

THE BYLAWS
OF
THE GEORGE WASHINGTON
UNIVERSITY LAW SCHOOL
STUDENT BAR ASSOCIATION



AS LAST AMENDED BY
THE SENATE OF THE
STUDENT BAR ASSOCIATION ON
JUNE FOURTEENTH
TWO THOUSAND AND TWENTY TWO

STUDENT BAR ASSOCIATION BYLAWS

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LEVEL 100 – GENERAL PROVISIONS

Bylaw 101 – Effect of These Bylaws

- A. In the event that any provision within these Bylaws conflicts with the Student Bar Association Constitution, the provisions in the Constitution shall govern. Furthermore, except as otherwise limited by the University Guide to Student Rights and Responsibilities, the University Policy on Equal Opportunity, the Student Bar Association Constitution, and these Bylaws, the enumeration of responsibilities in these Bylaws shall not be construed as a restraint on the exercise of such powers as may be necessary and proper to effectuate the efficient and constitutional governing of the Student Bar Association.
- B. These Bylaws shall take effect upon ratification by two-thirds (2/3) of the Senate.
- C. These Bylaws shall be distributed to all new Senate members by the Executive Vice President within two (2) weeks of taking office. These Bylaws shall also be available to the students of The George Washington University Law School through the Student Bar Association website.
- D. Violations of the written provisions or the spirit of these Bylaws shall be sufficient grounds for disciplinary action to be taken against the violating members according to the provisions of Level 1100 of these Bylaws.

Bylaw 102 – Procedures to Amend

- A. Bills amending the SBA Bylaws must either be submitted to the Executive Vice President at least one (1) week prior to the Senate meeting in which those amendments are to be introduced or pass with a two-thirds (2/3) majority vote of the Senate.
- B. Germane amendments to a bill amending the SBA Bylaws do not require advanced submission or a supermajority vote.

Bylaw 103 – Definitions

- A. The term “Constitution” refers to the Student Bar Association Constitution.
- B. The term “students” refers to all registered part-time and full-time students of The George Washington University Law School according to the Records Office and in accordance with Article IV of the Constitution.
- C. The term “Senate” refers to all voting members of the legislative branch of the Student Bar Association as defined by the Constitution and specified in Bylaw 401.
- D. The term “Senator” refers to a voting member of the Senate.
- E. The term “student organization” refers to any organization in compliance with Level 600 of these Bylaws and officially recognized by the Senate, but excludes the several skills boards.

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Bylaw 104 – Time Periods

- A. The time period used within these Bylaws shall be calculated to exclude weekends, holidays, and those days that may fall within any of the following scheduled recesses of the University: Fall Break, Thanksgiving, Winter Break, Spring Break, and Summer Vacation.

Bylaw 105 – Nonparallel Structure

- A. Non-parallel sentence structure in the phrasing of any of these Bylaws shall not be determinative of intent.

Bylaw 106 – Drafters

- A. The original drafters of these Bylaws are Neil Chilson (J.D. 2007), Dionne Sethna (J.D. 2006), Amir Shaikh (J.D. 2006), Jonathan Willingham (J.D. 2006), and Jane Yanovsky (J.D. 2005).
- B. Significant portions of these Bylaws, including Levels 200, 300, 400, and 700, were reformed by amendments drafted by Yun-Da Tsai (J.D. 2022) and enacted over the three academic years of 2019-20, 2020-21, and 2021-22.

Bylaw 107 – Suspension of These Bylaws

- A. The Senate, in its conduct of regular business, may suspend a Bylaw upon a two-thirds (2/3) majority vote of Senators on a motion to suspend a specific Bylaw.
 1. Bylaws that are related to timeliness of business brought before the Senate must be suspended for each item that is untimely under these Bylaws.
 - a. For individual pieces of legislation that are slated together, Bylaws concerning timeliness only need to be suspended once for the entire slated group of bills.

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LEVEL 200 – THE EXECUTIVE

Bylaw 201 – The Executive Officers; Succession

- A. The Executive Officers of the Student Bar Association shall be the President, Executive Vice President, Chief of Staff, Vice President of Finance, and those officers expressly named by separate bylaws herein in Level 200 who are directly responsible to the President.
- B. The non-elected Executive Officers shall be nominated by the President or President-elect and, with the advice and consent of a majority of the Senate, be subject to confirmation by the same.
 - 1. After an election for the office of President, where a President-elect has been identified, the President-elect shall endeavor to nominate the non-elected Executive Officers and refer the same to the Senate as soon as practicable.
 - 2. The Senate that receives the nominations, whether incumbent or incoming, shall consider the nominations as soon as practicable, consistent with Senate Appointments Committee procedures.
- C. Executive Officers shall have the power to create inferior executive committees and positions subordinate to their office subject to the approval of the President.
 - 1. Inferior executive committees shall be headed either by the Executive Officer that created the committee as *ex officio* director or a separate director position thereof. Pursuant to Article II, § 3, Clause 6 of the Constitution, any separate director position for an inferior executive committee shall be subject to confirmation by the Senate.
 - 2. Directors and members of inferior executive committees and individuals serving in any position subordinate to an Executive Officer shall be subject to removal by the respective Executive Officer for just cause. Any individual removed pursuant to this subprovision may seek review of the removal by the Supreme Court.
- D. Prior to their entry into office, all Executive Officers and members of the executive requiring the advice and consent of the Senate for confirmation shall take the following oath or affirmation: “I, (name), do solemnly swear (or affirm) that I will support and defend the Constitution of the Student Bar Association; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter.” This section does not affect other oaths or affirmations required by law.
- E. In the case of the removal of the President or Executive Vice President from office or their death, resignation, or inability to discharge the powers and duties of their respective offices during their term, the following provisions shall determine the line of succession.
 - 1. Pursuant to Article II, § 2, Clause 3 of the Constitution, in the case of the removal of the President from office or their death, resignation, or permanent inability to

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- discharge the powers and duties of the office of President, the Executive Vice President shall become President and serve the balance of the term of the President they succeed.
2. Pursuant to Article II, § 2, Clause 7 of the Constitution, whenever the President transmits to the President Pro Tempore of the Senate his or her written declaration that he or she is unable to discharge the powers and duties of his or her office, and until he or she transmits to the President Pro Tempore a written declaration to the contrary, such powers and duties shall be discharged by the Executive Vice President as Acting President.
 3. If by reason of death, resignation, removal from office, inability, or failure to qualify, there is neither a President nor Executive Vice President to discharge the powers and duties of the office of President, then:
 - a. The Executive Officer who is highest on the following list, who has been appointed by and with the advice and consent of the Senate and is not under disability to discharge the powers and duties of the office of President shall become President: Chief of Staff, Vice President of Finance, Vice President of Student Affairs, Vice President of Outreach, Vice President of Programming, Vice President of First Year Students, Attorney General, Vice President of Student Enrichment Services.
 - b. Should there be no Executive Officer who qualifies under subprovision (E)(3)(a) to become President, the Officer of the Senate who is highest on the following list, and who is not under disability to discharge the powers and duties of the office of President shall become President: President Pro Tempore of the Senate, Acting President Pro Tempore of the Senate, Senate Parliamentarian.
 - c. Should there be no Executive Officer or Officer of the Senate who qualifies under subprovisions (E)(3)(a) and (b) to become President, the Judge who is highest on the following list, who has been appointed by and with the advice and consent of the Senate and is not under disability to discharge the powers and duties of the office of President shall become President: the Chief Judge, the Chief Judge Pro Tempore, followed by the Associates Judges of the Supreme Court in order of their confirmation by the Senate. Associate Judges appointed on the same date shall have precedence according to seniority by number of academic terms spent as a student at the Law School, then by age.
 - d. Any individual who becomes President under this subsection (E)(3) shall take the oath of office prescribed in Article II, § 2, Clause 8 of the Constitution, which shall constitute their resignation from the office by virtue of the holding of which they qualify to become President, and serve the balance of the term of the President they succeed.

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- e. Any individual who qualifies to become President under this subsection (E)(3) and refuses to accept the office of President shall declare the same in a written declaration addressed to all members of the Senate, with the Secretary of the Senate copied. Refusal to accept the office of President shall be considered an inability to discharge the powers and duties of the office of President.
4. Pursuant to Article II, § 2, Clause 4 of the Constitution, in the case of vacancy in the office of Executive Vice President, the President shall nominate an individual who shall take office as Executive Vice President upon confirmation by a majority vote of the Senate.
- F. In the case of the death, incapacitation, failure to qualify, or other inability of the President-elect or Executive Vice President-elect at the time fixed for the beginning of the term of President or Executive Vice President, respectively, the following provisions shall determine the line of succession.
 1. Pursuant to Article II, § 2, Clause 6 of the Constitution, if the President-elect shall have died, become incapacitated, failed to qualify, or otherwise opted not to assume the powers of the Presidency at the time fixed for the beginning of the term of the President, the Executive Vice President-elect shall become President.
 2. If the Executive Vice President-elect shall have died, become incapacitated, failed to qualify, or otherwise opted not to assume the powers of the Executive Vice Presidency at the time fixed for the beginning of the term of the Executive Vice President, the office of Executive Vice President shall be vacant until the President fills the vacancy pursuant to Article II, § 2, Clause 4 of the Constitution.
 3. If both the President-elect and Executive Vice President-elect shall have died, become incapacitated, failed to qualify, or otherwise opted not to assume the powers of the Presidency prior to or at the time fixed for the beginning of the terms of the President and Executive Vice President, respectively, then:
 - a. The Chief Judge, or in the absence or inability of a Chief Judge, the Chief Judge Pro Tempore or the senior-most Associate Judge of the Supreme Court, as determined by subprovision (E)(3)(c) of this Bylaw, shall discharge the powers and duties of President as Acting President upon the start of the term for President until a President shall have qualified;
 - b. The President Pro Tempore of the Senate, or in the absence or inability of a President Pro Tempore of the Senate, the Acting President Pro Tempore of the Senate shall discharge the powers and duties of Executive Vice President as Acting Executive Vice President upon the start of the term for Executive Vice President until an Executive Vice President shall have qualified; and
 - c. The Senate shall prescribe by Senate resolution the time, place, and manner of holding a special election for choosing both the President and Executive Vice

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President who shall serve out the balance of the term of which the President-elect and Executive Vice President-elect both failed to qualify for.

- i. The special election shall be held in the spring semester on a day prior to the final regularly scheduled meeting of the Senate and not within two calendar weeks of the final day of scheduled classes of the spring semester, or within the first four calendar weeks of the first day of scheduled classes of the following fall semester.
 - ii. All electors eligible to vote in the general elections held in the same semester that the special election is held in shall be eligible to vote in the special election.
 - iii. Results of the special election shall go into effect upon ratification by the Senate at the first meeting of the Senate following the special election.
4. No individual assuming the powers and duties of the office of President or Executive Vice President as Acting President or Acting Executive Vice President pursuant to this subsection (F) shall be required to resign from the office by virtue of the holding of which they qualify to act as President or Executive Vice President or take the oath of office for either office.
 5. Any individual who qualifies to act as President or Executive Vice President under this subsection (F) and refuses to accept the office shall declare the same in a written declaration addressed to all members of the Senate, with the Secretary of the Senate copied. Refusal to accept the office shall be considered an inability to discharge the powers and duties of the respective office.

Bylaw 202 – The President

- A. The President shall be the Chief Executive Officer of the Student Bar Association and shall be elected, serve, and fulfill the duties of that office in accordance with Article II of the Constitution.
- B. The President shall preside over the meetings of the General Assembly.
- C. The President, upon assuming office, should schedule meetings with the Dean of the Law School, the Dean of Students, and the Senior Associate Dean of Academic Affairs. The President should continue to meet with these individuals on a regular basis throughout the year.

Bylaw 203 – The Executive Vice President

- A. The Executive Vice President shall be the President of the Senate and shall be elected, serve, and fulfill the duties of that office in accordance with Article I, § 2, Clause 2 of the Constitution.
- B. The Executive Vice President shall:

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1. Facilitate the creation and administration of the various Senate Committees and appoint members of the Senate to these committees;
2. Serve as the liaison between the Senate and the Executive Officers;
3. Publish proposed Senate legislation publicly on the SBA's official web page promptly after submission;
4. Publish the status of all Senate legislation and the final text of all passed Senate legislation publicly on the SBA's official web page;
5. Appoint a Secretary to take the minutes for any Senate meeting, distributing the draft minutes to the Senate, ensuring that the Senate has an opportunity to approve of the minutes at its next meeting if another meeting is held before the end of a Senate's term, and ensure the prompt publication of draft and approved minutes of the Senate redacted to exclude discussions made during an executive session on the SBA's official web page;
6. Distribute or loan materials to Senators to assist in their legislative duties ensuring that each Senator returns loaned materials at the end of the Senator's final term of office;
7. Facilitate the training of Senators;
8. Chair meetings of the Senate or appoint a President Pro Tempore to chair in the Executive Vice President's absence; and
9. Ensure that at least one Senate, every other week on Senate off-weeks, makes themselves available to students by setting up a table adorned with the flag of the George Washington University in the hard lounge, soft lounge, or other public space, for the purpose of soliciting student feedback, conveying relevant information to students, and otherwise liaising with constituents, in addition to coordinating with the Executive to provide reasonable notice of the time and place to the student body.

Bylaw 204 – The Vice President of Finance

- A. The Vice President of Finance (VPF) shall be appointed by the President. The term of the VPF shall commence upon confirmation by the SBA Senate and end four weeks after the confirmation of a new VPF the following year. During this four-week period, the outgoing VPF shall train the new VPF and familiarize them with the various procedures necessary to effectively execute the responsibilities of the office.
- B. The VPF shall:
 1. Maintain all financial accounts and records of the SBA;
 2. Process all paperwork necessary for the prompt payment of the financial obligations of the SBA for which funds have been appropriated by the Senate;
 3. Disburse monies allocated by the Senate;

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4. Develop, maintain, and present reports on the finances of the SBA as directed by the President or the Finance Committee;
 5. Prepare all materials required for securing an allocation of funds from the Student Association;
 6. Assist Executive Officers in preparing a budget for their planned activities;
 7. Abide by and enforce all financial regulations promulgated by these Bylaws or by the Senate; and
 8. Execute other duties as assigned by the President or the Senate by law.
- C. The Comptroller(s) and Deputy Vice Presidents of Finance (DVPFs), should such positions exist, shall report to the VPF.

Bylaw 205 – The Chief of Staff

- A. The Chief of Staff (COS) shall be appointed by the President. The term of the COS shall commence upon confirmation by the Student Bar Association Senate and end four weeks after the confirmation of a new COS the following year. During this four-week period, the outgoing COS shall train the new COS and familiarize them with the various procedures necessary to effectively execute the responsibilities of the office. B.
- B. The COS shall:
1. Assist the President with staffing the Executive Branch of the SBA;
 2. Be responsible for any correspondence, memoranda, and materials necessary for the smooth function of the SBA;
 3. Oversee the Gavel Club, or other such group charged with coordinating SBA student organizations;
 4. Assist SBA student organizations in complying with Law School and University policies, including those concerning Events with Alcohol, travel, and space reservations;
 5. Publish and update a Student Organization Handbook compiling SBA and University policies pertaining to recognized student organization management;
 6. Assist recognized student organizations with planning and implementing events and services;
 7. Solicit information on SBA Activities and events and publish them for public consumption;
 8. Compile and update the official SBA Calendar;
 9. Maintain and manage the office of the SBA; and
 10. Execute other duties as assigned by the President or the Senate by law.
- C. Director of Technology, Director of Elections, Director of Communications, Director of Student Organizations, Faculty Appointments Committee, Tenure and Promotions Student Representatives Committee, Academic Affairs Committee, and Graduate Student Affairs Committee, should such positions and committees exist, shall report to the COS.

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Bylaw 206 – The Vice President of Student Affairs

- A. The Vice President of Student Affairs (VPSA) shall be appointed by the President. The term of the VPSA shall commence upon confirmation by the SBA Senate and end four weeks after the confirmation of a new VPSA the following year. During this four-week period, the outgoing VPSA shall train the new VPSA and familiarize them with the various procedures necessary to effectively execute the responsibilities of the office.
- B. The VPSA shall:
 - 1. Administer resources and programming in support of the academic and psychological welfare of students at GW Law;
 - 2. Build and maintain relationships and communications between students, groups, and interests within the law school;
 - 3. Be responsible for providing services to the student body, including the sale of lockers and other merchandise; and
 - 4. Execute other duties as assigned by the President or the Senate by law.
- C. The Director of Wellness and Morale, Director of LLM Students, Director of Transfer Students, Director of Evening Student Affairs, and Wellness Committee, should such positions and committees exist, shall report to the VPSA.
- D. The Director of Wellness and Morale shall:
 - 1. Actively promote a culture of mental wellness at the Law School by implementing programs (lectures, presentations, trainings, activities, social gatherings, etc.) designed to foster mental wellness among the Law School's student body;
 - 2. Meet with the mental health professional assigned to the Law School with the Chair of the Student Life Committee of the SBA Senate within the first month after the fall election for the purpose of establishing a working relationship and sharing ideas pertaining to wellness programming;
 - 3. Work closely with the Law School's Director for Wellness, Diversity, and Inclusion throughout each semester for guidance and ideas regarding wellness programming;
 - 4. Work closely with the Vice-Chair of Wellness of the Senate Student Life Committee throughout the semester regarding continued intra- or inter-section wellness programming;
 - 5. Meet with the Dean of Students and the Vice-Chair of Wellness of the Senate Student Life Committee at least one time per semester and work with the Dean of Students and with the Chair of the Student Life Committee of the SBA Senate as needed regarding wellness programming at the Law School; and
 - 6. Manage the Wellness Wednesdays Program, and will conduct as follows:

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- a. Retain the discretion to determine the frequency of Wellness Wednesdays, but there shall be no less than one Wellness Wednesday for every month which there is more than sixteen (16) class days; and
- b. Schedule at least one Wellness Wednesday per semester eligible for a Foundations of Practice wellness credit (as defined by the Dean of Students) should such a program exist.

Bylaw 207 – The Vice President of Outreach

- A. The Vice President of Outreach (VPO) shall be appointed by the President. The term of the VPO shall commence upon confirmation by the SBA Senate and end four weeks after the confirmation of a new VPO the following year. During this four-week period, the outgoing VPO shall train the new VPO and familiarize them with the various procedures necessary to effectively execute the responsibilities of the office.
- B. The VPO shall:
 1. Serve as a liaison between the SBA and the community beyond the law school;
 2. Serve as a liaison between the SBA and the GW Law Career Center;
 3. Serve as a liaison between the SBA and the Alumni Office;
 4. Promote contact between students and the alumni community;
 5. Promote American Bar Association membership among the student body;
 6. Promote public interest opportunities for students in the GW Law community; and
 7. Execute other duties as assigned by the President or the Senate by law.
- C. The American Bar Association Student Representative, Director of Alumni Relations, Director of Career Services Relations, Outreach Committee, and Public Interest Committee, should such positions and committees exist, shall report to the VPO.

Bylaw 208 – The Vice President of Programming

- A. The Vice President of Programming (VPP) shall be appointed by the President. The term of the VPP shall commence upon confirmation by the SBA Senate and end four weeks after the confirmation of a new VPP the following year. During this four-week period, the outgoing VPP shall train the new VPP and familiarize them with the various procedures necessary to effectively execute the responsibilities of the office.
- B. The VPP shall:
 1. Coordinate and organize social events sponsored by the SBA;
 2. Work with the law school administration to ensure that events comply with all necessary standards, protocol, and procedures of the Law School and the University, including those concerning Events with Alcohol; and
 3. Execute other duties as assigned by the President or the Senate by law.

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- C. The Director of Major Programming, Director of Weekly Programming, and Programming Committee, should such positions and committees exist, shall report to the VPP.

Bylaw 209 – The Vice President of First Year Students

- A. The Vice President of First Year Students (VPFYS) shall be appointed by the President. The term of the VPFYS shall commence upon confirmation by the SBA Senate and end four weeks after the confirmation of a new VPFYS the following year. During this four-week period, the outgoing VPFYS shall train the new VPFYS and familiarize them with the various procedures necessary to effectively execute the responsibilities of the office.
- B. The VPFYS shall:
1. Be responsible for the planning and implementation of SBA Orientation Programs;
 2. Serve as a conduit between the first-year class and the SBA;
 3. Facilitate the student-to-student mentoring program;
 4. Provide support to the Inns of Court Program, including staffing the student Inns of Court Advisors;
 5. Oversee and guide the 1L Leadership Board;
 6. Facilitate communication between the Student Ambassadors and the SBA regarding student recruitment; and
 7. Execute other duties as assigned by the President or the Senate by law.
- C. The Mentoring Committee, Orientation Committee, Inns of Court Advisors, Inns of Court Liaison, Admissions Committee, and 1L Leadership Board, should such positions and committees exist, shall report to the VPFYS.

Bylaw 210 – The Attorney General / Vice President of Compliance

- A. The Attorney General (AG) shall be appointed by the President. The term of the AG shall commence upon confirmation by the SBA Senate and end four weeks after the confirmation of a new AG the following year. During this four-week period, the outgoing AG shall train the new AG and familiarize them with the various procedures necessary to effectively execute the responsibilities of the office.
- B. The AG shall:
- a. Work with the University annually to ensure proper Self-Governance Agreements are negotiated and signed;
 - b. Notify the President and Executive Vice President of the status of Self-Governance Agreements, including advising on timely ratification and incorporation of such agreements by action of the Senate;

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- c. Fulfill the duties prescribed to them by the University in Self-Governance Agreements, including prosecution of violations of Self-Governance Agreements before the SBA Supreme Court;
 - d. Ensure the SBA is in compliance with the University requirements to maintain its status as a duly recognized student organization;
 - e. Maintain an amicable working relationship with the SBA's University Staff Advisor to ensure proper communication of information to and from the University on all University-related compliance matters;
 - f. Receive all requests for events that require special approval (including events with alcohol and events with travel) and approve the same upon ensuring their compliance with University regulations;
 - g. Assist student organization leaders with securing access to the University's monitoring system for student organization activities;
 - h. Monitor student organization events to ensure their compliance with University regulations;
 - i. Represent the SBA in all actions before the SBA Supreme Court and the Student Association Student Court unless the Attorney General designates a Deputy Attorney General or Compliance Officer to do so.
- C. The Deputy Attorney General and Compliance Officer(s), should such positions exist, shall report to the AG.

Bylaw 211 – The Vice President of Student Enrichment Services

- A. The Vice President of Student Enrichment Services (VPSES) shall be appointed by the President. The term of the VPSES shall commence upon confirmation by the SBA Senate and end four weeks after the confirmation of a new VPSES the following year. During this four-week period, the outgoing VPSES shall train the new VPSES and familiarize them with the various procedures necessary to effectively execute the responsibilities of the office.
- B. The VPSES shall:
 - 1. Advocate on behalf of minority, disadvantaged, or otherwise underrepresented students, including students with disabilities, students from low-income backgrounds, and first-generation graduate and professional students, in the SBA decision-making process, to the faculty, and to the Law School administration;
 - 2. Be responsible for the planning and implementation of services oriented to the financial and other specific needs of minority, disadvantaged, or otherwise underrepresented students, including students with disabilities, students from low-income backgrounds, and first-generation graduate and professional students;
 - 3. Be responsible for the planning and implementation of programming for minority, disadvantaged, or otherwise underrepresented students, including students with

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- disabilities, students from low-income backgrounds, and first-generation graduate and professional students;
4. Oversee the SBA's diversity and inclusion initiatives; and
 5. Execute other duties as assigned by the President or the Senate by law.
- C. The Director of Diversity and Inclusion, Director of Disability Services, Student Enrichment Services Committee, and any SES Advocacy Commission, should such positions, committee, and commissions exist, shall report to the VPSES.
- D. The Director of Diversity and Inclusion shall:
1. Actively promote diversity awareness and inclusion at the Law School by implementing programs (lectures, presentations, trainings, activities, social gatherings, etc.) designed to educate students about diversity and foster inclusion among the Law School's student body;
 2. Work closely with the Law School's Director for Wellness, Diversity, and Inclusion throughout each semester for guidance and ideas regarding diversity and inclusion programming;
 3. Work closely with the Vice-Chair of Diversity and Inclusion of the Senate Student Life Committee throughout the semester regarding continued intra- or inter-section diversity and inclusion programming;
 4. Meet with the Dean of Students and the Vice-Chair of Diversity and Inclusion of the Senate Student Life Committee at least one time per semester and work with the Dean of Students and with the Chair of the Student Life Committee of the SBA Senate as needed regarding diversity and inclusion programming at the Law School;
 5. Work closely with the Career Center and the Law School's Student Affinity Groups Enterprise (SAGE) throughout the semester for guidance and ideas regarding diversity programming.

