

**BOARD OF TRUSTEES
UNIVERSITY OF THE DISTRICT OF COLUMBIA
UDC RESOLUTION NO. 2018-26**

**SUBJECT: CHARTER OF THE UDC DAVID A. CLARKE SCHOOL OF LAW
STUDENT BAR ASSOCIATION**

WHEREAS, on November 6, 1995, the Board of Trustees (the “Board”) ratified the merger agreement between the University of the District of Columbia (“University”) and the District of Columbia School of Law, now known as the UDC David A. Clarke School of Law (“School of Law”), making the School of Law a component unit of the University; and

WHEREAS, the Board recognizes that the students of the School of Law are entitled to a governing body to serve the collective interests of School of Law students, to enhance the quality of law of the student body, to help fellow students attain their goals and aspirations, to enrich the campus community, to promote cooperation and communication between the students and the administration, and to encourage unity among School of Law students by advancing the quality of campus academic and social life; and

WHEREAS, the University has recommended that the Board adopt the charter for the School of Law’s Student Bar Association (“SBA”) and approve the SBA bylaws, both attached hereto as Appendix A; and

NOW, THEREFORE BE IT RESOLVED, that the Board hereby adopts the attached charter and bylaws of the SBA and establishes the SBA as the recognized student government organization for the School of Law with the functions and responsibilities set forth in the charter and bylaws.

Submitted by the Audit, Budget and Finance Committee,
as revised by the Committee

September 13, 2018

Approved by the Board of Trustees

September 26, 2018

Christopher D. Bell

Christopher Bell
Chairperson of the Board

APPENDIX A



STUDENT BAR ASSOCIATION CONSTITUTION

Table of Contents

Preamble

Article 1 Membership

Article 2 Officers

Article 3 Executive

Article 4 Senate

Article 5 House of Delegates

Article 6 Judiciary

Article 7 Meeting

Article 8 Elections

Article 9 Oath of Office

Article 10 Authority

Article 11 Amendments



Preamble

The name of this organization shall be the Student Bar Association (SBA) of the University of the District of Columbia's David A. Clarke School of Law (UDC-DCSL). The UDC-DCSL SBA shall endeavor to promote goodwill among the students; provide a forum for the exchange of ideas; promote fellowship between students, administrators, and faculty; foster the professional development of the students; sponsor extracurricular programs and activities; benefit the students and the school of law; conduct fundraising projects to support student events and scholarships; promote high standards of academic excellence; and, promote goodwill between the school of law and the university student body. The UDC-DCSL shall always remain true to the Mission of the DCSL to *recruit and enroll students from groups under-represented at the bar, provide a well-rounded theoretical and practical legal education that will enable students to be effective and ethical advocates, and represent the legal needs of low-income District of Columbia residents through the school's legal clinics.*

Article I ~ Membership

1. The membership of the SBA shall consist of all regular matriculating students of the UDC-DCSL.
2. Membership in the SBA shall be terminated upon a student's graduation, separation, leave of absence, dismissal, or withdrawal from UDC-DCSL.
3. There shall be NO membership dues, except those that are collected as the student activity fee or lockers.
4. Any members desiring to resign from the organization shall submit his or her resignation in writing to the administrative officer for recording purposes and effect such resignation.

Article II ~ Officers

1. The officers of the SBA shall be President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, ABA Representative and Parliamentarian. These officers shall perform those duties prescribed by this Constitution, the UDC-DCSL Bylaws, and by the parliamentary authority adopted by the SBA.
2. The Executive Board shall be comprised of the officers of the SBA and the Chairpersons of the SBA Committees.

Article III ~ Executive

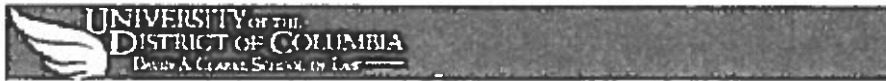
1. The President of SBA shall hold authority to preside over the SBA.
2. The President shall serve as the Chair of the Executive Board and supervise the work and activities of the SBA.
3. The President shall have appointment power.
4. The SBA President shall serve as the official representative of the SBA and School of Law student body.

