

**BY-LAWS OF THE STUDENT BAR
ASSOCIATION OF LEWIS & CLARK
LAW SCHOOL**

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Table of Contents
(Ctrl-click on a section to be directed there)

PREAMBLE	5
Article I. OVERVIEW	6
Section 1.01 Name	6
Section 1.02 Membership	6
Section 1.03 Meetings	6
Section 1.04 Attendance	7
Section 1.05 Internal Committees	8
Section 1.06 Removal from Office	8
Section 1.07 Length of Term	11
Section 1.08 Mandatory Commitment Requirement	11
Article II. ELECTIONS	12
Section 2.01 Election Administration	12
Section 2.02 Fall Elections	12
Section 2.03 Fall Election Procedures	12
Section 2.04 Spring Elections	13
Section 2.05 Spring Election Procedures	13
Section 2.06 Election Method and Requirements	15
Section 2.07 Election Campaigns	16
Section 2.08 Election Violations	16
Section 2.09 Runoff Elections	17
Section 2.10 Appointment	17
Section 2.11 Vacancy	17
Section 2.12 Initiatives and Ballot Measures	18
Article III. RESPONSIBILITIES OF THE SBA OFFICERS	20
Section 3.01 Office of the President	20
Section 3.02 Office of Vice President of Programming	20
Section 3.03 Office of Vice President of Communications	21
Section 3.05 Office of Vice President of Student Affairs	21
Section 3.06 Office of the Secretary	21
Section 3.07 Office of the Treasurer	22
Section 3.08 Office of the Vice President of Diversity and Inclusion	22

Section 3.09 External Committee Officers.....	23
Section 3.10 Academic Enhancement Committee.....	23
Section 3.12 Admissions Committee	23
Section 3.13 Alumni Association Board	24
Section 3.14 Board of Trustees	24
Section 3.15 Board of Visitors.....	25
Section 3.16 Budget Committee (External).....	25
Section 3.17 Curriculum Committee	26
Section 3.18 Diversity Committee.....	26
Section 3.19 Evening Student Representative	26
Section 3.20 Faculty Appointments Committee	27
Section 3.21 Faculty Committee.....	27
Section 3.22 First-Year Day and Evening Representatives.....	28
Section 3.23 Honor Board Committee	28
Section 3.24 LLM Student Representative.....	28
Section 3.25 Natural Resources Committee	28
Section 3.26 Transfer Student Representative.....	29
Section 3.27 ABA Student Representative.....	30
Section 3.28 Transportation & Parking Advisory Committee	31
Article IV. INTERNAL COMMITTEES.....	31
Section 4.01 Internal Committees.....	31
Section 4.02 Internal Committee Attendance.....	32
Section 4.03 The Elections Committee	32
Section 4.04 The Internal Budget and Travel Committee.....	32
Section 4.05 The Rules Committee.....	33
Section 4.06 The Student Life Committee	33
Section 4.07 The Law Student Diversity Action Committee	33
Section 4.08 The Ethics Committee.....	34
Article V. BUDGET	35
Section 5.01 SBA Funding	35
Section 5.02 Student Group Funding.....	35
Section 5.03 Budget and Funding Procedures.....	35
Section 5.04 Allocations.....	38
Section 5.05 SBA Reserve Funds	39

Section 5.06 Budgetary Guidelines Regarding Student Events Planned through the Student Life Committee	41
Section 5.07 Bookkeeping and Student Group Audits.....	42
Section 5.08 Audit.....	43
Article VI. SBA PROCEDURES	43
Section 6.01 Quorum	43
Section 6.02 Proxy Votes	43
Section 6.03 Motions	44
Section 6.04 Meeting Access.....	44
Section 6.05 Notice of Meeting Agenda and Materials	44
Section 6.06 Voting by Email.....	44
Article VII. STUDENT GROUPS.....	45
Section 7.01 Student Groups	45
Section 7.02 Recognition of a Student Group	45
Section 7.03 Retirement of Student Groups	46
Section 7.04 Reactivation of a retired Student Group.....	46
Section 7.05 Non-funded Student Groups.....	46
Article VIII. BYLAW AMENDMENTS	47
Section 8.01 Proposed Amendments	47
Section 8.02 Consideration of proposed amendments	47

PREAMBLE

“The Mission of the Lewis & Clark Law School Student Bar Association is to increase the breadth of legal experience available to students, serve as an advocate for the student body in working with law school administration and faculty, and to enhance the quality of student life. In pursuit of these goals, the policy of the Student Bar Association is to pursue academic and legal pursuits over recreational activities, to make transparency, fairness, and accountability the guiding principles of the association, and lastly, to inspire a sense of integrity and professionalism, both on campus and in the community at large.”