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LEVEL 300 – THE JUDICIARY

Bylaw 300 – Definitions

For the purposes of this level and the rules of the Supreme Court adopted pursuant to this level and the Constitution, the following definitions shall apply, unless explicitly provided for otherwise:

- A. “Court” and “Supreme Court” shall mean the Supreme Court of the Student Bar Association.
- B. “Judges” shall mean the students nominated, confirmed, and duly sworn as Chief or Associate Judges of the Court in accordance with the Constitution.
- C. “Members of the Court” shall mean the judges comprising the membership of the Supreme Court.
- D. “Judicial branch” and “judiciary” shall mean the Supreme Court, the judges who comprise the membership of said Court, and any non-judge officers appointed by the Supreme Court or Chief Judge to discharge the administrative and non-judicial duties of the Court.

Bylaw 301 – Membership of the Court

- A. The Supreme Court shall have a membership consisting of one Chief Judge and four Associate Judges. There shall be no general Judge seat among the membership of the Court.
 - 1. In exercise of their judicial functions, members of the Court are of equal status regardless of age, class-year, degree or program affiliation, or length of service on the Court.
 - 2. For administrative purposes, including the ordering of names on judgments, orders, decisions, and opinions of the Court and succession as Chief Pro Tempore, members of the Court shall take precedence according to the date on which they were duly confirmed as a Judge, with the Chief Judge taking precedence before all other members of the Court. Members duly confirmed on the same date shall take precedence in relation to one another according to the order in which they took the oath or affirmation as Judge.
- B. Members of the Court shall be nominated by the President and confirmed by the Senate, and shall serve as Chief or Associate Judge until such time as they resign, are removed, or are no longer eligible to serve, pursuant to the relevant provisions of the Constitution.
 - 1. The President or their designee shall announce and publicize to the student body any vacancies arising in the membership of the Court.

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2. The President or their designee shall receive applications by interested students for membership on the Court and specifically nominate students to serve as Chief Judge or Associate Judge.
 3. Pursuant to Article II, § 3, Clause 6, of the Constitution, all members of the Court shall require confirmation by the Senate before assuming office. The President shall communicate the nominations for members of the Court to the Senate, whereupon the Senate shall consider the nominations in accordance with its procedures concerning nominations and appointments.
 4. Every member of the Court shall, before taking up their duties, take the following oath or affirmation: “I, (name), do solemnly swear (or affirm) that I will support and defend the Constitution of the Student Bar Association; that I take this obligation freely, without any mental reservation or purpose of evasion; that I will administer justice without respect to persons, and do equal right to all parties that appear before me; and that I will faithfully and impartially discharge and perform all the duties incumbent upon me as (Chief/Associate) Judge under the Constitution and laws of the Student Bar Association.” This provision does not affect other oaths or affirmations required by law.
- C. Members of the Court shall be bound, unless they are on leave or prevented from discharging their duties by illness or other serious reasons duly explained to the Chief Judge, to hold themselves permanently at the disposal of the Court.
- D. In the case of resignation of a member of the Court, the resigning member shall prepare a resignation in writing addressed to all members of the Court, the President, and Executive Vice President. The President shall confirm receipt in written reply to the resigning member, upon which the resigning member’s seat is made vacant.

Bylaw 302 – Disqualification; Recusal; Discipline & Suspension

- A. No member of the Court may hold any other elected or appointed office under the authority of the Student Bar Association or the Student Association. Any doubt on this point shall be settled by the decision of the Court.
- B. With regards to matters, cases, and proceedings before the Court:
 1. No member of the Court may participate in the decision of any matter in which their honesty, impartiality, temperament, or fitness to serve as a judge is impaired.
 2. No member of the Court may act as counsel or advocate in any case.
 3. No member of the Court may participate in the decision of any matter in which they have previously taken part as:
 - a. counsel or advocate for one of the parties; or
 - b. a member of any other adjudicatory commission, board, or court other than membership on the Supreme Court.

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- C. Any member of the Court shall recuse themselves from any proceeding qualifying under provision (B) of this bylaw, or in any proceeding in which their impartiality might reasonably be questioned. Any doubt on this point shall be settled by the decision of the Court.
1. A member of the Court shall recuse themselves by notifying the presiding judge for a case or all members of the Court upon discovery of their disqualification or basis for recusal.
 2. A member of the Court may be requested by any other member of the Court assigned to the same matter, or a party in the same matter by written request, to recuse themselves from the matter.
 - a. If the member of the Court subject to the request for recusal declines to recuse themselves from the matter, a majority of all other members of the Court assigned to the same matter must concur in ordering the member of the Court to recuse themselves from the matter.
 3. All recusals, whether voluntary or ordered, shall be noted in the relevant written decisions, orders, or judgments in a matter to which the member of the Court was assigned to but did not participate in.
- D. The following provisions shall govern the internal disciplinary procedures of members of the Court.
1. A member of the Court may be subject to discipline by the Court on the following grounds:
 - a. Any conduct constituting a violation of the University Student Code of Conduct, or any other University regulation;
 - b. Any conduct constituting a violation of the Constitution or Bylaws of the Student Bar Association, or any rules of procedure of the Court; or
 - c. Any conduct constituting a willful violation of a valid order of the Court, a valid order of any other branch of the Student Bar Association, or a valid order or demand by a disciplinary authority.
 2. The Court may impose, as appropriate to the severity of the misconduct, the following sanctions on a member of the Court who has committed misconduct:
 - a. Referral of the member of the Court to the appropriate University authorities;
 - b. Referral of the member of the Court to the Senate for impeachment proceedings;
 - c. Suspension of the member of the Court from performing their judicial duties pending resolution of disciplinary proceedings; and
 - d. Public reprimand by the Court, including declaring the member of the Court to be in contempt of Court.

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3. Any disciplinary action shall only be initiated by a member of the Court at a meeting of the Court.
 - a. The member of the Court subject to discipline shall be given notice in writing of the misconduct warranting discipline in advance of the meeting at which disciplinary action is to be considered; and opportunity to attend, explain, and defend their conduct at said meeting.
 - b. Absence of the member of the Court subject to discipline shall not bar the Court from considering disciplinary action and imposing disciplinary sanctions.
4. Any disciplinary sanctions, except for suspension or referral of a member of the Court, shall only be imposed with the concurrence of a majority of all other members of the Court. Suspension or referral of a member of the Court shall only be imposed with the concurrence of all other members of the Court.
5. The Court shall render any finding, decision, or other action taken pursuant to this bylaw by written order.

Bylaw 303 – Chief Judge; Chief Pro Tempore; Deputy Chief Judge

- A. Pursuant to Article III, § 2, Clause 1 of the Constitution, the Chief Judge shall preside over all meetings and sittings of the Supreme Court.
- B. Pursuant to Article III, § 2, Clause 2 of the Constitution, the Chief Judge shall, in consultation with the Court, handle all administrative matters related to the judiciary. Should the Chief Judge determine that appointment of a separate administrative director is necessary to properly discharge the Court’s administrative duties, the Court shall appoint an administrative director by written order.
- C. In the absence or disability of the Chief Judge, or vacancy in the office of Chief Judge, the Chief Pro Tempore shall assume the functions and duties of Chief Judge. The Chief Pro Tempore shall be selected in accordance with the following provisions:
 1. Pursuant to Article III, § 2, Clause 1 of the Constitution, at a meeting or sitting of the Court where the Chief Judge or Chief Pro Tempore is absent or otherwise unable to discharge their duties, the members of the Court present shall, by majority vote, designate from among themselves a member of the Court to serve as Chief Pro Tempore for that meeting or sitting of the Court.
 2. In the event of vacancy in the office of Chief Judge—
 - a. The member of the Court taking precedence before all other members of the Court shall be Chief Pro Tempore. Should the member of the Court serving as Chief Pro Tempore decline to continue serving as Chief Pro Tempore, the member of the Court shall declare so to the Court, upon which the member of the Court next in the order of precedence shall be Chief Pro Tempore.

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- a. The Court may at any time, by majority vote, designate a different member of the Court to serve as Chief Pro Tempore until the vacancy in the office of Chief Judge is filled or the Court designates another member of the Court to serve as Chief Pro Tempore.
 3. The Court, through the Chief Pro Tempore, shall communicate in writing any changes in the succession to Chief Pro Tempore to the President and Executive Vice President.
- D. The Court may at any time, by majority vote, designate a member of the Court to serve as Deputy Chief Judge.
1. The Deputy Chief Judge shall assist the Chief Judge in discharging the duties and responsibilities of the office of Chief Judge, and shall regularly communicate with the Chief Judge in determining and effecting the delegation and sharing of duties and responsibilities of the office of Chief Judge.
 2. The position of Deputy Chief Judge shall be a purely administrative title, and shall not affect the order of precedence of members of the Court.
 3. The member of the Court shall designated as Deputy Chief Judge shall serve as Deputy Chief Judge until—
 - a. they resign as Deputy Chief Judge, serve as Chief Pro Tempore or assume another Court office, or are no longer a member of the Court; or
 - b. the Court designates a new Deputy Chief Judge or rescinds its authorization for the position of Deputy Chief Judge.

Bylaw 304 – Appointment of Court Officers

- A. The Court may provide for the appointment of other officers as may be necessary to discharge its duties and functions, including an administrative director and Clerk of the Court.
1. The Court shall announce the appointment, and change in status, of any officers appointed pursuant to this bylaw in writing.
 2. In any writing announcing the appointment of an officer pursuant to this bylaw, the Court shall detail the title, duties, and responsibilities of the particular officer and, if relevant, a limited term of office or assignment to a particular case, matter, or member of the Court.
- B. No officer appointed pursuant to this bylaw shall discharge any judicial function or duty assigned to a member of the Court by these Bylaws or the Constitution.
- C. Prior to taking up the duties and responsibilities as an officer of the Court, an individual appointed to serve as an officer of the Court shall, at a public sitting of the full Court, be administered the following oath: “I, (name), do solemnly swear (or affirm) that I will perform the duties incumbent upon me as an officer of the Supreme Court of the Student Bar Association in all loyalty, discretion, and good conscience; and that I will faithfully

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observe all the provisions of the rules of the Court and the Constitution and laws of the Student Bar Association.”

Bylaw 305 – Term of Court; Requirement to Meet; Reporting

- A. The Court shall sit for a term of court commencing on the first day of classes where all students are present in the fall semester of the academic year, and shall hear cases at any time during the fall-spring academic year where law school classes are in session.
- B. The Court shall assemble at least twice in each semester during the fall-spring academic year.
- C. The Court shall, from time to time, report on its business and proceedings to the Senate through designation of a member of the Court to deliver an oral report at a meeting of the Senate; or in substantive writing communicated to the Executive Vice President that shall be presented at a meeting of the Senate.
- D. Nothing in this bylaw shall preclude the Court from conducting its meetings and sittings virtually; however, hearings and proceedings requiring the participation of parties should be held in person whenever practicable.
- E. Nothing in this bylaw shall be construed to prevent the Court from hearing cases or disposing of Court business during recesses and breaks during and outside of the fall-spring academic year.

Bylaw 306 – Full Court to Sit; Quorum; Majority Required for Decisions

- A. The full Court, comprising all members of the Court, shall sit except when it is expressly provided otherwise in this level.
- B. No hearing, trial, or deliberation before the full Court shall be held, nor any decision or ruling thereof shall be issued, unless a majority of the members of the Court duly sworn are present.
- C. No decision or ruling on any matter, whether administrative or judicial, shall be issued unless a majority of the members of the Court present and voting concur in a decision or ruling except when it is expressly provided otherwise in this level.

Bylaw 307 – Rules of Procedure

- A. The Court shall, by simple majority, adopt rules for carrying out its functions, including the procedures for commencing a suit in the Court, format of submissions and hearings, scheduling of meetings and deliberations, and format of decisions and opinions.
- B. Should any provision of any rules of procedure conflict with this level, the bylaws in this level shall control. No provision of any rules of procedure shall conflict with the Constitution. Any doubt on these points shall be settled by decision of the Court.

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- C. The Court shall review any rules adopted pursuant to this bylaw at least once per academic year during the regular fall-spring academic year. A majority of the members of the Court shall be required for adopting any amendment to such rules.
- D. The Court shall make publicly accessible any rules adopted pursuant to this bylaw and transmit the same to the President and Executive Vice President.

Bylaw 308 – Jurisdiction; Requests for Advisory Opinions & Review

- A. Pursuant to Article III, § 3 of the Constitution and the relevant provisions of these bylaws, the Court shall have jurisdiction over all cases or controversies between parties within the following categories:
 - 1. Pursuant to Article III, § 3, Clause 1, challenges to actions or decisions of the various committees of the Student Bar Association, provided that standing to challenge an action or decision of a committee of the Student Bar Association shall be limited to—
 - a. Members of the committee that committed the action or issued the decision; or
 - b. Students of the Law School who can show by clear and convincing evidence that they have been subject to a concrete and particularized injury as a result of such action or decision.
 - 2. Pursuant to Article III, § 3, Clause 2, challenges to the constitutionality of any legislation enacted pursuant to Article I of the Constitution or any action taken in the administration thereof, provided that standing to challenge the constitutionality of such legislation or action shall be limited to—
 - a. Members of the Senate; or
 - b. Students of the Law School who can show by clear and convincing evidence that they have been subject to a concrete and particularized injury as a result of such action or decision.
 - 3. Pursuant to Article III, § 3, Clause 4 and Level 1100 of these bylaws, challenges to the validity of dismissals of all unelected executive officers of the Student Bar Association.
 - 4. Pursuant to the provisions of Levels 800 and 1000 of these bylaws, challenges to the decisions of the Elections Committee.
- B. Pursuant to Article III, § 3, Clauses 5 and 6 of the Constitution, the Court shall have the power to issue advisory opinions, and review issues of controversy, on any certified to it by a vote of no less than one-fourth of the members of the Senate.
 - 1. There shall be two types of requests to the Court that can arise from the Senate, hereinafter collectively “request by the Senate,” the distinction thereof which shall not prejudice the Court’s treatment of the requests:

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- a. Requests for advisory opinions or review of issues or controversy made in the name of the full Senate, hereinafter “Full Senate Requests”; and
 - b. Requests for advisory opinions or review of issues of controversy made by individual Senators, hereinafter “Senator Requests.”
 - c. There shall be a roll call vote for each attempt at adopting a motion to present any type of request by the Senate. Ending debate on a motion to present a request by the Senate does not require a roll call vote unless one-fifth of those present request a roll call vote, per Article I, § 4, Clause 3 of the Constitution.
2. Full Senate Requests shall be laid before the Court by means of a Senate Resolution containing:
- a. Essential background information regarding the request, which shall be contained in the preambulatory (“WHEREAS”) clauses of the Senate Resolution;
 - b. Either of the following enacting clauses, depending on the request:
 - i. For advisory opinions, the enacting clause, terminated with a colon: “BE IT RESOLVED: That the Senate of the Student Bar Association, in accordance with Article III, Section 3, Clause 5 of the Constitution of the Student Bar Association, decides to request the Supreme Court of the Student Bar Association issue an advisory opinion on the following question(s)”;
 - ii. For review of issues of controversy, the enacting clause, terminated with a colon: “BE IT RESOLVED: That the Senate of the Student Bar Association, in accordance with Article III, Section 3, Clause 6 of the Constitution of the Student Bar Association, certifies the following matters to be the issue or controversy in question upon which review by the Supreme Court of the Student Bar Association is requested”;
 - c. An exact statement of the question(s) upon which an opinion is requested, or the issue(s) or controversy upon which review is requested, which shall be contained in numbered provisions set forth under the enacting clause; and
 - d. The names of Senator(s) and, if necessary, officers of the Senate who shall be responsible for handling all requests for additional information, including production of documents upon the request of the Supreme Court and at the direction of the Executive Vice President, in order for the Court to issue a learned and informed opinion.
3. All Full Senate Requests shall be adopted by roll call vote of the members of the Senate and entered on the record, with passage only upon satisfying the

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requirement for passage of Senate Resolutions set forth in Article I, § 6, Clause 3 of the Constitution and the number of Senators concurring in the motion being no less than one-fourth (1/4) of the members of the Senate. This vote shall constitute the certification required by Article III, § 3, Clauses 5 and 6 of the Constitution.

- a. Failure of the Senate to adopt a Full Senate Request shall not bar the same request from being made as a Senator Request in a separate motion at the same sitting of the Senate.
4. Within 72 hours of adoption of a Full Senate Request, the Executive Vice President shall send the full text of the corresponding Senate Resolution, along with the names of the Senators concurring, in an electronic letter addressed to all Judges of the Court, with all members of the Senate, the Secretary of the Senate, and the President copied.
5. The above provisions do not prejudice the right of Senators to submit a request to the Court in their capacity as individual Senators, pursuant to the requirements of Article III, § 3, Clauses 5 and 6 of the Constitution.
 - a. Any motion to present a Senator Request shall only be approved by a roll call vote with no less than one-fourth of the members of the Senate concurring. The Secretary of the Senate shall forward the names of Senators concurring in the motion to present the Senator Request to the Senator that moved to present a Senator Request or the Senator(s) drafting the request.
 - b. Senator Requests shall be made in a letter outlining:
 - i. the issue or controversy in question;
 - ii. an exact statement of the question(s) upon which an advisory opinion is requested, or the issue(s) or controversy upon which review is requested, preferably stated in the form of a question;
 - iii. background information regarding the request sufficient for the Supreme Court to issue a learned and informed opinion; and
 - iv. the names of the Senator(s) who shall be responsible for handling all future correspondence with the Supreme Court.
 - c. The full text of the written letter of a Senator Request shall not be required at the time of proposing a motion to present a Senator Request. However, the text of the exact statement of the question(s) upon which an opinion is requested, or the issue(s) or controversy upon which review is requested, per subprovision (5)(b)(ii) above, shall be presented to the Senate in writing by the time debate is exhausted or closed on the motion to present a Senator Request.
6. Within two weeks of the adoption of a motion to present a Senator Request, the Senator who moved for the motion or any Senator named in the request shall send

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- the corresponding text of the letter of the Senator Request, along with the names of Senators concurring, in an electronic letter addressed to all Judges of the Court, with all members of the Senate, the Secretary of the Senate, the Executive Vice President, and the President copied.
- a. The text of the letter of the Senator Request shall be entered into the record of the proceedings of the Senate at its next regular meeting following the sending of the letter to the Court.
7. The Court will have thirty calendar days, from the date of which the Chief Judge confirms receipt of a request, to formulate an opinion that fully addresses the request by the Senate, or to formally decline to do so.
- a. The Chief Judge shall confirm the receipt of the request by directly replying to the electronic letter in such manner to inform all those copied on the request letter of the same.
 - b. The thirty-day period, along with the request made, shall be publicized to allow for interested parties in the Student Bar Association to provide additional information via letter or brief.
 - c. The text of the opinion shall be sent by the Chief Judge to the President and Executive Vice President, along with the Senator(s) originally named in the request, upon its completion and adoption by the Court.
8. The Court shall render a written opinion in response to a request by the Senate that shall detail:
- a. its decision regarding its acceptance or refusal to consider the request;
 - b. if accepted, its answers to the questions presented; and
 - c. the reasoning for all decisions taken and answers given.
9. The Court, through any of its Judges, shall present its opinion on any request by the Senate at the next regularly scheduled Senate meeting of the academic year the request was made following the adoption of the opinion by the Court. The text of the opinion, along with the content of the report by a Judge, shall be included in the record of the proceedings of the Senate.
- a. Should there be no remaining regularly scheduled Senate meetings for the academic year in which the request by the Senate was made, the Court shall either call a special meeting of the Senate pursuant to Bylaw 406(A) or present its opinion at the first regularly scheduled meeting of the Senate for the following academic year.
 - b. Any dissenting or concurring opinions issued by members of the Court on any request by the Senate may also be included in the Judge's report to the Senate and the record of the proceedings of the Senate.
10. Issued advisory opinions are non-binding on the Student Bar Association; however, issued advisory opinions reflect the views of the Court on the questions

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brought before it as an official pronouncement of the chief judicial organ of the Student Bar Association.

11. Issued decisions and opinions on a request by the Senate for a review of controversies are binding on the Student Bar Association and shall have the full force and binding authority entitled to any other decision and opinion made pursuant to the power of review under Article III of the Constitution.
- C. Pursuant to Article III, § 3, Clause 3, the jurisdiction of the Court shall not extend to matters involving appropriations or budgetary decisions by the Senate, the Vice President of Finance, or members of any financial committees created by the Senate.
- D. The Court shall satisfy itself that a case, controversy, or other dispute is properly within its jurisdiction before addressing the substantive merits of the questions or issues of the case, controversy, or other dispute before it.

Bylaw 309 – Relief; Remedies; Preliminary Relief

- A. The Court, consistent with the authority vested by the Constitution and subject to the limitations of Article III, § 3, Clause 7 of the Constitution, shall have the power to fashion any relief or remedy to resolve a case, controversy, or other dispute properly before the Court.
 1. Any relief or remedy ordered by the Court shall not substantially interfere with the ability of the Student Bar Association and its officers to discharge their duties effectively.
 2. Any invalidation of legislation shall be manifestly within the interests of the student body.
- B. Prior to consideration and decision of a matter by the full Court, the Chief Judge shall have the sole discretionary authority to grant preliminary relief (including injunctions, stays, and restraining orders) to preserve the relative position of the parties or circumstances of the dispute or controversy.
 1. Any such preliminary relief shall not extend beyond the date of issuance of a final decision or judgment on said matter.
 2. The Court, independent of the existence of any challenge to the issuance of such preliminary relief, shall endeavor to timely review such preliminary relief after its issuance and ratify, modify, or terminate preliminary relief as appropriate for the matter.

Bylaw 310 – Judgments & Opinions

- A. On each question in a case, controversy, or other dispute properly before the Court, the Court shall—
 1. State its decision on that question, including ordered remedies or other relief; and
 2. The reasoning upon which that proposed decision is based.

