

**SEATTLE UNIVERSITY SCHOOL OF LAW
STUDENT BAR ASSOCIATION
BYLAWS**

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INDEX

CHAPTER I	<u>MISSION STATEMENT</u>
CHAPTER II	<u>STUDENT ORGANIZATIONS</u>
CHAPTER III	<u>ELECTIONS</u>
CHAPTER IV	<u>BUDGET & APPROPRIATIONS</u>
CHAPTER V	<u>EXECUTIVE BRANCH</u>
CHAPTER VI	<u>EMPLOYEES</u>
CHAPTER VII	<u>LEGISLATIVE BRANCH</u>
CHAPTER VIII	<u>COUNCIL MEETINGS</u>
CHAPTER IX	<u>JUDICIAL BRANCH</u>
CHAPTER X	<u>COMMITTEES</u>
CHAPTER XI	<u>EXTERNAL RELATIONS</u>
CHAPTER XII	<u>SUMMER CONTROL</u>
CHAPTER XIII	<u>AMENDMENTS</u>

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, STUDENT NEEDS, 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 Recognized Student Organizations. These Bylaws shall henceforth refer to Recognized Student Organizations as 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. Certified student organizations (“CSOs”) must comply with all applicable provisions of these Bylaws to retain their certification status.

SECTION 2. CERTIFICATION REQUIREMENTS

- A. *Minimum Student Participation.* All student organizations seeking certification under this Chapter (“candidate organizations”) must consist of five more students currently enrolled at the Seattle University School of Law while the student organization is active.
- B. *Organizing Documents.* All candidate organizations must be governed by a Constitution and/or Bylaws, adopted by a majority of all students participating in the organization at the time the application for 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 & SPONSORSHIP

- A. *Sponsorship.* The candidate organization must obtain the sponsorship of two or more voting members of the Council, but neither Council member may be a member of the organization.
 - (1) Statements of sponsorship must be supplied to the Vice President in writing prior to the Council’s consideration of the application if the SBA sponsoring member will not be present at the Council meeting during the time that the candidate organization will be considered.
 - (2) At least one SBA sponsor must be present at the Council meeting to answer questions pertaining to sponsorship.
- B. *Application for Certification.* The candidate organization shall submit an application for certification to the Vice President at least one week prior to the Council’s consideration of the application in accordance with Section 4(B) of this

chapter. The application must include:

- (1) the organization's name;
- (2) roster of the organization's members and officers, including full names, signatures, and class year, which must at least satisfy the requirements of Section 2(A) of this Chapter;
- (3) a statement of the organization's purpose a copy of the organization's Constitution and Bylaws, 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;
- (4) summary of anticipated events and/or activities to be sponsored by the organization; and
- (5) list of sponsoring Council members, as defined in this Section.

SECTION 4. CERTIFICATION PROCEDURES

- A. *Notice.* The Vice President shall notify all Council members once a completed application for certification has been received. The notice must include all application materials submitted by the candidate organization and must be provided to the Council at least three days prior to any meeting at which the certification application is considered.
- (1) *Timeliness.* All completed applications for certification shall be heard by the Council within two meetings.
 - (2) *Attendance.* At least three members of the candidate organization must attend the Council meeting at the time the certification application is considered.
 - (3) *Council Approval.* The certification application must be approved by an affirmative two-thirds vote of all present and voting Council members in accordance with Chapter VII, Section 4.

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 III, 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 Chapter II Section 3(B) to the Vice President, except for subsections (2) and (5). The recertification material 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 an CSO shall be rectified with the aid of the SBA Vice President and SBA Treasurer. No personal penalties shall be made.
- 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 certification 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 RSO'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 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 8 or by failure to complete annual recertification under Section 7, 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 III.

SECTION 9. STUDENT ORGANIZATION PRESIDENTS' MEETINGS

- A. *CSO Presidents 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 Vice President may call additional meetings as may be needed. At least one week 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 presidents meetings. Each meeting will be chaired by the Vice President and must be open to all Council members. If an 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.
- C. *Coalitions.* All coalitions shall be invited and encouraged to attend all CSO president's meetings.