Article I. OVERVIEW

Section 1.01 Name

- a) The name of this organization is the “Lewis & Clark Law School, Student Bar Association” (“SBA”).

Section 1.02 Membership

- a) The following representatives are the individual voting members of SBA. The individual members' responsibilities are defined in Article III of these Bylaws.
 - i. The Executive Officers: President, VP of Programming, VP of Communications, VP of Student Affairs, VP of Diversity and Inclusion, Secretary, Treasurer.
 - ii. Two student representatives to each of the following external committees: Academic Enhancement Committee, Admissions Committee, Budget Committee, Curriculum Committee, Diversity Committee, Faculty Committee, Faculty Appointments Committee, Natural Resources Committee, Student Health Advisory Board.
 - iii. One student representative to the Transportation Parking Advisory Committee.
 - iv. Two student representatives to the Alumni Association Board of Directors.
 - v. One student representative to each of the following boards: Board of Trustees, Board of Visitors, and the Honor Board
 - vi. One evening division student representative.
 - vii. One representative from each first-year pod.
 - viii. One transfer student representative.
 - ix. One LLM student representative.
- b) Any Lewis & Clark law student who serves as Chairperson, Vice-Chairperson, Vice-Chairperson/SBAs, or Secretary-Treasurer of the American Bar Association – Law Student Division (“ABA/LSD”) and is not otherwise a member of SBA shall serve as a non-voting member.

Section 1.03 Meetings

- a) The first meeting of the year will be held at the call of the President no later than one month after the fall semester begins.

- b) At the first SBA meeting of the academic year, the general assembly shall vote to set a particular day every month to hold all future SBA meetings for the remainder of the academic year.
- c) The Secretary shall send to all members the scheduled meeting dates, times, and place for the year. The schedule may be changed by a majority vote of the executive officers.
 - i. The Secretary shall send adequate notice to the body regarding the date change and request an affirmation by the body.
- d) A majority of executive officers may call an extraordinary meeting.

Section 1.04 Attendance

- a) External and internal committee officers and all other non-executive members may have the following amount of absences during the academic year:
 - i. Two excused absences; and
 - ii. One unexcused absence.
- b) Executive officers may have two excused absence during the academic year.
- c) If an absent member has an agenda item to discuss at the upcoming meeting, the member must delegate another SBA member to discuss the agenda item or send an email to the President with the relevant agenda item information to be discussed.
- d) An excused absence may be procured by giving the Secretary notice of the absence at least 24 hours in advance of the upcoming meeting.
- e) A member who is an intern or extern out of the Portland metro area for a semester may request additional absences from the President.
 - i. The President shall have discretion to determine the appropriateness of the additional absences.
 - ii. The member shall remain responsible for all duties and tasks associated with their position as a member within the SBA.
- f) If a member has more than the allowed excused or unexcused absences the President shall motion the SBA to remove the member according to the provisions set forth in Article I §1.06 of these Bylaws at the following meeting.
 - i. The President shall ask the member to step out of the room to allow the other members of SBA to discuss the circumstances surrounding the expulsion and make an anonymous vote for expulsion by ballot.

- ii. The member has the right to stand before the general assembly to explain the relevant absences and request to remain a member of SBA; and
- iii. If the member is retained by vote, they will automatically be expelled from the SBA if they miss an additional SBA meeting.

Section 1.05 Internal Committees

- a) Each representative, except executive officers, shall serve on at least one internal committee, as described in Article IV.
- b) Internal committee chairs are responsible for scheduling committee meetings; and
- c) Internal committee chairs have discretion over the attendance of their committee members and may report inadequate attendance to the Secretary and President.