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- B. All decisions on questions shall be decided by a majority of the Court. No member of the Court not disqualified from the case shall abstain from any question before the Court, as it is the solemn duty of members of the Court to decide cases, proceedings, and matters of the Court.
- C. For each question, the reasoning commanding a majority of the Court shall be part of the opinion of the Court.
 - 1. Should no reasoning for a question command a majority, the reasoning commanding the most votes shall be published in the opinion of the Court and noted as a section of the opinion commanding only a plurality of the Court.
 - 2. Should no reasoning for a question command a majority, and multiple reasonings command the same number of votes, the reasoning commanding the vote of the Chief Judge shall be published in the opinion of the Court and noted as a section of the opinion commanding only a plurality of the Court.
- D. Unless the full Court unanimously decides otherwise, all judgments shall contain the names of the members of the Court who have taken part in the decision, their concurrence or disagreement with the decisions to each question, and their concurrence or disagreement with the reasoning of the Court.
- E. Members of the Court shall be entitled to deliver a separate opinion explaining their votes and reasoning on any judgment of the Court.
- F. The Court shall issue all judgments and opinions in all cases other than those arising under Article III, § 3, Clauses 5 and 6 of the Constitution at public sittings of the Court.
 - 1. The Court shall notify the parties of the date on which the judgment will be presented in a public sitting of the Court.
 - 2. The decision on each question shall be read by the Court, along with a summary of the reasoning underlying each decision.
 - 3. The judgment of the Court shall become binding on the parties and effective on the day of the reading.
- G. A judgment issued by the full Court is final and without appeal. Nothing in this bylaw shall be construed to prevent parties from seeking additional interpretative guidance or explanation of a judgment from the Court.

Bylaw 311 – General Principles of Conduct; Contempt & Sanctions

- A. In participating in litigation in the Court, participants shall conduct themselves in a manner that upholds basic standards of professionalism, promotes judicial efficiency, and amicably resolves their disputes in a fair, just, and conclusive manner.
- B. In swearing the judicial oath to become a Judge, members of the Court commit to upholding the highest standards of independence, integrity, and impartiality in the discharge of their duties to fairly resolve disputes, maintain high standards of professionalism and civility, and promote confidence in the Court and its rulings.

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Members of the Court shall conduct themselves in accordance with the spirit of the Code of Conduct for United States Judges.

- C. The Court, by majority vote, may find a party in contempt of court for failure to comply with the requirements of these bylaws, the Court's rules of procedure, or orders and judgments of the Court.
1. The Court shall make any finding of contempt of court, and issue any related sanctions, by written order.
 2. Any sanction issued by the Court shall be proportionate, reasonable, and appropriate to the violation such that it rectifies the violation, deters future like violations, or prevent future like violations.
 3. The Court shall give ample notice and fair warning to parties for failures to comply with these bylaws, the Court's rules of procedure, or orders and judgments of the Court before considering imposing sanctions.
 4. No sanction shall last beyond the final judgment in a case, although the Court may forward records and orders of particularly egregious violations by officers of the Student Bar Association or any group or individual subject to the jurisdiction or authority of the Student Bar Association to the Student Bar Association Senate for additional appropriate actions to be taken.
 5. Nothing in this bylaw shall be construed to prevent the presiding judge in any oral proceeding, hearing, or other sitting of the Court from exercising judicial power and authority in maintaining order and decorum, preventing distractions and disruptions, and ensuring the smooth and orderly progress of the oral proceeding, hearing, or sitting.

Bylaw 312 – Court Guarantees

- A. The Court shall have the authority to interpret, vary, and waive procedural requirements to ensure that a just and fair decision may be obtained and to avoid excessive legalism that deserves the parties before the Court and the student body.
- B. No party to a case before the Court shall be deprived of a substantive right afforded to another party, nor sanctioned by the Court, without due process and pursuant to publicly accessible procedures of the Court.
- C. The Court shall be deemed always open for the purpose of filing proper papers and making motions and orders. The continued existence or expiration of a session or term of the Court in no way affects the power of the Court to do any act or take any proceeding.
- D. The deliberations of the Court on judicial matters shall take place in private and remain secret.
- E. No proceeding in any case before the Court requiring participation of the parties to the case shall be held without prior notice issued to each party with the time, location, type, and general substance of the proceeding. Such notice shall also refer the parties to the

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appropriate procedures for said proceeding, including these bylaws and the rules of procedure adopted by the Court.

- F. The Court shall endeavor to resolve proceedings in a timely manner.
- G. All substantive judicial decisions of the Court, including dismissal of complaints, shall be rendered in writing in the form of orders or judgments of the Court, with copies distributed to the parties of the relevant case. Copies shall also be furnished upon the request of an officer of the Student Bar Association.
- H. All hearings involving oral participation by the parties in a case shall be open to public attendance, unless a majority of the members of the Court concur in closing the hearing.
- I. All participants in proceedings before the Court shall enjoy the right to consult the Court on procedural questions that may arise in proceedings, including questions regarding these bylaws and the Court's rules of procedure. This right shall not equate to ad hoc requests for the Court to adjudicate substantive matters, including matters related to the interpretation of these bylaws or the Court's rules of procedure.
- J. All parties shall enjoy the right to have an advisor or representative present at any hearing involving oral participation by said parties in a case. The choice of representation by any party shall be respected by the Court, provided such representation does not receive repeated sanctions by the Court for failing to abide by these bylaws, the Court's rules of procedure, or the general spirit of professional conduct befitting the legal profession.
- K. The Court shall adopt procedures to provide individuals and groups not party to a case an opportunity to intervene in the case either as full intervening parties or as *amici curiae*; but no such intervention shall be used by any individual or group to pursue substantive claims not in common with the original substantive claims of a case.
- L. The Court shall adopt procedures to specifically provide for intervention by the Student Bar Association, including in cases where—
 - 1. A party's claim is based on a statute or executive order administered by an officer, committee, or branch of the Student Bar Association;
 - 2. A party's claim is based on any regulation, order, requirement, or agreement issued or made under a law or action administered by an officer, committee, or branch of the Student Bar Association; or
 - 3. The interests of the Student Bar Association relating to the party's claim are not adequately represented by the existing parties, and decisions on the claim may practically impair or impede the Student Bar Association from protecting said interests.
- M. The Student Bar Association shall be permitted to intervene as a full party to a case or to participate in proceedings as *amicus curiae*, subject to the procedures of the Court.
- N. The Court shall have the authority to request the Student Bar Association prepare for briefs and oral argument on particular issues in a case before the Court.

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- O. Nothing in these bylaws or procedures adopted by the Court shall preclude the parties to a case before the Court from requesting the Court exercise its good offices to resolve the dispute without going through the formal procedures for disposing of a case before the Court.
1. Any agreement or resolution agreed to by all parties via alternative dispute resolution involving a member of the Court shall be submitted to the full Court, upon which the case shall be dismissed without prejudice by written order containing the terms of the agreement or resolution.
 2. The Court shall take into account the conduct of parties to agreements or resolutions made pursuant to this bylaw in cases that involve such prior agreements or resolutions.
 3. Nothing in this bylaw shall be construed to prevent parties from presenting evidence of prior agreements or resolutions made without the involvement of the Court, or to prevent the Court from taking judicial notice of such agreements or resolutions, in proceedings before the Court.

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LEVEL 400 – THE LEGISLATIVE

Bylaw 401 – Membership of the Senate

- A. All elected Senators are members of the Senate.
1. Pursuant to Article I, § 2, Clause 1 of the Constitution, members of the Senate shall each have one vote on any question before the Senate.
 2. Members of the Senate are entitled to full participation in the business of the Senate, including the right to attend meetings, make motions, speak in debate, and vote on any question before the Senate, subject to the restrictions imposed by the Constitution, these Bylaws, and Robert’s Rules.
 3. Pursuant to Article I, § 2, Clauses 1 and 3 of the Constitution, there shall be two types of Senators, the distinction thereof which shall not prejudice their rights as members of the Senate or the responsibilities of their office as assigned by law:
 - a. Division Senators, as defined in Article I, § 2, Clause 1; and
 - b. Class Senators, as defined in Article I, § 2, Clause 3.
 4. Prior to their entry into office, all Senators shall take the following oath or affirmation: “I, (name), do solemnly swear (or affirm) that I will support and defend the Constitution of the Student Bar Association; that I will faithfully represent the views and promote the interests of my constituency; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office of Senator on which I am about to enter.” This section does not affect other oaths or affirmations required by law.
- B. The Officers of the Senate shall be the Executive Vice President, the President Pro Tempore of the Senate, the acting President Pro Tempore of the Senate, the Secretary of the Senate, the Senate Parliamentarian, the Assistant Secretary of the Senate, and the Directors of Legislative Affairs.
1. No Officer of the Senate not concurrently an elected Senator shall be considered a member of the Senate.
 2. Pursuant to Article I, § 2, Clause 2 of the Constitution, no Officer of the Senate who is not concurrently a member of the Senate shall have a vote on any question before the Senate, unless serving as presiding officer and the Senate is equally divided.
 3. No Officer of the Senate who is not concurrently a member of the Senate shall have the right to speak in debate or introduce motions on any question before the Senate. The Senate, by resolution, standing order, or special rule, may provide the privilege to speak to Officers of the Senate not concurrently members of the

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Senate, but in no case shall this privilege exceed the restrictions on the right of members of the Senate to speak in debate.

4. Unless otherwise provided for in other provisions under Level 400 of these Bylaws, Officers of the Senate shall be appointed by and serve at the pleasure of the Executive Vice President.
5. Officers of the Senate shall assist the presiding officer with maintaining order at meetings of the Senate.
6. Officers of the Senate shall be entitled to attend closed sessions of the Senate called pursuant to Bylaw 406(G) to discharge their duties and responsibilities.
7. Prior to their entry into office, all Officers of the Senate not concurrently a member of the Senate or required by other provisions in these Bylaws to take an oath or affirmation to protect and defend the Constitution of the Student Bar Association shall take the oath or affirmation prescribed in Bylaw 201(D). This section does not affect other oaths or affirmations required by law.

Bylaw 402 – Constituencies

- A. Per Article I, § 2, Clause 3 of the Constitution, the constituency of the Class Senators among each Inn of Court shall include all students enrolled in the Juris Doctor program who are within their respective first-year Inns of Court or, in the case of transfer students, otherwise assigned to their respective Inn of Court upon matriculation at the Law School and share an expected graduation year.
- B. Per Article I, § 2, Clause 3 of the Constitution, the constituency of the 4LE Class Senator shall include all part-time students enrolled in the Juris Doctor program who are in their fourth year of study at the Law School and all students in Jay Inn not otherwise represented by a Class Senator.
- C. Per Article I, § 2, Clause 1 of the Constitution, the constituency of the Division Senators shall include all students enrolled in their respective division.
 1. The constituency of the Full-Time Juris Doctorate Division Senator, alternatively the Day At-Large Senator, shall include all full-time students enrolled in the Juris Doctor program.
 2. The constituency of the Part-Time Juris Doctorate Division Senator, alternatively the Evening At-Large Senator, shall include all part-time students enrolled in the Juris Doctor program.
 3. The constituencies of the two Non-Juris Doctorate Division Senators, alternatively the Non-JD Senators, shall include all students, regardless of full- or part-time status or expected term or year of graduation, enrolled in a non-Juris Doctor degree program at the Law School.
- D. Per Article I, § 2, Clause 3 of the Constitution, the constituencies of the two Transfer Class Senators shall include all students enrolled in the Juris Doctor program, regardless

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of Inn of Court assignment, who transferred in to the Law School and share an expected graduation year with their respective Transfer Class Senator.

- E. In the event that the Inns of Court program ceases to exist or otherwise no longer serves as an organizational scheme for the assignment of students to class sections, the constituencies of the Class Senators formerly among each Inn of Court shall revert to the following:
 - 1. The constituencies of the first-year Class Senators formerly among each Inn of Court shall include all students enrolled in the Juris Doctor program who are within their respective first-year sections.
 - 2. The constituencies of the second- and third-year Class Senators formerly among each Inn of Court shall include all students enrolled in the Juris Doctor program who are within their respective classes or share an expected graduation year.

Bylaw 403 – Duties and Responsibilities of Senators

The duties and responsibilities of Senators shall include the following:

- A. Attending and participating in all scheduled Student Bar Association Senate meetings;
- B. Timely informing the Executive Vice President of their prospective absence from any Student Bar Association Senate meeting;
- C. Regularly reporting to constituents the activities of the Senate, including publicizing Senate papers, meeting dates and times, initiatives, and other relevant information conducive for awareness and participation by their constituents in Senate business;
- D. Regularly gathering feedback on the activities of the Student Bar Association that affect or may affect their constituents;
- E. Serving on at least one (1) standing Senate committee, including attending and participating in all scheduled committee meetings of which they are a member;
- F. Timely informing the chair of the Senate committee of their prospective absence from any meeting of the same;
- G. Voting on all legislation before the Senate in person or by proxy, or abstain from such votes, in accordance with the best interests of their constituents and Bylaw provisions governing recusal;
- H. Make themselves available, as directed by the Executive Vice President, to set up a table adorned with the flag of the George Washington University in the hard lounge, soft lounge, or other public space, for the purpose of soliciting student feedback, conveying relevant information to students, and otherwise liaising with constituents; and
- I. Perform any other duties as may be delegated to them in accordance with the provisions of these Bylaws or by decision of the Senate.

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Bylaw 404 – Committees of the Senate

A. There shall be committees of the Senate created and administered by the Executive Vice President. These committees shall include:

1. Academic Policy Committee

a. The Academic Policy Committee shall:

- i. Meet with the Senior Associate Dean for Academic Affairs at least once per semester to discuss current academic programs, recommendations for course changes and additional offerings, and the academic calendar and timing of academic events;
- ii. Meet with the Dean of Student Affairs to make recommendations to the faculty about non-curricular programs and services to assist students in their academic lives and enhance the quality of their academic experience;
- iii. Manage the receipt and timely upload of submissions to the GW SBA Outline Bank;
- iv. Publicize the existence of the Outline Bank and disseminate, at least once per semester, information regarding its existence and encouragement for students to contribute; and
- v. Manage the content and sharing of the online Post-Class Course Evaluations with the student body twice a year.

2. Student Organization and Charter Committee

- a. The Student Organization and Charter Committee shall create, maintain, and make accessible materials to aid students in forming a student organization.
- b. The Student Organization and Charter Committee shall:
 - i. Create and maintain records regarding Student Organization and Provisional Student Organization status, including dates of recognition; and
 - ii. Retain copies of recognized constitutions.
- c. All information maintained by the Student Organization and Charter Committee is public and shall be made available to any current student or administrator.
- d. The Student Organization and Charter Committee may investigate suspected student organization's violations of SBA rules and submit investigative reports to the Senate.
- e. It is against SBA policy for any group to advertise itself in any way that suggests it is a student organization affiliated with The George Washington University Law School until its materials have been approved by the Student Organization and Charter Committee.

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- f. The Chair of the Student Organization and Charter Committee shall:
 - i. Consider applications for the recognition of student-run blogs submitted in accordance with Bylaw 606.
 - ii. Report to the Senate with a recommendation for approval or disapproval of the student-run blog's sponsorship application.
 - a) Factors that the Chair shall consider in their recommendation shall include, but are not limited to:
 - 1) Total number of existing student-run blogs;
 - 2) Subject matter of the proposed blog, including overlap with existing journals;
 - 3) Completeness of proposed Blog Guidelines; and
 - 4) Demonstration of sufficient interest to maintain blog into the future (e.g., past graduation date of then-current students proposing creation of blog).
 - iii. Report the outcome of the Senate vote to the Chair of the Journal Advisory Committee as soon as is practicable.
 - g. The Chair of the Student Organization and Charter Committee shall:
 - i. Consider applications for the recognition of student-run blogs submitted in accordance with Bylaw 606.
 - ii. Report to the Senate with a recommendation for approval or disapproval of the student-run podcast's sponsorship application.
 - a) Factors that the Chair shall consider in their recommendation shall include, but are not limited to:
 - 1) Subject matter of the proposed podcast, including overlap with with existing podcasts;
 - 2) Completeness of proposed Podcast Guidelines; and
 - 3) Demonstration of sufficient interest to maintain podcast into the future (e.g., past graduation date of then-current students proposing creation of podcast).
 - iii. Forward the request, if approved by the Senate, to the Law School Dean of Students Office and the Law School Communications Office.
3. Finance Committee
- a. See Bylaw 906 for a description of the duties of the Finance Committee.
4. Student Life Committee
- a. The Student Life Committee shall consist of all of the following:
 - i. A Chair, a Vice-Chair of Wellness, and a Vice-Chair of Diversity and Inclusion;

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- ii. At least three (3) other members.
- b. The Student Life Committee shall:
 - i. Actively promote mental wellness at the Law School;
 - ii. Actively promote diversity and inclusion at the Law School;
 - iii. Actively promote a healthy student life at the Law School.
- c. The Chair shall:
 - i. Meet with the First-Year Senators at least once per semester (within the first month following their election in the fall and within the first month of the second semester) to brainstorm possible legislation regarding student life, wellness, and diversity and inclusion;
 - ii. Meet with the Evening Senators at least once per semester (within the first month following their election in the fall and within the first month of the second semester) to brainstorm possible legislation regarding student life, wellness, and diversity and inclusion;
 - iii. Meet with the LLM and Transfer Senators at least once per semester (within the first month following their election in the fall and within the first month of the second semester) to brainstorm possible legislation regarding student life, wellness, and diversity and inclusion;
 - iv. Meet with at least one representative of student affinity groups, as self-identified, at least once per semester (within the first month following their election in the fall and within the first month of the second semester) to brainstorm possible legislation regarding student life, wellness, and diversity and inclusion;
 - v. Invite representatives of student affinity groups, as self-identified, to at least one committee meeting per semester.
- d. The Vice-Chair of Wellness shall:
 - i. Meet with the Director of Wellness, if appointed, at least once per semester for the purpose of establishing a working relationship and sharing ideas pertaining to diversity and inclusion programming and legislation;
 - ii. The Director of Wellness, if appointed, shall update the Vice-Chair of Wellness on the status of wellness-related efforts upon the Vice-Chair's request.
- e. The Vice-Chair of Diversity and Inclusion shall:
 - i. Meet with the Director of Diversity, if appointed, at least once per semester for the purpose of establishing a working relationship and

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sharing ideas pertaining to diversity and inclusion programming and legislation;

ii. The Director of Diversity, if appointed, shall update the Vice Chair of Diversity and Inclusion on the status of diversity and inclusion-related efforts upon the Vice Chair's request;

iii. Meet with at least one representative of student affinity groups, as self-identified, at least once per semester (within the first month following their election in the fall and within the first month of the second semester) to brainstorm possible legislation regarding student life, wellness, and diversity and inclusion.

f. The Executive Vice President shall retain the power to create sub-committees as appropriate.

5. Rules and Constitution Committee

a. The Rules and Constitution Committee shall be the general authority on interpretation of the SBA Bylaws and Constitution, and shall advise the Executive Vice President on rules and parliamentary procedure for the Senate. This authority shall not affect the authority of the judiciary and executive to interpret the Constitution and Bylaws for matters within their own jurisdiction, nor shall duly made rulings of the judiciary fail to be binding upon the Senate. In accordance with this authority, the Committee shall:

i. Following the ratification of the fall election results, appoint a duly elected senator, from among its membership, to serve as Senate Parliamentarian for a term lasting until the next election. The Committee shall retain the power to remove the parliamentarian at any point, an act that shall become effective one (1) day after such removal, and to appoint a new parliamentarian. The Parliamentarian shall perform the duties outlined in Bylaw 406(I);

ii. Update the SBA Bylaws and Constitution, in accordance with Bylaw 410(G); and

iii. Provide an informal report on the constitutionality and general effect of legislation.

6. Facilities and Technology Committee

a. The Facilities and Technology Committee shall:

i. Monitor and respond in a timely fashion to facilities complaints received from the student body on the SBA website;

ii. Maintain a record of complaints and trends to determine if follow-up action is required;

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- iii. Monitor and report on the status of the SBA website, including notifying the Senate and Executive about technical issues, making recommendations for organization and presentation of information, and ensuring Senate papers and business are available and up-to-date;
- iv. Collaborate with the Executive Vice President to ensure that all Senate email and social media accounts are accessible by the relevant Senators, Senate committees, and Senate staff; and
- v. Work with the law school administration on improving campus facilities and technology.

7. Appointments Committee

- a. The Appointments Committee shall facilitate Senate consideration of all nominations and appointments, per the Constitution and Bylaws, requiring the advice and consent of the Senate for confirmation. In accordance with this authority, the Committee shall:
 - i. Be notified by the President or Chief of Staff whenever the President makes a nomination or appointment requiring the advice and consent of the Senate for confirmation;
 - ii. Receive from the President or Chief of Staff a written description of the duties and functions of the position for which candidate has been nominated;
 - iii. At a minimum, contact each candidate to obtain information regarding their biography, experience, knowledge of and plans for the position or office, and any other qualities or information of relevant interest to the Senate in consideration of the nomination or appointment;
 - iv. Convey the information collected on each nominated candidate to the full Senate at least four (4) days prior to the meeting of the Senate at which the nomination or appointment will be considered by the full Senate;
 - v. Prepare and introduce Senate resolutions confirming each candidate, or groups thereof, with adoption of said resolutions by the Senate as the indication of the Senate's advice and consent in confirmation;
 - vi. Vest in the Chair the latitude and discretion to create rules or procedure, necessary for carrying out a fulsome and formal review and confirmation process for each nomination or appointment; and

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- vii. Communicate to candidates the status of their confirmation proceedings, including confirmation by the full Senate and any requests for their presence at meetings of the Senate.
- b. The Committee shall report to the Senate on and prepare and introduce Senate confirmation resolutions for each nomination or appointment regardless of the Committee's recommendation for or against confirmation of a candidate. In no case may the Committee prevent the consideration of a candidate by the full Senate, which retains the power and duty to timely consider and determine whether to confirm a candidate.
 - i. The vote of the Committee on whether to recommend confirmation of a candidate, along with the names of the membership of the Committee and their votes thereof, shall be noted in a preambulatory ("WHEREAS") clause of a Senate confirmation resolution.
 - ii. The Chair of the Committee or their designee shall be recognized first in presentation and debate on all Senate resolutions to confirm candidates, unless the Chair or their designee voted against recommending confirmation of a candidate, in which case a member of the Committee voting in favor of recommending confirmation shall be recognized first.
 - iii. Should no member of the Committee vote in favor of recommendation of a nominee or appointee, the Chair of the Committee or their designee shall be recognized first in presentation and debate as to that Senate resolution, whereupon the Chair or their designee shall briefly report on the Committee's reasons for recommending against confirmation before any other question or debate on the confirmation may occur.
 - iv. Candidates being considered for confirmation shall not be required to attend the meeting of the Senate at which their candidacy will be debated.
 - v. The Senate shall request the attendance of appointees who have been confirmed by the Senate at the meeting of the Senate immediately subsequent to adoption of the Senate resolution confirming that candidate, whereupon they shall take the prescribed oath or affirmation for their position or office.
- c. The Committee shall meet from time to time to interview or otherwise consider candidates but shall not meet more than four times in one semester or legislative session. Upon the Committee's conclusion of debate or consideration of a candidate, the Committee shall present a

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Senate resolution as to that candidate at the next meeting of the Senate. The Committee's meetings, hearings, or interviews should take place such that:

- i. The first Committee meeting, hearing, or interview of the academic year shall take place no later than three weeks prior to the first day of classes of the Fall semester;
 - ii. The Chair shall establish a calendar of meetings, hearings, or interviews for each Semester, and timely convey such calendar to the President or Chief of Staff;
 - iii. During the Spring semester, the Committee shall hold a meeting, hearing, or interview one to two times subsequent to the election of the incoming President and prior to the week immediately preceding the first day of final exams to consider the incoming President's nominations and appointments.
- d. Neither the Senate nor the Senate Appointments Committee shall reconsider for confirmation a rejected executive nominee for the same position in the same academic year (beginning in the Fall and terminating at the end of the Spring Semester). A rejected executive nominee is a nominee who previously failed to meet the required vote count in a Senate Confirmation Resolution, prescribed by the Senate, for confirmation under the powers articulated under Article II, § 3, Clause 6 of the Constitution.
- i. Nothing in this section shall prevent the consideration of an executive nominee for a committee membership position when that nominee was previously rejected by the Senate for a Chair position in the same committee.
- e. During any meeting with, or interview of, candidates by the Senate Appointments Committee, the Appointments Committee Chair shall make a recording of the interview or conversation with the candidate as prescribed:
- i. At a minimum, the recording must include audio of all dialogue between the Committee and the candidate;
 - ii. The recording is to be made available to all members of the committee, but the file of the recording may not be stored on any public drive, nor may it be shared with those outside of the Appointments Committee other than the Executive Vice President; and
 - iii. The recording can only be used for the sole purpose of refreshing the recollection of members of the Committee, so that they may

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read a relevant excerpt to the Senate, for its consideration, as necessary.

