple majority of all votes cast for that particular office (minus any votes eliminated pursuant to the previous step), that candidate will be declared the winner.
- (7) If no candidate has received a simple majority of the votes cast, this process will be repeated until one candidate receives a simple majority of the votes cast for that office.
- (8) If a candidate is running unopposed and receives at least 50% no confidence vote, the Council shall, in accordance with Chapter 7, Section 5 of these Bylaws, accept applications and nominate an alternative candidate for the position.

SECTION 5. ELECTION RULES

- A. *Campus Publications.* No candidate may use any Seattle University campus publication to campaign or announce their candidacy for an SBA position. The SBA must use the current accepted mode of organization posting to announce the candidacy of each student who has chosen to run for an elected position, but no student may be given any preference or undue advantage over any other student running for the same position.
- B. *Publication Procedures.* The Board shall develop procedures to govern the publication of articles, advertisements, or other editorial content that could be construed as endorsements of candidates. These procedures shall be approved or amended by a simple majority vote of the board. These procedures should be made available to the student body by publishing the current mode of communication or disseminating them via email.
- C. *Eligibility Criteria.* Any student seeking SBA office must satisfy all criteria set forth by the Board.
- D. *Online Voting.* All elections will be conducted through an electronic voting system, administered by the Law School Student Life Office. The voting system and all voting procedures must conform to the standards set forth by the Board.

CHAPTER IV **BUDGET & APPROPRIATIONS**

SECTION 1: STUDENT ACTIVITIES FEE

- A. Pursuant to Article II, Section 3 of the SBA Constitution, all students of the Seattle University School of Law will be required to pay a Student Activities fee for each semester in which they are enrolled, excluding the summer semester.

SECTION 2: STRUCTURE OF SBA OPERATING BUDGET

- A. *Fiscal Year and Budget.* The SBA shall adopt an annual operating budget that runs from October 1 to September 30 of each year.
- B. *General Budget Provisions.* The operating budget shall include specific categories of expenses (“line items”), with funds allocated to each line item. Line items not explicitly authorized by this Chapter are void. The Council may attach restrictive language to the budget to limit the expenditure of funds from any line item by an affirmative majority vote of those present and voting Council members.
- C. *Operating Expenses.* The budget shall include line items for operating expenses, including but not limited to contractual services, communication and publicity costs, office supplies and printing, employee compensation, tuition reimbursements, SBA programming or events, and any other categories of expenses necessary and proper to carry out the business of the SBA. Funds so allocated may be expended at the discretion of the executive officers or by other officers designated by the Treasurer, subject to any internal procedures or controls that the Treasurer may adopt.

- D. *Discretionary SBA Line Items.* The budget may include discretionary line items allocated to SBA officers or entities, excluding CSOs, within the executive, legislative, or judicial branches. Funds so allocated may be expended at the discretion of the controlling officer or entity, subject to any internal procedures or controls adopted by the Treasurer.

SECTION 3: APPROVAL OF SBA OPERATING BUDGET

- A. *Submission of Proposed Budget.* The Budget Committee shall submit a proposed operating budget to the Council no later than the last week of September. The proposal must include a comparison of proposed line-item allocations against the proposed and actual used allocations from the prior year, along with an explanation of any proposed increases or decreases from the previous year's allocation.
- B. *Approval of Proposed Budget.* The Council has final approval authority over the budget. Quorum for approving the operating budget is two-thirds of the voting membership of the Council; however, the budget will be adopted upon a majority vote of those present and voting Council members.
- C. *Continuing Resolutions.* If a budget is not adopted by October 1 in any calendar year, the Council may, by an affirmative majority vote of those present and voting Council members, adopt a continuing resolution to maintain appropriations at prior-year levels. A continuing resolution may only remain in effect until the adjournment of the subsequent Council meeting.

SECTION 4: CSO APPROPRIATIONS

- A. *CSO-Specific Line-Item Appropriations.* The budget may include a discretionary line-item appropriation to a specific CSO. Funds so allocated may be expended at the discretion of the CSO; however, funds may only be allocated for a specific program or event. The Council may attach restrictive language to the budget to limit the expenditure of funds from a line item by an affirmative majority vote of those present and voting Council members.
- B. *Standard Per-Semester Allotment Fund.* All CSOs shall receive a reasonable minimum allotment of money each semester. The budget must include a line item that contains sufficient funds to provide each CSO with the requisite allotment. All funds allocated through this line item must be allocated equally among all CSOs. Funds so allocated may be expended at the discretion of the CSO. The per-semester allotment may be used in a different semester within the same academic year; however, funds may not be rolled over into subsequent academic years.
- C. *Supplemental CSO Fund.* The budget may include a specific line item to fund CSO requests that exceed the automatic per-semester allotment. CSOs must request

specific allocations from this line item using the process set forth in this Chapter for requesting supplemental funds.

SECTION 5: REQUESTING SUPPLEMENTAL FUNDS

- A. *Obtaining Supplemental Funds.* Any individual or CSO seeking funding from SBA exceeding the standard per-semester allotment, whether through an established line item or by direct Council appropriation without a corresponding line item, must request supplemental funds using the procedures set forth in this Section.
- B. *Requests for Funding.* Organizations and individuals shall submit funding requests to the Treasurer for consideration by the Budget Committee. The request must be submitted at least two weeks before the scheduled event or deadline. The Budget Committee shall review the request at least one week before the Council meeting that will consider the request.
- C. *Budget Committee Evaluation.* The Budget Committee shall evaluate each request for additional funds against the following criteria:
- (1) potential participation of the student body;
 - (2) local exposure for the law school;
 - (3) national exposure for the law school;
 - (4) similar activities that have occurred or will occur at the law school;
 - (5) the ability of the organization to pay for the activity from its own budget or allotment;
 - (6) the amount of fundraising or funds contributed by the organization;
 - (7) the activity level of the organization in the law school community;
 - (8) the likelihood of success of the activity based on the organization's past activities;
 - (9) whether the organization has previously abided by requirements imposed by the SBA when receiving funds, including publication of articles to the entirety of the student body;
 - (10) the organization's compliance with other SBA requirements as outlined in the Bylaws;
 - (11) the number of funds received by the organization during the current school year; and
 - (12) the accessibility of the event to Flex JD students.
- D. *Budget Committee Recommendation.* The Budget Committee shall recommend to the Council whether the request should be approved, rejected, or amended before approval, and the recommendation may include any reasons or justification for the recommended action. The Budget Committee shall consider each factor in subsection C of this Section and provide an analysis of the factors to the Council for its consideration. The Budget Committee may not withhold a request from being considered by the Council unless the request lacks sufficient specificity for the Budget Committee to make such a recommendation.

- E. *Council Approval.* Budget Committee recommendations will be presented to the Council by the Treasurer or a designee. Additionally, a representative from the CSO seeking additional funds must be available to describe the event to the Council and answer any questions the Council may have. Funding requests will not be heard or approved by the Council unless the CSO representative is available. Sufficient time must be allotted for the presenter to respond to questions from members of the Council. The Council has the final authority to act on the original request and may either adopt or reject the Budget Committee's recommendation. The Council is empowered to amend the size of the allocation or attach restrictions on the use of the funds. Any action taken by the Council on a funding request requires a simple majority of votes cast by the members of the Council.

SECTION 6: OTHER APPROPRIATIONS

- A. *ABA Law Student Division – Annual Meeting Funding.* The Council shall provide funding for the SBA President and the ABA/LSD President, or substitute(s) as approved by an affirmative majority vote of the Council, to attend the ABA Law Student Division's annual meeting and the regional ABA Law Student Division meetings.
- B. *Sponsorships.* The Council may approve a general line item to fund and “sponsor” specific programs, events, or activities. All sponsored events must include the SBA name and logo on all materials and must be open to all members of the SBA. An affirmative majority vote of the Council must approve any appropriations from this line item on an individual basis.

SECTION 7: MONITORING OF SPENDING

- A. *Monitoring.* The Executive Officers shall monitor all spending and appropriations and report any unexpected or significant deviations to the Council.
- B. *Bi-Annual Report.* The Vice President and Treasurer shall make a joint report to the Council before the last day of November and before the last day of March of each year concerning the comparison of budgeted expenditures with actual expenditures.
- C. *Audit.* Upon the written demand of at least five voting members of the Council, an audit of all SBA income and expenses shall be conducted by the Board. The results shall be published in the current accepted mode of organization posting and presented to the Council.
- D. *CSOs in Debt.* If any CSO's account reaches a negative balance, the CSO's president and treasurer are required to meet with the SBA Vice President and Treasurer to review the overdraft and chart a plan to bring the CSO back into a positive balance. For the purposes of clemency, the Council will distinguish between CSOs in debt of less than \$100 from CSOs in debt of over \$100.
- (1) For CSOs in debt of less than \$100, the Council has the discretion to contribute a one-time fund allocation to bring the CSO's account to zero balance.