Section 1.06 Removal from Office

- a) Any SBA member may submit, in writing, to the President, a request for expulsion of another member expressly stating the member's failure to fulfill the required duties of their position. The member who submitted the request for expulsion shall hereinafter be referred to as the Requesting Member. The member about whom the request for expulsion was submitted shall hereinafter be referred to as the Accused Member.
 - i. Required duties include, but are not limited to:
 - 1. Internal committee attendance and participation;
 - 2. SBA General Assembly meeting attendance;
 - 3. Mandatory Commitments; and
 - 4. Duties of the elected position as described in Article III of these Bylaws.
 - ii. Upon receipt of the first written request for expulsion for any member within the academic year, the President shall execute the duties set forth in Article I § 1.06(b).
 - iii. Upon receipt of an additional written request for expulsion for any given member within the academic year, the President shall execute the duties set forth in Article I § 1.06(c).
 - iv. Upon receipt of any written request for expulsion, the President shall compel the Vice President of Student Affairs to give the Accused Member written notice of the request for expulsion, an explanation for the grounds of the request, and an explanation of the procedures as laid out in either Article I §1.06(b) or (c),

whichever is applicable, of these Bylaws.

- v. Should a Requesting Member wish to remain anonymous, the Requesting Member shall state this desire in the request for expulsion provided to the President. The President shall then keep the identity of the Requesting Member hidden from all other SBA members.

b) **Discretionary Motion to Expel.** Upon notice by the President to members of the Ethics Committee, as triggered under Section 1.06(a)(ii), the Ethics Committee shall convene pursuant to Article IV § 4.08 to determine if the Accused member's conduct warrants a motion to expel before the general assembly.

- i. The Ethics Committee Chair shall convene an in-person meeting of the Ethics Committee as soon as possible after receipt of the written request for expulsion. In no case shall the Ethics Committee's ultimate disposition take more than 30 days.
- ii. In determining whether the Accused Member's conduct warrants a motion to expel, the Ethics Committee shall consider any and all aggravating or mitigating circumstances as necessary, including but not limited to the Accused Member's position description, other provisions of these Bylaws, violation of school rules or any other state or federal laws, and any explanation given by the Accused Member. Both the Requesting Member and the Accused Member shall be given reasonable opportunity to address the Ethics Committee, either in person or in writing.
- iii. If the Ethics Committee determines that a motion for expulsion before the general assembly is necessary, then the Ethics Committee Chair shall follow the procedures for expulsion set forth in Article I § 1.06(d)–(e).
- iv. Regardless of ultimate disposition, the Ethics Committee shall draft a report of its findings and conclusions. If the Ethics Committee determines that a motion for expulsion is warranted, then the Ethics Committee report shall be read to the general assembly prior to the vote on the motion to expel. If the Ethics Committee determines that a motion for expulsion is not warranted, then the report shall be kept on file with the Secretary for the remainder of the academic year.
- v. At the end of the academic year, regardless of the ultimate disposition of the Ethics Committee or general assembly, all Ethics Committee reports shall be

stripped of any and all personal or private information, as determined by the Secretary, and kept on file with SBA documents for future guidance on Ethics Committee matters.

- c) **Mandatory Motion to Expel.** Upon notice by the President, as triggered under § 1.06(a)(iii), the Ethics Committee shall convene pursuant to Article IV §4.08 and shall make a motion to expel the accused member before the general assembly.
- i. The Ethics Committee shall convene an in-person meeting as soon as possible after the President's § 1.06(a)(iii) notice.
 - ii. The mandatory motion to expel shall be made to the general membership at the next regularly scheduled general assembly meeting.
 - iii. The Ethics Committee shall draft a report of its findings and conclusions to be read to the general assembly prior to the vote on the motion to expel.
 - iv. In drafting the report of its findings and conclusions, the Ethics Committee shall consider any and all aggravating or mitigating circumstances as necessary. Both the Requesting Member and the Accused Member shall be given reasonable opportunity to address the Ethics Committee, either in person or in writing.
 - v. At the end of the academic year, regardless of the ultimate disposition of the Ethics Committee or general assembly, all Ethics Committee reports shall be stripped of any and all personal or private information, as determined by the Secretary, and kept on file with SBA documents for future guidance on Ethics Committee matters.
- d) **Notification to the Accused Member.** The Chair of the Ethics Committee must give the Accused Member written notice of the Ethics Committee's final disposition, including the Ethics Committee report, on the written request to expel immediately upon conclusion of the matter by the Ethics Committee.
- e) **Motion to Expel Procedures for the General Assembly Meeting.** At the next regularly scheduled general assembly meeting after the Ethics Committee has concluded that a motion to expel is warranted, the Secretary shall ensure the first agenda item for that meeting is the motion to expel.
- i. The Chair of the Ethics Committee shall begin the procedure by clearing the room of all non-elected SBA general assembly members. The Chair of the Ethics

Committee shall then inform the general assembly of the accusations brought against the accused member.