Bylaw 405 – Vacancies Among the Senators

- A. Any vacancies shall be filled in accordance with Article I, § 2, Clause 5 of the Constitution.
- B. The President shall publish a writ of election, as mentioned in Article I, § 2, Clause 5 of the Constitution, within a reasonable time after becoming aware of a vacancy. The writ shall direct the Elections Committee to promulgate regulations and procedures for a special election to fill the vacancy. The writ may instruct the Elections Committee to postpone the special election to coincide with the next general election of the Senate.

Bylaw 406 – Meetings of the Senate

A. Meeting Types & Calendar

- 1. All meetings of the Senate shall be held in person unless exigent circumstances, orders by the Law School or University, or some other force majeure prevent physical assembly of members of the Senate, in which case meetings of the Senate shall be held by means of video- or audio-conference, if practicable.
- 2. “Regular meetings” of the Senate shall be scheduled and held according to a calendar of meetings established by Senate Resolution, introduced by the Senate Rules & Constitution Committee in consultation with the Executive Vice President, at the beginning of each semester. The first regular meeting of each semester shall be designated by the Executive Vice President.
 - a. The calendar of meetings shall conform with Article I, § 3, Clause 7 of the Constitution, and specify the dates, times, and locations of meetings.
 - b. Once adopted, the calendar of meetings shall have the force of law pursuant to Article I, § 3, Clause 7 of the Constitution and shall only be amended by Senate resolution. No amendment to the calendar of meetings shall decrease the total number of scheduled meetings for the semester.
 - c. The Senate may designate by Senate resolution additional regular meetings that shall be added to the calendar of meetings for a semester. No Senate resolution shall designate an additional regular meeting beyond the final scheduled meeting of the spring semester as originally established in the calendar of meetings.
 - d. The Executive Vice President shall notify the President of the adopted calendar of meetings and any changes thereof forthwith.
 - e. All plenary and routine business of the Senate, including the hearing of reports by Executive Officers and committee chairs and consideration of any legislation and appointees, may be considered at regular meetings of

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the Senate, preferably pursuant to a prepared agenda circulated to members of the Senate prior to the meeting.

3. “Special meetings” of the Senate shall encompass all other meetings of the Senate not scheduled and held according to the calendar of meetings provided in provision A(2) above. There shall be two types of special meetings:
 - a. “Emergency meetings,” which shall be convened by the Executive Vice President, or in their absence, the President Pro Tempore of the Senate, no sooner than 72 hours and no later than ten scheduled class days of a call for an emergency meeting;
 - i. Pursuant to Article 1, § 4, Clause 5 of the Constitution, two-fifths (2/5) of the members of the Senate may, at any meeting of the Senate, call for an emergency meeting by concurring in a motion for the same. Any such motion shall state the reason(s) for calling an emergency meeting. The disposition of any such motion shall be done by roll call; upon the adoption of any such motion, the time period specified in provision 3(a) above shall begin to run.
 - ii. Outside of any meeting of the Senate, any three (3) Executive Officers, or a majority of the Judges of the Supreme Court, or two-fifths (2/5) of the members of the Senate may call for an emergency meeting. Such a call shall be issued in writing addressed to the Executive Vice President, with all Senators, the President Pro Tempore, and the Secretary of the Senate copied, with text containing the reason(s) for calling an emergency meeting and the names of those concurring in the same. Upon receipt of the writing by the Executive Vice President, or in their absence, the President Pro Tempore, the time period specified in provision 3(a) above shall begin to run.
 - iii. The Senate, upon convening for an emergency meeting, shall first consider the business specified by the reasons(s) contained in either the motion or the writing, per provisions 3(a)(i) and 3(a)(ii), respectively, before proceeding to any other matter or adjournment.
 - b. “Extraordinary meetings,” which shall be convened by the President in accordance with a written proclamation issued by the President pursuant to Article II, § 4, Clause 2 of the Constitution.
 - i. The President shall, in their written proclamation, specify the purpose for which the Senate is to be convened along with the date, time, and location of an extraordinary meeting.

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- ii. The Senate, upon convening for an extraordinary meeting, shall consider only the business specified by the written proclamation of the President before proceeding to adjournment.

B. Governing Rules of Order

1. Meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised, or (2/3) majority vote.
2. Any Senator may check out copies of materials on parliamentary procedure from the SBA, if available, provided that the Senator promises to return such materials or pay the cost of replacing them at the end of the Senator's term. Only one (1) SBA copy of each work on parliamentary procedure may be checked out by a given Senator at any time.
3. The Executive Vice President shall maintain at least two (2) copies of each work on parliamentary procedure in reserve for use in preparation for and during meetings of the Senate.

C. Quorum

1. All meetings shall require a quorum to be present in accordance with Article I, § 4 of the Constitution.
2. Should such quorum not be available for any meeting, actions taken by participants in such a meeting shall be subject to review by the Senate at the next meeting having a quorum.
3. A "quorum" means a majority of the filled Senate positions.

D. Presiding Officer and Chair

1. The Executive Vice President shall preside over meetings of the Senate in their capacity as President of the Senate.
2. In the absence of the Executive Vice President, the President Pro Tempore of the Senate, as appointed by the Executive Vice President pursuant to Bylaw 203(B)(8), shall preside.
 - a. The Executive Vice President shall notify the President and the Senate of any appointment of a President Pro Tempore. The appointment shall be effective upon notification of the Senate by the Executive Vice President via oral report at a meeting of the Senate, or in writing addressed to all Senators should there be no timely meeting of the Senate following the appointment.
 - b. Upon assuming the office of President Pro Tempore, the individual serving as President Pro Tempore shall retain the office until they fail to meet the requirements of Article IV, § 1, Clause 1 of the Constitution or another individual has been appointed to assume the office of President Pro Tempore.

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- c. The President Pro Tempore shall communicate to the Executive Vice President and the Senate, all written declarations made by the President pursuant to Article 2, § 2, Clause 7 of the Constitution. The Executive Vice President, or any other individual discharging the powers and duties of Acting President, shall not preside over meetings of the Senate while discharging the powers and duties of Acting President.
 - d. The Senate may choose to remove the President Pro Tempore from the Chair only when two-thirds of the members of the Senate concur in declaring the Chair vacant when the President Pro Tempore is presiding.
 - i. Such removal from the Chair shall only be effective for the duration of the meeting in which the Senate declares the Chair vacant.
 - ii. The Senate shall proceed immediately to elect an acting President Pro Tempore as if meeting in the absence of the President Pro Tempore.
3. In the absence of the Executive Vice President, the President Pro Tempore of the Senate, and the acting President Pro Tempore of the Senate, the Secretary of the Senate, or in their absence, the Senate Parliamentarian shall perform the duties of the Chair. This provision shall not vest the Secretary of the Senate or the Senate Parliamentarian with the office of President Pro Tempore, unless this Bylaw provides otherwise.
- a. The only substantive matter the Senate may consider in the absence of the Executive Vice President, the President Pro Tempore of the Senate, and the acting President Pro Tempore of the Senate, shall be the election of an acting President Pro Tempore of the Senate.
 - b. Upon election of an acting President Pro Tempore of the Senate, the Secretary of the Senate, or in their absence, the Senate Parliamentarian, if not elected acting President Pro Tempore of the Senate, shall administer an oath or affirmation to the elected acting President Pro Tempore, if required by Bylaw 401(B)(7), before vacating the Chair, whereupon the acting President Pro Tempore of the Senate shall assume and perform the duties of the Chair.
 - c. The acting President Pro Tempore shall perform the duties of the Chair for the duration of the meeting in which they are elected, unless they decline to assume the duties of the Chair or the Senate declares the Chair vacant to elect another acting President Pro Tempore.
 - d. The Chair shall be vacant upon adjournment of any meeting chaired by an acting President Pro Tempore; the provisions of the Constitution and this

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Bylaw shall determine which individual shall act as presiding officer at any next meeting of the Senate.

- e. For the purposes of provision 2(c) above, in the absence of a President Pro Tempore appointed pursuant to Bylaw 203(B)(8), the acting President Pro Tempore shall receive and inform the Executive Vice President and the Senate all written declarations made by the President pursuant to Article 2, § 2, Clause 7 of the Constitution.
 - i. The individual performing the duties of the Chair as acting President Pro Tempore at the time of adjournment of a meeting of the Senate shall retain the office of acting President Pro Tempore until the start of any next meeting of the Senate.
 - ii. The Secretary of the Senate, or in their absence, the Senate Parliamentarian, shall notify the President of the individual serving as acting President Pro Tempore upon the conclusion of a meeting of the Senate.
4. No individual performing the duties of the Chair shall participate in debate. Should the individual performing the duties of the Chair have the right to speak in debate and desire to do the same on a question before the Senate, they shall temporarily relinquish the Chair in accordance with Robert's Rules and resume the duties of Chair upon resolution of the question before the Senate, provision 3(c) above notwithstanding.
5. The presiding officer, or the individual performing the duties of Chair, shall sign all legislation duly passed by the Senate during their performance of the duties of Chair to attest to the accuracy of texts of approved measures, certify Senate actions taken, and confirm presentation of legislation to the President for review.
6. At the beginning of every Senate meeting, the Chair shall ask whether anyone in attendance is a member of the press, whereupon members of the press shall identify themselves and their publication. If members of the press are present, the Chair shall then remind everyone in attendance that the statements made in the meeting may be quoted by members of the press in attendance.

E. Agenda; Default Time Limits; Required Reports

1. Unless otherwise modified or displaced by Senate resolution, the order of items on the agenda for regular meetings of the Senate shall generally be:
 - a. **Call to Order**, where at the appointed time for the meeting the presiding officer shall take the chair;
 - b. **Approval of Minutes**, which shall be done by unanimous consent unless an objection is heard or corrections are proposed;

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- c. **Community Comment**, where any member of the GW Law community may seek recognition to speak on any matter related to the GW Law experience;
 - i. For logistical purposes, the Executive Vice President may require those wishing to speak to notify the presiding officer in advance of the meeting where the statements shall be delivered;
 - ii. Statements may also be forwarded to any member or officer of the Senate for reading by said member or officer at the designated meeting;
 - iii. Brief questions may be put to any speaker during this agenda item, but no debate shall occur without a proper motion by the Senate;
- d. **Announcements from the Chair**, which shall include:
 - i. Any updates on the status of legislation duly presented to the President for approval;
 - ii. Any updates regarding the status of members and officers of the Senate, including appointment, dismissal, and resignation thereof;
 - iii. Any updates concerning changes to the membership and leadership of Senate committees; and
 - iv. Any updates related to physical and other logistical needs for the continued functioning of the Senate;
- e. **Special Reports**, which shall consist of:
 - i. Reports of the results of elections, initiatives, and referenda by the Elections Committee;
 - ii. Reports of judgments, orders, decisions, and opinions by the Supreme Court; and
 - iii. Any other report by any other officer, board, committee, or commission of or authorized by the Student Bar Association not included in the content of reports of the following agenda items, with notice given to the presiding officer in advance of the meeting where the report shall be delivered;
- f. **Executive Business**, which shall consist of:
 - i. Reports of the President and Vice President of Finance, where questions may be put to any officer but no debate shall occur without a proper motion by the Senate;
 - ii. Reports of the Student Association Senators representing the Law School in the Student Association Senate, where questions may be put to any Student Association Senator but no debate shall occur without a proper motion by the Senate;

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- iii. Consideration of any nominees requiring advice and consent of the Senate, resolutions thereof which shall be introduced by the Senate Appointments Committee;
- g. **Legislative Business**, which shall consist of:
 - i. Standing Committee Reports: reports of each standing committee of the Senate, along with any legislation to be introduced thereof for consideration by the full Senate, with committees introducing legislation requiring the participation of non-members of the Senate (*e.g.*, questioning of proposed student organization leaders) heard first;
 - ii. Special Committee Reports: reports of any other committee of the Senate, along with any legislation to be introduced thereof for consideration by the full Senate;
 - iii. Returned Legislation: debate and consideration of any legislation returned by the President;
- h. **Unfinished & New Business**, which shall include:
 - i. Any question or matter from a prior meeting that was not finally disposed of by the Senate;
 - ii. Any legislation not referred to or reported by a committee of the Senate or otherwise not on the agenda for the meeting, which shall require consent of the Senate for introduction prior to consideration; and
 - i. **Adjournment Debate**, where the Senate may debate any matter relevant to the Student Bar Association or the GW Law experience before adjourning.
- 2. The above order of agenda items shall be maintained, with modifications and omissions as appropriate, for special meetings of the Senate as defined by Bylaw 406(A)(3).
- 3. Nothing in this provision (E) shall be construed to prevent the Senate from modifying the order of agenda items during a meeting of the Senate by properly introduced motion.
- 4. Unless otherwise modified by Senate resolution, standing order, special rule, or motion of the Senate, the default time limits on reports and speeches in debate shall be as follows:
 - a. The time limit for any report before the Senate shall be five minutes, but the presiding officer shall guarantee at least two minutes of time, independent of the time allotted for a report, for questions by Senators unless waived by the Senate.

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- b. Speeches in debate shall be limited to five minutes, but any person eligible to debate shall be permitted to speak three times on a question. There shall be no transference of the right or privilege to debate, or the associated practices of yielding or reserving unexpired time to one's self or another speaker, *cf. Robert's Rules*, § 43:10.
5. The President and Vice President of Finance shall deliver reports at every regular meeting of the Senate and be present to answer questions.
 - a. In the event an officer is unable to attend a regular meeting, said officer shall designate another officer, deputy, or other representative from the Executive Branch to deliver a report on their behalf, answer questions to the best of their ability, and communicate any messages or unresolved questions from the Senate to the officer.
 - b. In no case shall an officer, deputy, or other representative delivering a report on behalf of the President, Chief of Staff, or Vice President of Finance be the Executive Vice President.
 - c. An officer unable to attend a regular meeting shall communicate to the Executive Vice President their inability to attend and their designated reporting officer, deputy, or other representative as soon as practicable prior to the meeting..

F. Attendance

1. The Executive Vice President may issue a warning to any Senator who has missed a meeting. Receiving three (3) warnings in a semester shall constitute an impeachable offense.
2. The Executive Vice President shall not issue a warning if a Senator is absent due to observance of a religious holidays, family emergencies, medical emergencies, class conflicts, or military obligations.
3. For all other reasons, the Executive Vice President may determine whether a warning is appropriate, given the circumstances.

G. Closed Session

1. The Senate may call a closed session by a two-thirds (2/3) majority vote, in accordance with Article I, § 4, Clause 4 of the Constitution.
2. The proceedings of such a closed session are to be recorded by the Secretary of the Senate or their designee.
3. Attendance at such sessions shall be open to all Senators, and any other persons the Senate shall so designate by a two-thirds (2/3) majority vote.
4. The minutes kept at closed sessions are not to be published, pursuant to Article I, § 4, Clause 3 of the Constitution and Bylaw 203(B)(5), unless the Senate votes by a simple majority at the beginning of the next meeting following the meeting in which the closed session occurred to publish the closed meeting minutes subject

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to any redactions it also approves by a simple majority. The Senate must discuss publishing closed session minutes at the following Senate meeting after any closed session occurs. Any information redacted from the minutes is confidential and shall not be discussed with any parties not present or otherwise authorized by the Senate by a two-thirds (2/3) majority vote.

5. Whenever a meeting of the Senate is closed, the Student Bar Association shall publish a brief statement as to the reasons for the closing of the meeting. The Executive Vice President or their designee shall draft the statement in that individual's capacity as President of the Senate, and the statement shall be submitted to the Senate for its approval by majority vote. The statement will be a separate document from the minutes, but shall be published along with the minutes of the closed meeting.

H. Minutes

1. After every meeting of the Senate, the Executive Vice President is responsible for publishing the minutes from that meeting on the Student Bar Association's website within two (2) days of the approval of the minutes by the Senate at the following meeting.

I. Parliamentarian

1. The Senate Parliamentarian shall be appointed by and from among the members of the Rules and Constitution Committee, in accordance with Bylaw 404(A)(6)(i)(a).
2. At each meeting of the Senate, the Parliamentarian shall be a resource to the Executive Vice President, assisting with the conduct of the meeting in accordance with Roberts' Rules of Order, as modified by the Senate. The Parliamentarian may only issue a ruling at the request of the Executive Vice President, or upon a request made following a majority vote of the Senate.
3. The Parliamentarian shall be the final authority on disputes of parliamentary procedure. A ruling of the Parliamentarian may be overridden only by a two-thirds (2/3) vote of the Senate.

Bylaw 407 – Voting

- A. Voting in Senate meetings, and meetings of standing Senate Committees shall be by a method of one (1) vote per Senator.
- B. In all Student Bar Association Senate meetings, the presiding officer shall only vote in accordance with Article I, § 2, Clause 2 of the Constitution.
- C. Voice voting shall be employed unless a Senator calls for division by hand or by roll call.

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Bylaw 408 – Conflicts of Interest in Voting

- A. No Senator may vote on issues directly affecting a student organization of which they are an executive officer. This provision shall not apply to any votes taken on the general Student Bar Association budget.
- B. Whenever a Senator believes, or has reason to believe, that there is a conflict of interest between their Student Bar Association duties and any other duty, obligation, responsibility, or interest, such Senator shall recuse themselves from voting on any issues so implicated at their discretion.
- C. Whenever a Senator or a member of the Student Bar Association alleges a possible conflict of interest on the part of a Senator, the allegor must demonstrate that conflict to the extent that the Senate deems it necessary to vote on the matter. A majority vote is necessary to require the recusal of the conflicted Senator.

Bylaw 409 – Proxy Voting

- A. When a Senator cannot be present for a vote, they may direct another Senator to vote in their stead.
- B. In no event shall a proxy vote be cast other than in the form of a signed writing, presented to the Executive Vice President prior to the vote.
- C. Senators voting by proxy are not counted toward the quorum requirement found in Article I, § 4, Clause 1 of the Constitution.

Bylaw 410 – Legislation

- A. The Senate may consider legislation at its meetings. All legislation considered by the Senate must be in writing.
 1. The Secretary of the Senate shall, upon receipt of the writing containing the proposed legislation, assign each piece of proposed legislation an original designation that indicates the type of legislation and its chronological order among other legislation of the same type in the same academic year.
 - a. Regular bills and all other bills not of the types specified in the following categories shall bear the original designation of “Bill No. ##.”
 - b. Budget bills shall bear the original designation of “Budget Bill No. ##,” which shall constitute a numbered series separate and distinct from regular bills.
 - c. Charter bills shall bear the original designation of “Ch. Bill No. ##,” which shall constitute a numbered series separate and distinct from regular bills.
 - d. Ad hoc authorization bills shall bear the original designation of “Ad Hoc ##,” which shall constitute a numbered series separate and distinct from regular bills.

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- e. Senate resolutions shall bear the original designation of “S. Res. ##,” which shall constitute a numbered series separate and distinct from joint resolutions; and
 - f. Joint resolutions shall bear the original designation of “J. Res. ##,” which shall constitute a numbered series separate and distinct from Senate resolutions.
2. Proposed legislation that is not enacted shall still count against the original designation numbered series of its legislation type, with succeeding proposed legislation receiving the next ascending non-assigned original designation number.
3. The Secretary of the Senate shall assign all enacted legislation a unique coded identifier that indicates the academic year when the legislation was enacted; the type of legislation; and its chronological order among all legislation enacted in that academic year.
- a. The general format of the identifier shall be [year]-[type][number].
 - i. Proposed legislation that is not enacted shall not receive an identifier.
 - ii. The academic year identifier shall be comprised of the last two digits of the two calendar years of the duration of the academic year, *e.g.*, 1920 for the academic year running from fall 2019 through spring 2020.
 - iii. The six types of legislation shall be identified as follows:
 - a) Regular and budget bills shall be coded with the capital letter “B,” with all enacted regular and budget bills in one volume comprising an unbroken integer series distinct from the other types’ counts.
 - b) Charter bills shall be coded with the capital letter “C,” with all enacted charter bills in one volume comprising an unbroken integer series distinct from the other types’ counts.
 - c) Ad Hoc bills shall be coded with the capital letter “A,” with all enacted ad hoc bills in one volume comprising an unbroken integer series distinct from the other types’ counts.
 - d) Senate resolutions shall be coded with the capital letter “S,” with all enacted Senate resolutions in one volume comprising an unbroken integer series distinct from the other types’ counts.

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- e) Joint resolutions shall be coded with the capital letter “J,” with all enacted joint resolutions in one volume comprising an unbroken integer series distinct from the other types’ counts.
 - iv. The number used to denote the exact position of the legislation in the chronology of all other similar legislation type shall be three digits, with the first piece of legislation of a type bearing the designation “001” and all succeeding legislation of the same type in the same volume bearing ascending integer designations.
- B. Unless otherwise specified, a majority vote of the Senators who are present at the time of the vote shall be sufficient to pass legislation.
- C. A resolution may be sponsored by any member of the Student Bar Association and may be introduced at the meeting at which it will be considered.
- D. A bill may be sponsored by any member of the Senate. Bills must be submitted to the Executive Vice President, Chief of Staff, and the members of the Senate Rules and Constitution Committee, prior to the meeting at which it will be considered, with the exception of bills involving expenditures of funds. Bills involving the expenditure of funds must also be submitted to the Vice President of Finance prior to the meeting at which it will be considered.
 - 1. All bills must either be submitted to the authorities designated in Bylaw 410(D) by at least 11:59 PM, seven (7) days prior to the Senate meeting in which that bill is to be introduced; or otherwise pass with a two-thirds majority vote of the Senate.
 - a. Bills deemed as Charter Bills, Blog Approvals, and Ad Hoc Funding Requests shall be exempt from the requirements listed under 410(D)(1).
- E. The Senate may decide to vote on ad hoc funding requests from Student Bar Association officers, student organizations, or members of the student body. Such requests must first be presented to the Finance Committee of the Senate, in accordance with the committee’s procedures for ad hoc funding requests. The Finance Committee will then present the request and its recommendation to the entire Senate for ratification. The Chair of the Senate Finance Committee and Vice President of Finance shall keep a permanent record of all such special funding requests and their final disposition by the Senate.
- F. All provisions that regulate, but that are not codified in the Constitution or the Bylaws, become non-binding recommendations at the end of the term of the Senate that passed the provisions.
- G. The Senate Rules and Constitution Committee is responsible for updating the Bylaws once per month, during the academic year, to record any changes duly enacted.
- H. After formal introduction of any piece of legislation that will impact the Constitution or the Bylaws, but before a binding vote by the Senate on such legislation, the chair of the

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Rules and Constitution Committee, after consultation with the Committee's members, shall be afforded the opportunity to provide an informal opinion on the constitutionality of the legislation, as well as the likely effect of the legislation on the existing bylaws, constitution, and procedures of the Student Bar Association. This provision shall not affect the rights of the committee chair and any other senators to participate in the general deliberative process, and the time reserved for the Chair of the committee to speak shall not count against the time the Chair has as a member of the Senate during debate.