Article IV ~ Senate

1. Each daytime class will elect two (2) senators to serve in the Student senate. Each part time class will elect two (2) senators to serve in the Student senate. Any class will gain an additional senator for every addition twenty student over the base of forty (40) students per class.
2. The Student Senate shall: (a) legislate and develop proposed amendments to the SBA Constitution & Bylaws; (b) shall approve funding for travel and conferences, (c) develop policy initiatives (d) advise the Executive Board on matters concerning the student body.
3. The Student Senate shall consist of the following standing committees: Budget for Travel and Conferences; and Charter.
4. The President of the Senate shall have the authority to establish other committees.
5. The Charter Committee shall propose and as necessary act upon proposed amendments or modifications to the SBA Constitution and Bylaws.
6. The Student Senate shall exercise by resolution, the legislative authority of the SBA. All resolutions and changes to the Constitution & Bylaws must be approved by the SBA President in order to be effective, Unless otherwise specified in the Constitution & Bylaws, a 2/3 vote of all members of the Senate is necessary to adopt a resolution.

Article V ~ House of Delegates

1. The House of Delegates shall have the authority to determine organizational allocations for student organization.
2. Funds shall be allocated only to organizations fully recognized and chartered at UDC-DCSL.
3. The organizational allocation amount shall be the determined by the bylaws.
4. Each student organization will have representation in the House of Delegates proportional to the organization membership.
5. Each student organization President shall be a member of the House of Delegates.
6. Student organizations with membership of forty (40) students or more shall have a voting strength of (5) votes.
7. Student organizations with membership of thirty-nine (39) to thirty (30) shall have a voting strength of (3) votes.
8. Student organizations with membership of twenty-nine (29) to twenty (20) shall have a voting strength of (2) votes.
9. Student organizations with membership of nineteen (19) votes or less shall have a voting strength of one (1) vote.
10. The House of Delegates shall elect the Speaker of the House who will preside over the House of Delegates.
11. Allocations for student organizations shall be presented to the Senate for review and comment but sent to the SBA President for final approval.



Article VI ~ Judiciary

1. The Judiciary shall be composed of all graduating students (3Ls and 4Ls). The graduating students on the Judiciary will be known as Justices and the chairperson shall be known as the Chief Justice.
2. The Judiciary will interpret the Constitution and Bylaws when asked to do so.
3. The SBA President with the consent of the Senate shall appoint members of the Judiciary.
4. The Judiciary will have the authority to adjudicate violations of the SBA Constitution & Bylaws, and matters originating from the Executive Board, Senate, and House of Delegates.

Article VII ~ Meetings

1. The SBA shall hold an organizing meeting. This meeting can be held at the end of the spring semester or in the begin of the fall semester.
2. All meetings of the Executive Board require a quorum consisting of a majority of the Officers Executive Board and 1/3 of the other members (i.e. Committee Chairs).

Article VIII ~ Elections

1. The Elections Committee shall plan, monitor, and execute the UDC-DCSL wide elections. The SBA President shall appoint election committee members. Only students who are graduating shall serve on this committee. The Parliamentarian, if graduating shall be the chair of this committee.
2. Nominations for SBA Executive Board, Senate and Standing Committee Chairs shall open, at the Election Committee Chair's discretion between the first day of February and the third Monday in March, and continue for three days.
3. Any student nominated for any SBA or Student Senate office shall be currently enrolled and planning on returning for the next academic year.
4. Good Standing:
 - a. All nominees are to be verified for good standing (academic and financial) with the Registrar and Finance office at the time of taking office.
5. Nominations shall be made in writing/electronically and shall include:
 - a. Name of the person being nominated;
 - b. Class in which the nominee is registered; and
 - c. Nominated position.
6. Nominees shall abide by the regulations set forth by the election committee regarding campaigning guidelines.
7. Voting shall be by secret ballot commencing at the time and method i.e. paper ballot or electronic determined by the Election Committee.
8. The ballots shall be counted immediately following the closing of the polls. The ballots shall be counted by two SBA Board members who are not seeking an office. The candidate(s) with the most number of votes win, even in the event of a plurality.