- ii. The Chair of the Ethics Committee shall read the Ethics Committee Report to the general assembly.
- iii. The Accused Member shall be given the opportunity to address the general assembly and answer any questions the general assembly may have.
- iv. The Accused Member will then be asked to step outside of the room.
- v. The general assembly, upon motion, shall open the room for discussion on the motion to expel.
- vi. After discussion on the motion to expel, an anonymous vote of the members shall be taken on the question of whether expulsion is warranted.
 1. The Secretary shall be tasked with administering and counting all votes.
 2. Removal requires a two-thirds (2/3) majority vote of the members in attendance at the meeting.

Section 1.07 Length of Term

- a) All terms of office, from the previous election period, expire on the last day of spring semester finals.

Section 1.08 Mandatory Commitment Requirement

- a) All members of the SBA are required to participate in SBA events for a minimum of two (2) hours per semester ("Mandatory Commitment").
 - i. An SBA member may volunteer in the greater Portland community in lieu of SBA event participation so long as the SBA member holds them-self out to the volunteer organization as a Lewis & Clark Law School SBA member.
 - ii. If an SBA member who creates an SBA event wishes to satisfy the Mandatory Commitment, the created SBA event must fall outside the prescribed requirements of the SBA member's position description.
- b) All SBA members must report, in writing, Mandatory Commitment participation to the Secretary who shall keep track of Mandatory Commitment participation for all members.
 - i. In the event an SBA member does not fulfill the Mandatory Commitment requirement at the end of the fall semester, they shall make up the incomplete hours as well as serve one extra hour during the spring semester.

- i. These hours shall be additional to those already required by each member in the spring semester, for a total of five hours required for the year.
- ii. If a member does not complete their Mandatory Commitment hours for two consecutive semesters, the member is not eligible to run for any SBA position the following year.

Article II. ELECTIONS

Section 2.01 Election Administration

- a) The Elections Committee shall conduct all SBA elections.
- b) The Rules Committee shall adjudicate all election disputes.
- c) The Chair of the Rules Committee shall determine pre-election dispute adjudication procedures.
 - i. A minimum of five members, including the chair of the Rules Committee, shall adjudicate post-election disputes.

Section 2.02 Fall Elections

- a) First year pod representatives, transfer student representative, LLM student representative, and any vacated spring elected positions are to be elected in the fall.
 - i. Elected representatives will serve on SBA for the academic year.
 - ii. First-year day and evening students shall elect one representative from their own pod, LLM student shall elect a representative from the LLM student population, and each transfer student shall elect a representative from the transfer- student population.
 - iii. A student may only nominate themselves for a position.
 - iv. Vacated spring elected positions shall be voted on by a majority SBA vote.
 - v. Fall elections shall take place by the third week of fall semester.

Section 2.03 Fall Election Procedures

- a) The following timetable in § 2.03(b)-(i) contains guidelines that the Elections Committee may take into consideration when conducting fall elections. The Vice President of Student Affairs and the Elections Committee have discretion to reasonably amend these guidelines to accommodate given circumstances.

- b) The Vice President of Student Affairs shall post the information on the duties and responsibilities of first-year representatives, a transfer student liaison, and any vacant spring elected positions, along with a copy of the current SBA Bylaws on the SBA website and make self-nomination forms for all open positions generally available.
- c) Candidates must email a digital copy of the self-nomination form to the Vice President of Student Affairs.
- d) Self-nominations and the ballot will be closed on the second Monday of the fall semester, and candidates' names will be posted publicly. The Elections Committee should conduct the vote throughout the second Thursday and Friday of the fall semester, ensuring both day and evening voting hours on each day.
- e) All eligible first-year students and transfer/LLM students may vote for one candidate from their own section.
- f) All eligible students may vote once per position for the vacant spring elected positions. No cumulative voting shall occur.
- g) On the second Friday, the Elections Committee will announce the results of the elections.
- h) If there is a tie within a section, a run-off election shall be held in accordance with § 2.09.

Section 2.04 Spring Elections

- a) Spring Elections are elections of executive officers, faculty committee representatives, and board representatives. The VP of Student Affairs and the Elections Committee have discretion to reasonably amend these guidelines to accommodate circumstances.