- (2) For CSO's in debt over \$100, the Council has the discretion to require the CSO to submit a written financial fundraising plan to the SBA Budget Committee, detailing what steps the CSO will take to bring their account up to zero.
- (3) The Budget Committee shall then review each plan and make a recommendation to the Council on whether to approve each CSO plan.
- (4) Council must then vote to approve each CSO's plan.
- (5) If Council does not offer clemency, for any reason, the SBA Treasurer must ask Council for permission to redirect the CSO's yearly allotment from the SBA to only the CSO's debt. The CSO will not be able to use their allotment for any purpose other than debt repayment until their account is brought up to a zero balance.
- E. *Inactive CSOs.* Any CSO that fails to certify for five consecutive academic school years may be considered "inactive," and its excess funds transferred to the SBA budget. A spreadsheet of CSOs shall be made available to the Council upon request.
- F. *Unused Prior Fiscal Year Allotments.* If at the start of a new fiscal year, a CSO has a budget deficit and has an unused allotment from the prior fiscal year, the unused allotment must first be applied to eliminate the deficit before any additional funds will be considered for the CSO.
 - (1) The Treasurer shall verify the remaining balance from the previous fiscal year and apply those funds to the CSO's outstanding debt.
 - (2) If the prior fiscal year's unused funds fully cover the debt, the CSO will be restored to a zero balance and will regain access to its new allotment.
 - (3) If the prior fiscal year's unused funds do not fully cover the debt, the remaining deficit will be addressed through the standard processes outlined in Section D of this Chapter.

CHAPTER V

EXECUTIVE BRANCH

SECTION 1: EXECUTIVE BRANCH OFFICERS

- A. All officers defined in this Chapter are the executive officers and shall constitute the executive branch of the SBA. The term of office for executive officers shall be one year, commence on April 1 and conclude on March 31 of the subsequent year. The Executive Officers shall be elected during the General Election of each year.

SECTION 2: QUALIFICATIONS

- A. *Law Student.* Each executive officer, at the time of election or appointment, must be currently enrolled as a law student in good standing at Seattle University School of Law. This clause includes students enrolled in the Flex JD and LLM program.
- B. *Excessive Commitments.* Executive Officers who assume a full-time externship, by credit allocation or work hours, a full-time internship by work hours, or a credit load in excess of 16 credits for a single semester, shall do so only with the approval of the Council. Failure to gain approval from the Council within 30 days of accepting the externship,

internship, or excess credit load will make the Executive Officer subject to impeachment under Section 4 of this Chapter.

C.

D. *Prohibition on Holding Other SBA Council Positions.* No Executive Officer shall simultaneously hold office in the SBA legislative or judicial branches or hold more than one SBA executive office, except for any 1L Representative who is subsequently elected to executive office while fulfilling an unexpired term as a 1L Representative.

E. *Simultaneous Holding of Executive Board Positions.* An Executive Officer shall not simultaneously hold their Executive Officer position and an executive board office/membership on any other organization without disclosure to the Council. Should the Executive Officer fail to disclose the simultaneous holding of more than one executive position within 30 days of the effective date that the officer assumed the second executive board position, then the Executive Officer may be subject to impeachment under Section 4 of this Chapter.

F. *Minimum Qualifications.* Executive Officers must have experience with SBA or a CSO, or outside experience relating to the position's job description.

G. *Office Hours.* Each executive officer shall host scheduled meetings or office hours, in accordance with their weekly minimums as defined in sections 6, 7, and 8, respectively, except during Spring Break, Winter Break, Summer Session, and exam periods.

SECTION 3: TUITION SCHOLARSHIPS

A. *Distribution.* Each executive officer shall receive a yearly scholarship pursuant to the SBA Constitution. One-half of the scholarship shall be disbursed in each of the Fall and Spring semesters.

B. *Forfeiture.* All SBA tuition scholarships are subject to forfeiture. Forfeited money shall be returned to the SBA account, and the Seattle University School of Law Business Office shall bill the person for the forfeited amount. The Treasurer, or other officer appointed by the Council in the event the Treasurer's scholarship is subject to forfeiture, shall notify the school's business office of the forfeiture and shall report the same to the Council at the next Council meeting.

- (1) If an executive officer is impeached, that officer shall forfeit the entire amount of the scholarship for that semester.
- (2) If an executive officer resigns, that officer shall generally forfeit the entire scholarship amount for that semester.
- (3) Once an executive officer no longer holds office, any future scholarships due under this Section shall be forfeited.
- (4) If the Council determines by a majority vote of all voting members that an executive officer has failed to complete their duties, as specified in the Bylaws,

satisfactorily, that officer shall forfeit their scholarship on a pro-rata basis for the weeks in which the officer failed to complete his or her duties.

SECTION 4: IMPEACHMENT

- A. *Grounds.* The failure of any Executive Officer to comply with their duties as required in these Bylaws shall be grounds for impeachment.
- B. *Initiation.* Impeachment must be initiated by a Council resolution demanding the impeachment of the executive officer. The resolution shall clearly state the grounds for impeachment. The introduction and passage of the resolution shall conform with other applicable provisions of these Bylaws, subject to the specific provisions of this Section.
- C. *Defense.* The executive officer who has been subject to an impeachment resolution shall have the opportunity to appear before the Council to present a defense.
- D. *Impeachment.* A copy of the impeachment resolution must be supplied to the officer at least seventy-two (72) hours before the Council meeting at which the resolution is introduced.
- E. *Council Vote.* Following the introduction of the impeachment resolution and any defense offered by the executive officer, the Council must vote on the resolution. A motion to table or otherwise delays the vote shall not be entertained. Impeachment shall become final and effective upon an affirmative two-thirds vote of the entire Council. The executive officer who is named in the impeachment resolution shall be permitted to vote on the resolution.

SECTION 5: RESIGNATION & VACANCIES

- A. *Resignation.* Any Executive Officer wishing to resign shall submit a written resignation letter to the President (or, in the event the President wishes to resign, to the Vice President), which will be published to the entire student body via email dissemination. The publication of the letter is subject to review by the SBA Advisor and the Executive Officers. The position shall become vacant upon the submission of the letter of resignation and shall be filled as soon as possible.
- B. *Automatic Vacancies.* If an executive officer fails to attend two SBA Council meetings during a semester and those absences are unexcused, the executive officer's position shall automatically become vacant.
- C. *Filling of Vacancies.* Vacancies in the office of the President or Vice President shall be filled in accordance with the SBA Constitution. Vacancies in the office of the Treasurer shall be filled by appointment of the President, subject to confirmation by an affirmative two-thirds vote of the entire Council. The President has the sole discretion to excuse the absence of another executive officer. Any absence of the President may be excused by the Vice President or, in the absence of the Vice President, the presiding officer of the Council meeting.

SECTION 6: PRESIDENT

- A. *Office Hours & Time Commitment.* The President shall be available to students and organizations for scheduled meetings and shall respond to inquiries regarding scheduling meetings within 48 hours of being contacted. During this time, the President shall remain available to members of the SBA and the student body. The President shall spend no less than sixteen (16) hours per week attending to official duties, including representation of the SBA at law school or community events.
- B. *Duties.* The President shall have the following duties, in addition to the duties laid out in the job description:
- (1) Publish the goals of the Council to the current accepted mode of organization posting by the second Council meeting in October;
 - (2) Publish a *Year in Review* report on the current accepted mode of organization posting used for communication with the student body by the last week of March, which shall provide an update on each of the goals published earlier in the semester as required by this Section;
 - (3) Hold SBA Forums as needed to field student concerns and address issues;
 - (4) Meet regularly with the Dean of the Law School, the Associate Deans, and the administrative staff to facilitate communication between the Administration and the students. Meeting times to be established by the end of the first week of each semester term
 - (5) Meet with the CPD, ATJI, Externship Office, and Library Staff in order to better facilitate communication between staff and students;
 - (6) Attend and represent the interests of Seattle University law students at open faculty meetings;
 - (7) Encourage and facilitate faculty/student interaction in support of a community identity;
 - (8) Manage the interests and affairs of the SBA during the summer session and provide a report of summer activities at the first Council meeting in the Fall;
 - (9) Participate in the Fall orientation for first-year students;
 - (10) Act as an ex officio member of student and faculty committees;
 - (11) Develop the agenda for each Council meeting and transmit the agenda to the Council
 - (12) Call and preside over SBA Council meetings every second week during the school year; publish meeting dates, time, and location at the beginning of each semester onto the current accepted mode of communication with the student body;
 - (13) Call, preside over, and develop the agenda for SBA Executive meetings;
 - (14) Appoint and supervise the SBA Secretary, subject to confirmation by a majority vote of the Council;
 - (15) Appoint members of the Judicial Board, subject to the provisions of Chapter VI of these Bylaws;
 - (16) Appoint and supervise Presidential Advisors as needed to help coordinate SBA activities and assist the President in the execution of official duties;
 - (17) Appoint the Seattle University School of Law Budget Committee Student

- Representatives and oversee their quarterly reports to the Council;
- (18) Attend faculty meetings as SBA Student Liaison;
- (19) Sit on the faculty budget committee when required;
- (20) Maintain and update the SBA President's notebook, detailing who to meet with, a timeline of important dates, which committees the President participates in, and big events that the President should be made aware of;
- (21) Meet with and train the incoming SBA President; and
- (22) Review and recommend revisions to these official duties at least once per year.