9. The election results shall be posted immediately after the ballots have been counted and verified.
10. The elections committee shall address initial inquiries regarding the election process. The decisions of the election committee shall be appealable to the SBA Executive Board members not having a direct interest in the outcome of the election results.
11. The newly elected SBA Officers, Committee Chairs and Student Senators shall assume office immediately after the close of the last final exam for the spring semester in which elected. There shall be a formal installation ceremony in August or September.
12. Elections for Student Senators for the incoming first year classes shall take place in the month of September.
13. The term of office for all elected offices shall be from May to May.
14. Where (1) any elected representative is removed from office, by the Judiciary, for violations of this Charter or (2) where any elected representative voluntarily resigns from office, by official written notice or (3) where any elected representative automatically forfeits membership, then either a special election will be held to fill the unexpired portion of the elected representative's term of office or the SBA President shall appoint for members of the Executive Board. If the office of President is vacant, the Vice President shall assume the Presidency. The Elections Committee shall plan, monitor, and execute the UDC-DCSL special election for the office of Vice President.

Article IX ~ Oath of Office

1. The following oath shall be administered to elected officials: "I, (name), do affirm that I will faithfully serve as (office) of the David A. Clarke School of Law's Student Bar Association. I, to the best of my ability, will preserve and enforce the provisions of the Constitution & Bylaws of the SBA. I also affirm that I will diligently and faithfully perform all my duties as an officer of the SBA of the UDC-David A. Clarke School of Law."
2. A Judge of the District of the Columbia, the Dean, or the SBA President may administer the oath to all SBA officers. The Vice President may administer the oath only to Senators

Article X ~ Authority

1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with ABA rules, UDC-DCSL Constitution & Bylaws and Student Handbook.

Article XI ~ Amendments

1. This Constitution may be amended at any regular meeting of the Student Senate by a *three-fourth* vote and approval of the SBA President. A copy of the amended Charter shall be distributed (emailed out and/or posted on TWEN) to the student body, i.e. SBA, Senate, House of Delegates, and Judiciary and any other group, which may have an interest in them. Adoption of this charter and amendments shall become effective immediately after all approvals are received and posted.



Student Bar Association By-laws

Table of Contents

- §1 Officer Duties**
- §2 Student Body Meetings**
- §3 Executive Board**
- §4 Committees**
- §5 Senate Meetings**
- §6 Judiciary**
- §7 Budget Committee**
- §8 Charter Committee**
- §9 Amendments**

§ 1. Officer Duties

§1.1 President

All Executive power shall be vested in the President of the Student Bar Association, who shall be elected by the Students of the University of the District of Columbia, as provided below. The President shall be vested with the following rights, duties, and responsibilities:

- a) Presiding over meetings of the SBA;
- b) Preparing the agenda for SBA and Executive Board meetings;
- c) Serving as the Chair of the Executive Board;
- d) Shall enforce all legislation, amendments, and referenda initiatives passed by the Senate, House of Delegates, or Judiciary. President shall likewise enforce all referenda passed by the student body;
- e) Supervise and direct the work and activities of the SBA, Executive Board and student body;
- f) Authenticating for approval SBA requisitions and payment invoices;
- g) Shall have the power to create any executive committee and shall appoint the members thereof;
- h) Shall have the power to appoint an Attorney General;
- i) Shall appoint a Sergeant-At-Arms, if necessary;
- j) Shall be a signer on all accounts of SBA; and
- k) Shall appoint or designate the Academic Services Chair to appoint student members/representatives to faculty and university committees.
- l) Serving as the official representative of the SBA and School of Law student body.