Section 2.05 Spring Election Procedures

- a) No later than the second week of April, the student body shall elect executive officers, faculty committee representatives, board representatives, to SBA. The SBA-elect shall assume the duties and responsibilities of SBA after the conclusion of the current SBA's term.
- b) The following positions shall be made available in the spring elections:
 - i. Executive officers, with one position each as follows:
President, Vice President of Programming, Vice President of Student Affairs, Vice President of Communications, Vice President of Diversity & Inclusion, Secretary, and Treasurer.
 - ii. Faculty committee representatives with two positions each as follows:

Academic Enhancement Committee, Admissions Committee, Budget Committee, Curriculum Committee, Faculty Committee, Faculty Appointments Committee, Natural Resources Committee.

- iii. Faculty committee representatives with one position each as follows:
Accessibility Committee, Honor Board, Diversity Committee, and Transportation Parking Advisory Committee.
 - iv. Board representatives with two positions as follows:
Alumni Association Board of Directors.
 - v. Board representatives with one position for each as follows:
Board of Trustees, Board of Visitors.
 - vi. One evening student representative.
- c) By the Monday preceding the first Friday of April, the Vice President of Student Affairs shall start the election process. The Elections Committee shall make self-nomination forms generally available to the student body.
- d) The Vice President of Student Affairs shall provide the following information, divided by positions on the SBA website:
- i. Information on the duties and responsibilities of all available positions;
 - ii. Any referendum questions in accordance with Article II § 2.10 and § 2.11; and
 - iii. A copy of the current SBA Bylaws.
- e) Upper Division (2L, 3L, and 4L) students may run for up to two positions.
- i. The student running must use due diligence before self-nominating to be sure there are no obvious scheduling or other conflicts between the positions desired before self-nominating for each position.
 - ii. No student may run for more than one Executive Board position.
 - 1. No student elected to the Executive Board may hold another SBA officer role
 - iii. If elected to more than one non-executive position, the student must attend all required meetings and fulfill all duties of each position to which the student is elected.
 - iv. If a conflict arises between the two positions, the student must:
 - 1. Let the SBA President know within 48 hours of the conflict arising

2. Attempt to find another SBA member to fulfill the duties of one of the positions of the conflicted-student.
- v. If the student believes a conflict will be ongoing, the student must attempt to find a current SBA Member to replace the student for one of the student's positions and promptly resign from that position.
 1. Any replacement is subject to the SBA President's approval in accordance with § 2.11(c).
- f) Candidates should email a copy of their self-nomination form to the Vice President of Student Affairs. A student may nominate only themselves for a position.
- g) By the end of the first Friday of April, the self-nomination period will be closed.
- h) Campaigning may commence once a self-nomination form is submitted. All campaigning must cease by the prescribed deadline of the Elections Committee.
- i) Voting shall begin within one week of the closing of the self-nomination period. The Elections Committee should conduct voting on two consecutive days when classes are scheduled and provide both day and evening voting hours on each day.
 - i. All enrolled students at Lewis & Clark Law School may vote once per position. No cumulative voting shall occur.
- j) Not later than second Friday of April, the Elections Committee will announce the results of the spring elections to the SBA, and the President will announce results to the student-body.
- k) If there is a tie within a position, a runoff election shall be held in accordance with § 2.09.
- l) Students that will not be attending Lewis & Clark Law School throughout both the fall and spring semesters may not run for a position, but they may volunteer for any open positions remaining after the election has been completed.

Section 2.06 Election Method and Requirements

- a) A plurality of votes is sufficient to elect; however, no person shall be elected who receives fewer than five votes. If no candidate receives five or more votes, the position shall remain vacant until another election is held.
- b) The election method is left to the discretion of the Vice President of Student Affairs and the Elections Committee.
 - i. See § 2.03 for suggested procedural rules and a timeline for fall elections.

- ii. See § 2.05 for suggested procedural rules and a timeline for spring elections.