SECTION 7: VICE PRESIDENT

- A. *Duties Office Hours & Time Commitment.* The Vice President shall be available to students and organizations for scheduled meetings and shall respond to inquiries for scheduled meetings within 48 hours of being contacted. During this time, the Vice President shall remain available to members of the SBA and the student body. The Vice President shall spend no less than ten (10) hours per week attending to official duties, including representation of the SBA at law school or community events.
- A. *Duties.* The Vice President shall have the following duties in addition to the duties laid out in the job description:
- (1) Act as the executive head of the SBA in the absence of the President;
 - (2) Serve as a voting member of the SBA Council;
 - (3) 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;
 - (4) Oversee the Treasurer in maintaining records of all SBA receipts and expenditures;
 - (5) Formulate, with the assistance of the Treasurer, an SBA Operating Budget proposal, which shall be submitted to the Council for approval as required by these Bylaws;
 - (6) Alongside the Student Services Representative, manage all SBA facilities, including the SBA office, the Student Organization room (e.g., allocation of desks and space, scheduling, and upkeep), and the SBA Bulletin Board(s); the SBA office and Student Organization room shall be cleaned at least once per semester;
 - (7) Call, preside over, and develop the agenda for SBA Budget Committee meetings, which shall occur at least once every two weeks during Fall and Spring semesters;
 - (8) Present recommendations of the Budget Committee to the SBA Council in conjunction with the Treasurer as required by these Bylaws;
 - (9) Act as a liaison between the Council and CSOs, particularly concerning recognition requirements and requests for additional funds;
 - (10) Maintain and update the CSO Manual at least once per year;
 - (11) Notify the Council once a completed application for a new or renewed CSO certification has been approved.
 - (12) Act as an ex officio member of all student committees;

- (13) Host a Student Organization Fair, in collaboration with the SBA Student Services Representative, during Fall orientation to provide incoming students with information on student organizations. Date and time shall be finalized before 1L orientation;
- (14) Update and maintain a list of currently certified and inactive CSOs, as well as the contact information of each active organization's leadership, and share such information as requested with the law school Administration. An updated list of CSOs shall be posted to the current accepted mode of communication with the student body by the last week of September, with current contact information.
- (15) Establish and make available the requirements for a candidate organization to receive certification; requirements shall be published on the current accepted mode of communication with the student body by the last week of September;
- (16) Oversee the CSO certification process to ensure each CSO meets such requirements;
- (17) Appoint and supervise the SBA Parliamentarian, subject to confirmation by a majority vote of the Council;
- (18) Maintain and update the digital SBA Vice President's notebook;
- (19) Meet with and train the incoming SBA Vice President; and
- (20) Review and recommend revisions to these official duties at least once per year.

SECTION 8: TREASURER

- A. *Office Hours & Time Commitment.* The Treasurer shall be available to students and organizations for scheduled meetings and shall respond to inquiries for scheduled meetings within 48 hours of being contacted. The Treasurer shall spend no less than ten (10) hours per week attending to official duties.
- B. *Duties.* The Treasurer shall have the following duties:
 - (1) Act as the executive head of the SBA in the absence of the President and Vice President;
 - (2) Sit as a voting member of the Council
 - (3) Receive SBA revenues and expend SBA funds as directed or permitted by the approved SBA Operating Budget or as directed by the Council;
 - (4) Present recommendations of the Budget Committee to the Council in conjunction with the Vice President as required by these Bylaws;
 - (5) Maintain records of all receipts and expenditures in a hardcopy or electronic format;
 - (6) Accept bills, receipts, or proposals for reimbursement for SBA-related activities and Organization activities;
 - (7) Prepare and provide the Council and each CSO with an account statement of their respective budgets once a semester;
 - (8) Assist the Vice President in formulating the SBA Operating Budget proposal, which shall be submitted to the Council for approval as required by these Bylaws;
 - (9) Sit as a voting member of the SBA Budget Committee;

- (10) Update all SBA forms related to SBA funding, including the Request for Additional Funds form and the Request for Reimbursement form;
- (11) Maintain and update the SBA Treasurer's notebook;
- (12) Meet with and train the incoming SBA Treasurer; and
- (13) Review and recommend revisions to these official duties at least once per year.

CHAPTER VI

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SECTION 1: EMPLOYEES

The officers in this section are hired employees of the SBA under the supervision of the Vice President. The Council may, by a majority vote of the entire Council, create additional hired positions as needed from time to time.

SECTION 2: HIRING PROCESS

When a hired position becomes vacant, the Vice President shall take all reasonable steps to notify the entire campus community of the vacancy and shall use all available means to encourage and solicit qualified applicants for the vacant position. When the application period has closed, the Vice President shall convene a hiring committee, which must consist of the Vice President and at least two other elected SBA officers. The committee shall conduct interviews with candidates and select the candidate to be hired.

SECTION 3: TERM & REMOVAL

- A. *Term of Employment.* Unless an employee resigns or is terminated, the employee shall retain employment for one academic year. An employee may resign at any time by submitting a written resignation to the President.
- B. *Removal.* A hired employee may be terminated at any time for cause, which shall include but not be limited to gross misconduct, insubordination, or neglect of duties. Any decision to terminate an employee shall be effective upon a majority vote of the entire Council, taken during an executive session. The terminated employee may appeal the decision to the Judicial Board for review and reinstatement.

SECTION 4: PAY

Employees shall be paid an hourly wage that corresponds to the "Level 2" employee wage classification set by the law school administration for work-study students. Employees may not be paid for more than a fixed number of hours per week or per semester, to be set by these Bylaws or by the Council when the position is created.

CHAPTER VII

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. All voting legislative officers defined in this Chapter shall be deemed “Representatives” for the purposes of Article VII, Section 4 of the SBA Constitution. Unless otherwise indicated in this Chapter, the term of office for legislative officers shall be one year, beginning April 1 and ending March 31 of the subsequent year.

SECTION 2: QUALIFICATIONS

- A. *Law Student.* Each legislative officer, at the time of election or appointment, must be currently enrolled as a law student in good standing at Seattle University School of Law.
- B. *Prohibition on Holding Another Office.* No legislative officer shall simultaneously hold office in either the executive or judicial branch. No legislative officer may simultaneously hold more than one legislative office. This provision shall not apply to any 1L Representative who is subsequently elected or appointed to executive or legislative office while fulfilling their unexpired term as a 1L Representative.

SECTION 3: IMPEACHMENT OF ELECTED OFFICERS

- A. *Grounds.* The failure of any elected legislative officer to comply with their duties as required in these Bylaws shall be grounds for impeachment.
- B. *Initiation.* Impeachment shall be initiated by a 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 with the requirements of Chapter VII of these Bylaws, subject to the provisions of this Section.
- C. *Defense.* The legislative officer who has been subject to an impeachment resolution shall have the opportunity to appear before the Council to present a defense to the Impeachment. A copy of the impeachment resolution must be supplied to the officer at least seventy-two (72) hours before the Council meeting at which the resolution is introduced.
- D. *Council Vote.* Following the introduction of the impeachment resolution and any defense offered by the legislative officer, the Council must vote on the resolution. A motion to table or otherwise delay the vote shall not be entertained. Impeachment shall become final and effective upon an affirmative two-thirds vote of the entire Council. The legislative officer who is named in the impeachment resolution shall be permitted to vote on the resolution.

SECTION 4: REMOVAL OF APPOINTED OFFICERS

Any appointed legislative officer may be removed from office by an affirmative two-thirds vote of the entire Council upon the motion of any voting member of the Council.