§1.2 Vice President

The Vice President's duties include:

- a) Presiding over meetings of the SBA in the President's absence;
- b) Supervising and reporting the concerns of the Senate, Senate committees, Senators;
- c) Serve as President of the Senate and as such ensure that the Senators and Senate Committees are well organized and getting the required support of the SBA;
- d) Cast the deciding vote in the event of a tie in the Senate;
- e) Authenticating for approval SBA requisitions and payment invoices only with the written consent of the President;
- f) Serving as the official alternate representative of the SBA and School of Law student body when the President cannot do so and only with the President's consent

§1.3 Corresponding Secretary

§1.3 Corresponding Secretary

The Corresponding Secretary's duties include:

- a) Serving as Chief Administrative Officer of the SBA; and
- b) Performing associated administrative tasks and functions. These tasks include, but are not limited to:
 - i. Collecting and possessing all documents from Student Organizations;
 - ii. Posting a current version of the SBA Constitution & Bylaws on the law school's website and/or TWEN;
 - iii. Collecting and posting to the law school's website contact information and titles for each member of the SBA Senate and SBA E-board;
 - iv. Disseminating information from the Administration;
 - v. Compiling and maintaining a calendar of student organizational events;
 - vi. Filling in for the recording secretary in case of absence; and
 - vii. Disseminating SBA information to the Student Body.

§1.4 Recording Secretary

The Recording Secretary's duties include:

- a) Recording accurate minutes of the SBA, Executive Board meetings and distribution, them to all Executive Board members and students concerned to include interested parties within 72 hours of adjournment.

§1.5 Treasurer

The Treasurer's duties include:

- a) Keeping accurate financial records of income and expenditures;
- b) Preparing financial statements as needed for the operation of the SBA and Senate;
- c) Serving as a non-voting ex officio member in the House of Delegates;
- d) Assist the Senate in deliberations of travel and conference allocations;
- e) Preparing expenditure requisition and process corresponding payment invoices; and
- f) Ensuring expenditures are approved by the SBA President or SBA Vice President.

§1.6 Financial Secretary

The Financial Secretary's duties include:

- a) Assist the Treasurer to keeping accurate financial records of income and expenditures;
- b) Assist the Treasurer to prepare financial statements as needed for the operation of the SBA and Senate;
- c) Serving as a non-voting ex officio member in the House of Delegates;
- d) Assist the Senate in deliberations of travel and conference and allocations;
- e) Assist the Treasurer in the expenditure requisition and process corresponding payment invoices; and
- f) Ensuring expenditures are approved by the SBA President or SBA Vice President.

§1.7 Parliamentarian

The Parliamentarian's Duties Include:

- a) Organize a training session for all elected members on Robert's Rules when requested by the President.
- b) Be present in all SBA Executive Board and ensure at the Senate meetings the Parliamentarian is present or an appointment assistant parliamentarian is available.
- c) Ensure all meetings are conducted within the guidelines stated in the SBA Constitution & Bylaws.
- d) Only as a graduating student chair all SBA related elections
- e) Recommend students to be appointed by the President for the Election Committee

§1.8 American Bar Association Representative

The ABA Rep's Duties Include:

- a) Representing the interests of the University of the District of Columbia David A. Clarke School of Law with the American Bar Association Law Students Division.
- b) Inform the student body of ABA programs and initiatives.
- c) Encourage students to join the ABA Law Students Division.

§1.9 Attorney General

- a) The Attorney General shall be appointed by the SBA President
- b) The Attorney General shall serve as the chief policy advocate for SBA and advance the mission of the law school through engagement with governmental, civic, community and other organizations.
- c) The Attorney General shall be empowered to draft statements, position papers, and other documents to advance the policy perspectives of SBA and the law school mission, and may propose coalitions and alliances with likeminded organizations to advance UDC-DCSL policy interests.
- d) The Attorney General shall serve as a resource liaison to the Community Services Chair and reporting regularly on the various advocacy and social action initiatives.
- e) The Attorney General is encouraged to cause at least one (1) amicus curiae brief to be written each year on behalf of SBA to be submitted to an appellate case having an effect on minority/marginalized communities and/or residents of the District of Columbia.

§2 Student Body Meetings

§2.1 Calling of Meetings

Mass student body meetings may be called by:

- a) The President, or
- b) A three fourths vote of the Executive Board during a scheduled meeting, or
- c) A 2/3 vote of the SBA senate during a scheduled meeting, or
- d) A petition originating from the student body signed by no less than thirty five percent of the current student body.