Section 2.07 Election Campaigns

- a) Law students may post-election campaign materials on the law campus. The law campus is limited to the Legal Research Center (“LRC”), McCarty Classroom Complex, Gantenbein Student Lounge, Boley Law Library, and Wood Hall.
- b) The content and design of any campaign materials is required to be fair and must conform to acceptable practices as determined by the Rules Committee, and:
 - i. All posters, signs and other posted campaign material must conform to school policy regarding “Notices and Postings,” as published in the current “What’s What” [available on the webpage of the L & C Law Registrar].
 - ii. Each candidate is responsible for removing their campaign postings, signs and other posted materials. This shall be done within twenty-four hours following the announcement of election results.
 - iii. Candidates and campaigns are not permitted to send emails via listservs maintained by the school for the purpose of campaigning. Such activity will be investigated by the Rules Committee.
 - iv. Candidates may use websites, including social networking websites and assigned Lewis & Clark Websites, to promote their campaign. The content of any website used for campaigning must conform to school and campaign regulations and these Bylaws.
 - v. If an online election is held, candidates are prohibited from campaigning within the computer labs during such times or on days that votes are accepted.
 - vi. Any student group, at its will, may choose to offer an endorsement to any candidate and the candidate is free to accept or reject the endorsement offer. Candidates are prohibited from making a request or petitioning for an endorsement.
- c) The Rules Committee has the power to interpret these election provisions. Failure to conform to these Bylaws and the election provisions contained herein shall be considered an election violation.

Section 2.08 Election Violations

- a) In the event of an election violation, the Rules Committee will determine the appropriate

sanction. Any Rules Committee member with a personal interest in the ongoing election or sanction must recuse himself or herself from the sanctions meeting.

- b) Violation of a Rules Committee sanction is an independent election violation. The Rules Committee will determine the appropriate sanction. Sanctions may include reprimand, required corrective action(s), deduction of votes (particularly for email violations), and disqualification.
- c) The Rules Committee must notify all candidates and interested parties of its procedures for handling election violations.
- d) A candidate may request that the Rules Committee approve a proposed specific campaign action. The Rules Committee shall return an answer within twenty-four hours.

Section 2.09 Runoff Elections

- a) In the event of a tie, the Elections Committee will conduct a runoff election. The Elections Committee has the discretion to determine the appropriate runoff procedure, with the following requirements:
 - i. Conduct the runoff election within the first school week following the election;
 - ii. The runoff election shall be open for at least twenty-four hours.

Section 2.10 Appointment

- a) The President shall appoint students to any temporary faculty committees on an *ad hoc* basis from the voting membership of the SBA.
- b) The President, with the approval of the executive board, shall create and appoint temporary positions.
 - i. If it is later found that an appointment violates any of the Bylaws, then that appointment shall be void and have no effect.

Section 2.11 Vacancy

- a) If a vacancy arises during the summer and is a non-executive officer position, the vacancy will be filled during fall elections.
- b) If a vacancy arises and is an executive officer position, the President shall appoint a replacement, or delegate the appointment responsibilities to the Elections Committee.
 - i. The replacement shall serve in an interim capacity until confirmed at the next SBA meeting. A simple majority is needed for confirmation.
 - 1. SBA has the discretion to veto the President's replacement.

2. In the event of a veto, SBA may nominate and confirm a different replacement by a simple majority.
- c) If a non-executive officer position is not filled during spring elections, the President-elect shall nominate a replacement to be confirmed at the next meeting by the SBA-elect members. A simple majority is needed for confirmation.
- i. The elected members have discretion to veto the President-elect's choice.
 - ii. In the event of a veto, SBA-elect may nominate and confirm a different replacement by a simple majority.

Section 2.12 Initiatives and Ballot Measures

- a) Initiatives are proposed resolutions and amendments to these Bylaws, which are placed on the spring election ballot, for law students to enact or reject independently of SBA.
- i. An initiative must be proposed by a petition signed by at least ten percent of the currently registered law student body. In order for a signature to be valid, each signatory of the petition must both print and sign their name.
 - ii. A complete initiative petition shall be filed by email to the Vice President of Student Affairs or President not less than four weeks before the first day of Spring Break for inclusion in the spring elections.
 - iii. A complete initiative petition shall include the full text of the proposed resolution or, if it proposes an amendment to the Bylaws, the full text of the original Bylaws provision and its proposed amendment.
- b) Ballot measures are non-binding proposals, opinion polls, or recommendations to the Faculty or Administration.
- i. Ballot measures may be created by:
 1. faculty request;
 2. a petition signed by a number of currently registered Lewis & Clark law students equal to ten percent of the student body (each signer of the petition shall both print and sign their name for their signature to be valid); or
 3. resolution of SBA.
 - ii. A complete ballot measure shall be filed by email to the Vice President of Student Affairs or President not less than four weeks before the first day of Spring Break