SECTION 5: RESIGNATION & VACANCIES

- A. *Resignation.* Any legislative officer wishing to resign shall submit a written resignation letter to the President, which shall be published on the current accepted mode of communication with the student body. The publication of the letter is subject to review by the SBA Advisor and the Executive Officers. The position shall become vacant upon the resignation of any executive officer and shall be filled as soon as possible.
- B. *Automatic Vacancies.* If any legislative officer fails to attend two Council meetings during a semester and those absences are unexcused, the legislative officer's position shall automatically become vacant and shall be filled as soon as possible. The President has the sole discretion to excuse the absence of a legislative officer.
- C. *Publication of Vacancy.* The President shall publish notice of any vacancy in a legislative office and shall take all reasonable steps to provide notice to the campus community of the vacancy. The President shall use all available means to encourage and solicit qualified applicants for the vacant position.
- D. *Reappointment – Voting Officer.* A vacancy in a voting legislative office shall be filled pursuant to the procedures specified in Article VI, Section 6 of the SBA Constitution.
- E. *Reappointment – Non-Voting Officer.* A vacancy in a non-voting legislative office shall be filled in accordance with Section 8 of this Chapter.

SECTION 6: ELECTED OFFICERS – NAMED POSITIONS

All elected officers named herein shall sit as voting members of the SBA Council and shall be subject to election, pursuant to Chapter III of these Bylaws.

- A. *Academic Standards Representative.* The Academic Standards Representative shall have the following duties:
 - (1) Commit at least one hour per week to the SBA;
 - (2) Sit as a voting member and attend all meetings of the Council;
 - (3) Assist students with issues concerning leaves of absence, withdrawals, probation, dismissals, grades, grading, and readmission policies;
 - (4) Promote any programs of an academic nature that are of interest to students, such as academic workshops and registration panels;
 - (5) Consider any other matters relevant to student education that the SBA Council, the Administration, or the appropriate faculty committees have referred;
 - (6) Review and propose student educational programs;
 - (7) Maintain and update the SBA Academic Standards Representative's notebook;
 - (8) Attend monthly faculty meetings;

- (9) Attend and participate in bi-weekly meetings of the curriculum and pedagogy committee;
 - (10) Meet with and train the incoming Academics Standards Representative; and
 - (11) Review and recommend revisions to these official duties at least once per year.
- B. *Alumni Representative.* The Alumni Representative shall have the following duties:
- (1) Commit at least one hour per week to the SBA;
 - (2) Sit as a voting member and attend all meetings of the Council;
 - (3) Propose and coordinate programs promoting alumni and student interaction;
 - (4) Proactively assist the SBA Student Organizations with their recruitment and involvement of law school alumni in their programs and activities;
 - (5) Coordinate the appearance of law school graduates to discuss legal, political, or community-oriented topics;
 - (6) Maintain and update the SBA Alumni Representative's notebook, which must be kept confidential per Law Alumni Board Guidelines;
 - (7) Meet with and train the incoming Alumni Representative;
 - (8) Review and recommend revisions to these official duties at least once per year, and;
 - (9) Attend Law Alumni Board Meetings as invited.
- C. *Diversity Representative.* The Diversity Representative shall have the following duties:
- (1) Commit at least one hour per week to the SBA;
 - (2) Sit as a voting member and attend all meetings of the Council;
 - (3) Ensure that the faculty are sensitive to issues affecting minority groups and political views, and encourage clear communication between faculty, staff, and students;
 - (4) Oversee the SBA Equity and Inclusion Committee, which includes one representative from student organizations that have an interest in pursuing diversity or public interest, and which meets once per month during the Fall and Spring semesters;
 - (5) Organize an annual Diversity Week with the help of the SBA Equity and Inclusion Committee, the SBA Council, and the SBA Student Organizations;
 - (6) Organize spring and fall Diversity Table Talks;
 - (7) Maintain and update the SBA Diversity Representative's notebook, including information about Diversity Week;
 - (8) Meet with and train the incoming Diversity Representative;
 - (9) Review and recommend revisions to these official duties at least once per year; and
 - (10) Coordinate with CSO affinity groups to utilize the SBA Bulletin Board for cultural affinity months.
- D. *Faculty Standards Representative.* The Faculty Standards Representative shall have the following duties: [*General*]
- (1) Commit at least one hour per week to the SBA;
 - (2) Sit as a voting member and attend all meetings of the Council;.

- (3) Maintain the SBA Faculty Standards Representative's notebook, train the incoming Faculty Standards Representative, and hand over the updated notebook as part of the duty transfer;
- (4) Consider any matters relevant to faculty recruitment or evaluation which have been referred by the Council, the Faculty, and/or the Administration, and make recommendations as needed;
- (5) Review and recommend revisions to these official duties at least once per year

[Faculty Evaluations]

- (6) Perform an annual review of SU Law's policies and procedures for the management of student evaluations of existing faculty
- (7) Meet with the Vice Dean for Academic Affairs (or designee) at least once per semester to:
 - i. discuss and propose new policies and/or revisions to existing policies and procedures for student evaluations; and
 - ii. review collated data on student evaluations to track trends (positive and negative feedback) and resolutions to areas of significant concern.
- (8) Educate the student body on existing and revised policies and procedures related to student evaluations or complaints, as well as the FSR's role in being a contact point for any concerns that require SBA escalation or intervention.

[Faculty Hiring]

- (9) Establish a Student Faculty Hiring Committee within one (1) month of the Fall semester start to assist with interviews of short-listed candidates for faculty positions. Representative will utilize multiple methods to actively promote opportunities for student involvement on the committee; committee membership will be composed of representatives from across the student body (to the degree possible) and will function as the Chair of that committee;
- (10) Liaise with the Chair of the Faculty Hiring Committee to establish the framework within which faculty interviews will be conducted, to include the number of positions to be filled, the timing of positions to be filled, the timing for receipt of short-listed candidate information, the expected turnaround time for Student Faculty Hiring Committee notes/recommendations, and the weight assigned to committee recommendations in hiring decision;
- (11) Participate, along with members of the Student Faculty Hiring Committee, in interviews of faculty candidates and provide written student comments/recommendations to the Chair of the Faculty Hiring Committee;
- (12) Perform an annual review of SU Law's policies and procedures for faculty recruitment and hiring; propose amendments as needed.

E. *Public Interest Representative.* The Public Interest Representative shall have the following duties:

- (1) Commit at least one hour per week to the SBA;
- (2) Sit as a voting member and attend all meetings of the Council;
- (3) Serve as a liaison between the Council, the CSOs, and the Access to Justice Institute, and to encourage participation in public interest or community outreach programs;

- (4) Advocate for and inform students of public interest law programs, such as the Loan Repayment Assistance Programs, summer grant programs, public interest law curriculum development, Social Justice Mondays, and pro bono programs;
- (5) Develop and implement programs that assist the law school in helping the local community, or address an issue within the law school;
- (6) Organize at least one public interest event per semester with the help of the Council and other law school organizations or departments;
- (7) Support the Public Interest Law Foundation and its annual auction;
- (8) Maintain and update the SBA Public Interest Representative's notebook;
- (9) Meet monthly with ATJI;
- (10) Meet with and train the incoming Public Interest Representative; and
- (11) Review and recommend revisions to these official duties at least once per year.

F. *Student Activities Representative.* The Student Activities Representative shall have the following duties:

- (1) Commit at least one hour per week to the SBA;
- (2) Sit as a voting member and attend all meetings of the Council;
- (3) Sit as a voting member of the Budget Committee, or appoint a proxy if necessary;
- (4) Organize social events and extracurricular activities for the law school community, including events that cater to non-traditional students;
- (5) Organize or appoint a volunteer student organizer for the "Welcome Back" party for all students, the "100 Day" party for 3Ls, and the "Over-The-Hump Party" for 2Ls;
- (6) Organize the annual Barristers' Ball;
- (7) Organize and chair the Student Activities Committee;
- (8) Maintain and update the SBA Student Activities Representative's notebook;
- (9) Meet with and train the incoming Student Activities Representative; and
- (10) Review and recommend revisions to these official duties at least once per year.

G. *Student Services Representative.* The Student Services Representative shall have the following duties: *[SBA Duties]*

- (1) Commit at least one hour per week to the SBA;
- (2) Sit as a voting member and attend all meetings of the Council;
- (3) Coordinate the Student Organization Fair in the fall with the Vice President and Special Events Coordinator;
- (4) Train the incoming Student Services Representative, introduce them to points of contact for the role;
- (5) Maintain and update the SBA Student Services Representative's notebook; and
- (6) Review and recommend revisions to these official duties at least once per year.

[Liaison Duties]

- (7) Meet with representatives from Career Professional Development, Student Life office, Student Services Committee, Library, Admissions, Financial Aid, and the Business Office as needed;
- (8) Report to the Council any necessary updates or information from liaison work.