SECTION 10. STUDENT ORGANIZATION COMMUNICATION AND ACCOUNTABILITY

All student organization 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.¹

¹ Comment on part of the 2011-2012 SBA Council. "Socio-economic status" is intended to prevent any potential discrimination based on the economic circumstances in an individual's past and not present economic status due to school enrollment, loans, etc., including, but not limited to present lack of income or employment. Further, this clause is satisfied when CSO's who charge membership dues present opportunities—through national organizations or otherwise—for scholarships, payment plans, etc., that help offset the cost of such dues. Finally, this comment is intended to provide clarification and is otherwise non-binding.

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 of the Board to supervise the elections process. That member shall not be permitted to adjudicate or participate, other than as a party, in any matter brought before the Board arising from the election. In such an action, the Board shall select a new member *pro tempore* to participate as a full voting member of the Board until the matter is resolved. 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. 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 to govern the election process. The rules must be made available at all times to the membership of the SBA.
- C. *Modification.* Any modification to the election rules and procedures may not be made within thirty (30) days prior to an election.

SECTION 3. ELECTIONS & TIMELINES

- A. *February General Election.* The February general election for SBA will be held during the last full week of 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, but they will be non-voting members of the Council until the current officers complete their term of office.
- B. *September Election.* The September election will be held no sooner than Labor Day and no later than the third full week of September of each year². Only the officer

² General Council 2017-2018 made this change to allow for earlier elections. During September 2017, the Judicial Board allowed the Council to suspend the previous Bylaw requiring the election to happen the third week of school. This change made it possible for the Representatives in the September elections to participate in the October Retreat of the SBA.

positions identified in this subsection shall be eligible for election. Officers elected during the September election take office immediately.

- C. *1L Representatives.* Each 1L Representative position will be subject to election. Only the members of a 1L class section may vote to elect the representative of that section.
- D. *Transfer & Visiting Student Representative.* The Transfer & Visiting Student Representative position will be subject to election. Only transfer students and visiting students may vote to elect that representative.
- E. *Notice of Election.* The Board shall adopt procedures to ensure that all students who are eligible to run in a given election are notified of the election sign-up deadline no less than 14 days in advance of the 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. *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.
- C. *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:
 - D. The candidate receiving the lowest number of votes for that office will be eliminated from contention.
 - (1) The ballots cast for that eliminated candidate will be reallocated to the remaining candidates based on the next highest ranked candidate listed on each ballot.
 - (2) 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 and 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 speak with current SBA members if necessary.
 - (3) 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.
 - (4) If a ballot cannot be allocated to an eligible candidate based on the methodology above, the ballot will be set aside and will no longer be counted for purposes of determining a simple majority.

- (5) 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.
- (6) 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 votes cast for that office.

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 and presented to the Council to announce the candidacy of each student that 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 candidate endorsements. 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 publication on the current mode of communication or email dissemination.
 - 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.
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CHAPTER IV

BUDGET & APPROPRIATIONS

SECTION 1: STUDENT ACTIVITIES FEE

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 individual line item. Line items not specifically 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, not including CSOs, in the executive, legislative, or judicial branch. Funds so allocated may be expended at the discretion of the controlling officer or entity, subject to any internal procedures or controls that the Treasurer may adopt.

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 prior year 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, but 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 amongst 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. *Conference Expenses Fund.* The budget must include a specific line item allocation to fund conference-related expenses. Conference-related expenses include travel, lodging, per diem, registration fees, and other expenses necessary to permit CSO members to attend national conferences. CSOs must request specific allocations from this line item using the process set forth in this Chapter for requesting supplemental funds.
- D. *Supplemental CSO Fund.* The budget may include a specific line item to fund CSO requests in excess of 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 in excess of 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 one month prior to the final Council meeting of the semester. The Budget Committee must evaluate the request within three weeks of submission to the Treasurer.

- 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;
 - (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; and
 - (11) the number of funds received by the organization during the current school year.
- D. *Budget Committee Recommendation.* The Budget Committee shall recommend to the Council whether the request should be approved, rejected, or amended prior to approval, and the recommendation may include any reasons or justification for the recommended action. 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 Council and answer any question from Council. Funds request will not be heard or approved by 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 adopt or reject the recommendation of the Budget Committee. The Council is empowered to amend the size of the allocation or attach restrictions on the use of the funds.

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. Any appropriations from this line item must be individually approved by an affirmative majority vote of the Council.