Bylaw 411 – Presentment of Legislation; Veto by the President

- A. Upon passage of legislation by the Senate, the Secretary of the Senate shall prepare the final texts of the legislation and submit the same to the individual serving as presiding officer of the Senate at the time the legislation was passed by the Senate for signature.
- B. The individual serving as presiding officer of the Senate at the time the legislation was passed by the Senate shall sign the legislation to certify the legislation was passed in accordance with the procedures of the Senate and attest to the accuracy of the text.
 1. In the event the Executive Vice President fails to discharge their duty as President of the Senate to sign duly passed legislation, the individual who would preside over the Senate in the absence of the Executive Vice President pursuant to Bylaw 406(D) shall sign the legislation.
- C. The individual serving as presiding officer of the Senate at the time the legislation was passed by the Senate shall then communicate the signed legislation to the President in writing, with the Secretary of the Senate and the Chief of Staff copied. Legislation not requiring approval of the President shall be communicated to the President for general notice purposes without effect on the date of enactment.
- D. The constitutionally allotted seven calendar days for the President's consideration of legislation requiring their approval, per Article I, § 6 of the Constitution, shall start on the day the legislation is communicated in writing to the President pursuant to provision (C) of this bylaw.
- E. The President shall communicate in writing to the individual serving as presiding officer of the Senate at the time the legislation was passed by the Senate, with the Secretary of the Senate and the Chief of Staff copied, their approval or disapproval of the legislation presented to them.
 1. The President shall generally indicate their approval of legislation by signing the legislation presented to them, unless circumstances prevent the affixing of their signature on the text of the legislation. In such case, the President shall communicate their approval by written statement.
 2. The President shall indicate their disapproval of legislation, and therefore exercise their veto, by writing in "VETO" on the signature line and preparing a separate

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written statement explaining the rationale of their veto. In all cases, the President shall communicate their objections by written statement.

- F. The Secretary of the Senate shall then enter the approved legislation into the *SBA Statutes at Large* pursuant to Bylaw 412.
1. The date of enactment of legislation not requiring approval by the President shall be the date of passage by the Senate.
 2. The date of enactment of legislation requiring approval by the President shall be the date of signature by the President, unless the President fails to sign the legislation and otherwise fails to veto the legislation, in which case the seventh day following presentment of the legislation, excepting Saturdays and Sundays, shall be the date of enactment.
- G. The presiding officer of the Senate shall, at the next meeting of the Senate following the receipt of the President's communication, report the President's approval or disapproval of the legislation duly presented to them.
1. Legislation vetoed by the President shall be immediately reconsidered by the Senate as an agenda item at the next meeting of the Senate following the receipt of the President's communication.
 2. Upon reconsideration of vetoed legislation, the President's objection shall be read to the Senate in full and entered into the record of the Senate before any debate on the legislation shall occur.
 3. Upon the close of debate, per Article I, § 6 of the Constitution, the Senate shall vote by roll call to pass the legislation notwithstanding the objections of the President, unless the Senate shall decide to table or otherwise postpone reconsideration of the legislation by proper motion.
 4. Two-thirds of the Senate voting in the affirmative, a quorum being present, shall be required to override a veto. There shall be no reconsideration of a vote on a veto override.
 5. Legislation subject to a successful veto override by the Senate shall be presented for signature by the individual serving as presiding officer of the Senate at the time of the successful veto override in accordance with provisions (A) through (F) of this bylaw as legislation not requiring approval of the President.
 6. Nothing in this bylaw shall preclude the calling of a special meeting of the Senate for the purpose of reconsidering vetoed legislation.
- H. For the purposes of Article I, § 6 of the Constitution, the Senate shall be considered adjourned and unable to reconsider vetoed legislation when the Senate that duly passed the vetoed legislation has adjourned and been succeeded by newly elected Senators pursuant to Article I, § 3, Clause 8 of the Constitution.

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Bylaw 412 – *SBA Statutes at Large*; References & Citations

- A. The text of all legislation enacted by the Senate shall be recorded in a written record called the (*GW Law*) *Student Bar Association Statutes at Large*, or (*GW Law*) *SBA Statutes at Large* for short, which shall be maintained by the Secretary of the Senate, under the supervision of the Executive Vice President, and be published by the end of the spring semester.
1. The *SBA Statutes at Large* for the immediately preceding academic year shall be duly presented to the Senate at the first meeting of the Senate in the new academic year, with electronic or physical copies distributed to the President, Executive Vice President, and Chief Judge.
 2. The Executive Vice President shall ensure at least one physical copy of each volume of the *SBA Statutes at Large* duly published and presented shall be available for reference by any member of the Student Bar Association.
 3. The Executive Vice President may direct duly published and presented volumes of the *SBA Statutes at Large* be made available to the members of the Student Bar Association by uploading the volumes to the SBA website.
 4. From time to time or upon the request of the Senate, President, or Chief Judge, the Secretary of the Senate shall also publish the provisional text of the volume of the *SBA Statutes of Large* for the incumbent academic year. Such provisional texts shall not be considered the official volume of the *SBA Statutes of Large* for that academic year nor considered to be duly published and presented for the purposes of the above provisions (1) and (2).
- B. All legislation enacted in one fall-spring academic year shall be considered bound together in one volume of the *SBA Statutes at Large*, notwithstanding provision (C) set forth under this Bylaw.
- C. The volume numbers of the volumes of the *SBA Statutes at Large* containing content dating from academic years prior to the fall 2019 - spring 2020 academic year shall be determined by the sitting Secretary of the Senate at the time of enactment of this Bylaw, with all succeeding volumes, including the fall 2019 - spring 2020 volume of the *SBA Statutes at Large*, to follow in that numbering series. Incomplete records of prior academic years' legislation shall be compiled in the same volume as the next succeeding academic year with a near-complete surviving legislative record.
1. The assignment of bill types and unique coded identifiers for enacted legislation for all legislation enacted prior to the inaugural publication of the *SBA Statutes at Large* shall be retroactively determined by the sitting Secretary of the Senate at the time of enactment of this Bylaw, in accordance with the provisions set forth under Bylaw 410(A)(3).
 2. Enacted legislation omitted from its respective volume at the time of presentation and publication of said volume shall be appended to the appropriate volume upon

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discovery of the omission by the Secretary of the Senate, who shall assign the legislation a unique coded identifier per Bylaw 410(A)(3).

- a. If the identifier to be assigned to the omitted enacted legislation would displace the published numbering of other legislation in its volume, *e.g.*, an omitted enacted law dates to the middle of the academic year, the omitted enacted legislation shall receive the identifier of the published enacted legislation immediately preceding it appended with a decimal point followed by two numerical digits starting with 01.
 - i. Multiple successive omissions in the same chronological slot shall increase the appended counter following the decimal point by one for each omitted piece of enacted legislation.
 - b. If the omitted enacted legislation dates to an academic year prior to the academic year(s) of the first volume of the *SBA Statutes of Large*, the omitted enacted legislation shall be compiled and published in an updated first volume of the *SBA Statutes of Large*.
3. The Secretary of the Senate shall publish and present updated copies of past volumes of the *SBA Statutes of Large* at the next meeting of the Senate following an update of a past volume or alongside the pending volume in line with provision (A) of this Bylaw.
- D. The *SBA Statutes at Large* shall be cited as “SBA Stat.,” with specific texts of interest to be cited either by its title, per provision (F) below, or as [volume number] SBA Stat. [page number]. General conventions of legal citations shall apply.
- E. Each volume of the *SBA Statutes at Large* shall contain:
1. A cover page;
 2. A table of contents, sorted by categories of legislation (regular and budget bills; charter bills; ad hoc bills; Senate resolutions; joint resolutions) and listing for each piece of legislation:
 - a. The legislation’s final reference identifier;
 - b. The original designation assigned to it prior to its passage;
 - c. The name or purpose of the legislation;
 - d. The date of enactment, whether it be by passage by the Senate, signature of the President, or other means specified under Article I, Section 6 of the Constitution;
 - e. The page (and column, if necessary) in the volume of the *Statutes at Large* on which the text starts;
 3. The reprinted text of the legislation at the time of its enactment, sorted into sections by bill type and ordered chronologically by date of enactment;
 4. Page numbers for each page, with numbering discounting the title page and table of contents; and

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5. Any other special publication (*e.g.*, unenacted legislation, executive reports, decisions and opinions of the Supreme Court, Presidential proclamations) of the Student Bar Association as directed by the Senate or Executive Vice President or on the judgment of the Secretary of the Senate.
 - a. All written advisory opinions and reviews of issues of controversy issued by the Supreme Court in response to a request made in accordance with Bylaw 308 shall be reprinted in the volume of the *SBA Statutes at Large* corresponding to the academic year in which the advisory opinion or review of issues of controversy was issued.
 - b. Should the Supreme Court not have its own separate reporter, the Chief Judge shall, in consideration of privacy, value to future classes, and good conscience, determine the decisions and opinions of the Supreme Court—apart from the materials required to be submitted per subprovision (a) above—to be included in the volume of the *SBA Statutes at Large* and send the same to the Secretary of the Senate. The decisions and opinions shall be reprinted in the volume corresponding to the academic year in which the decision or opinion was issued, with the reproduced text therein available for citation and reference.
- F. Past enacted legislation shall be referred to in following legislation by the above unique coded identifier, along with the title or the purpose of the legislation being cited and, if necessary, the original number assigned to it.
 1. Enacted bills of any type shall be referred to with the prefix “Law,” followed by the unique coded identifier, followed by the title or purpose of the bill and, if necessary, the original designation assigned to it in parentheses.
 2. Enacted resolutions of any type shall be referred to with the prefix “Resolution” or “Res.” for short, followed by the unique coded identifier, followed by the title or purpose of the bill and, if necessary, the original designation assigned to it in parentheses.
 3. Proposed legislation that was not enacted shall be referred to by their full title, original designation, and the academic semester and year in which it was initially introduced.
 4. Should a citation to the exact text be necessary, enacted legislation published in a volume of the *SBA Statutes at Large* shall be cited in accordance with Bylaw 412(D).
- G. Nothing in this Bylaw shall be construed as relieving, replacing, or subsuming any other provisions to publish and preserve documents produced by any branch of the Student Bar Association as required by any other Bylaw or the Constitution.

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LEVEL 500 – THE GENERAL ASSEMBLY

Bylaw 501 – Membership

- A. The General Assembly shall comprise all members of the executive, legislative, and judicial branches.

Bylaw 502 – Meetings

- A. The General Assembly shall meet at least once a semester. These meetings shall afford the opportunity for the various governmental departments to provide updates to one another, the Executive Officers, and the Senate.
- B. The President shall preside over meetings of the General Assembly in accordance with Bylaw 202(B).
- C. Meetings of the General Assembly shall be open to the student body, unless when the business is such that the President deems it necessary that a meeting to be closed to students not otherwise members of the legislative, executive, or judicial branches of this government.

LEVEL 600 – STUDENT ORGANIZATIONS

Bylaw 601 – Recognition of Student Organizations

- A. The provisions of any Bylaw notwithstanding, no student organization shall be recognized without a determination by the Senate that the organization has sufficient student interest.
- B. Pursuant to Article I, § 8 of the Constitution, recognition of student organizations shall be the sole province of the Senate; such recognition shall continue only at its pleasure.
- C. Process for official recognition of a student organization.
 - 1. An organization requesting recognized status must contact the Senate Student Organization and Charter Committee with a “statement of interest,” outlining: a) The name of the proposed organization, b) a succinct organization mission statement, c) A brief statement of the goals and purpose of the proposed organization, and d) A list of 20 or more current students of GW Law who would like to be members of the organization. Requirement d) may be waived by a majority vote of the Senate when such a request is brought by a sitting senator.
 - 2. An organization requesting recognized status must draft a proposed constitution in accordance with the required format for student organization constitutions set forth in Bylaw 604, and submit it to the Student Organization and Charter Committee for review and recommendations.
 - a. An organization requesting recognized status may submit one (1) proposed constitution per semester and, following Student Organization and Charter Committee edits and recommendations, may resubmit the Constitution a reasonable amount of times.
 - 3. Once the student organization's proposed constitution meets the criteria established by the Student Organization and Charter Committee, the organization shall be submitted to the Senate for an official recognition vote. Members of the Senate must receive notice of the official recognition vote at least one (1) week in advance of the Senate meeting in which it will occur, and must be provided with the Student Organization and Charter Committee approved version of the proposed student organization’s constitution at that time. A majority vote is required to effect official recognition of a student organization. When recognition votes are not scheduled, official recognition requires a unanimous vote.
 - 4. Whenever a recognition vote is held, the Executive Vice President shall ask if any George Washington University Law School students, faculty, or administrators object to the creation of the student group. If an objection is raised, the Senate may postpone the recognition vote to another date so that an investigation can be performed.

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5. Before the Senate votes, the leadership of the proposed student organization shall be given time to make an oral presentation about their organization before the Senate, followed by questions from the members of the Senate, should there be any.
 - a. The Senate may request, if it feels that it is necessary, that the leadership of the proposed organization attend the Senate meeting in order to give a presentation and answer questions about the Student Organization. The Senate will make this request by majority vote. If the Senate votes to request the leadership of the proposed organization give a presentation, the vote on the Charter Bill will be delayed until the next Senate meeting.
6. Once the Senate officially recognizes a student organization, that organization shall enter a probationary period, as described in Bylaw 907(B).
7. The Student Organization and Charter Committee's criteria for student organization constitutions shall be limited to constitutional, grammatical, formal, and practical standards. Consideration of the validity of the purpose of the organization shall be the province of the Senate.

Bylaw 602 – Requirements for Student Organizations

- A. All recognized student organizations shall:
 1. Be continuously available for additional membership, activities, and participation by all members of the law school community;
 - a. Membership, activities, or participation premised upon distinction on the basis of class rank or GPA is permissible notwithstanding the requirement that organizations be continuously available for additional membership, activities, or participation by all members of the law school community.
 - b. Organizations may limit the admissions of new members to one period of each academic semester if their national chapter so requires.
 2. Openly and widely publicize organizational meetings and all other activities that they sponsor;
 3. Keep on file for their own reference and for the reference of their members a copy of their constitution, together with any applicable by-laws;
 4. Provide an electronic copy of their organizational constitution to the Student Organization and Charter Committee for official copy retention; the copy of an organization's constitution on file with the Student Organization and Charter Committee is the official constitution for that organization, and supersedes all other constitutions. Should the Student Organization and Charter Committee not have a constitution on file for an officially recognized student organization, the organization may provide a new one to the Student Organization and Charter Committee for review, approval, and official copy retention;

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5. Submit, to the Student Organization and Charter Committee for approval, an electronic copy of the organizational constitution any time revisions are made; approval by the Student Organization and Charter Committee is required before any such revisions take effect;
 6. Participate fully in the activities of the Gavel Club;
 7. Notify the Student Bar Association Chief of Staff the name of each individual elected and the position to which they were elected within the student organization. This notification shall be made as early as possible, but no later than one (1) week after any election of those officers;
 8. Conduct all activities in a manner consistent with the provisions and spirit of the University Policy on Equal Opportunity, the University Guide to Student Rights and Responsibilities, the organization's own constitution, and the Constitution and Bylaws of the Student Bar Association; and
 9. Maintain a membership that is at least 80% GW JD or LLM students.
- B. Failure to comply with any portion of this Bylaw will be cause for the Senate to impose, by a majority vote, whatever sanctions it deems appropriate, including, but not limited to, censure, impoundment and reclamation of an organization's funds, loss of eligibility for student activities funding, and/or suspension of privileges. The Senate may employ official withdrawal of recognition by a two-thirds (2/3) vote, in accordance with Bylaw 605.
- C. Notice shall be given to all affected organizations when punitive action may be taken by the Senate of the Student Bar Association.

Bylaw 603 – Annual Registration of Student Organizations

- A. In order to maintain their full status, rights and opportunities as SBA-recognized student organizations, all such organizations shall:
1. [Online Registration]: Complete the Student Organization Online Registration Form at least once annually and, in any case, upon any change in organization President, Vice President, or Treasurer. The Online Registration Form will be disseminated by the Director of Student Organizations, with the help of the Student Organization and Charter Committee. The Form will require organizations to provide a current list of all officers and their contact information, and any other information requested by the Chief of Staff, Vice President of Finance, the Chair of the Student Organization and Charter Committee, or the Chair of the Finance Committee;
 2. [Responsibility Statement]: Provide at least two officers' signatures to the Responsibility Statement, attesting that the organization shall comply with all applicable rules, guidelines, and regulations governing it, particularly those involving finance. The Responsibility Statement shall be designed, implemented,

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and administered by the Chief of Staff or that individual's chosen designee in accordance with this Bylaw and may require additional information and assurances as the Vice President of Finance or Chair of the Student Organization and Charter Committee sees fit; and

3. [Financial Training]: Commit its President and Treasurer to attendance at a mandatory annual Student Organization Orientation to be conducted by the Vice President of Finance in cooperation with the Finance Committee and its chair.
- B. The failure by a student organization to comply with any and all provisions of Bylaw 603(A), above, shall result in the imposition of a penalty or penalties, based on the schedule below:
1. Upon failure to meet the deadline or comply with one of the requirements outlined in Bylaw 603(A) by the end of the Fall semester of each school year, the offending student organization is ineligible for funding during the SBA's annual budget process the following year.
 2. Upon failure to meet the deadline or comply with two (2) or more of the requirements outlined in Bylaw 603(A) by the end of the Fall semester of each school year, mandatory ineligibility for any SBA funding for at least one (1) academic semester following the offense, but up to two (2) academic semesters, at the sole discretion of the Finance Committee.
 3. Upon failure to correct errors warranting the imposition of penalties under Bylaws 603(B)(1) and 603(B)(2) within a reasonable amount of time, as determined by the Finance Committee or the Student Organization and Charter Committee, mandatory submission to the Senate, by the Chair of the Finance Committee or the Chair of the Student Organization and Charter Committee, of a resolution to terminate official SBA recognition of the student organization in question by a two-thirds (2/3) vote of the Senate, in accordance with Bylaw 604. The Finance Committee or Student Organization and Charter Committee's determination of a "reasonable amount of time" may be appealed to the SBA Supreme Court, under an abuse of discretion standard.

Bylaw 604 – Required Format for Student Organization Constitutions

- A. All constitutions must:
1. Be typed, with the name of the student organization atop the first page, and with all subsequent pages numbered;
 2. Begin with a preamble that clearly states the goals and purposes of the organization; and
 3. Contain the following statement of compliance after its preamble: "This constitution is to be construed in compliance with the provisions and spirit of the

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University Policy on Equal Opportunity, the University Guide to Student Rights and Responsibilities, and the Student Bar Association Constitution and Bylaws.”

- B. Student organization constitutions should be set up in the following format:
1. Preamble, followed by required statement of compliance
 2. Article I – Composition of Organization
 - a. Section 1 – Officers
 - b. Section 2 – Elections
 - c. Section 3 – Terms of Office
 - d. Section 4 – Committees (if any)
 - e. Section 5 – Definition of Membership
 3. Article II – Duties of Office
 - a. Section 1 – Officers, Duties and Qualifications, list each officer, describing their duties, qualifications for election.
 - b. Section 2 – Committee Duties and Responsibilities, list each committee mentioned in Article I, describing their duties and responsibilities.
 4. Article III – Removal from Office
 - a. Section 1 – Process for Removal
 - b. Section 2 – Terms for filling vacancies
 5. Article IV – Meetings
 - a. Section 1 – Rules for Calling and Running Meetings
 6. Article V – Terms for Amendments
 - a. Section 1 – Process for Amendments, delineate all terms that are needed to effectuate any changes to the constitution or to the bylaws.
 - b. Section 2 – Notice of SBA Student Organization and Charter Committee
 - c. Approval, include the phrase “All changes of constitutions are contingent upon approval by the Student Bar Association.”
 7. Article VI – Fundraising
 - a. Section 1 – Fundraising Plan, outline a fundraising plan.
 8. After Article VI, constitutions may include any provisions deemed necessary for the proper governing of the organization.
- C. Subject to approval of the Senate, and notwithstanding section (B) of this Bylaw, the Student Organization and Charter Committee may amend or modify the requirements for student organization constitutions as necessary.
- D. A potential student organization may use a constitution required by a reputable national or international organization that the proposed student organization would be affiliated with. Such constitutions do not have to comply with Bylaw 603. However, when a potential student organization submits a mandatory constitution, the potential student organization must also submit a memorandum of understanding certifying that the mandatory constitution does not conflict with and will be construed in compliance with

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the provisions and spirit of the University Policy on Equal Opportunity, the University Guide to Student Rights and Responsibilities, and the Constitution and the Bylaws. Such memorandum of understanding must explicitly state why the mandatory constitution complies with these policies and fill in any substantive gaps. For the purposes of SBA rules and procedures, the mandatory constitution and the memorandum of understanding together are to be treated as the student organization's constitution.

- E. Should an already recognized student organization wish to change or alter its official name in any way, the organization may make this change by amending its constitution, and submitting it to the Senate Student Organization and Charter Committee for approval and an official copy retention, just as it must any time an amendment is made. Once the Student Organization and Charter Committee approves the amended constitution, the name change will become official.

Bylaw 605 – Termination of Student Organization Recognition

- A. The Executive shall promulgate a system to track violations of the Bylaws and violations of any other existing SBA policies by student organizations. Upon a threshold of violations by a student organization, as determined by the Executive, a report will be delivered by the Executive to the Student Organization and Charter Committee that will request for that student organization's charter to be reviewed. Any such report shall also be delivered to the Senate.
- B. Should any recognized student organization remain inactive for a period of two (2) semesters, that organization shall, by operation of this Bylaw, automatically have its status as a recognized student organization terminated, along with all the rights and privileges accorded thereto. If any organization disputes that it was inactive during the prescribed period, the Senate shall resolve the issue by a simple majority vote, after hearing from both representatives of the student organization in question, and the Student Organization and Charter Committee.
- C. For purposes of this Bylaw, the term "inactive" means that an organization has done no programming, or has no officers, or has no organized membership.
- D. Once an organization loses its status as a recognized student organization, students wishing to revive the organization must apply for recognition in the same manner as prescribed for new student organizations under these Bylaws. Once recognized, such groups must also comply with the probationary period prescribed in Bylaw 907(B) to reestablish eligibility for annual funding.
- E. The Senate may withdraw recognition of any student organization by a two-thirds (2/3) vote of the Senate.