- for inclusion in the spring elections.
- iii. A complete ballot measure shall include the full text of the proposal, poll, or recommendation. The Vice President of Student Affairs shall publicize to the student body and faculty a call for initiatives, referendum petitions, and ballot measures no later than the end of the first week of February.
 - iv. No later than three weeks before elections, SBA shall publicize to the student body via e-mail and postings all petitions received that meet the requirements for inclusion in the election.
- c) The Vice President of Student Affairs shall place a copy of all proposed initiatives and ballot measures online not less than three weeks before any election, with a comments section included. Any law student may place a statement in the comments section. The ballot measure section shall feature a prominent disclaimer noting that the SBA does not generate or endorse any of the pro or con statements. The Vice President of Student Affairs shall monitor the ballot measure page and may at their discretion remove any inappropriate content.
- d) Each initiative or ballot measure:
- i. Shall explain whether it is an initiative or ballot measure;
 - ii. Shall include the text of the initiative or ballot measure at issue;
 - iii. Shall state, in the case of initiatives, that the vote on the measure will be binding, and in the case of ballot measures that it is merely an opinion poll;
 - iv. Shall contain a statement, written by the Rules Committee collectively, of the effects of approval and rejection of the measure; and
 - v. Shall include a disclaimer noting that SBA does not advocate approval or rejection of the measure.
- e) SBA shall maintain a policy of neutrality toward any item on the ballot in its official communications and in the formulation of ballots.
- f) An initiative or ballot measure shall become effective immediately after it is approved by a majority of the votes cast thereon, unless it effects a change in the Bylaws, in which case it shall become effective after it is approved by two-thirds of the votes cast thereon. The President shall report the results of any initiatives to the student body no later than seven school days after elections.

- i. Ballot measures directed at faculty or administration will be posted to the SBA website and then delivered by the SBA President on SBA letterhead to the Dean of the Law School and the Dean of Faculty.
- g) Approved ballot measures that rescind parts of resolutions or acts of SBA shall not rescind or impair other parts of those resolutions or acts from becoming effective.
- h) The Honor Code shall apply to all petition signatures, signature gatherers, and pro or con statements.

Article III. RESPONSIBILITIES OF THE SBA OFFICERS

All SBA members listed in this section are expected, as part of their elected duties, to attend all monthly SBA general assembly meetings, all committee meetings to which they are members, and to fulfill the Mandatory Commitment requirement (see § 1.08 for reference).

Section 3.01 Office of the President

- a) The President is the official representative of the law student-body in its collective relations with the faculty, administration, other law schools, members of Lewis & Clark Board of Trustees; as well as administration, and student-governments of Lewis & Clark undergraduate and graduate schools.
- b) The President shall preside over and propose the agenda for SBA meetings. The President has the discretion to appoint others to chair the SBA meetings.
- c) The President shall schedule the first SBA meeting of the year and shall ensure that SBA votes on all subsequent meeting times and places.
- d) The President shall also be responsible for distributing via email the meeting agendas to all representatives no later than five days prior to each meeting.
- e) The President shall retain the discretion to make revisions to the agenda during the five-day period preceding the meeting when necessity requires.
- f) The President shall sit on the Board of Trustees committee.
- g) The President shall serve as Chair of the Ethics Committee pursuant to Article IV § 4.08.

Section 3.02 Office of Vice President of Programming

- a) The Vice President of Programming shall preside over meetings when the President is absent or otherwise designates. In the event that the President vacates the office, the Vice President of Programming will assume the duties of the President.

- b) The Vice President of Programming shall chair the Student Life Committee. The Vice President of Programming shall have the option of enlisting aid from other SBA representatives in fulfilling this task.
- c) The Vice President of Programming shall be the liaison to internal SBA committees and board representatives.

Section 3.03 Office of Vice President of Communications

- a) The Vice President of Communications shall be responsible for public relations, communications, press releases and disseminating information via social media about SBA events, meetings, and news updates.
- b) The Vice President of Communications shall be responsible for maintaining the SBA website as well as maintaining communications on any available social media platform where the SBA disseminates content, and through printed material.

Section 3.05 Office of Vice President of Student Affairs

- a) The Vice President of Student Affairs shall chair the Elections Committee.
- b) The Vice President of Student Affairs is responsible for conducting all SBA elections.
- c) By the fourth week of fall semester, the Vice President of Student Affairs will meet with all newly elected representatives to explain the details of the positions and these Bylaws.
- d) The Vice President of Student Affairs will meet with first-year representatives at least once a month throughout the academic year.
- e) The Vice President of Student Affairs shall serve as a member of the Ethics Committee pursuant to Article IV § 4.08.