SECTION 7: MONITORING OF SPENDING

- A. *Monitoring*. The Vice President 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 to 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 present and treasurer are required to meet with the SBA Treasurer and Vice President 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 be a distinguish between CSOs in debt less than \$100 from CSOs in debt over \$100.
 - (1) For CSO’s in debt less than \$100, the Council has the discretion to contribute a one-time fund allocation to bring the CSO’s account to zero balance.³
 - (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 Vice President, detailing what steps the CSO will take to bring their account up to zero.
 - (3) The Vice President then shall review each plan and make a recommendation to the Council as to whether Council should approve each CSO plan. Approval is based on criteria laid out in the Debt Solution Enactment of Fall 2016.
 - (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.

³ These provisions were added by the 2016-2017 General Council after several CSO continued had a large negative balance.

CHAPTER V **EXECUTIVE BRANCH**

SECTION 1: EXECUTIVE BRANCH OFFICERS

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, beginning April 1 and ending March 31 of the subsequent year.

SECTION 2: QUALIFICATIONS

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.

A. *Excessive Commitments.* Executive Officers who assume a full-time externship, by credit allocation or work hours, Full time internship by work hours, or a credit load in excess of 15 Credits for a single semester, shall do so only with the approval of the Governing Council. Failure to gain approval from the Governing Council within 30 days of accepting the externship, internship, or excess credit load will result in automatic removal of the Executive Officer.

B. *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, with the exception of any 1L Representative who is subsequently elected to executive office while fulfilling an unexpired term as a 1L Representative.

C. *Simultaneous Holding of Executive Board Positions.* An executive board member of the SBA shall not simultaneously hold their SBA executive office, and an executive board office/membership on any other organization without the consent of the governing council. Should the Governing council fail to approve the simultaneous holding of more than one executive position, within 30 days of the effective dates that the officer assumed the second executive board position, then the Executive Board member is automatically removed.

D. *Minimum Qualifications.* SBA executive officers must have experience with SBA or an CSO, or outside experience relating to the position job description.

E. *Office hours.* Each executive officer shall have regularly scheduled office hours, in accordance with their weekly minimums as defined in sections 6, section 7, and section 8 respectively, except during Spring Break, Winter Break, Summer Session, and exam periods.

F. *Posting of Hours.* Each executive officer shall publish their regular academic

commitments, as well as their proposed office hours, prior to the beginning of each term that officer serves. Re-publication shall be required only when an executive officer's schedule substantially changes, or the majority of the hours cannot be met for more than one week.

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 moneys 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, or if an executive officer resigns from office during the Fall or Spring semester, that officer shall forfeit the entire amount of the scholarship for that semester.

(2) Once an executive officer no longer holds office, any future scholarships due under this Section shall be forfeited.

(3) If the Council determines by a majority vote of all voting members that an executive officer has failed to satisfactorily complete their duties, as specified in the Bylaws, 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 to the

D. *Impeachment.* A copy of the impeachment resolution must be supplied to the officer at least seventy-two (72) hours prior to 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 delay 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 shall be published to the entirety of the student body either by email dissemination or by the current to the current accepted mode of organization posting for a period of 30 days or until the vacancy is filled, whichever comes sooner. The position shall become vacant upon the resignation of any executive officer, 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 maintain at least eight (8) regular office hours, which shall be posted in advance on the SBA Bulletin Board, outside the SBA office, and on the website. During this time, the President shall remain available to members of the SBA. 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 SBA Council to the current accepted mode of organization posting by the second Council meeting in October;
 - (2) Publish a *Year in Review* report on to 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, with the Associate Deans,

and with the administrative staff in order 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 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 to provide a report of summer activities at the first SBA Council meeting in the Fall;
- (9) Participate in the Fall orientation for first year students; help the Vice President when need be;
- (10) Act as an ex-officio member of student committees;
- (11) Develop the agenda for each SBA Council meeting and transmit agenda to technology director and communications director to be published to be published no less than 48 hours prior to that meeting;
- (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 on to the current accepted mode of organization posting used for communication with the student body;
- (13) Call, preside over, and develop the agenda for SBA Executive meetings;
- (14) Appoint the SBA Secretary, subject to confirmation by a majority vote of those Council members present and voting on the appointment;
- (15) Appoint members of the Judicial Board, subject to the provisions of Chapter VI of these Bylaws;
- (16) Appoint 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. (Representatives should include (at least): one 3L; two 2L; 2 1Ls);
- (18) Attend faculty meetings as SBA student Liaison;
- (19) Sit on 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. *Office Hours & Time Commitment.* The Vice President shall maintain at least five (5) regular office hours, which shall be posted in advance on the SBA Bulletin Board, outside the SBA office, and on the website. During this time, the Vice