[Facilities Duties]

- (9) Review, propose, and promote policies and maintenance of the law school facilities;
- (10) Ensure the student refrigerator and other equipment is cleaned out at least once a semester. Notice will be provided to the student 2 weeks prior, including email, PR notice, and written notice on the fridge;
 - i. The Student Services Representative may delegate this duty;
- (11) At least once per semester, seek input and provide students with a mechanism to report maintenance issues within the law school. Provide the information to the Law School Dean responsible for facilities.

H. *Transfer & Visiting Student Representative.* This Representative shall have the following duties:

- (1) Commit at least one hour per week to the SBA;
- (2) Sit as a voting member and attend all meetings of the Council;
- (3) Facilitate communication with transfer and visiting students, soliciting their input on issues before the Council, and representing those views to the Council;
- (4) Plan the transfer student orientation program, in conjunction with the law school administration;
- (5) Develop programs and events to welcome new transfer and visiting students to the school;
- (6) Collaborate with the LLM Representative to identify common goals and devise plans to work towards completion, recognizing the unique needs and intersections of both student groups;
- (7) Maintain and update the SBA Transfer and Visiting Student Representative's notebook;
- (8) Meet with and train the incoming Transfer and Visiting Student Representative; and
- (9) Review and recommend revisions to these official duties at least once per year.

I. *Flex Juris Doctorate Student Representative.* The Flex juris doctorate ("Flex JD") Student Representative shall have the following duties:

- (1) Commit at least one hour per week to the SBA;
- (2) Sit as a voting member and attend all meetings of the Council;
- (3) Must be enrolled in the Flex JD program at Seattle University and be in good academic standing;
- (4) Represent and advocate the needs and interests of Flex JD Students to the SBA Council and the Administration;
- (5) Gather input from Flex JD students regarding their unique needs and interests, to the extent practicable, host town halls or office hours;
- (6) Work with the Council and the Administration to ensure that Flex JD students are receiving an equitable share of campus resources;

- (7) Maintain and update the SBA Flex JD Representative's notebook;
- (8) Meet with and train the incoming Flex JD Representative; and
- (9) Review and recommend revisions to these official duties at least once per year.

J. *Master of Legal Studies (MLS) Representative.* The Master of Legal Studies (MLS) shall have the following duties and requirements:

- (1) Commit at least one hour per week to the SBA;
- (2) Sit as a voting member and attend all meetings of the Council;
- (3) Must be enrolled in the MLS program at Seattle University and be in good standing;
- (4) Represent and advocate the needs and interests of MLS Students to the SBA Council and the Administration;
- (5) Facilitate communication and input with MLS students regarding their unique needs and interests;
- (6) Work with the SBA Council and the Administration to ensure that MLS students are receiving an equitable share of campus resources;
- (7) Plan the MLS student orientation program, in conjunction with the law school Administration;
- (8) Develop programs and events to welcome MLS students to the school;
- (9) Maintain and update the SBA MLS Representative's notebook;
- (10) Meet with and train the incoming MLS Representative; and
- (11) Review and recommend revisions to these official duties at least once per year.

K. *LLM and International Student Representative.* The LLM and International Student Representative shall have the following duties:

- (1) Commit at least one hour per week to the SBA;
- (2) Sit as a voting member and attend all meetings of the Council;
- (3) Represent and advocate the needs and interests of LLM and International Students to the SBA Council and the Administration;
- (4) Facilitate communication and input with LLM and International Students via surveys, forums, or office hours regarding their unique needs and interests;
- (5) Work with the Council and the Administration to ensure that LLM and International Students are receiving an equitable share of campus resources, such as access to academic, mental health, and career resources;
- (6) Act as a liaison between the students and the Assistant Dean for the International Graduates Program and facilitate communication during events, including, but not limited to, student orientation;
- (7) Act as a liaison with the International Student Center and other departments on Main Campus to apprise International Students of the resources available to them;
- (8) Collaborate with student services and cultural organizations to develop programs and events to welcome LLM and International Students to the School;
- (9) Work with CPD and other relevant organizations to build networking opportunities for LLM and International Students;
- (10) Collaborate with the Transfer and Visiting Students Representative to identify common goals and devise plans to work towards completion, recognizing the unique needs and intersections of both student groups;

- (11) Maintain and update the SBA LLM and International Student Representative's notebook;
- (12) Meet with and train the incoming LLM and International Student Representative; and
- (13) Review and recommend revisions to these official duties at least once per year.

L. *Graduate Student Council Representative.* The Graduate Student Council ("GSC") Representative's term shall begin on June 1 and end on May 31 of the following year. The GSC Representative shall have the following duties:

- (1) Commit at least one hour per week to the SBA;
- (2) Sit as a voting member and attend all meetings of the Council;
- (3) Sit as a voting member of the Seattle University GSC;
- (4) Represent and to advocate the needs and interests of the School of Law to the GSC;
- (5) Act as a liaison between the School of Law and the other Graduate Programs at Seattle University;
- (6) Actively promote interactions between law students and other graduate students, both by soliciting graduate student interest in law school events and by keeping law students abreast of events among the other graduate student organizations;
- (7) Maintain and update the SBA GSC Representative's notebook;
- (8) Meet with and train the incoming GSC Representative; and
- (9) Review and recommend revisions to these official duties at least once per year.

SECTION 7: ELECTED OFFICERS FIRST YEAR ("1L") REPRESENTATIVES

A. *Defined.* Each 1L class section shall elect a representative to represent that section and serve as a liaison between that section and the SBA. Each 1L Representative shall:

- (1) Commit at least one hour per week to the SBA;
- (2) Sit as a voting member on the SBA;
- (3) Attend all meetings of the SBA Council;
- (4) Plan one event for the students in their section during the school year; and
- (5) Maintain and update the SBA 1L Representative's notebook.

B. *Term.* The term of office for all 1L Representatives shall be from October 1 until September 30, unless they are elected to an office in the spring general election. Should this occur, the President may fill the vacancy per Article V, Section 5 of the Constitution.

C. *One Vote Limitation.* If a 1L Representative is elected or appointed to executive or legislative office during the representative's term, that officer may continue to occupy both offices until each respective term expires. However, that officer may only cast one vote during Council meetings.

SECTION 8: APPOINTED OFFICERS – VOTING

All positions defined in this Section shall be deemed vacant and subject to appointment, pursuant to the procedures specified in Article VII, Section 5 of the SBA Constitution, on April 1 of each year.

A. *ABA Law Student Division (LSD) Representative.* The ABA/LSD Representative shall have the following duties:

- (1) Commit at least one hour per week to the SBA;
- (2) Sit as a voting member and attend all meetings of the Council;
- (3) Increase Seattle University membership in the ABA Law Student Division;
- (4) Coordinate and distribute ABA/LSD literature and materials;
- (5) Implement Law Student Division programs at the local level;
- (6) Distribute mail from the ABA and ABA/LSD to the appropriate students;
- (7) Report periodically to the Council concerning ABA/LSD programs and activities;
- (8) Represent Seattle University with the SBA President at the Twelfth Circuit regional and national meetings and at the ABA/LSD annual meeting;
- (9) Maintain general SBA responsibilities as required of any other member of the Council;
- (10) Maintain and update the SBA ABA Representative's notebook;
- (11) Meet with and train the incoming ABA Representative; and
- (12) Review and recommend revisions to these official duties at least once per year.

B. *Washington State Bar Association ("WSBA") Representative.* The WSBA Representative shall have the following duties:

- (1) Commit at least one hour per week to the SBA;
- (2) Sit as a voting member and attend all meetings of the Council;
- (3) Attend at least two meetings of the WSBA/, if unable to attend, then must call in when possible and/or review meeting minutes;
- (4) Serve as a liaison between the WSBA and the student body, and advertise events and opportunities for involvement to students;
- (5) Provide the WSBA with periodic updates about the SBA, work with the YLD Member Services Coordinator to plan events on campus;
- (6) Maintain and update the SBA WSBA Representative's notebook;
- (7) Meet with and train the incoming WSBA Representative; and
- (8) Review and recommend revisions to these official duties at least once per year.