§2.2 Notice

The President shall provide notice to the student body by either publication or posting, at least three days in advance of the meeting, and shall state the purpose of the meeting.

§2.3 Rules

The following rules and regulations apply to all mass student body meetings called by the SBA officers or by student petition:

- a) Chaired by the President, or if unavailable, the Vice President.
- b) The Chair shall call upon students wishing to speak.
- c) Any person attempting to speak out of turn will be deemed out of order.
- d) All speakers will have a time limit of three minutes per turn.
- e) The meeting shall have a fixed time and is encouraged to be no longer than one hour in length.
- f) The Chair shall have the power to call the meeting to a close.

§3 Executive Board

§3.1 Duties of the Executive Board

The Executive Board shall supervise under the direction of the SBA President the affairs of SBA. The Executive Board duties shall consist of:

- a) Making recommendations to the student body;
- b) Acting as the recognized representative body of the School of Law's student body before the President of the University, the Dean of the Law School, and the School of Law faculty;
- c) Planning and implementing activities for the student body, including but not limited to social and professional activities; and

§3.2 Executive Board Attendance Options

The executive board may attend the first meeting per month with the Senate during the academic year except during the months of January, May, August, and December. If needed, the Senate will meet in a special session during those months to transact necessary business. Meetings shall be open to the student body.

§3.3 Absent without Excuse

Any Executive Board Member who has been absent from one Executive Board meeting, without excuse, shall receive a written private warning from the Judiciary Chief Justice and after the second unexcused absence shall automatically forfeit membership on the Executive Board.

§3.4 Absent with Excuse

Any Executive Board Member who has been absent from two Executive Board meetings, with excuse, shall receive a written private warning from the Judiciary Chief Justice and after the third excused absence shall automatically forfeit membership on the Executive Board.

§3.5 Excused Absences

An excused absence shall be issued upon illness, emergency, religious holiday, class conflict, or work schedule.

§4 Committees

§4.1 Standing Committees

The standing committees of the SBA shall include but not limited to:

- a) Student Services Committee;
- b) Special Events Committee;
- c) Community Services Committee;
- d) Academic Standards Committee; and
- e) Elections Committee.

§4.2 Student Services

The Student Services Committee shall work with the SBA Executive Board to ensure students activities and resources are available. The Student Services Committee is charged with selling student lockers and SBA paraphernalia and turning all receipts and funds to the Treasurer or Financial Secretary. The Student Services Committee shall also coordinate Welcome/Welcome Back activity in conjunction with the Special Events Committee. The Students Services Committee is charged with planning activities designed to promote the students' transition into the law school community and their successful pursuit of professional goals. This committee is also charged with gathering, sorting, and verifying student concerns for presentation to the SBA, UDC-DCSL, and UDC leadership.

§4.3 Special Events

The Special Events Committee shall plan, recommend, and execute events to be sponsored by the SBA to benefit the law school community. The Special Events Committee is primarily charged to plan the Barrister's Ball during the fall semester. The Special Events Committee shall work with the Student Services Committee to increase student engagement and increase school spirit.

§4.4 Community Services

The Community Relations Committee shall organize volunteer service opportunities within the Washington, DC area. This is to aid first year students with their Law & Justice requirement. This does not account for clinical work. The Community Services Committee shall also work with the Attorney General.

§4.5 Academic Standards

Academic Standards Committee shall formulate guidelines and present recommendations to support academic excellence; fair and equitable academic evaluations and appeal processes; and organize academic assistance programs to meet student needs. If asked to do so by the SBA President, the Academic Standards Chair will appoint students to faculty committees as outline in the Faculty Handbook.

§4.6 Other Committees

Such other committees, standing or special, shall be appointed by the SBA President, as the SBA or the Executive Board, shall from time to time deem necessary to carry on the work of the SBA. Any committee chair shall have voice and vote on the Executive Board if appointed by the SBA President.