President shall remain available to members of the SBA. 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;

B. *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) Sit 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) Hire and supervise all SBA employees and contractors;
- (7) Manage all SBA facilities, including the SBA office, the Student Organization room (e.g. allocation of desks and space, scheduling, and up-keep), and the SBA Bulletin Board(s); SBA office and Student Organization room shall be cleaned at least once per semester;
- (8) 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;
- (9) Present recommendations of the Budget Committee to the SBA Council in conjunction with the Treasurer as required by these Bylaws;
- (10) Act as a liaison between the SBA and SBA Student Organizations, particularly with regard to recognition requirements and requests for additional funds;
- (11) Maintain and update the SBA Student Organization Manual at least once per semester;
- (12) Act as an ex-officio member of student committees;
- (13) Host a Student Organization Fair during Fall orientation to offer incoming students information on student organizations. Date and time shall be finalized before 1L orientation;
- (14) Update and maintain a list of the currently certified and inactive SBA Student Organizations and the contact information of each active organization's leadership, sharing that information as requested with the law school Administration. Updated list of SBA Student Organizations shall be posted on to the current accepted mode of organization posting used for communication with the student body by the last week of September, with current contact information.
- (15) Establish and make available the requirements for a student organization to receive SBA recognition; requirements shall be published on to the current accepted mode of organization posting used for communication with the student body by the last week of September;

- (16) Oversee the student organization recognition process to ensure each student organization meets such requirements;
- (17) Appoint the SBA Sergeant-at-Arms, subject to confirmation by a majority vote of those Council members present and voting on the appointment;
- (18) Maintain and update the 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 maintain at least five (5) regular office hours, which shall be posted in advance on the SBA Bulletin Board, outside the SBA office, and the current accepted mode of organization posting used for communication with the student body. During this time, the Treasurer shall remain available to members of the SBA. 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 SBA 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 SBA 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 SBA Council and each SBA Organization with a 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;
 - (13) Review and recommend revisions to these official duties at least once per year;
 - (14) Oversee the appropriate payment of SBA employees by verifying time cards, in conjunction with the SBA officer that oversees each employee, to verify that work is being done, as well as coordinate with the business office and deans to ensure that work done is actually being paid for."

CHAPTER VI

EMPLOYEES

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 may be required 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 interview 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 until their graduation from the Seattle University School of Law. An employee may resign at any time by submitting a written resignation to the Vice 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 during executive session. The terminated employee may appeal the decision to the Judicial Board for review and reinstatement.

SECTION 4: PAY

Employees shall be paid at 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.

SECTION 5: PARTICIPATION IN COUNCIL MEETINGS

Employees are not required to attend Council meetings unless directed to do so by the Vice President.

SECTION 6: COMMUNICATIONS DIRECTOR

- A. *Status & Time Commitment.* The Communications Director shall maintain office hours as needed, which shall be posted in advance on the SBA Bulletin Board and website. During this time, the Communications Director shall remain available to members of the SBA. The Communications Director shall work and submit timesheets for no more than eight (8) hours per week.
- B. *Qualifications.* The Communications Director will be selected based on communication skills, editing skills, and a demonstrated interest in the position.
- C. *Duties.* The Communications Director shall have the following duties:
- (1) Supervise the weekly production and publication required to be posted on the current accepted mode of organization posting used for communication with the student body and maintain all required materials on that platform.
 - (2) Assist in drafting a policy which governs publishing of materials;
 - (3) Administer the budget for on to the current accepted mode of organization posting used for communication with the student body, as allocated by the Council;
 - (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 SBA Council for approval;
 - (5) Maintain regular communication with the SBA President;
 - (6) Responsibly handle all complaints and student inquiries regarding current accepted mode of organization posting used for communication with the student body;
 - (7) Optionally solicit paid advertising on the current accepted mode of organization posting used for communication with the student body, as determined by the Executive branch;
 - (8) Maintain and update the SBA Communication Director's notebook;
 - (9) Train the next Communications Director in the duties as provided in these bylaws; and
 - (10) Review and recommend revisions to these official duties at least once per year.