Bylaw 606 – Requirements for Recognition of Student-Run Blogs

- A. A student-run blog requesting a two-year sponsorship by the SBA shall:

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1. Submit the appropriate application to the Chair of the Student Organization and Charter Committee via the SBA website.
 - a. New or currently unsponsored blogs requesting sponsorship must submit the Student Organization Blog Application found on the SBA website or in the SBA Student Organization Handbook and Responsibility Statement.
 - b. Recognized blogs requesting a renewal of their two-year sponsorship from the SBA must submit the Student Organization Blog Application for Renewal found on the SBA website or in the SBA Student Organization Handbook and Responsibility Statement.
 - c. Submit the Basic Guidelines for Proposed Blog form found on the SBA website or in the SBA Student Organization Handbook and Responsibility Statement.
- B. To be considered for and to maintain official sponsorship of the SBA, a student-run blog must adhere to the basic guidelines outlined by the Journal Advisory Committee.
- C. Student organizations seeking to affiliate with any student-run blog requesting sponsorship by the SBA must propose amendments to the organization's constitution prior to approval of the blog.
 1. Amendments must include:
 - a. Rules governing the internal creation and dissolution of the student-run blog and
 - b. Rules governing internal oversight of the student-run blog.
- D. Student-run blogs are subject to all relevant policies and procedures, including those issued by the Journal Advisory Committee.
- E. A majority vote of the Senate is required to effectuate SBA sponsorship of a student-run blog

Bylaw 607 – Requirements for Recognition of Student-Run Podcasts

- A. Law students affiliated with an officially recognized student organization may create a subject-matter-specific podcast designed to facilitate a conversation specific to the legal field.
- B. Participation in any podcast is voluntary and students will receive no academic credit for participation.
- C. The creation, management, and renewal of podcasts is subject to the policies and procedures listed in Bylaws 607 and 608, if the podcast is affiliated with GWU or uses the GWU name or logo in any way that could be interpreted as suggesting official association, approval, or sponsorship by GWU.
- D. A student-run podcast requesting a two-year sponsorship by the SBA shall:
 1. Submit the appropriate application to the Chair of the Student Organization and Charter Committee via the SBA website.

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- a. New or currently unsponsored podcasts requesting sponsorship must submit the Student Organization Podcast Application found on the SBA website or in the SBA Student Organization Handbook and Responsibility Statement.
 - b. Recognized podcasts requesting a renewal of their two-year sponsorship from the SBA must submit the Student Organization Podcast Application for Renewal found on the SBA website or in the SBA Student Organization Handbook and Responsibility Statement.
 2. Submit the Basic Guidelines for Proposed Podcast form found on the SBA website or in the SBA Student Organization Handbook and Responsibility Statement.
- E. Student organizations seeking to create a student-run podcast must propose amendments to the organization's constitution prior to Senate approval of the podcast. Amendments must include:
1. Rules governing the internal creation and dissolution of the student-run podcast;
 2. Rules governing internal oversight of the student-run podcast;
 3. Rules required by Bylaw 608.
- F. Student-run podcasts are subject to all relevant policies and procedures, as outlined in Bylaw 608.
- G. A majority vote of the Senate is required to effectuate SBA sponsorship of a student-run podcast. Upon approval, the Senate will forward the request to the Law School Communications Office and the Law School Dean of Students Office.
- H. If the request is approved, member(s) of the student organization must meet with a member of the Communication Office to discuss plans for the podcast ten (10) days before the first podcast episode is allowed to be posted.

Bylaw 608 – Guidelines and Procedures for the Production of Student-Run Podcasts

- A. Each podcast episode must be hosted by at least one GW Law Student in good standing with the Law School.
- B. The podcast shall have a faculty advisor, who can differ from the student organization faculty advisor. The faculty advisor shall meet with the podcast leadership at least once per semester and provide oversight over the content of the podcasts.
- C. The podcast must maintain internal guidelines that include:
 1. Subject matter scope of the podcast;
 2. Timeline for regular posting of podcast;
 3. Criteria and procedure for selection for speakers on the podcast.
- D. Podcast content may not include:
 1. Profanity;
 2. Racial slurs;

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3. Sexist messaging;
 4. Defamation of any individual;
 5. Any other messaging not in line with the Law School or University.
- E. All podcast episodes must be approved by the StudentBar Association President or any individual from the Law School Communications Office at least 72 hours before the organization may post the podcast episode.
- F. The following disclaimer must appear in each podcastepisode’s description: “The GW Law School hosts this podcast as a service to the GW Law student community to provide additional educational opportunities for student creative expression. It is law student-created and nothing on it constitutes or is intended to constitute legal advice. The views and opinions expressed herein are solely those of the individuals who created the content; they are not the views of GW Law School, GW University, or any other GW affiliates. GW Law makes no representations or warranties of any kind, express or implied, as to the site’s operation of the information, content, or materials included on this site.”
- G. The Law School, University, and SBA reserve the right:
1. To revoke approval of a podcast for failure to comply with the guidelines; or
 2. To delete individual podcast episodes for failure to comply with guidelines.
- H. The Dean of the Law School or the Dean of Students of the Law School may delete individual podcast episodes, in extraordinary circumstances, to protect the interest of the Law School Community.

LEVEL 700 – EXTERNAL REPRESENTATIVES

Bylaw 701 - Applicability to Membership of External Bodies and Committees

- A. The Bylaws in this level shall be applicable to any body or committee external to the Student Bar Association where the Student Bar Association is designated the selecting or appointing authority of the student member or membership of said body or committee.
 - 1. The express naming of or provision for a body or committee shall not be construed to preclude application of this level to any other body or committee external to the Student Bar Association not expressly named or provided in this level.
 - 2. The provisions within this level governing organization within the Student Bar Association, conduct of business, and format of and requirement for reports, shall not apply to student members of any body or committee external to the Student Bar Association where said body or committee serves in an adjudicatory capacity on matters concerning student conduct, discipline, or academic integrity outside of the scope of the Constitution.
- B. Absent any rule, regulation, or provision issued by the authorities of the relevant body or committee governing the conduct, business, or procedure of student members or membership of said body or committee, the Bylaws herein shall govern.

Bylaw 702 - Organization, Number, and Terms of Student Representatives

- A. Student representatives to bodies or committees external to the Student Bar Association where the Student Bar Association is designated the selecting or appointing authority of the student membership shall be organized within the Student Bar Association as follows:
 - 1. Student representatives to Law School Faculty Committees with more than one student representative position shall be organized into executive committees named the “Faculty [Committee Name] Student Representatives Committee” for each Faculty Committee.
 - a. There shall be established a Faculty Appointments Student Representatives Committee, which shall consist of all student representatives to the Faculty Appointments Committee.
 - b. There shall be established a Faculty Tenure & Promotion Student Representatives Committee, which shall consist of all student representatives to the Faculty Tenure & Promotion Committee.
 - c. In the case where the Law School has an established and operating Dean Search Committee and the Student Bar Association is designated the selecting or appointing authority for the student membership of said committee, there shall be established a Dean Search Student

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- Representatives Committee, which shall consist of all student representatives to the Law School Dean Search Committee.
2. All other student representatives to Law School Faculty Committees where each Faculty Committee has only one student representative position shall be collectively organized as one executive committee named the "Faculty Committees Student Representatives Committee."
 3. All student representatives to University Committees shall be collectively organized as one executive committee named the "University Committees Student Representatives Committee."
 4. All student representatives to all other bodies or committees shall be collectively organized as one executive committee named the "External Student Representatives Committee."
- B. All student representatives committees shall be subordinate to the Chief of Staff for purposes of internal organization within the Student Bar Association.
- C. Unless otherwise fixed by the authorities of the body or committee external to the Student Bar Association, the number of student representatives for a particular external body or committee shall be the number of non-law student members of said external body or committee divided by two, rounded up to the nearest whole number, with an additional member position added if the resulting number is even.
- D. Each student representatives committee shall have a director and assistant director, drawn from the membership therein, who shall direct the activities of each committee, consult with the President on matters within the committee's mandate, and report to the President, Senate, and relevant external body or committee.
- E. Unless otherwise provided for by the authorities of the body or committee external to the Student Bar Association, the terms of student representatives shall run for one year, commencing at noon of the date of University commencement in the spring semester and terminating at noon of the date of University commencement in the following spring semester.
1. Student representatives for the immediately upcoming term may be nominated by the President-elect and considered by the Senate in a manner consistent with the nomination and confirmation of Executive Officers after the spring general election.
 2. Student representatives nominated by the President to fill an open vacancy shall take office upon confirmation by the Senate.
 3. Should the external body or committee be dissolved or the student representative positions therein be otherwise abolished, the terms of student representatives on such a body or committee shall terminate on the effective date of the relevant dissolution or abolition.

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4. Nothing in this Bylaw shall be construed to prevent student representatives from serving successive terms, so long as such representatives are nominated and confirmed for each individual term consistent with the Bylaws in this level.

Bylaw 703 - Selection and Confirmation of Student Representatives

- A. The President or their designee shall announce and publicize to the student body any vacancies arising in student representative positions on Law School Faculty Committees, University Committees, and any other body or committee external to the Student Bar Association where the Student Bar Association is designated the selecting or appointing authority of the student member or membership of said body or committee.
- B. The President or their designee shall receive applications by interested students for student representative positions, nominate students to serve as student representatives, and specially designate nominees for director and assistant director for the various committees in a manner consistent with the Constitution and Bylaws.
- C. Pursuant to Article II, § 3, Clause 6 of the Constitution, all student representatives subject to this level of the Bylaws shall require confirmation by the Senate before assuming office. The President shall communicate the nominations for student representatives to the Senate, whereupon the Senate shall consider the nominations in accordance with its procedures concerning appointments and nominations.
- D. Prior to their entry into office, all student representatives shall take the following oath or affirmation: "I, (name), do solemnly swear (or affirm) that I will support and defend the Constitution of the Student Bar Association; that I will faithfully represent the views and promote the interests of the student body; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter." This section does not affect other oaths or affirmations required by law.

Bylaw 704 - Meetings and Conduct of Business

- A. Student representatives shall attend the meetings of the external body or committee they are members of. In doing so, student representatives should prepare for such meetings, including soliciting student opinion on the matters being discussed and consulting the President and Senate.
- B. Student representative committees shall also meet at least once a semester independent of the meetings of the external body or committee they are members of, which may include meetings held pursuant to the other provisions of this Bylaw.
 1. The director of a student representative committee shall determine the agenda of meetings and consult the members thereof in advance of meetings regarding matters for consideration by student representatives.

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2. Quorum for any meeting called pursuant to this Bylaw shall be a simple majority of the student representatives on the committee duly confirmed by the Senate and the presence of either the director or the assistant director.
 3. The director of a student representative committee shall chair meetings of any meeting called pursuant to this Bylaw. In their absence, the assistant director shall preside.
 4. Any question before a student representatives committee shall be disposed of by simple majority vote of those present and voting. Should the student representatives be equally divided, the presiding student representative shall have a casting vote. Student representatives committees shall keep a record of all votes on substantive questions.
- C. Where a vote or report is required from the student representatives on an external body or committee, the respective student representatives committee shall meet at least once prior to the meeting of said external body or committee where the vote is to be taken or the report presented.
1. At the meeting prior to the vote or report, the student representatives shall formally discuss the matter concerning the vote or report with the director presiding. In the absence of the director, the assistant director shall preside.
 2. Such meetings may use *Robert's Rules of Order*, if necessary; but in no case shall a student representative be denied any opportunity to comment afforded to any other student representative.
 3. At the conclusion of discussion of the matter concerning the vote or report, the student representatives shall formally cast their votes on the matter or on the question of ratifying the report produced by the student representatives.
- D. Unless otherwise prescribed by the authorities of the external body or committee, student representatives committees shall report their votes when requested with the prevailing result and the number of votes in favor, against, and abstaining. On votes on substantive matters, student representatives committees shall note the names of those present and their votes on a question.

Bylaw 705 - Reports and Memoranda; Reporting Required

- A. Unless otherwise proscribed by the authorities of the external body or committee, any written report by a student representatives committee for distribution to an external body or committee shall be made available to the President and Senate.
1. In cases where written reports are subject to restrictions on distribution, student representatives committees shall take all reasonable steps to seek the permission of the relevant authorities for release of the report to the President and Senate, which may include release of reports conditional on redactions or requiring the Senate view and consider the reports in closed session.

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2. In cases where permission for release of written reports is not obtained, student representatives committees shall notify the President and Executive Vice President in writing of the specific reasons preventing distribution of the relevant written report.
- B. Written reports or memoranda of student representatives committees shall, at a minimum, contain the following sections, with modifications as necessary to meet the requirements of their respective matters or authorities:
1. A list of the names of the student representatives on the respective committee;
 2. A statement of the questions or matters referred to the student representatives that are covered by the report;
 3. An executive summary of the views of the student representatives, including vote counts on each question, the majority and minority views, and the recommendations of the student representatives thereof;
 4. A brief restatement of the factual or other background information concerning the matters referred to the student representatives;
 5. The full explanation of the views of the student representatives, which may be presented as a single view for the majority and a single view of the minority, or individually by student representative; and
 6. The full recommendation of the student representatives, which may be presented as a single recommendation for the majority or individually by student representative.
- C. Student representatives committees shall regularly report to the President the happenings and considerations of the external body or committee they are members of.
- D. Directors of student representatives committees or a designated member of their committee shall deliver reports concerning the business and recommendations of their committees at meetings of the Senate.
1. Directors of student representatives committees shall deliver a report on their committee to the Senate at least once per semester.
 2. Directors of student representatives committees shall also deliver a report to the Senate as soon as practicable after any written report, recommendation, or substantive vote is presented to or taken by the external body or committee.
- E. Directors of student representatives committees shall prepare transition memoranda at the end of their terms and forward the same to the President. The President shall ensure that successive directors timely receive transition memoranda upon their confirmation by the Senate and taking of office.

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Bylaw 706 - Representatives to Other Student Governments

- A. Bylaw 701 shall not be applicable to this Bylaw or representatives to student governments other than the Student Bar Association unless the Student Bar Association is designated the selecting or appointing authority of such representatives.
- B. Pursuant to the governing documents of any University-wide student government, or any other student government responsible to a constituency beyond solely the Law School, the Law School student body may be entitled to elect representatives to the deliberative bodies or committees of said student governments.
 1. The President or their designee shall announce and publicize to the student body any vacancies or positions up for election arising in any other student governments.
 2. Any representatives to other student governments shall discharge their duties and responsibilities to the Law School student body in accordance with the governing documents, principles, and regulations of the relevant other student government. Nothing in this provision shall be construed to prevent representatives from collaborating with the Student Bar Association or simultaneously serving as member or officer of the Student Bar Association within the limitations set forth in the Constitution.
- C. Any law students elected to serve as representatives to any other student government shall regularly report on the business, happenings, and considerations of said student government to the President and Senate, and, as much as practicable, seek the advice and opinion of the President and Senate on matters of importance to the Law School and the Law School student body.

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LEVEL 800 – ELECTIONS

Bylaw 800 – Definitions

- A. A “candidate” is any student presently enrolled at The George Washington University Law School who completes and signs the Candidate Registration Form by the date determined by the Elections Committee (“the Committee”), as provided in Bylaw 803, and thus appears on the official ballot, or any student who publicly holds themselves out as a write-in candidate by asking fellow students to write their name on the ballot.
- B. A “supporter” is any presently enrolled student of The George Washington University Law School who publicly holds themselves out as a supporter of a given candidate by assisting the candidate with campaigning. This includes any endorsements made by student organizations. €.
- C. The “campaign staff” of a candidate consists of those presently enrolled students of The George Washington University Law School who agree by mutual consent to aid the candidate in a substantive and official capacity, and publicly hold themselves out to be members of the candidate’s campaign staff. All campaign staff of a candidate are deemed to be supporters of that candidate.
- D. “Campaigning” includes all activities engaged in by a candidate or supporter for the purpose of earning votes for the candidate. Such activities include, but are not limited to, asking fellow students to vote for a candidate, making announcements in class, tabling on campus, and engaging in social media and Internet outreach to fellow students.
- E. “Abuse,” as used in these Bylaws, means any act or acts, performed knowingly, that violate the spirit of professional, positive, and thoughtful campaigning, and that a reasonable person would find to reflect so poorly on a candidate or the law school as to warrant penalty.
- F. For the purposes of this level, “promotional materials” refers to signs, posters, fliers, graphic images and text used in online and social media campaigning, or anything used to promote the campaign of a candidate for any elected office.

Bylaw 801 – Elections Committee

- A. The membership of the Elections Committee is comprised of the Director of Elections, the Assistant Director of Elections, and general members of the Committee.
 - 1. All members of the Committee must be nominated by the Executive Branch and confirmed by the Senate. Once confirmed, each Committee member shall serve a term encompassing administration of two consecutive SBA elections, regardless of any change in SBA administration. After administering two consecutive SBA elections as a member of the Committee, a member may only remain on the

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Committee upon nomination and confirmation for a new term of membership on the Committee.

2. No member of the Committee may run as a candidate for any elected office or hold any other position, elected or appointed, within the Student Bar Association.
 3. No member of the Committee may campaign for or endorse any candidate for any elected office, or otherwise act in a manner inconsistent with the independence, integrity, and impartiality of the electoral process and the role and functions of the Committee.
- B. The Committee shall administer all SBA elections and do so in compliance with these Bylaws. Apart from meetings held while administering an election, the Committee shall also meet at least once a semester; but this shall not be construed to bar the Committee from disposing of business by written communications among the membership of the Committee.
1. The Director of Elections shall preside over all meetings of the Committee; in their absence, the Assistant Director of Elections shall preside.
 2. Quorum for any meeting or decision of the Committee shall be a majority of the members duly confirmed by the Senate and the presence of either the Director or Assistant Director of Elections.
 3. Unless otherwise provided for in this level, the Committee shall dispose of any question or business before it by simple majority vote. Should the Committee be equally divided, the presiding member shall have a casting vote.
- C. The Committee may promulgate and enforce any rules that supplement, but do not violate these Bylaws, and are deemed necessary for running a successful election.
1. The Committee shall promulgate any rules or regulations supplementing or interpreting these Bylaws in writing that is publicly accessible by the student body. To this end, the Committee shall ensure that its rules and regulations are available through some form of official SBA media, such as through an online database publicly accessible through links published in official SBA communications and emails to all candidates in an election.
 2. The Committee shall issue its decisions and memorialize its acts taken in enforcement of the rules, regulations, and Bylaws pertaining to elections in writing directly communicated to the candidate subject to the enforcement decision or action, unless the decision or action results in a recommendation for disqualification from a race, in which case the decision or action shall be communicated to all candidates in that race and the presiding officer of the Senate for addition to the agenda of the Senate for the meeting at which the election results are presented for ratification. The Committee shall explain its rationale in its writings and maintain any record or substantive basis for decision or action for purposes of internal review and appeals of its decisions and actions.

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3. The Committee may not restrict campaigning by candidates or their supporters from the time of the start of the campaign—as determined by the Committee, subject to Bylaw 802—up through and including the determined date of an election, apart from all other restrictions explicitly stated by these Bylaws.
 4. The Committee shall have no jurisdiction over the publication decisions of any other student publication but may recommend that candidates and their supporters receive an equal opportunity to express their positions in such publications.
- D. All actions and decisions of the Committee may be appealed to the Supreme Court of the Student Bar Association in accordance with the provisions of Bylaw 827.

Bylaw 802 – Election Schedule

- A. Unless otherwise determined by Senate Resolution, the election schedule shall be determined by the Committee, in consultation with the SBA President.
- B. The Committee shall publish a schedule of election events no later than two calendar weeks in advance of the determined date of any election. At a minimum, any election schedule must include the following dates:
 1. The date of the mandatory meeting for prospective candidates as required by Bylaw 803(A);
 2. The date upon which all candidates must submit their registration forms as required by Bylaw 803(B)(1);
 3. The date on which the Committee shall publish the names of all qualifying candidates, which shall mark the start of the election period;
 4. The date on which elections shall be held;
 5. The date on which any run-off elections shall be held;
 6. The dates reserved for auxiliary elections and run-off elections resulting from auxiliary elections, as required by Article I, § 3, Clause 2 of the Constitution; and
 7. The date of the Senate meeting where the Committee shall report to the Senate and submit the election results for ratification.
- C. The Committee, in the interest of encouraging voter turnout, shall, at a minimum:
 1. Upon determining the date of any election, ensure that it is included on the SBA Calendar and included on official SBA social media and communications, including the website and newsletter;
 2. Publish the names of all registered candidates by email to the entire student body no less than seven days prior to the spring election and no less than four days prior to the fall election;
 3. At least three days prior to an election, post a reasonable amount of flyers reminding and encouraging students to vote and detailing instructions on how to vote;

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4. On the day of an election, post an election reminder on the SBA website and relevant social media and encourage students to vote in the election; and
5. On the day of a runoff election, post an election reminder on the SBA website and relevant social media and encourage students to vote in the run-off election.

Bylaw 803 – Mandatory Meeting for Prospective Candidates

- A. The Committee shall hold a mandatory meeting for prospective candidates (“Candidates Meeting”) no later than two weeks before the scheduled date of the spring election and no later than one week before the scheduled date of the fall election. The Committee shall inform and explain to prospective candidates the rules and regulations which relate to elections, as set out by these Bylaws and promulgated by the Committee.
- B. All persons wishing to run for an elected position must attend the Candidates Meeting in person or by proxy in order to have their name placed on an official ballot in an election.
 1. Each candidate shall complete, sign, and submit a Candidate Registration Form within 48 hours following the conclusion of the Candidates Meeting.
 2. The Committee shall retain the discretion to permit the names of interested persons unable to attend the Candidates Meeting to be placed on an official ballot in an election, so long as the interested person completes a Candidate Registration Form prior to the date of election.
- C. No student may conduct any type of campaigning prior to the submission deadline described in Bylaw 803(B)(1).
- D. The Committee shall retain the discretion to expedite the time requirements of this Bylaw for fall elections.

Bylaw 804 – Candidates Forum

- A. Presidential and Executive Vice Presidential candidates may be required to participate in a Candidates Forum organized by the Committee, during which the candidates shall have an opportunity to present their platforms and constituents shall have an opportunity to pose questions to the candidates.
- B. The Committee shall determine the date on which the Candidates Forum will be held, with consideration for the academic and co-curricular obligations of candidates and Committee members. In no event shall any Candidates Forum be held within two days before an election.
- C. Candidates participating in the Candidates Forum are not permitted to speak in a manner that is deliberately offensive to other candidates or students, nor speak or act in a manner which can be expected to bring the law school into ill repute.
- D. The Committee shall strive to provide equal time for each of the candidates to speak during the Candidates Forum.

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Bylaw 805 – Campaigns and Campaign Staff

- A. Candidates are permitted to form a campaign committee and appoint staff.
- B. All members on a candidate's campaign committee or staff must agree to be a member by mutual consent.
- C. Candidates are vicariously liable for anything their campaign staff and supporters do. Candidates may not use their campaign or supporters to do anything that the candidates themselves are not permitted to do. Candidates may be held responsible for the actions of their supporters.

Bylaw 806 – Campaigns for Multiple Offices

- A. Candidates are permitted to run for multiple offices, but may not run for the offices of President and Executive Vice President simultaneously.
- B. If elected to multiple offices, they must choose only one (1) office in which to serve. Each candidate must follow the campaign rules set forth pertaining to each position for which they run.
- C. Candidates who run for multiple offices will have a campaign budget that is the higher of the two available budgets, in accordance with Bylaw 811.
- D. Candidates who run for multiple offices are not required to actively campaign for both positions. However, they may not run faux campaigns for offices in order to circumvent any of the bylaws or rules pertaining to elections, including but not limited to any circumvention of campaign spending, or giveaway limits set forth by Bylaw 811 and Bylaw 812.
- E. Candidates who run for multiple positions and who seek to have candidate statements posted on the SBA's official communications and social media shall send a separate candidate statement for each position that they are running for.

Bylaw 807 – Campaign Promotional Materials: Content

- A. Promotional materials distributed by a campaign, regardless of how the materials are displayed or distributed physically or electronically, may reference only that campaign's candidate, unless a campaign has received express, explicit permission from another candidate to reference them in the former candidate's promotional materials.
- B. In assessing violations of this Bylaw, the Committee shall be permitted to also consider whether promotional materials implicitly reference other candidates and whether such promotional materials are offensive, inappropriate, or irrelevant.