§4.7 Committee Policy

Each Senate committee will follow the established policies and procedures of that committee. After approval of a majority senate vote those policies and procedures shall direct the internal business of the committee and shall carry the full weight of the Constitution & Bylaws. Proposed changes to policies and procedures shall be voted on by the committee members and implemented as approved by a senate majority vote for the Senate. If no policy and procedure exists, the committee chair is responsible as first order of business to establish policies and procedures to be approved by majority vote of the senate.

§4.8 Chairperson Duties

In the event of final vote or recommendation coming from a Senate Subcommittee, the Chairperson or designee shall make a report of the vote or recommendation at the following Senate meeting.

§4.9 Subcommittee Reports

Upon Submission of a Senate Subcommittee report, all final votes and recommendation must be presented for a 'vote' by the Senate.

§5 Senate Meetings

§5.1 Mandatory Meetings

The Senate shall hold, at minimum, two meetings during the months of September, October, November, February, March, and April. At minimum, one meeting will be held in January by the Student Senate.

§5.2 Absent without Excuse

Any Senator who has been absent from two Senate meetings, without excuse, shall receive a written private warning from the Judiciary Chief Justice and after the third unexcused absence shall automatically forfeit membership on the Student Senate.

§5.3 Absent with Excuse

Any Senator who has been absent from three Senate meetings, with excuse, shall receive a written private warning from the Judiciary Chief Justice and after the fourth excused absence shall automatically forfeit membership in the Senate. An excused absence shall be issued upon illness, emergency, religious holiday, class conflict, or work schedule.

§5.4 Recognition of the President

The SBA President is invited to participate in discussion of any Senate or House of Delegate matter, but has no voting rights at Senate Meetings.

§6 Judiciary

§6.1 Composition

The judicial power of the Student Bar Association shall be vested in one Supreme Court for SBA consisting of a Chief Justice and two Associate Justices.

The Chief Justice shall preside at all hearings of the Supreme Court. The three justices shall select a Chief Justice Pro Tempore who shall take the Chief Justice place in the event of the Chief Justice's absence or disability.

The Chief Justice and Justices shall be appointed by the SBA President and must be graduating 3L or 4L students.

§6.2 Duties

The Judiciary will adjudicate violations of the SBA Constitution & Bylaws; interpret meanings of the Constitution & Bylaws; and Senate committee policies and procedures. Any elected SBA member can initiate a complaint against any other elected SBA member.

§6.3 The Complaint Process

- a) The complaint must be in written form and hand delivered to the Chief Justice of the Judiciary and SBA.
- b) The complaint must include the names of both the Complaining members.
- c) The complaint should include a brief and concise statement of the alleged violation or issue.
- d) The complaint should include all relevant SBA Constitution & Bylaws provisions and other pertinent information to support the alleged violation.
- e) The complaint must be signed by the Complaining member.

§6.4 Complaint Resolution Process for the SBA Judiciary Committee

§6.4.1 Step One

- a) Written notification by Chief Justice of the Judiciary to the Responding member that a Complaint has been filed against them will be done within seven days of receipt.
- b) Decisions shall be based upon the nature and severity of the complaint. The Chief Justice may work to resolve the issue with the parties within ten working days after notifying the respondent that a complaint has been filed.

§6.4.2 Step Two

- a) If resolution is not reached in Step One, then the following process will be used to resolve the issue. Unless violation is particularly egregious, there is no sanction at this step.
- b) Responding member will receive a copy of the complaint within five working days after step one has been completed.
- c) Responding member has five working days to submit a written Answer to the complaint to the Judiciary.

- d) The written complaint and answer shall be heard at a closed meeting of the Judiciary. The committee has five working days to submit a written notification of their findings. If a violation was found then the respondent is notified in writing.
- e) If responding member is dissatisfied with the finding, they may request a hearing before the Judiciary.

§6.4.3. Step Three

- a) If a second or tertiary complaint for the same issue is filed against the same member, then skip Step One and Two and move to a full Judiciary Committee hearing.
- b) Removal from office or option to resign is a possible sanction at this level.
- c) The Judiciary Committee will submit a written decision to the Senate. If removal from office is the decision, the Senate will receive a copy of the complaint, answer, and decision. The Senate must vote to affirm or deny the decision.