SECTION 7: TECHNOLOGY DIRECTOR

- A. *Status & Time Commitment.* The Technology Director shall maintain office hours as needed and by appointment. During this time, the Technology Director shall remain available to members of the SBA. The Technology Director shall work and submit timesheets for no more than one hundred (100) hours per semester, unless a different limit is approved by the SBA Council.
- B. *Qualifications.* The Technology Director will be selected based on general technology skills, web design and maintenance skills, and a demonstrated interest in the position.
- C. *Duties.* The Technology Director shall have the following duties:

- (1) Attend all SBA Board meetings;
- (2) Maintain the SBA website, working to promote higher visibility and greater student use of the website. Update Seattle University School of Law website with current board information.
- (3) Maintain the creation and upkeep of the SBA TWEN sites;
- (4) Maintain SBA computer and technology equipment;
- (5) Create and maintain an electronic document repository for SBA documents, ensuring effective officer transitions each year;
- (6) Maintain any other social media or electronic outreach efforts;
- (7) Maintain and update the SBA Technology Director's notebook;
- (8) Train the next Technology Director in the requirements and duties of the position; and
- (9) Review and recommend revisions to these official duties at least once per year.

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 “committee chairs” for the purposes of Article V, Section 3 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 prior to 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 to the current accepted mode of organization posting used for communication with the student body for a period of 30 days or until the vacancy is filled, whichever comes sooner. 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 SBA 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 V, Section 5 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 II, Section 3(A) 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 SBA Council;
 - (3) Assist students with issues concerning leaves of absence, withdrawals, probation, dismissals, grades, grading, and re- admission 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 have been referred by the SBA Council, the Administration, or the appropriate faculty committees;

- (6) Review and propose student educational programs;
- (7) Sit on the Academic Conduct Board Selection Committee with the SBA President;
- (8) Select any additional Academic Conduct Board members needed for proceedings held during the Summer semester;
- (9) Maintain and update the SBA Academic Standards Representative's notebook;
- (10) Attend monthly faculty meetings;
- (11) Attend and participate in bi-weekly meetings of the curriculum and pedagogy committee;
- (12) Meet with and train the incoming Academics Standards Representative; and
- (13) 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 SBA 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) Coordinate the annual SBA Job Shadow Program;
- (7) Maintain and update the SBA Alumni Representative's notebook, which must be kept confidential per Law Alumni Board Guidelines;
- (8) Meet with and train the incoming Alumni Representative;
- (9) Review and recommend revisions to these official duties at least once per year, and;
- (10) 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 SBA 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 Social Justice 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 Social Justice 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; and

- (9) Review and recommend revisions to these official duties at least once per year.
- D. *Evening Student Representative.* The Evening 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 SBA Council;
 - (3) Take no more than one class prior to 4:00 p.m.;
 - (4) Represent and to advocate the needs and interests of the Evening Students to the SBA Council and the Administration;
 - (5) Gather input from evening students regarding their unique needs and interests;
 - (6) Work with the SBA Council and the Administration to ensure that evening students are receiving an equitable share of campus resources;
 - (7) Organize and coordinate an Evening Student Committee in accordance with Chapter IX, Section 5;
 - (8) Maintain and update the SBA Evening Representative's notebook;
 - (9) Meet with and train the incoming Evening Representative; and
 - (10) Review and recommend revisions to these official duties at least once per year.
- E. *Faculty Standards Representative.* The Faculty 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 SBA Council;
 - (3) Reach out to the Student Faculty Hiring Committee by email ing XYZ, at least once a semester to receive updates regarding potential faculty candidates;
 - (4) Create and work with a Student Faculty Hiring Committee in evaluating potential faculty candidates;
 - (5) Actively promote opportunities for students to become involved with the Student Faculty Hiring Committee;
 - (6) Participate in the interviews of faculty candidates and submit written comments of student opinions to the Chair of the Faculty Hiring Committee;
 - (7) Review and propose faculty recruitment policies and practices of the faculty and administration;
 - (8) Meet with the Dean of Academic Affairs at least once a semester to Review and propose policies and procedures for student evaluation of faculty members;
 - (9) Provide a way for students to proactively address classroom issues with professors, this might include conducting bi-weekly coffee chats at the side bar, or making announcements in all 1L classes at the beginning of the semester to introduce yourself and explain your role as a conduit between students and the faculty
 - (10) Consider any other matters relevant to faculty recruitment or faculty evaluation, which have been referred by the SBA Council, the faculty, and the Administration;
 - (11) Assist the Academic Standards Representative with updating the SBA Unofficial Course Evaluations Web site;
 - (12) Maintain and update the SBA Faculty Standards Representative's notebook;
 - (13) Meet with and train the incoming Faculty Standards Representative; and

(14) Review and recommend revisions to these official duties at least once per year.