Bylaw 808 – Campaign Promotional Materials: Size & Location

- A. Candidates may not post any physical promotional materials sized larger than 8.5 x 11 inches, with the sole exception that candidates for the office of SBA President may employ free- standing promotional materials in the hard lounge, soft lounge, and student

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commons areas which do not impede foot traffic. Such free-standing promotional materials must be monitored by the candidate or their staff and must be removed when requested by law school faculty or employees.

- B. Candidates may only post promotional material on designated trimmed bulletin boards in the Law School. Absent further designation from the Committee, Law School, or University, the buildings where promotional materials may be posted include the entire Law School complex embracing University Yard (Lerner Hall, Stockton Hall, the Burns Building except for the floors and spaces within the Burns Library, the E Building, Stuart Hall, and Lisner Hall), and the Law Learning Center.
- C. Candidates are prohibited from posting on any surface besides the designated trimmed bulletin boards. Specifically, candidates may not post/write promotional materials or statements in/on:
 - 1. walls, glass surfaces, or any other surface;
 - 2. classroom blackboards, whiteboards, or the chalkboard in the first-floor lounge;
 - 3. any public bulletin board in any University-provided housing;
 - 4. any mailboxes in the Law School;
 - 5. the SBA bulletin board in the Soft Lounge;
 - 6. the Career Center bulletin board on the third floor; and
 - 7. any other surface or area deemed inappropriate by the Committee.
- D. A candidate may not post more than one copy of their campaign's promotional materials per designated trimmed bulletin board. Candidates who are running for multiple positions remain limited to one copy of promotion material per bulletin board.
- E. Candidates may not tear down or destroy the promotional materials posted by other candidates, nor may candidates tear down or destroy the promotional materials or fliers for future events hosted by other student organizations.
- F. Nothing in this Bylaw shall be construed to prevent the Committee from posting neutral, impartial election-related materials on the SBA bulletin board or any other bulletin board within the Law School.

Bylaw 809 – Campaign Promotional Materials: Timing

- A. Candidates are only permitted to distribute or post promotional materials once the campaign period has begun.
- B. Candidates in elections are responsible for ensuring that their promotional materials have been removed from the Law School within twenty-four hours of the end of the voting period for the election.
- C. Candidates in run-off elections are responsible for ensuring that their promotional materials have been removed from the Law School within twenty-four hours of the end of the voting period for the run-off election.

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- D. Failure to timely remove promotional materials may provide grounds for receiving penalties provided in Bylaw 825, including a recommendation for disqualification from an election.

Bylaw 810 – Candidate Campaigning Generally

- A. Candidates are only permitted to solicit votes once the campaign period has begun.
- B. Whether in-person, by call, or virtually, candidates campaigning in classes, student organization general body meetings, Inns of Court events, or any other non-election-related SBA or Law School events are limited to a brief speech to those present, in which the candidate may present their platform and direct students to their campaign materials, provided—
 - 1. All other candidates running in the same race have been notified by the campaigning candidate and afforded equal opportunity, including equal time, to present their platform and direct students to campaign materials; and
 - 2. No candidate shall reference or mention another candidate without explicit, express permission of the latter in presenting their platform and directing students to their campaign materials.
- C. The following provisions shall govern the use of electronic or online platforms for campaigning, as supplemented as necessary by rules promulgated by the Committee.
 - 1. No candidate is permitted to campaign through the use of internet or telephonic communication mediums that involuntarily add members and do not allow added members to unsubscribe, or those mediums where unsubscribing would deprive members of regular, official communications from the Law School and the SBA.
 - 2. The only candidates that are permitted to post in an Inn’s Facebook page or other Inn- or class-wide group communications are those that are running to be the Senator for that Inn.
 - 3. Candidates cannot email class listservs for campaigning purposes.
 - 4. Failure to comply with an unsubscribe request is grounds for receiving one of the penalties outlined in Bylaw 825.
 - 5. Abuse of social media or the Internet by campaigning in a manner which is not professional and/or may reasonably be expected to bring the law school into ill repute may provide grounds for receiving one of the penalties outlined in Bylaw 825.
- D. In assessing violations of this Bylaw, the Committee shall be permitted to consider whether candidates have implicitly referenced other candidates and whether candidates’ speeches and statements are offensive, inappropriate, or irrelevant.

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Bylaw 811 – Candidate Spending

- A. Each candidate is limited to spending the following amount, according to the position they are seeking:
 1. President: \$150.
 2. Executive Vice President: \$75.
 3. Senate: \$35.
- B. Individuals who are candidates for multiple offices can only spend to the maximum amount for the position that has the highest spending limit. Candidates for multiple offices are not permitted to have a budget that combines the maximum spending for both offices.
- C. All receipts must be saved; the Committee may request to see receipts if there is any question raised as to the amount of money spent by a candidate. If receipts are requested for a specific expenditure but cannot be provided by the candidate, the Committee has discretion to estimate the reasonable, fair market value cost of that expenditure. Expenditures by supporters count toward the spending limits outlined in this Bylaw.
- D. No SBA resources whatsoever may be used in support of any one particular candidate for office, but SBA resources that aid all candidates equally or generally promote the election, such as posters advertising the election, are permitted.
- E. Candidates may not combine campaign funds. In the case of joint promotional materials, costs must be evenly split between both candidates.

Bylaw 812 – Campaign Giveaways

- A. Candidates, their staff, or their supporters may hand out fliers, posters, stickers, buttons, or any other item of de minimus value produced for the campaign.
- B. Candidates, their staff, or their supporters may not give away food, candy, alcohol, or any item the Committee could reasonably deem to be a bribe.
- C. The cost of all handouts counts against the spending limits outlined in Bylaw 811.

Bylaw 813 – Tabling

- A. Candidates and supporters for candidates for President, Executive Vice President, and Senator are permitted to set up campaign tables in the first-floor lounges of the main law school building in a manner that complies with Law School regulations and does not substantially impede the use of these areas by law students.
- B. Tabling materials must be removed when removal is requested by law school faculty or employees.

Bylaw 814 – Endorsements, Generally

- A. Candidates are permitted to receive endorsements, pursuant to the restrictions in all other elections bylaws.

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- B. Candidates are permitted to endorse other candidates for other elected positions.
- C. Endorsements must be of a positive nature and may not constitute a negative attack against another candidate.

Bylaw 815 – Endorsements, Student Organizations

- A. For purposes of this level, “student organization” is defined as a group that is student-run and composed of a membership of law students, including all organizations that are registered and receive funds from the Student Bar Association. “Student organization” in this level does not refer to any other Law School departments or programs.
- B. Only candidates for President and Executive Vice President are permitted to solicit endorsements from student organizations; and student organizations are only permitted to endorse candidates for President and Executive Vice President.
- C. Student organizations may endorse candidates only through a majority vote by that organization’s executive board. Student organizations may also decide to not endorse any candidate for President and Executive Vice President.
- D. Student organizations are permitted to publicize their endorsement of candidates for President and Executive Vice President through their listservs to students who voluntarily opt to be on that list.
- E. While student organizations are permitted to endorse candidates and/or make statements about candidates, these endorsements and/or statements cannot be used in a negative fashion about any candidates, consistent with Bylaw 814(C). Violations of this bylaw are chargeable as a violation to the candidate receiving the endorsement.
- F. Members of the Committee who sit on the executive board or serve in other leadership positions in student organizations must recuse themselves from votes on endorsements and from any group endorsements generally.

Bylaw 816 – Endorsements, GW Law Non-Student Organizations

- A. Endorsements from organizations, programs, or departments that are not student-run or are not considered “student organizations,” as defined by Bylaw 815(A), are not permitted to endorse any candidate.
- B. The GW Law Inns of Court program shall not be used in any fashion to endorse any candidate. Candidates may present their platforms and direct students to their campaign materials at Inns of Court events only with the express permission of the faculty or administrative advisor in charge of the particular event and invitation to all other candidates in that particular race to attend the event to present their platforms and direct students to their campaign materials. Any conduct of a candidate at an Inns of Court event shall be consistent with Bylaw 810(B).

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Bylaw 817 – Ballots and Voting Procedures

- A. The Committee shall, in consultation with the SBA officers and Law School directors responsible for technology and online infrastructure, determine the official online voting system for an election. Paper ballots shall only be used in cases that the Committee deems exceptional to the point of requiring the use of paper ballots instead of online voting. The administration of paper ballots shall be governed by Bylaw 821 and Bylaw 822.
- B. Candidates' names will appear on the ballot in alphabetical order by last name.
- C. All ballots shall only include the name of each candidate and candidate statement authorized by the Committee to have their name on the ballot. All ballots shall also include a space for a write-in candidate for each office open for election.
- D. Voting for school-wide elections shall take place at a convenient time for day and evening students as determined by the Committee. Any student who is properly identified as a student by the Records Office in the term when the election is held shall be afforded the opportunity to vote.
- E. The Committee shall designate one of its members and any necessary GW staff members to view election results after the polls close.

Bylaw 818 – Graduating Voters

- A. All students shall be afforded the full opportunity to vote in an election held during the term in which they are expected to graduate.
- B. Students expected to graduate upon the conclusion of the fall semester may vote in elections held in that same semester, provided that they qualify as a member of the constituency of a position up for election in that semester.
- C. Students expected to graduate upon the conclusion of the spring semester may only vote for President, Executive Vice President, and the Division Senators of the constituencies they qualify as a member thereof.

Bylaw 819 – Special Voting Procedures for First-Year Offices in Fall Elections

- A. Voting by paper ballot distributed in a First-Year section class may be substituted for the voting method described in Bylaw 817 and Bylaw 821, subject to the following requirements:
 - 1. In-class voting shall take place shortly before, during, or shortly after a regularly scheduled class period.
 - 2. No less than three days before the election, the Committee shall post the class, date, and time of in-class elections for each First-Year section. The Committee shall also announce in each First-Year section the scheduled voting time for that section. Voting must take place during the class announced. The Committee shall

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also post and announce the date and time that a run-off election will be held, should it be necessary.

3. In-class balloting shall be conducted with no fewer than two Committee members present.
 4. One ballot shall be distributed directly to and collected directly from each student.
 5. No voting will be permitted outside the prescribed voting time.
- B. The Committee may employ the procedure specified in this Bylaw only upon determination that exceptional circumstances exist to the extent that online voting would be impractical or impossible.

Bylaw 820 – Write-in Candidates

- A. Write-in candidates must follow the same guidelines as registered candidates in terms of campaigning and any other rules set forth by the Committee. Write-in candidates who fail to follow the letter or spirit of the election rules and regulations are subject to the same penalties as registered candidates.
- B. Write-in candidates have the same rights of appeal as registered candidates.

Bylaw 821 – Paper Ballots

- A. The Committee shall be available to assist students who encounter any problems while voting. Paper ballots should be made available for students who cannot properly access the voting system. Paper ballots will only be counted upon confirmation that the student who cast the ballot is a current student who did not vote through the online voting system.
- B. The Committee may employ student volunteers to serve as poll workers during the voting. Poll workers may not campaign for any candidate while on duty. No candidate or candidate's campaign staff member may be a poll worker.
- C. Ballots shall be numbered consecutively. Following the voting period, the Committee members shall check the number of collected ballots against the number of students present.
- D. After completing the ballot, the voter shall place it into the ballot box. Once a student has received a ballot from the Committee, no member of the Committee shall handle or touch the ballot until after the close of the polls. Ballots which do not conform to the rules or instructions promulgated by the Committee may be disqualified at the Committee's discretion.
- E. Under no circumstances shall a ballot be permitted to be removed from the immediate vicinity of the ballot box. If this occurs, the ballot will be deemed invalid.

Bylaw 822 – Counting Paper Ballots

- A. After the polls are closed by the Committee, the Committee shall tabulate the results.

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- B. All candidates are entitled to send a personal representative to observe the counting of paper ballots for their own races, so long as the personal representative is in possession of a writing signed by the candidate authorizing the individual to act as the candidate's personal representative.
 - 1. Under no circumstances shall these personal representatives be allowed to actually participate in the counting of ballots.
 - 2. No person, other than members of the Committee and those individuals that qualify as personal representatives under this subsection, shall be permitted to observe the counting.
- C. The Committee shall retain the counted ballots until after the Senate ratifies the elections as per Bylaw 824.

Bylaw 823 – Run-off Elections

- A. For all elections other than President and Executive Vice President, a candidate receiving a plurality of the votes for an office shall be elected to that office, provided that they receive a minimum of forty percent of the votes cast. In the event that no candidate receives forty percent of the votes cast, the Committee shall hold a run-off election. The run-off election shall be held the next day, or within a reasonable period of time, between the two candidates receiving the highest number of votes. The anticipated date of a run-off election shall be announced at the time of the Candidates Meeting.
 - 1. Should more than two candidates tie such that the votes cast for each individual candidate would qualify for entry into a run-off election, the Committee shall enter all such candidates into the run-off election.
 - 2. Should a run-off election produce a tie, the Committee shall hold another election between tying candidates within a reasonable time. Should such subsequent election produce another tie, the Senate shall, by simple majority vote, elect one of the tying candidates to fill the seat at the meeting where the Senate ratifies the results of all other coterminous elections.
- B. For President or Executive Vice President, a run-off shall be held between the top two candidates if no candidate receives over fifty percent of the votes cast in the election. Should the run-off election produce a tie, the race shall be determined by the provisions of Article II, § 2 of the Constitution.

Bylaw 824 – Certification and Ratification of Elections

- A. For all elections, the Committee shall submit a full report to the Senate. The report shall—
 - 1. contain the full numerical tabulation of both election and run-off election results;

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2. include the exact number of students from each of the 1L, 1LE, 2L, 2LE, 3L, 3LE, 4LE, 2L Transfer, and 3L Transfer classes and Non-JD division who voted for each candidate in each election and run-off election
 3. list and detail all violations handled by the Committee;
 4. certify the integrity of any electronic procedure employed;
 5. for elections conducted pursuant to Bylaw 821 and Bylaw 822, certify that each ballot box was in secure physical condition when opened by the Committee, and each ballot was counted; and
 6. certify that the winner of each office received the greatest number of votes cast for that office.
- B. Candidates may appeal the validity of the report of the Committee to the Supreme Court via the process provided in Bylaw 827.
- C. The certification report of the Committee must be confirmed by the Senate without substantive amendment to effect a ratification of the elections. Failure of a particular candidate to win an election is not a valid ground for the Senate to fail to ratify an election. The Senate may only fail to ratify an election if the Senate, by majority vote, finds that there is a bona fide dispute as to the validity of a contested election. Such a vote by the Senate is subject to review by the SBA Supreme Court on an abuse of discretion standard, via petition from the candidate in question.
- D. The Committee's report, as prepared and submitted to the Senate, shall be published as part of the publicly available, official Senate record for the meeting in which it is presented, and shall be made readily available to any student upon request. Should any Senator object to publication, a two-thirds majority vote is required to withhold the report or any section or subsection thereof from being entered in the official record.
- E. The Committee shall announce the unofficial results of the elections as soon as practicable after the tabulation of the results. This announcement shall state that the results are still subject to confirmation by the Senate.

Bylaw 825 – Violations of Election Rules

- A. Violations of the provisions of these bylaws and any regulations set forth by the Committee shall be sufficient grounds for the Committee to bring a complaint and impose a penalty on a candidate.
- B. The Committee shall enforce all bylaws, rules, and regulations pertaining to the elections. Violations of the bylaws, rules, or regulations shall be met by notice and a complaint from the Committee, acting sua sponte or at the request of a student. The complaint considered by the Committee shall be considered an informal complaint. Informal complaints are adjudicated by the Committee internally and may result in the imposition of one of the penalties listed in this Bylaw.

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- C. If a party wishes to have the complaint brought against them adjudicated in a formal hearing, that complaint shall then be designated as a formal complaint. Formal complaints of violations of the election rules shall be in writing and shall set forth the information upon which the Committee believes the accused candidate has committed some prohibited act and must specify the election rule(s) believed to be implicated. Formal complaints about actions by a candidate or supporter during the campaign must be filed as soon as possible but no later than forty-eight hours after the party facing the complaint learns of the alleged violation and opts to have a formal hearing.
- D. Hearings
1. The Committee shall hold a formal hearing within a reasonable amount of time after a complaint has been designated as a formal complaint.
 2. The Committee's hearing on a formal complaint is a formal hearing in which the Committee serves as the trier of fact and as the examiner. The Committee may call any witnesses it believes to have relevant information. The accused candidate shall be permitted to make an opening and closing statement, call their own witnesses, and cross-examine all witnesses, including the accuser. The hearing shall be conducted by liberally applying general principles of evidence with the exception that hearsay is admissible, with the aim of achieving substantial fairness.
 3. The Committee shall find the accused not guilty of an offense unless the Committee finds there are facts to establish the accused candidate's guilt by a preponderance of the evidence.
 4. The Committee shall notify the involved parties of its decision within a reasonable amount of time. The Committee may also notify any other persons that the Committee deems should know of its decision.
- E. In determining which penalty to issue, the Committee shall consider the following factors:
1. Aggravating Factors
 - a. Refusal to respond in a timely fashion to violation notification emails from the Director of Elections, the Assistant Director of Elections, and/or other members of the Committee.
 - b. Bullying, harassing, or threatening the Committee or its membership.
 - c. A record of several election bylaw violations.
 - d. Making false or misleading statements in the course of a Committee investigation or hearing.
 2. Mitigating Factors
 - a. Prompt responses to communications from the Committee.
 - b. Prompt and full cooperation with the Committee.
 - c. No record of previous violations of the elections bylaws.

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- F. In considering the factors enumerated in Bylaw 825(E), the Committee retains the discretion to issue the penalty that it deems most appropriate in light of the circumstances of each particular case.
- G. Upon finding a student guilty of violating the bylaws, rules, or regulations pertaining to the election, the Committee may issue only one of the following penalties, in the spirit of reversing, to the extent possible, the harm actually caused by a violation as determined in a formal hearing (for a formal complaint), or the Committee's internal review process (for an informal complaint). These penalties are listed in increasing degree of severity:
 - 1. Issue a warning via e-mail to the candidate or supporter regarding the violation.
 - 2. Prohibit the candidate from making any further expenditures for their campaign.
 - 3. Prohibit the candidate from using social media and the Internet for campaign purposes.
 - 4. Prohibit the candidate from further campaigning altogether.
 - 5. Remove the candidate from the ballot.
 - 6. Send a recommendation to the Senate that the candidate be disqualified. Only the Senate, by majority vote, may disqualify a candidate altogether. In the interest of time and efficiency, such a vote by the Senate may occur electronically.
- H. The failure to comply with the terms of a penalty issued by the Committee in a timely fashion shall be an independent basis for additional penalties from the Committee.
- I. Complaints alleging election violations must be reported to the Committee during the election period, with the exception of violations to Bylaw 826.
- J. All formal complaints must be in writing, with the exception of a candidate reporting their own violations. "In writing" includes sending emails to the Director of Elections, the Assistant Director of Elections, or to members of the Committee.

Bylaw 826 – Voter Intimidation

- A. Candidates are absolutely forbidden from intimidating voters or other candidates.
- B. Candidates are not permitted to watch students vote.
- C. Candidates are not permitted to, in any way, induce another candidate or their campaign staff or supporters to break a rule.

Bylaw 827 – Challenges to Committee Decisions

- A. Any person may file a challenge against a decision of the Committee by serving a written notice and challenge upon the Committee, with a copy furnished to the Supreme Court of the Student Bar Association, if they reasonably believe the Committee to have:
 - 1. failed to enforce the elections bylaws in such a manner as to substantially impair or harm an individual's campaign;
 - 2. violated these bylaws intentionally; or
 - 3. reported incorrect vote totals.

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- B. The Supreme Court shall determine the validity of challenges to decisions by the Committee. The Supreme Court shall review questions regarding the meaning and effect of elections bylaws de novo, while the decisions of the Committee will be reviewed under an abuse of discretion standard.

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LEVEL 900 – FINANCIAL PROVISIONS

Bylaw 901 – General Provisions

- A. Within these Bylaws, the term “allocate” shall refer to the ability to designate how money shall be spent. The term “authorize” shall refer to the ability to actually release money from University accounts via signature and communication to the University finance offices.
- B. Except as otherwise provided in Bylaw 908 and Bylaw 905(E), the Senate shall have the sole authority to allocate Student Bar Association funds.
- C. Except as otherwise provided in Bylaw 902(B) and Bylaw 902(C) and in compliance with Bylaw 404(A)(8) the Vice President of Finance shall have the sole authority to authorize the disbursement of funds from the Student Bar Association accounts, as well as the accounts of all officially recognized student organization. Disbursement shall include the expenditure of or reimbursement from funds.

Bylaw 902 – Authorization of Disbursements

- A. As provided in Bylaw 901(C), the Vice President of Finance shall have the sole authority to authorize the disbursement of funds from the Student Bar Association accounts, as well as the accounts of all officially recognized student organizations.
- B. The Vice President of Finance shall not authorize disbursements to themselves. If money is to be disbursed to the VPF, the President shall authorize such a transaction.
- C. In the event that the Vice President of Finance is unavailable, or at the direction of the VPF, the Deputy Vice President(s) (DVPF) of Finance and/or Comptroller(s) shall have the authority to authorize the disbursement of money from Student Bar Association and student organization accounts. In the event that the VPF, the DVPF(s) and the Comptroller(s) are unavailable, the authority to authorize disbursements shall pass first to the President, then to the Executive Vice President. Should the Comptroller or DVPF authorize the disbursement of funds in violation of this Bylaw, the officer will have committed a violation of these Bylaws and provide just cause for their dismissal. Should the President or Executive Vice President authorize the disbursement of funds in violation of this Bylaw, they will have committed a violation of this Bylaw, subject to the disciplinary proceedings described in Level 1100 of these Bylaws.
- D. When any officer other than the Vice President of Finance authorizes the disbursement of funds in accordance with Bylaw 902(C), that officer shall report the action to the VPF as soon as possible. Failure to do so is a violation subject to the disciplinary proceedings described in Level 1100 of these Bylaws.
- E. The Vice President of Finance shall process only those requests for disbursement made on the proper forms and supported by proper documentation. The proper forms shall be

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designed and maintained by the VPF, and shall request all information that the VPF deems necessary to process the request. Proper documentation shall include, but is not limited to, original receipts and invoices.

- F. Under no circumstances may student organization or Student Bar Association officers, other than the Vice President of Finance or their designee, request disbursement of funds directly from the University finance office. Violations of this bylaw may result in the forfeiture of budgeted funds. Repeated violations of this Bylaw by a student organization will result in the initiation of sanctions in accordance with Bylaw 602(B).
- G. Disbursements taking the form of reimbursements shall only be made to the individual who incurred the expense.
- H. No disbursement shall be made that violates Federal, State, or local law, University rules and regulations, or the Student Bar Association Constitution and Bylaws.

Bylaw 903 – Deposits

- A. All funds raised by either student organizations or the Student Bar Association, be they cash, check, or credit card authorizations, shall be deposited with the Vice President of Finance or Comptroller(s) within seventy-two (72) hours of their receipt.
- B. All student organizations and Student Bar Association officers responsible for fundraising events are highly encouraged to inform the Vice President of Finance of upcoming events to make arrangements for the timely deposit of funds raised.
- C. Funds may be deposited directly with the University finance office only if the Vice President of Finance and Comptroller(s) are not available. Immediate notification of the VPF via e-mail is required if this emergency exception is invoked.