C. *KCBA New Lawyers Division (NLD) Representative.* The KCBA/NLD Representative shall have the following duties:

- (1) Commit at least one hour per week to the SBA;
- (2) Sit as a voting member and attend all meetings of the Council;
- (3) Attend all monthly meetings of the KCBA/NLD; if you are unable to attend, you must call in when possible and/or review meeting minutes;
- (4) Serve as a liaison between the KCBA/NLD and the student body;
- (5) Provide the KCBA/NLD with periodic updates about the SBA;
- (6) Maintain and update the SBA KCBA Representative's notebook;

- (7) Meet with and train the incoming KCBA Representative; and
 - (8) Review and recommend revisions to these official duties at least once per year.
- D. *Disability Representative.* The Disability Representative shall be appointed by the incoming President, subject to confirmation by a two-thirds majority of the Governing Council. The Disability Representative shall have the following duties:
- (1) Commit at least one hour per week to the SBA;
 - (2) Sit as a voting member and attend all meetings of the Council;
 - (3) Engage and work with the faculty to bring attention to sensitive issues affecting students with disabilities and encourage clear communication between faculty, staff, and students, including meeting with the Dean of Academic Affairs and the Dean of the Law School as needed;
 - (4) Work with other SBA Representatives to ensure social events and extracurricular activities for the law school community are inclusive and equitable to students with disabilities;
 - (5) Assist with annual Diversity Week by planning a disability awareness event with the help of the SBA Equity and Inclusion Committee, the Council, and the CSOs;
 - (6) Maintain and update the SBA Disability Representative's notebook, including information about Diversity Week and the disability awareness event;
 - (7) Meet with and train the incoming Disability Representative;
 - (8) Review and recommend revisions to these official duties at least once per year; and
 - (9) While not required, it is encouraged that the disability representative be a person with a disability or someone who has demonstrated substantial involvement in the disability equity and inclusion space.

SECTION 9: APPOINTED OFFICERS – NON-VOTING

- A. All positions defined in this Section shall be deemed vacant and subject to appointment on April 1 of each year.
- B. *Secretary.* The Secretary shall be appointed by the President, subject to confirmation by a majority vote of the entire Council. The Secretary shall have the following duties:
- (1) Commit at least one hour per week to the SBA;
 - (2) Sit as a non-voting member and attend all meetings of the Council;
 - (3) Take minutes of all SBA Council meetings, and circulate the minutes by the time agreed upon with the President;
 - (4) Record all voting counts and other pertinent information in recording the meeting minutes;
 - (5) Coordinate the taking and framing of the annual SBA picture;
 - (6) Help coordinate and supervise headshot events for the student body;
 - (7) Help coordinate and distribute final snacks for the student body during finals period;

- (8) Maintain the SBA facilities and digital files, storage, and organization with the Vice President;
 - (9) Maintain and update the SBA Secretary's notebook;
 - (10) Meet with and train the incoming Secretary; and
 - (11) Review and recommend revisions to these official duties at least once per year.
- C. *Parliamentarian.* The Parliamentarian shall be appointed by the Vice President, subject to confirmation by the Council, and shall have the following duties:
- (1) Commit at least one hour per week to the SBA;
 - (2) Sit- as a non-voting member and attend all meetings of the Council;
 - (3) Advise the presiding officer on parliamentary authority and resolve any disputes that arise over parliamentary procedure;
 - (4) Act as a resource for any SBA officer seeking information on the SBA Constitution, Bylaws, or proper parliamentary procedure;
 - (5) Convene and preside over the SBA Bylaws Committee;
 - (6) Maintain the SBA Constitution and Bylaws, incorporating approved revisions;
 - (7) Maintain a history of proposed revisions to the Constitution and Bylaws;
 - (8) Coordinate and maintain communication with the Judicial Board, reporting back to the Council as required;
 - (9) Maintain and update the SBA Parliamentarian's notebook
 - (10) Meet with and train the incoming Parliamentarian; and
 - (11) Review and recommend revisions to these official duties at least once per year.
- D. *Communications Director.* The Communications Director shall be appointed by the President, subject to confirmation by the Council. The Communications Director will be selected based on communication skills, editing skills, marketing skills, and a demonstrated interest in the position. The Communications Director shall have the following duties:
- (1) Supervise the monthly publication of the SBA Newsletter;
 - (2) Develop graphics and advertisements, with approval by the Executive Officers, for SBA events;
 - (3) Assist in drafting a policy that governs the publishing of materials;
 - (4) Review the guidelines and editorial policy of the current accepted mode of organization posting used for communication with the student body, and propose modifications to the Council for approval;
 - (5) Maintain regular communication with the SBA President;
 - (6) Maintain and update the SBA Communication Director's notebook;
 - (7) Train the next Communications Director in the duties as provided in these bylaws;
 - (8) Review and recommend revisions to these official duties at least once per year; and
 - (9) Maintain any other social media or electronic outreach efforts;

CHAPTER VIII

COUNCIL MEETINGS

SECTION 1: MEETINGS OF THE COUNCIL

- A. *General Meetings.* General meetings of the Council shall be held, at a minimum, every two (2) weeks while the academic semester is underway, except during Spring Break or exam periods. General meetings shall be publicized and open to all members of the Seattle University School of Law student body. General meetings shall be held in a room that can accommodate visitors and is accessible via a telecommunication platform.
- B. *Executive Session.* The Council may, at any point during a meeting, move into an executive session by an affirmative majority vote of those Council members present and voting. Once the Council enters executive session, only SBA executive and legislative officers are permitted to be present. Either the presiding officer or the Council, by an affirmative majority vote of those Council members present and voting, may designate a future meeting or some portion of a future meeting as an executive session.

SECTION 2: QUORUM

A quorum of the Council must be present for the Council to conduct business. In the absence of a quorum, the Council may hear individual officer reports and announcements, but it may not vote or consider any motion other than a motion to adjourn. A quorum shall consist of a majority of all voting members of the Council. Vacant officer positions shall not count in the determination of the quorum threshold.

SECTION 3: PROXIES

- A. *Voting.* Voting by proxy shall be made available to all members of Council.
- (1) Representatives may only proxy for each other.
 - (2) Executive Board members may only proxy for each other.
- B. *Eligibility.* An eligible proxy vote shall only be made available in the case of an excused absence, pursuant to Bylaws Ch. VIII Sec. 3(A).
- (1) All use of a proxy shall be indicated at the time of quorum determination.
 - (a) The absent member must provide written notice of the proxy appointment to the SBA President and Secretary.
 - (b) Written notice is to be provided to the presiding officer and the member serving as proxy.
 - (c) Written notice must be provided within 24 hours of the agenda being made available by the President.
 - (d) Written notice must include how the absent member intends to vote on pending matters. The absent member must indicate whether the proxy

- has reasonable discretion to cast a vote in the instance that the subject matter of the vote has substantially changed.
- (2) All use of a proxy shall be noted in the voting record.
 - (3) Perpetual proxy is available so long as each absence is excused and in accordance with the Bylaws Ch. VIII Sec. 3(B).
- C. *Limitation on Proxies.* Each member may serve as a proxy for up to two additional members of the Council.

SECTION 4: CONFLICTS OF INTEREST

Council members shall abstain from voting on any financial matter in which they have an actual or apparent conflict of interest. A conflict of interest arises when a pending matter personally or financially affects a council member. This means that when an individual sits on a CSO executive board, requests funding, or would directly benefit from the outcome of the vote.

SECTION 5: ORDER OF BUSINESS

Unless otherwise determined by the agenda, each meeting of the Council shall proceed with the following order of business:

- (1) Call to Order;
- (2) Adoption of minutes from prior meeting;
- (3) Public comments;
- (4) Executive Officer reports;
- (5) Representative reports;
- (6) Consideration of business; and
- (7) Adjournment.

SECTION 6: INTRODUCTION OF BUSINESS

- A. *Form of Motion.* Unless otherwise required by this Section, any voting member may make a motion concerning any subject properly before the Council. No particular form shall be required for the making of any motion. The presiding officer shall restate the motion and put the question to the body.
- B. *Second.* All motions, regardless of form, must be seconded to receive consideration.
- C. *Use of Oral Motions.* Unless these Bylaws require a written motion or other form, any decision or action by the Council may be proposed and adopted by oral motion.
- D. *Resolutions.* When a resolution is required, or when these Bylaws require a written motion to propose a decision or action by the Council, the matter must be presented to the Council in the form of a written resolution.
 - (1) A resolution must be presented whenever the Council:
 - (a) directs an SBA officer to take specific action;

- (b) expresses a public opinion on behalf of the SBA or the entire student body;
 - (c) wishes to send a specific communication to a member of the faculty or administration on behalf of the SBA or the student body as a whole;
 - (d) amends these Bylaws; or
 - (e) is required by these Bylaws to act by resolution.
 - (f) Resolutions must be sponsored by at least one voting member of the Council.
 - (g) Resolutions must be in proper legislative form and must include appropriate recitals and an enacting/resolving clause.
- (2) Resolutions must be read in front of the entire Council by the sponsor of the resolution or by the presiding officer.
 - (3) Unless otherwise specified by these Bylaws, passage of a resolution requires a majority vote of the entire Council. Upon passage, resolutions shall take immediate effect.
 - (4) All resolutions expressing public opinion on behalf of the SBA shall be published on the current accepted mode of organization posting used for communication with the student body after passage. All resolutions directing specific communication to a member of the faculty or administration shall be transmitted to that person by the President.