F. *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 SBA Council;
- (3) Serve as a liaison between the SBA Council, the SBA Organizations, 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 Social Justice Committee or other law school organizations or departments;
- (7) Support the Public Interest Law Foundation and their 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.

G. *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 SBA Council;
- (3) Organize social events and extracurricular activities for the law school community, including events that cater to non-traditional students;
- (4) 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;
- (5) Organize the annual Barristers' Ball;
- (6) Organize and chair the Barristers' Ball Planning Committee;
- (7) Maintain and update the SBA Student Activities Representative's notebook;
- (8) Meet with and train the incoming Student Activities Representative; and
- (9) Review and recommend revisions to these official duties at least once per year.

H. *Student Services Representative.*⁴ 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 SBA Council;
- (3) Maintain and update the SBA Student Services Representative's notebook; and

⁴ This position was revised in Spring 2018 to reflect the School's commitment to wellness of the student body.

(4) Review and recommend revisions to these official duties at least once per year.

[Liaison Duties]

(3) Meet with representatives from Career Professional Development, Student Life office, Student Services Committee, Library, Admissions, Financial Aid, and the Business Office as needed.

(4) Report to the Council any necessary updates or information from liaison work.

[Facilities Duties]

(7) Review, propose, and promote polices and maintenance of the law school facilities.

(8) Ensure student refrigerator 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.

(9) At least once per semester, seek input and provide students with a mechanism to report maintenance issue within the law school. Provide the information to the Law School Dean responsible for facilities.

[Wellness Work]

(10) Attend the Wellness Working Group through the Dean's office.

(11) Coordinate and host four panels focusing on law student wellness (two in the Fall Semester, two in the Spring Semester).

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

J. *1L Flex juris doctorate Student Representative.* The 1L 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 SBA Council;
- (3) Must be enrolled in Flex JD program at Seattle University and is in good academic standing;
- (4) Represent and to 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;

- (6) Work with the SBA Council and the Administration to ensure that flex JD students are receiving an equitable share of campus resources;
- (7) Organize and coordinate a flex JD Student Committee in accordance with Chapter IX, Section 5;
- (8) Maintain and update the SBA flex JD Representative's notebook;
- (9) Meet with and train the incoming flex JD Representative; and
- (10) 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; and
- (4) Maintain and update the SBA 1L Representative's notebook;

B. *Term.* The term of office for all 1L Representatives shall be from their election until the last day of the academic school year, except that the 1L representative from the evening section shall retain office until the last academic day of the summer term following the academic year.

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

B. *WSBA Young Lawyers Division (YLD) Representative.* The WSBA/YLD 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 SBA Council;
- (3) Attend at least two meetings of the WSBA/YLD, if unable to attend then must call in when possible and/or review meeting minutes;
- (4) Serve as a liaison between the WSBA/YLD and the student body, advertise YLD events and opportunities for involvement to students;
- (5) Provide the WSBA/YLD with periodic updates about the SBA, work with YLD Member Services Coordinator to plan YLD 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 Young Lawyers Division (YLD) Representative.* The KCBA/YLD 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 SBA Council;
 - (3) Attend all monthly meetings of the KCBA/YLD; 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/YLD and the student body;
 - (5) Provide the KCBA/YLD 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. *Graduate Student Council Representative.* The Graduate Student Council 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 SBA Council;
 - (3) Sit as a voting member of the Seattle University Graduate Student Council (GSC);
 - (4) Represent and to advocate the needs and interests of the School of Law to the Graduate Student Council;
 - (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 Graduate Student Council Representative’s notebook;
 - (8) Meet with and train the incoming Graduate Student Council Representative; and
 - (9) Review and recommend revisions to these official duties at least once per year.
 - (10) serve as the representative from June 1st to May 31st of each academic year.⁵

SECTION 9: APPOINTED OFFICERS – NON-VOTING

All positions defined in this Section shall be deemed vacant and subject to appointment on April 1 of each year.