Bylaw 904 – Accounts

- A. All accounts, including those held by both the Student Bar Association and the several student organizations, are subject to the rules and regulations established by the University and the Law School.
- B. Student Bar Association Accounts
 - 1. For purposes of these Bylaws, and in accordance with greater University policy, the Student Bar Association shall have access to three accounts: the C Fund, the R Fund, and the Student Association Allocation.
 - 2. The C Fund refers to the money allocated to the Student Bar Association from the Dean at the beginning of each year. In accordance with University policy, any money not disbursed from the C Fund by July 1st of a given year is reclaimed by the Deans. No deposits may be made into this fund.
 - 3. The R Fund refers to the rollover account held by the Student Bar Association. All money raised by the Student Bar Association is deposited into this fund and is not subject to reclamation by the Deans.

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4. The Student Association Allocation refers to the money allocated to the Student Bar Association from the Student Association Senate during the annual budgeting process. In accordance with Student Association policy, any money not disbursed by the freeze date established annually by the Vice President of Financial Affairs is subject to reclamation by the Student Association.
- C. Student Organization Accounts
1. All officially recognized student organizations must maintain both a C Fund and R Fund account with the University finance offices. Access to these accounts may only be achieved via the Student Bar Association Vice President of Finance.
 2. The C Fund refers to the money allocated to a student organization by the Student Bar Association through the annual budgeting process outlined in Bylaw 909. The use of the C Fund is restricted to the provisions established by the Student Bar Association Senate outlined in Bylaw 910. Each year, the Vice President of Finance shall announce a freeze date for the C Fund at the end of the Spring Semester, after which all monies still in the C Fund shall be reclaimed by the Student Bar Association.
 3. The R Fund refers to the rollover account held by a student organization. All money raised by a student organization is deposited into this fund. The use of the R Fund is not restricted to the provisions established by the Student Bar Association Senate outlined in Bylaw 910. The R Fund is not subject to reclamation during the annual freeze process; however, this provision shall not be construed to limit the authority of the Senate to impound and reclaim an organization's funds as outlined in Bylaw Level 600.
 4. Officially recognized student organizations may not maintain a separate bank account not associated with the University finance office.

Bylaw 905 – Allocation of Funds

- A. At the end of every academic year, the Student Bar Association shall allocate funds from the Student Bar Association Accounts to the several groups for use in the following academic year (“Organizational Budget”). The allocation process for the several student organizations is outlined in Bylaw 909. The Finance Committee, as described in Bylaw 906, shall be charged with proposing a budget for the disbursement of the Student Bar Association C Fund to the several groups.
- B. The Finance Committee shall use the most recent actual C Fund allocation amount as an estimate for its budget cap in proposing the Organizational Budget for the upcoming academic year. As such the Finance Committee shall, upon the actual disbursement of the C Fund that following year, hold a meeting, draft, and present a proposal to the Senate to resolve any discrepancies between the estimated and actual C Fund amounts.

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- C. At the beginning of every academic year, the Student Bar Association shall allocate funds from the Student Bar Association Accounts to the Student Bar Association itself for use that academic year. The President and Vice President of Finance shall be charged with proposing a budget for the disbursement of the Student Bar Association R Fund and Student Association Allocation.
- D. In accordance with Bylaw 908, the Senate shall, at its discretion, allocate funds to the Organization Oversight Preparedness Supplement (OOPS) fund.
- E. The Senate shall allocate \$1,000.00 to the Vice President of Finance as a discretionary fund to supplement the normal operation of the Student Bar Association.

Bylaw 906 – The Finance Committee

- A. In accordance with Bylaw 404(B) there shall be a standing Finance Committee in the Senate to oversee the financial and budgeting activities of the Student Bar Association.
- B. The Executive Vice President shall appoint members to this committee within the three-week period following Senate ratification of the Spring and Fall election results. Appointees in each period shall be from among those elected or re-elected in that election. Whether to add additional committee members in the Fall shall be at the Executive Vice President's discretion.
- C. The voting members of the Finance Committee shall be as follows:
 - 1. The voting members of the Finance Committee shall be Senators appointed by the Executive Vice President who has responsibility for committee assignments.
- D. The term of each voting member will run concurrently with their elected term.
- E. The Finance Committee shall:
 - 1. Review all budget requests submitted to the Student Bar Association by eligible student organizations;
 - 2. Propose a budget for disbursement of funds to the various eligible student organizations;
 - 3. Hear all requests for ad hoc funding requests made by members of the student body and recommend to the Senate whether the Senate should approve;
 - 4. Make recommendations to the Senate on possible financial sanctions for violations of the financial Bylaws and regulations of the Student Bar Association;
 - 5. Initiate legislation related to the financial and budgeting activities of the Student Bar Association and student organizations;
 - 6. Support legislative initiatives of other Senators and standing committees by proposing financing alternatives; and
 - 7. Execute other duties as assigned by the Executive Vice-President or the Senate.
 - 8. Publish a Financial Policy to guide, facilitate, and govern the responsibilities above. This Financial Policy shall specify the standards, regulations, and operating procedures under which the Finance Committee shall execute these

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duties. At no times shall this Financial Policy supersede the Constitution or the Bylaws.

9. Exceptions to the Financial Policy will be laid out in the Financial Policy itself or be made pursuant to the sound discretion of the Finance Committee. When the finance committee's recommendation for allocation of funds includes such an exception, the exception will be made explicit in the Finance Committee's presentation of its recommendation to the entire senate.
10. In the event that there are revisions to the Financial Policy, the Finance Committee will announce those revisions at least two (2) weeks prior to their implementation. This shall be accomplished by posting of the revised Financial Policy and a list of all changes in a public forum, as well as communicating it to the Senate and treasurers of student organizations.
11. Present the Financial Policy referred to in subsection (8) to the treasurers of each student organization at least seven (7) days prior to the deadline for annual budgeting applications.

F. Chair of the Finance Committee

1. After the annual committee assignment process, the voting members of the Finance Committee will elect a Chair of the Finance Committee from amongst themselves.
2. The Chair of the Finance Committee shall:
 - a. Oversee and manage the activities of the Finance Committee. This includes coordinating all requests for ad hoc funding;
 - b. Maintain a calendar of budget hearings and ad hoc funding hearings;
 - c. Assist the Vice President of Finance and President to prepare an executive budget for the Student Bar Association; and
 - d. Regularly audit the financial records of the Student Bar Association and all activities funded by the Student Bar Association, and report immediately any improprieties to the Senate.

Bylaw 907 – Funding Student Organizations

- A. No organization shall be eligible for funding unless that organization is an officially recognized student organization.
- B. Immediately upon official recognition (“charter”) of a student organization, that organization may receive funding through the ad hoc process set forth in Bylaw 410(E) and from the OOPS fund, as set forth in Bylaw 908.
- C. If an organization is chartered in the Fall and the Senate has determined they have satisfied the requirements of Level 600 of these Bylaws, that organization shall be eligible to apply for a budget during the next budget season.

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- D. If an organization is chartered in the Spring and the Senate has determined they have satisfied the requirements of Level 600 of these Bylaws, that organization shall be eligible to apply for a budget during the next academic year.
- E. All officially recognized student organizations must open all financial and related records to inspection or audit upon the request of authorized University and Student Bar Association officials.
- F. Every officially recognized student organization must hold at least one (1) fundraising event or activity per academic year to maintain eligibility for funding. The anticipated revenue of such a fundraiser shall be considered in the budget allocation process.

Bylaw 908 – The Organizational Oversight Preparedness Supplement Fund

- A. During the annual budgeting process, the Senate shall, at its discretion, allocate funds to the Senate Finance Committee for the Organizational Oversight Preparedness Supplement (OOPS) fund.
- B. Money from this fund may be disbursed by the Finance Committee in extraordinary circumstances. A majority vote of the Finance Committee shall be required to allocate money from this fund. The Finance Committee shall report on any allocations from this fund at the subsequent Senate meeting.
- C. The purpose of this fund is to finance unforeseen, immediate, and necessary expenses incurred by the Student Bar Association or the several student organizations where the Senate is unavailable to vote on the issue.
- D. This is a declining balance fund and can only be replenished by subsequent legislation.

Bylaw 909 – Student Organization Annual Budget Process

- A. A student organization is eligible to receive annual funding only if it has satisfied the requirements set forth in Level 600 of these Bylaws and Bylaw 907(F).
- B. The Organizational Budget (see Bylaw 905) for the academic year shall be presented and voted upon at the first Senate Meeting of the Academic Year (“Organizational Budget Meeting”).
- C. The total budget cap used in this proposed Organizational Budget shall be the most recent actual C-Fund allocation.
- D. The Chair of the Finance Committee shall set a due date for annual budget proposals at least two (2) weeks prior to the scheduled Organizational Budget Meeting. The Finance Committee Chair in conjunction with the Vice President of Finance shall give all eligible student organizations written notice at least ten (10) days before such proposals are due. Failure to submit a budget proposal by the date and time indicated may result in ineligibility for funding.
- E. Upon receiving all recognized student organization annual budget proposals, the Finance Committee shall meet individually with member(s) of each organization, preferably with

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the President and Treasurer, for the purpose of discussing any budgetary issues or concerns deemed relevant by the Committee.

1. The Finance Committee shall record a written explanation of the factors considered, including, but not limited to those contained in Section 909(E) of these Bylaws.
 2. The Finance Committee shall compile these explanations into a report that shall be submitted with the proposed budget to the Senate, in accordance with 906(E)(2).
- F. The Finance Committee shall submit this report to the Senate for its approval in accordance with Bylaw 410. The Senate may debate and amend the proposed budget and the final budget shall be approved by a two-thirds (2/3) vote of the Senate.
- G. The Finance Committee shall be vested with the authority to create additional rules governing the allocation and budget process as it deems necessary and beneficial. Should the Finance Committee exercise its authority under this section, any and all rules must be distributed to the recognized student organizations before such rules can take effect. Nothing in the section shall be construed as preventing the Senate from exercising its plenary power with respect to student activity funds and the allocation of said funds in the budgetary process.
1. The Finance Committee Chair in conjunction with the VP of Finance must distribute the budget guidelines written under this Bylaw and the Treasurer's Guide to all student organizations at least ten (10) days before student organization budgets are due. This shall include in the budget guidelines, any factors considered by members of the Finance Committee during the previous year's budget allocation process, as well as the factors enumerated in subsection 909(E) of the Bylaws.
- H. Any decisions of or rules promulgated by the Finance Committee may be appealed to the Senate. Upon a challenge to any such decision or rule, the Senate shall either affirm or reverse the Finance Committee by a majority vote.
- I. After the Senate votes to pass the annual budget, the Finance Committee shall distribute a survey to the student organization leaders.
1. The Finance Committee shall construct the survey in such a way that it can gauge the student organization leaders' opinions on:
 - a. The transparency of the annual budget process;
 - b. The overall fairness of the annual budget process;
 - c. The scheduled deadlines and amount of time allotted to prepare documentation approaching and during the annual budget process;
 - d. Any other element of the annual budget process that the student organization leaders wish to comment on, positively or negatively.
 2. Responses to the survey shall be voluntary and anonymous.

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3. The Finance Committee shall submit a report to the Executive Vice President recording the responses to the survey.
4. The Executive Vice President shall publish the report for the student body on the SBA website, and maintain a cumulative record of the reports for future reference.

Bylaw 910 – Restrictions on the Use of Student Bar Association Allocated Funds

- A. The restrictions detailed in this Bylaw apply to all Student Bar Association accounts, as well as all monies allocated by the Student Bar Association, irrespective of an account.
- B. All programs, activities, or services, whether partially or wholly funded by the Student Bar Association, must be open to and adequately advertised to the entire student body of the Law School. This provision does not apply to funds used by the Student Bar Association itself and for its own purposes.
- C. All programs, activities, or services, whether partially or wholly funded by the Student Bar Association, must be directed within and for the Law School community or the activity must substantially involve members of the Law School community.
- D. No Student Bar Association monies may be allocated or disbursed for the direct or indirect efforts of the political campaigns of individuals, nor may any Student Bar Association monies be used in support of, or to intervene in, any campaign for public or campus office.
- E. No organization may expend funds in a manner grossly inconsistent with its budget as submitted to the Finance Committee
- F. No money shall be allocated, or authorized for disbursement, by the Student Bar Association for participation in external competitions, or any related expenses, unless requested by an organization on behalf of a student that has received prior approval from the school administration official in charge of external competitions.
- G. The Vice President of Finance may not authorize any budget overruns without the express approval of the Finance Committee.
- H. As the University is a tax-exempt organization, all student organizations are strongly encouraged to minimize the cost of sales tax by making arrangements in advance and with vendors who recognize the University's sales tax exemption. The Vice President of Finance shall provide access to the University's taxpayer identification number upon request to all organizations eligible under Bylaw 907.
- I. All programs, activities, or services, whether partially or wholly funded by the Student Bar Association, must adhere to overall George Washington University Policies as well as all the Law School's policies. Such policies include, but are not limited to, those set forth by the Dean's Office and George Washington Center for Alcohol & other Drug Education (CADE) Office. In the event that a violation does occur, the organization or person will be held responsible for the violation.

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Bylaw 911 – Contracts

- A. A copy of any contract with a vendor, either within the University or without, must be provided to the Vice President of Finance.
- B. Any contract with an outside vendor must be reviewed by the Vice President of Finance prior to signing.
 - 1. Failure to comply with the provisions of this Bylaw is a sanctionable violation. Any officer of the Student Bar Association that commits such a violation is subject to the disciplinary proceedings described in Level 1100 of these Bylaws. Any student organization that commits such a violation is subject to the initiation of sanctions in accordance with Bylaw 602(B).

Bylaw 912 – Budget Transparency

- A. At the first Senate meeting following the Student Organization Annual Budget Process, the Vice President of Finance shall present a report to the Senate of the entire SBA budget. The report shall include the following items:
 - 1. the amount of money appropriated to each student organization,
 - 2. the recommended guidelines used by the Finance Committee when deliberating along with the report required under Section 909(D)(2),
 - 3. a statement explaining and clarifying that:
 - a. the published report does not include funds that come from any source other than SBA appropriation;
 - b. such alternative sources of funding include but are not limited to membership dues and fundraising;
 - c. groups have the right to keep these alternative sources of funding private; and
 - d. the Senate considers the availability of these alternative sources when making its final appropriation decisions.
 - 4. the total amount of money appropriated to the SBA by the Deans and the George Washington University Student Association,
 - 5. the current balance of the SBA's accounts,
 - 6. the Executive Branch's proposed annual budget, and
 - 7. an accurate financial statement from the preceding academic year.
- B. The Vice President of Finance shall issue a reconciled financial statement of every student organization's C Fund twice each year: the first reconciled financial statement shall be issued before the start of the second semester and the second reconciled financial statement shall be issued before graduation.
- C. This Bylaw does not grant a new basis for appealing any decision made by the Senate during the Student Organization Annual Budget Process or during any subsequent funding request.

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- D. At the first Senate meeting of the Spring semester, the Vice President of Finance shall present a reconciled financial statement to the Senate that includes:
1. An itemized list of all SBA executive expenditures up to the last day of the Fall semester, including the amount spent and the type of expenditure and
 2. The current balance contained in all SBA accounts.
- E. Upon request, and at the discretion of the President of the SBA, current GW Law students may view information required to be disclosed by Bylaws 912(A), 912(B), and 912(D). Additionally, following the Student Organization Annual Budget Process in the fall, the Vice President of Finance shall publish a report to the student body that outlines the Executive Branch's proposed annual budget. The outline need only contain categories of proposed expenditures, but may also contain more detailed lists of proposed line item expenditures. The report may not contain any numerical figures, unless the Vice President of Finance is authorized by the President to include them. The report may be published in a timely fashion as an addendum to Senate meeting minutes or independently on the SBA website.

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LEVEL 1000 – REFERENDA & INITIATIVES

Bylaw 1001 – Scope of this Level

- A. The provisions of this Bylaw apply to the referenda and initiatives of the Student Bar Association.

Bylaw 1002 – Promulgation of Referenda & Initiative Rules

- A. The Elections Committee may promulgate and enforce any rules that supplement, but do not violate these Bylaws, and are deemed necessary for running a successful referendum or initiative.

Bylaw 1003 – Right and Method of Petition for Referenda and Initiatives

- A. The rights to referenda and initiatives shall be exercised in accordance with Article I, § 7 of the Constitution.

Bylaw 1004 – Ballots and Voting Procedure

- A. Referenda and initiatives shall be placed on the ballot, paper or electronic, in the order in which their respective petitions were received by the Chief of Staff of the Student Bar Association.
- B. Every referendum or initiative shall be described in full on the ballot unless such description would exceed 150 words in length; in which case a short summary of the issue shall appear on the ballot. Each polling site shall provide, for voter review, complete versions of every referendum or initiative appearing on the ballot.
- C. The provisions of Bylaws 817 and 821 shall otherwise govern voting and balloting procedures for referenda and initiatives.

Bylaw 1005 – Ballot Counting

- A. Ballot counting procedures shall follow the provisions of Bylaw 822
- B. For paper and provisional ballots, the parties responsible for collecting the petitions to place a referendum or initiative on a ballot may send a personal representative to observe the counting of ballots for any vote on which that referendum or initiative was considered. Under no circumstances shall these personal representatives be allowed to actually participate in the counting of ballots. No person, other than members of the Elections Committee and those individuals that qualify as personal representatives under this subsection shall be permitted to observe the counting.
- C. Challenges to any aspect of the referendum or initiative shall be handled according to the provision of Bylaw 827.

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Bylaw 1006 – Certification and Ratification of Referenda and Initiatives

- A. For all elections, the Elections Committee shall submit a full report to the Senate. The report shall contain the full numerical tabulation of election results and detail all violations handled by the Elections Committee. It shall furthermore certify the integrity of any electronic procedure employed; that for paper and provisional ballots each ballot box was in valid
- B. Petitioners may appeal the validity of the report of the Elections Committee to the Supreme Court via the method discussed in Bylaw 827.
- C. The certification report of the Elections Committee must be confirmed by the Senate without amendment to effectuate a ratification of the referendum or initiative. Disagreement with the results of a referendum or initiative is not a valid ground for the Senate to fail to ratify the results of a referendum or initiative. The Senate may only fail to ratify a referendum or initiative if there is a bona-fide dispute as to the validity of a contested vote.

Bylaw 1007 – Ratification of Constitutional Amendments by Referendum

- A. Constitutional Amendment taking the form of a referendum will only be considered approved pursuant to the terms of Article V of the Constitution.

LEVEL 1100 – DISCIPLINARY PROCEDURES

Bylaw 1101 – Impeachment of Senators, Executive Officers, and Judges

- A. Pursuant to Article I, § 5 of the Constitution, Senators shall be impeached for malfeasance in office, corruption, dereliction of duty, or other high crimes and misdemeanors.
- B. Pursuant to Article II, § 5 of the Constitution, Executive Officers shall be impeached for malfeasance in office, corruption, dereliction of duty, or other high crimes and misdemeanors.
- C. Pursuant to Article III, § 4 of the Constitution, Judges shall be impeached for malfeasance in office, corruption, dereliction of duty, or other high crimes and misdemeanors.
- D. Impeachment shall proceed as outlined in Article I, § 2, Clauses 6, 7, and 8 of the Constitution.
- E. Conviction in an impeachment proceeding shall result in removal from office.

Bylaw 1102 – Initiation of Impeachment

- A. A party who believes that a Senator, Executive Officer, or Judge is guilty of malfeasance in office, corruption, dereliction of duty, or other high crimes and misdemeanors shall present a written complaint to the Executive Vice President. Such a complaint shall describe, in as much detail possible, the reasons supporting the claim.
- B. If the complaint alleges malfeasance in office, corruption, dereliction of duty, or other high crimes and misdemeanors by the Executive Vice President, the complaint shall be presented in writing to either of the Division Senators.
- C. The Executive Vice President (or the appropriate Division Senator) shall, within one (1) week of receipt, submit the complaint to the Senate for its consideration in accordance with Article I, § 2, Clause 6 of the Constitution. Notwithstanding the provisions of Bylaw 406(A), the individual receiving the complaint shall have the authority to call a special meeting of the Senate.
- D. The Senate shall take a vote on whether or not to impeach. As per Article I, § 2, Clause 6 of the Constitution, a majority of the elected Senators are required to institute an impeachment hearing.

Bylaw 1103 – Impeachment Hearings

- A. Within two (2) weeks of impeachment, the Senate shall conduct an impeachment hearing in accordance with Article I, § 2, Clause 7 of the Constitution. The hearings shall be fact-finding in nature, rather than confrontational.

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1. Prior to the start of substantive proceedings of an impeachment hearing, whereupon the Senate shall sit as a court of trial for impeachments, the presiding officer of the Senate shall order the roll of the Senate be called and the names of those present reported, which shall be used to determine a quorum of the Senate and noted in the record of the proceedings of the Senate.
 2. The presiding officer shall administer the following oath or affirmation to the Chief Judge (or Chief Pro Tempore) prior to their taking of the chair to preside over the court of trial: “Do you solemnly swear or affirm that in all things appertaining to the trial, now pending before the Senate, you will do true and impartial justice according to the Constitution and laws of the Student Bar Association?”
 3. Once duly sworn, the Chief Judge (or Chief Pro Tempore) shall, in their first act as presiding officer of the Senate sitting as a court of trial for impeachments, administer the following oath or affirmation to the Senators assembled: “Do you solemnly swear that in all things appertaining to the trial, now pending before the Senate, you will do justice truly and impartially according to the evidence, Constitution, and laws of the Student Bar Association?”
 4. Senators present and sworn shall be noted in the record of the proceedings of the Senate. Any Senator not present and duly sworn shall be administered the oath or affirmation set forth in Bylaw 1103(A)(3) in the presence of the Senate sitting as a court of trial for impeachments as soon as possible, e.g., the next sitting of the Senate as a court of trial for impeachments. No Senator not present and duly sworn, according to the record of the proceedings of the Senate, shall be permitted to vote on the complaint or conviction.
 5. All witnesses called before the Senate sitting as a court of trial for impeachments shall be administered the following oath or affirmation by the Chief Judge (or Chief Pro Tempore): “Do you solemnly swear or affirm that the testimony you may give in the case, now pending before the Senate, shall be the truth, the whole truth, and nothing but the truth?”
- B. The complainant and accused shall each have the right to appear before the Senate and make a statement in support of their case.
 - C. The complainant and accused may each identify as many as three (3) witnesses that shall be called. The Senate may summon any additional witnesses at its discretion. Witnesses may be added to the case at any point in the investigation; however, the Senate shall notify both the complainant and the accused of the names of all of the witnesses in the case.
 - D. The Senate shall have the authority to ask questions of the witnesses.
 - E. The complainant and the accused, along with their counsel, may only be present at the Senate’s discretion; but no party shall be deprived of the privileges accorded to any other

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party, including representation by counsel. No persons other than the presiding officer, the Chief Judge (or Chief Pro Tempore), the Secretary of the Senate, and the elected members of the Senate are permitted to attend the hearings.

- F. At the conclusion of the impeachment hearings, the Senate shall vote on the complaint. As per Article I, § 2, Clauses 7 and 8 of the Constitution, two-thirds (2/3) of the elected Senators are required to convict. The presiding officer shall produce a written decision summarizing the evidence presented to the Senate and outlining the reasons for the disposition. The decision shall not include the numerical tally of the votes, nor shall the names of the Senators be associated with the way in which they voted. The decision shall be released to the Law School community.
- G. An individual Senator may disclose their vote; however, disclosure of how another Senator voted shall constitute malfeasance punishable by impeachment.

Bylaw 1104 – Inferior Executive Officials

- A. In accordance with Bylaw 201(C), the Executive Officer overseeing a particular committee or position shall have the power to remove any individual serving on such a committee or in such a position, for just cause.
- B. Any individual believing that their due process rights have been violated has a claim actionable in the Supreme Court.