SECTION 8: COUNCIL DISCUSSION

- A. *Discussion Preceding Motion.* Nothing in this Chapter shall prohibit the presiding officer from entertaining open debate on any topic without a formal motion pending.
- B. *Recognition.* During discussion, the presiding officer shall recognize Council members in the order in which they indicate a desire to speak. During any single issue, Council members may speak one (1) time for no more than two (2) minutes; however, the presiding officer shall have discretion to waive this provision. *Closing Debate.* Once all Council members have had the opportunity to speak to an issue pursuant to sub-section (B), the presiding officer may unilaterally close debate and proceed with a vote without a motion to close debate. That decision to close debate may be appealed to the Council upon the objection of any member, and debate will be reopened if a majority of those present and voting Council members consent.

SECTION 9: VOTING PROCEDURES

- A. *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.
- B. *Division.* If a voice vote is conducted and the presiding officer declares the outcome, any Council member may call for division, which shall require the vote to be re-conducted by a show of hands. The presiding officer may unilaterally call

- for the vote to be re-conducted by a show of hands if he or she is unable to determine the outcome based on a voice vote.
- C. *Roll Call.* Any two Council members may demand a roll call vote, provided that the demand is made before or immediately following a voice vote or a vote by show of hands. Upon such a demand, the Parliamentarian shall call each voting Council member's name, the Council member shall state their vote, and the Secretary shall record the vote in the minutes.
- D. *Special Circumstances.* Approval of the SBA budget, or approval of any resolution, must be conducted by roll call vote. Approval of financial matters may be conducted by roll call vote at the discretion of the presiding officer or as otherwise specified in this Section.

SECTION 10: MINUTES

The Secretary shall take full and complete minutes of every SBA meeting. The Secretary and SBA President shall maintain minutes of the executive session, which shall not be published and shall only be made available to executive and legislative officers, or to members of the Board in the event of a controversy. The minutes shall include the results of each vote, and when a roll call is taken, the vote cast by each member of the Council.

SECTION 11: ELECTRONIC VOTES

Unless otherwise specified by these Bylaws, any matter that, in the discretion of the President, requires expedited consideration or that arises when school is not in session may be put before the Council electronically by the President. Twenty-four hours (24) shall be provided for voting Council members to cast their votes electronically, and the result shall be announced in roll-call format to the Council and recorded by the secretary.

SECTION 12: RULES OF ORDER

The Council President will choose which Rules of Order shall govern the proceedings of Council meetings. The current edition of Robert's Rules of Order, Newly Revised, shall govern the proceedings of Council meetings to the extent it does not conflict with the SBA Constitution and these Bylaws. The Council may suspend Robert's Rules of Order for any reason upon a two-thirds vote of the Council; however, the suspension shall last only until adjournment of the meeting at which the suspension is approved.

CHAPTER IX

JUDICIAL BRANCH

SECTION 1: JUDICIAL BRANCH OFFICERS

The members of the Judicial Board shall be the judicial officers and shall constitute the judicial branch of the SBA.

SECTION 2: QUALIFICATIONS

- A. *Law Student.* Each judicial officer, at the time of election or appointment, must be currently enrolled as a law student in good standing at Seattle University School of Law.
- B. *Prohibition on Holding Another Office.* No judicial officer shall be eligible to hold office in either the executive or legislative branch while enrolled at Seattle University. However, if a judicial officer resigns from office before the first day of the Spring semester, he or she shall become eligible to run for and hold office in either the executive or legislative branch during the following Council term.

SECTION 3: BOARD COMPOSITION

- A. *Class Requirements.* The Board must consist of at least two members who have completed one year of law school, at least two members who have completed two or more years of law school, and at least one member who is currently enrolled in the Flex JD program. For this subsection, a “year” refers to two academic semesters, excluding summer.
- B. *Chair.* The Chair of the Board shall be selected annually in accordance with Article IX of the SBA Constitution.
- C. *Clerk.* The Board shall select a Clerk from amongst its membership. The Clerk shall be responsible for communication with all parties to matters before the Board and with all parties seeking to bring a matter before the Board.
- D. *Elections Supervisor.* The Board shall select an Elections Supervisor from amongst its membership. The Elections Supervisor shall be responsible for planning and carrying out all SBA elections pursuant to the SBA Constitution and Bylaws, and any election guidelines developed and promulgated by the Board.

SECTION 4: RECUSAL

- A. *Generally,* Board members are prohibited from discussing, deliberating, voting on, or taking part in any matter in which they have an actual or apparent conflict of interest, and must recuse themselves from any such matter. Any Board member may suggest that a conflict of interest exists for any other member. If the member with the purported conflict refuses to abstain, the Board may compel that member to recuse themselves upon a unanimous vote of the other members of the Board.

SECTION 5: IMPEACHMENT

- A. *Initiation.* All Board members are subject to impeachment by the Council. Impeachment shall be initiated by a Council resolution demanding the impeachment of the judicial officer. The resolution shall clearly state the grounds for impeachment. The introduction and passage of the resolution shall conform with the requirements of Chapter VII of these Bylaws, subject to the provisions of this Section.

- B. *Defense.* The judicial officer who has been subject to an impeachment resolution shall have the opportunity to appear before the Council to present a defense. A copy of the impeachment resolution must be supplied to the officer at least seventy-two (72) hours before the Council meeting at which the resolution is introduced.
- C. *Council Vote.* Following the introduction of the impeachment resolution and any defense offered by the judicial officer, the Council must vote on the resolution. A motion to table or otherwise delays the vote shall not be entertained. Impeachment shall become final and effective upon an affirmative two-thirds vote of the entire Council.

SECTION 6: RESIGNATION

Any judicial officer wishing to resign shall submit a written resignation letter to the President, which shall be published on the current accepted mode of communication with the student body. The publication of the letter is subject to review by the SBA Advisor and the Executive Officers. The position shall become vacant upon the resignation of any executive officer and shall be filled as soon as possible.

SECTION 7: ATTENDANCE AT COUNCIL MEETINGS

To prevent actual or apparent conflicts of interest, or potential *ex parte* communication, judicial officers may not attend meetings of the SBA Council unless an invitation to attend is extended by the SBA President or by an affirmative majority vote of those present and voting members of the SBA Council. The Chair of the Board may request time to present a report or other matter to the SBA Council and may attend the Council meeting for only the time necessary to present the matter and address questions about it.

SECTION 8: JURISDICTION & REMEDIES

- A. In addition to the jurisdiction expressly granted by Article IX of the SBA Constitution, the Board shall have jurisdiction and powers of remedy as specified over the types of controversies listed in this Section, to the extent the Board determines that specific standing may be required to bring certain matters before the Board.
- B. *Elections.*
 - a. *Election Complaints.* The Board shall have jurisdiction over any complaint that arises from an SBA election. The Board shall have the power to provide a remedy in the following forms: (1) admonishment of candidates, (2) order to conduct a new election, (3) permanent disqualification of a candidate or elected officer; or (4) order declaring a position vacant and subject to appointment as specified in these Bylaws.
 - b. *Vote Tabulation.* Upon request, the Board shall provide a tabulation of election results, with explanations as necessary, to any member of the Law School community.
- C. *SBA.*
 - a. *Controversies Arising From the SBA Constitution or Bylaws.* The Board shall have jurisdiction over any complaint that arises out of the SBA Constitution or

Bylaws. The Board is empowered to review *sua sponte* all amendments to the Bylaws adopted by the Council. The Board shall have the power to provide a remedy in the following forms: (1) declaratory judgment to settle the controversy or question, (2) mandamus to a specific officer ordering compliance with provisions of the SBA Constitution or Bylaws; or (3) invalidation or reconstruction of a provision of the Bylaws due to a conflict with the SBA Constitution.

- b. *Audit*. The Board shall have jurisdiction to conduct an audit of the SBA pursuant to Chapter IV, Section 7 of these Bylaws. Upon completion of the audit, the Board shall prepare and deliver a written report, which shall be published in accordance with the provisions of that Section.
- c. *Complaints Against a Specific Officer*. The Board shall have jurisdiction over any complaint directed at a specific officer of the SBA. The Board shall have the power to provide a remedy in the following forms: (1) a finding that the officer abused their discretion and fixing parameters upon which the officer's decision must be based; (2) mandamus to a specific officer ordering compliance with provisions of the SBA Constitution or Bylaws; or (3) transmittal of findings to the Council.
- d. *Complaints Against the SBA Council*. The Board shall have jurisdiction over any complaint arising out of an action or decision by the SBA Council. The Board shall have the power to provide a remedy in the following forms: (1) a finding that the Council abused its discretion and fixing parameters upon which the Council's decision must be based; (2) mandamus to the Council ordering compliance with provisions of the SBA Constitution or Bylaws; or (3) transmittal of findings to the Council.