- A. *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 SBA Council;

⁵ Term was changed to reflect the main campus’s quarters.

- (3) Take minutes of all SBA Council meetings, and circulate the minutes by the following day;
- (4) Record all voting counts and other pertinent information in recording the meeting minutes;
- (5) Maintain an SBA and SBA Organizations activity calendar;
- (6) Collect and distribute SBA Council mail;
- (7) Schedule the rooms and times for SBA meetings;
- (8) Update the SBA 1L Survival Guide;
- (9) Collect information from the student organizations on their activities for each semester, and to store that information in the SBA Office;
- (10) Coordinate the taking and framing of the annual SBA picture;
- (11) Help coordinate and supervise headshot events for the student body;
- (12) Help coordinate and distribute finals snacks for the student body during finals period;
- (13) Maintain and update the SBA Secretary's notebook;
- (14) Meet with and train the incoming Secretary; and
- (15) Review and recommend revisions to these official duties at least once per year.

B. *Sergeant-At-Arms/Parliamentarian.* The Sergeant-At-Arms/Parliamentarian shall be appointed by the Vice President, subject to confirmation by a 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 SBA 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 revision;
- (7) Maintain copies of all written rules and procedures of the Judicial Board or any other SBA entity;
- (8) Coordinate and maintain communication with the Judicial Board, reporting back to the Council as required;
- (9) Maintain and update the SBA Sergeant-At-Arms/Parliamentarian's notebook
- (10) Meet with and train the incoming Sergeant-At-Arms/Parliamentarian; and
- (11) Review and recommend revisions to these official duties at least once per year.

CHAPTER VIII **COUNCIL MEETINGS**

SECTION 1: MEETINGS OF THE COUNCIL

- A. *General Meetings.* General meetings of the Council shall be held every two (2) weeks while the academic semester is under way, 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 and shall be held in a room that can accommodate visitors.
- B. *Executive Session.* The Council may, at any point during a meeting, move into executive session by an affirmative majority vote of those Council members present and voting. Once the Council enters into executive session, only SBA executive and legislative officers may 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 Governing Council.
 - (1) SBA Governing Council members of the same cohort may only proxy for each other.
 - (2) Committee Chairs and Committee Representatives may only proxy for each other.
 - (3) 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. VII Sec. 5(B).
 - (1) All use of proxy shall be indicated at the time of quorum determination.
 - (a) The absent member must provide written notice of the proxy appointment. The member may provide written notice to the secretary.
 - (b) Written notice is to be provided to the presiding officer and the member serving as proxy.
 - (2) All use of proxy shall be noted in the voting record.
 - (3) Perpetual proxy is available so long as each absence is excused and in accordance with Bylaws Ch. VII Sec. 5(B).

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 when an individual sits on a CSO executive board, or is requesting funding, or would directly benefiting from the vote.

SECTION 5: ORDER OF BUSINESS

Unless otherwise determined by agenda approved by the Council at the outset of a Council meeting, 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) Officer reports;
- (4) Committee reports;
- (5) Consideration of old (pending) business;
- (6) Consideration of new business;
- (7) Public comments; and
- (8) Adjournment.

SECTION 6: NOMINATIONS & ELECTIONS

- A. *Scope.* Unless otherwise specified in these Bylaws, all vacant or open positions shall be filled by the Council through the nomination and election process defined in this Section.
- B. *Nominations.* Once a position has been declared vacant or open and subject to nomination, the presiding officer shall accept nominations for the position from any voting Council member. If the person nominated is present, they may decline the nomination; otherwise, all nominations are presumed accepted.
- C. *Voting.* Once nominations have been closed, the presiding officer shall read the names of all persons nominated shall entertain discussion for a reasonable period of time. At the conclusion of discussion, the presiding officer shall call each name and ask each voting member in support of the nomination to indicate assent. If no nomination receives a simple majority of votes cast by those Council members present and voting, the nomination which received the lowest number of votes shall be dropped and the presiding officer shall again call the names of the remaining nominations. This process shall be repeated as many times as necessary until a nomination receives a simple majority of votes cast by those Council members present and voting.