§6.5 Professional Responsibility

Professional standards of decorum are expected of all elected representatives of the SBA. Members will be held to the same standard as outlined in the UDC-DCSL Student Handbook and Honor Code. All SBA members shall not engage in any activity which violates the policies and procedures of any Committee they are a part of or work with, any activity which violates the confidentiality of SBA business, or address any other member of the SBA using language not suitable for professional use based upon the context of the complaint. SBA members will be held to a standard in which they will not engage in:

- a) Acts that reflect adversely on the student's honesty, trustworthiness, or fitness as an SBA representative; and,
- b) Conduct involving dishonesty, fraud, deceit or misrepresentation. The Judiciary, Judiciary Chief Justice, and the Academic Chair shall use the Student Handbook, Honor Code, SBA Constitution & Bylaws, and the Judiciary policy and procedures as the standard of review when determining a course of action for any and all complaints.

§6.7 Procedure Following Removal

At the completion of the adjudicatory procedures, if an elected member of SBA is removed, a public notice will be posted notifying the student body of the removal. Public notice consists a written posting on the SBA board or TWEN. Notice shall include:

- a) the Executive Board member's or Student Senator's name and
- b) the Article and Section of the Constitution & Bylaws that was violated.

§7 House of Delegates

§7.1 Composition

The House of Delegates shall consist of student organization presidents or their designee(s). The House of Delegates will organize and elect a Speaker of the House, Recording Secretary, and all other officers deemed necessary. The SBA Treasurer and/or Financial Secretary shall be present and assist with deliberations but have no vote. Each organization will have voting strength as outlined in the Constitution.

§7.2 Duties

The House of Delegates shall receive, review, and make determinations regarding clubs and organizations budget requests.

§7.3 Hierarchy of Funding

- a) The House of Delegates shall publish the hierarchy of programing needs before budget requests are submitted.

§8. Distribution of Student Fees

- a) SBA receives the allocated student fee amount per student enrolled.
- b) The following allocation percentages shall be utilized for the categories established:
 - a. Chartered Clubs / Organizations – 40%;
 - b. SBA Executive Board - 13%;
 - c. SBA Senate - 1%;
 - d. House of Delegates – 1%
 - e. Funding for Attendance at Conference and Competitions – 45%.

§8.1 Recupment and Reallocation

Chartered clubs/organizations that do not use their allotted funds will have their funds recouped by SBA. The SBA Executive Board will establish the recoupment date or dates for the academic year and provide the information to the House of Delegates, Senate and student body. If a student organization has anticipated remaining funds projected for the full semester the student organization may present a plan to encumber the funds for the spring semester to the SBA Executive Board.

The House of Delegates cannot award more than the allocation listed above nor can the House of Delegates award more funding than is available.

The SBA Senate and the House of Delegates must present a budget by October 15th of each year designating the use of their allocated budget amount or their allocated budget amount will be forfeited to the SBA Executive Board. The allocation budget does not have to be used in the fall semester and may include activities for the spring semester. The SBA Senate and the House of Delegates are subject to the recoupment provision and guidelines.

§8.2 Conference and Competitions Funding

The SBA Senate shall be responsible for allocating the student activities fees designated by § 8(e), subparagraph e to funding student attendance at conferences and competitions, including travel expenses related to such events. Students who wish to request these funds may do so by presenting a funding request to the SBA Senate during a scheduled meeting.

§8.3 Allocations Formula

The budget mark utilized in the funding allocations formula shall be the student activity fee charged times the number of registered students in the fall of each academic year. The funding allocation formula may be changed through a resolution with the consent and approval of the SBA Executive Board, SBA Senate, and House of Delegates.

§8.4 Budget Request

The budget request MUST contain the following and sent to SBA Executive Board by the designated time established by the House of Delegates:

- a. The Annual up-date form: This contains the name of the organization submitting the request, name, address, phone number of all officers and members. Identification of the faculty advisor.