D. CSOs.

Complaints Against Student Organizations. The Board shall have jurisdiction over any complaint raised concerning a registered student organization or its members. The Board shall have the power to provide a remedy in the following forms: (1) order a temporary suspension of funding to the student organization, which shall not exceed one semester; (2) order revoking the certification of the student organization; or (3) transmittal of findings to the Vice President and the Council.

SECTION 9: BOARD RULES

The Board shall adopt and maintain Board Rules to govern the operations of the Board, which shall, at a minimum, include the following:

- (1) Requirements for standing to bring complaints;
- (2) Filing process for complaints and answers;
- (3) Procedures governing the hearing of and disposition of complaints;
- (4) Procedures governing the internal consideration of matters before the Board;
- (5) Guidelines for the appropriate application of remedies;
- (6) Complaints; and,
- (7) Procedures for creating and maintaining an archive of rules of decision that is accessible to the student body;
- (8) Maintain a confidential archive of complete Board decisions for use by the Board only; and
- (9) Any other matter necessary and proper for the Board to carry out its duties.

CHAPTER X

COMMITTEES

SECTION 1: TERM OF COMMITTEE MEMBERSHIP

Unless otherwise indicated, all appointments to committees specified in this section shall expire on April 1 of each year.

SECTION 2: BUDGET COMMITTEE

- A. *Committee Membership.* The Vice President shall chair the Budget Committee and shall also be comprised of the Treasurer, who is a voting member of the budget committee, and four other voting member students who shall be appointed by the Vice President and confirmed by a majority vote of the entire Council. The SBA President may serve on the Committee in a non-voting, advisory capacity.
- B. *Scope.* The Budget Committee shall be primarily responsible for receiving and evaluating requests for funding from SBA members or certified student organizations and recommending action on those requests to the Council. The Committee shall be subordinate to the Council and may have items of business committed to or discharged from its consideration by the Council. The Budget Committee shall recommend fundraising efforts to the Council for its approval and undertake to fulfill those efforts once approved. The Budget Committee shall recommend the usage of funds raised via fundraising to the Council. The Budget Committee shall operate in accordance with the applicable provisions of these Bylaws.
- C. *Standing Rules.* The Budget Committee may adopt standing rules to govern its internal operation and processes. A current and accurate copy of these rules shall be provided to and maintained by the Parliamentarian and shall be furnished to any Council member upon request. No standing rule may conflict with the SBA Constitution or these Bylaws.

SECTION 3: BYLAWS COMMITTEE

- A. *Committee Membership.* The Bylaws Committee shall be chaired by the Parliamentarian and shall be comprised of the Vice President, and at least three (but no more than five) other SBA officers who shall be appointed by the President and confirmed by a majority vote of the entire Council. Additionally, the Committee can include up to three non-SBA students currently enrolled as law students in good standing at Seattle University School of Law who shall be appointed by the Vice President and confirmed by a majority vote of the entire Council.
- B. *Scope.* The Bylaws Committee shall review all proposals for amendments to the Bylaws and shall recommend action to the Council on such proposals. The Committee shall be subordinate to the Council and may have items of business committed to or discharged from its consideration by the Council.
- C. Undertake a comprehensive and thorough evaluation of the Bylaws, recommending to the Council's consideration all amendments that it deems necessary and proper.

- D. *Standing Rules.* The Bylaws Committee may adopt standing rules to govern its internal operation and processes. A current and accurate copy of these rules shall be provided to and maintained by the Parliamentarian and shall be furnished to any Council member upon request. No standing rule may conflict with the SBA Constitution or these Bylaws.

SECTION 4: EQUITY AND INCLUSION COMMITTEE

- A. *Committee Membership.* The Diversity Representative shall chair the Equity and Inclusion Committee and shall also be comprised of at least two other SBA Council Members and one representative from student organizations that have an interest in pursuing diversity or public interest. Additional students who are not members of the Council may serve on this committee in a volunteer capacity, with the approval of the Diversity Representative.
- B. *Scope.* The Equity and Inclusion Committee shall be primarily charged with promoting diversity, equity, and inclusion on campus, including, but not limited to, organizing the annual Diversity Week in cooperation with other student organizations and sponsors, as well as identifying and overseeing other opportunities to increase diversity, equity, and inclusion on campus.
- C. *Standing Rules.* The Equity and Inclusion Committee may adopt standing rules to govern its internal operation and processes. A current and accurate copy of these rules shall be provided to and maintained by the Parliamentarian and shall be furnished to any Council member upon request. No standing rule may conflict with the SBA Constitution or these Bylaws.

SECTION 5: STUDENT FACULTY HIRING COMMITTEE

- A. *Committee Membership.* The Faculty Standards Representative shall chair the Student Faculty Hiring Committee and shall also be comprised of at least two other SBA Council Members. Additional students who are not on the Governing Council may serve on this committee in a volunteer capacity, with the approval of the Faculty Standards Representative.
- B. *Scope.* The Student Faculty Hiring Committee shall be primarily charged with evaluating potential faculty candidates, including but not limited to interviewing potential faculty members, providing feedback to the administration based on student interviews, and making recommendations to the administration regarding specific candidates for hire.
- C. *Standing Rules.* The Student Faculty Hiring Committee may adopt standing rules to govern its internal operations and processes. A current and accurate copy of these rules shall be provided to and maintained by the Parliamentarian and shall be furnished to any Council member upon request. No standing rule may conflict with the SBA Constitution or these Bylaws.

SECTION 6: STUDENT ACTIVITIES COMMITTEE

- A. *Committee Membership.* The Student Activities Representative shall chair the Student Activities Committee and shall also be comprised of at least two other SBA

Council Members. Additional students who are not members of the Governing Council may serve on this committee in a volunteer capacity, with the approval of the Student Activities Representative.

- B. *Scope.* The Student Activities Committee shall be principally charged with coordinating and hosting student events, including but not limited to organizing the annual Barrister's Ball and 2L/3L parties. The committee may also assist in coordinating student activities hosted by CSOs when requested.
- C. *Standing Rules.* The Student Activities Committee may adopt standing rules to govern its internal operation and processes. A current and accurate copy of these rules shall be provided to and maintained by the Parliamentarian and shall be furnished to any Council member upon request. No standing rule may conflict with the SBA Constitution or these Bylaws.

SECTION 7: OTHER COMMITTEES

Any SBA officer may form and preside over an ad-hoc committee to assist with the execution of the officer's assigned duties. Subject to the provisions of these Bylaws, the Council may appropriate funds and place them under the control of ad hoc committees as necessary. The Council must approve a committee proposed by an officer.

CHAPTER XI

EXTERNAL RELATIONS

SECTION 1: ABA LAW STUDENT DIVISION REPRESENTATION

If a member of the SBA serves as Twelfth Circuit Governor for the ABA Law Student Division, or as Chairperson, Vice-Chairperson, Vice-Chairperson/SBAs, or Secretary-Treasurer of the national ABA/LSD, that student shall serve as a non-voting member of the SBA Council. The SBA shall provide funding for that student to attend the ABA Law Student Division's annual meeting, as well as the regional ABA Law Student Division Twelfth Circuit meetings.

SECTION 2: LAW SCHOOL BUDGET COMMITTEE

The President shall fill student vacancies on the law school's budget committee by appointment, subject to confirmation by an affirmative majority vote of those present and voting Council members.

SECTION 3: NON-SBA MEMBERS ON COMMITTEES

Members of the student body who are not members of the SBA may participate in Committees upon approval by the Committee Chair, unless otherwise prohibited by the Constitution or Bylaws.

CHAPTER XII

SUMMER CONTROL

SECTION 1: AFFAIRS OF THE ASSOCIATION

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

SECTION 2: SUMMER REPORT

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

CHAPTER XIII

AMENDMENTS

SECTION 1: AMENDMENTS TO THE BYLAWS

- A. *Voting Threshold.* These Bylaws may be amended by an affirmative two-thirds vote of all present and voting Council members during a regularly scheduled meeting of the Council held pursuant to Chapter VIII, Section 1 of these Bylaws.
- B. *Form.* Any Council member may propose amendments to the Bylaws. Proposed amendments shall be put to the Council in the form of a resolution which conforms with the requirements of Chapter VIII of these Bylaws, subject to the provisions of this Section.
- C. *Scrivener's Errors.* The Constitution and Bylaws Committee shall have the authority to amend scrivener's errors independently of this threshold, provided that the amendments do not fundamentally alter the meaning or purpose of any of these Bylaws. The Committee shall provide timely notice both to the Council and the student body when such an amendment is made.