SECTION 7: INTRODUCTION OF BUSINESS

- A. *Form of Motion.* Unless otherwise required by this Section, any voting member may make a motion with regard to 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 a written motion or other form is required by these Bylaws, 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 entire student body;
 - (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 SBA 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 SBA Council. Upon passage, resolutions shall take immediate effect.
 - (4) All resolutions expressing public opinion on behalf of the SBA shall be published on to 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 Secretary.

SECTION 8: COUNCIL DISCUSSION

- A. *Discussion Preceding Motion.* Nothing in this Chapter shall prohibit the presiding officer from entertaining open discussion 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.
- C. *Closing Debate.* Once all Council members have been given an 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 re-opened 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 prior to or immediately following a voice vote or a vote by show of hands. Upon such a demand, the Sergeant-at-Arms 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. Minutes of executive session shall be maintained by the Secretary and SBA President but shall not be published and shall only be made available to executive and legislative officers, or to members of the Board in the event of a controversy. The minutes shall include the results of each vote, and when 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, which in the discretion of the President requires expedited consideration or which 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 prior to 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.
- C. *Resignation.* Once a judicial officer resigns, he or she may only reapply.

SECTION 3: BOARD COMPOSITION

- A. *Class Requirements.* The Board must consist of at least two members who have completed one year of law school, and at least two members who have completed two or more years of law school. For the purposes of this sub-section, a “year” means two academic semesters, not including summer.
- B. *Chair.* The Chair of the Board shall be selected annually in accordance with the Article VII, Section 6 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 the member to recuse themselves upon a unanimous vote of the other members of the Board.
- B. *Elections-Related Matters.* The Elections Supervisor shall be automatically recused

from participating in any matter that comes before the Board pertaining to an election which was overseen by the Elections Supervisor.

- C. *Pro-Tem Appointment.* When a Board member is recused from hearing a matter before the Board, the Board shall appoint a currently enrolled student in good standing at Seattle University School of Law to serve as a member pro-tem of the Board. The pro-tem member shall have all of the rights, responsibilities, and privileges of a Board member until the matter is resolved. The pro-tem member may not be an SBA officer.

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 VI 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 prior to 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 delay 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 to the current accepted mode of organization posting used for communication with the student body for a period of 30 days or until the vacancy is filled, whichever comes sooner. 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 entertain questions about the matter.

SECTION 8: JURISDICTION & REMEDIES

In addition to the jurisdiction expressly granted by Article VII, Section 3 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.

- 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 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. *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 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.
- C. *Audit.* The Board shall have jurisdiction to conduct an audit of the SBA pursuant to Chapter 3, 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.
- D. *Employee Termination Appeals.* The Board shall have jurisdiction to review any appeal brought by a terminated SBA employee on the grounds that the reason(s) for their termination or process by which they were terminated was not in accordance with these Bylaws. The Board shall have the power to provide remedy in the following forms: (1) order reinstating the employee to their position; (2) order compelling the payment of back pay; or (3) transmittal of findings to the Council.
- E. *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 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.
- F. *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 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.
- G. *Complaints Against Student Organizations.* The Board shall have jurisdiction over any complaint raised concerning a registered student organization. The Board shall have the power to provide remedy in the following forms: (1) order temporary suspending 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 by 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 Budget Committee shall be chaired by the Vice President and shall also be comprised of the Treasurer, whom is a non-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 and the Dean of Academic Affairs may serve on the Committee in a non-voting, advisory capacity.
- B. *Scope.* The Budget Committee shall be principally charged with receiving and evaluating requests for funding from SBA members or certified student organizations and recommending action on those requests by 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 operate in accordance with the applicable provisions 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 Sergeant-At- Arms/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 Sergeant-At-Arms/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 Sergeant-At- Arms/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: 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 funds under the control of ad-hoc committees as necessary.

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.

CHAPTER XII
SUMMER CONTROL

SECTION 1: AFFAIRS OF THE ASSOCIATION

The interests and affairs of the SBA shall be managed by the President and Vice President during the summer semester. However, any expenditure of funds 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.* Amendments to the Bylaws may be proposed by any Council member. 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. *Notice.* Proposed amendments must be posted on the SBA Bulletin Board, with notice provided through a student e-mail announcement, at least two days prior to the Council meeting at which the amendment is considered. This provision shall not restrict the Council from adopting changes to the proposed amendment prior to enactment during the Council meeting at which the amendment is considered.