- b. **Mission Statement:** This contains a synopsis of the purpose of the organization along with a statement of status of recognition.
- c. **Potential Member Form:** This contains contact information for potential members and interested parties.
- d. **Proposed Budget:** This contains the amounts requested (using categories such as the University Chart of Accounts) and a summary of the usage of the requested funds along with a spending plan.
- e. **Calendar of Events:** This contains a yearly program of planned and anticipated events to be conducted by the organization.
- f. **Signature Card:** This contains organization's name, Chief Executive Officer's name, phone # and signature, and the advisor's name and number.
- g. **Bylaws:** This is a copy of the organization's operating procedures.
- h. **Summary of organizational activity** from the prior year.

§8.5 Workshops

The SBA Treasurer and/or the Financial Secretary shall conduct appropriate budget preparations workshops and sessions as needed, at least once per semester.

§8.6 Notice

The House of Delegates Speaker of the House shall post notice of a budget call no later than the first week of September. The notice of the budget shall include

- a. the deadline for submitting request,
- b. the budget request requirements as defined in Bylaws section 8.4, and
- c. specific date/time of budget hearings.

§8.7 Hearings and Allocation Meetings

- a. Budget hearings are open to the student body, and are where recognized student organizations may present their student budget requests. The Speaker of the House must ensure that all student budget requests be made available to the student body, in either electronic or printed form, during the first budget hearing that takes place following the deadline for receipt of budget submissions.
- b. The meeting held for the purpose of drafting a resolution for allocating funds for the semester or academic year shall take place no less than five days after the hearing described in §8.7(a). The allocation meeting shall be open to the student body, and only members of the House of Delegates may speak during the hearings. The House of Delegates may seek limited and specific additional information to clarify any questions that arise during the committee's deliberations. Committee members may direct questions through the Chair to members of the student body in attendance during the deliberations.
- c. Upon conclusion of both the budget hearing and allocation meetings, a detailed report of both shall be posted and available to all students.

§8.8 Allocation of Funds

- a. The Budget Committee shall award funding based upon an average of the recommendations of each committee members. In the event of gross disparities in recommendation, the chair is authorized to exclude the highest and lowest recommendations in computing the average.

§8.9 Allocation Formula

- a. The following factors may be weighed by the House of Delegates:
 - “(1) Number and quality of planned activities;
 - “(2) Number and quality of past activities;
 - “(3) Student body participation in both past and planned activities;
 - “(4) Effective use of past student activities fees; and
 - “(5) Day and evening program activities.
- “(b) Priority shall be given, in order from highest priority to lowest priority, to funding for expenses related to professional and academic development activities, funding for expenses related to social activities, and funding for all other organization needs, including purchases of merchandise for resale.

§9 Charter Requirements of Student Organizations

§9.1 Composition

- a. Students seeking to form an organization that has not previously chartered must have 1) a faculty advisor, 2) bylaws, 3) list of members and 4) officers. Present this information to SBA and SBA Senate for approval.
- b. The faculty advisor will present the charter to the faculty senate for approval.

§10 Amendments

§10.1 Amending the Bylaws

These Bylaws may be amended by resolution and approval by the SBA President, Senate, and House of Delegates.



FISCAL IMPACT STATEMENT

TO: The Board of Trustees
FROM: Managing Director of Finance *David A. Franklin*
DATE: September 18, 2018
SUBJECT: FIS - Adopting Charter and Recognizing the Student Bar Association

Conclusion

There is no fiscal impact involved in adopting the charter and bylaws of the Student Bar Association (SBA) and establishing the SBA as the recognized student government organization for the School of Law.

Background

This resolution is to clarify that the Board of Trustees recognizes that the students of the David A. Clarke School of Law are entitled to a governing body to serve their collective interests. The Student Bar Association will work to assist fellow students in attain their goals and aspirations, enrich the campus community, promote cooperation and communication between the students and the administration, and to encourage unity among School of Law students by advancing the quality of campus academic and social life.

Financial Impact

There are no anticipated financial risks at this time.