Section 3.06 Office of the Secretary

- a) The Secretary shall record the minutes of the meetings and post copies, within seven days, on the SBA bulletin board and web page.
- b) The Secretary shall be responsible for creating and maintaining an email list that contains all current SBA representatives.
- c) The Secretary will chair the Rules Committee.
- d) The Secretary shall coordinate and facilitate intra-office communication between members of SBA via bi-monthly email updates to SBA and maintaining the SBA calendar.
- e) The Secretary shall maintain records of SBA documentations such as flyers for events,

marketing materials, and any other materials that may help the successive administration.

- f) The Secretary, as Chair of the Rules Committee, shall serve as a member of the Ethics Committee pursuant to Article IV § 4.08.

Section 3.07 Office of the Treasurer

- a) The Treasurer shall keep the financial records of SBA and shall chair the Internal Budget Committee.
- b) The Treasurer shall be the student liaison to the Business Office.
- c) The Treasurer shall review, approve, amend and/or deny submitted SBA event forms.

Section 3.08 Office of the Vice President of Diversity and Inclusion

- a) The Vice President of Diversity and Inclusion shall act as the chair for the Law Student Diversity Action Committee (“LSDAC”) and will be one of the two student representatives on the Lewis & Clark Diversity Committee (“Diversity Committee”)
- b) The Vice President of Diversity and Inclusion shall fulfill their duties as a student representative on the Diversity Committee, which meets about twice a month.
- c) The Vice President of Diversity and Inclusion shall fulfill LSDAC’s mission, with the help of other members of the committee.
- d) The Vice President of Diversity and Inclusion shall communicate effectively with all LSDAC members regarding meetings, upcoming projects, and the needs of the student groups being represented.
- e) The Vice President of Diversity and Inclusion shall communicate with the Diversity Committee about LSDAC’s events and other ideas.
- f) The Vice President of Diversity and Inclusion shall create a Book Sharing Program for students with low funds to borrow books from other students who no longer need to use them.
- g) The Vice President of Diversity and Inclusion shall hold mixer events with diverse students and local attorneys for the purposes of networking.
- h) The Vice President of Diversity and Inclusion shall ensure LSDAC is represented at student organization fairs and other events where appropriate.
- i) The Vice President of Diversity and Inclusion shall be aware of the climate on campus and respond to needs as they arise.
- j) These responsibilities may change over time in order to reflect the emerging and

changing needs of diverse students.

Section 3.09 External Committee Officers

- a) SBA representatives serve on external faculty committees, which address specific facets of law school operations. Elections for the External Committee Officers are detailed in Article II § 2.
- b) Article III § 3.10 - § 3.29 describes the responsibilities of the SBA External Committee Officers.

Section 3.10 Academic Enhancement Committee

- a) Two elected SBA officers shall serve on the Academic Enhancement Committee.
- b) The Academic Enhancement Committee is a subcommittee of the admissions committee.
- c) The committee reviews applications for admission from applicants whose statistical indicators may not, for varying reasons, accurately reflect the applicant's potential to succeed in law school and whose background and experiences will enrich the experience of the entire student body.
- d) Each member of the committee, including the student members, reads application files each week and reports on those applicants making admission decision recommendations to the committee.
- e) Members of the committee are asked to participate in various recruiting events such as contacting admitted students, attending a reception with alumni, and/or helping with the Law School Preview.
- f) In addition to the two elected students on the committee, a third student shall be appointed to the committee by the Minority Law Student Association.
- g) The committee begins meeting in January and meets weekly through the Spring semester.

Section 3.12 Admissions Committee

- a) Two elected SBA officers shall serve on the Admissions Committee.
- b) The Admissions Committee reviews applications for admission and makes admission decisions designed to produce a class of talented, motivated students from a variety of disciplines and backgrounds.
- c) Each member, including the student members, reads application files each week and reports back to the committee with recommendations as to admission, denial, or holding an applicant for later review.

- d) Members of the committee are asked to participate in various recruiting events such as contacting admitted students, attending a reception with alumni, and/or helping with the Law School Preview.
- e) The committee begins meeting in January and meets weekly throughout the spring semester.

Section 3.13 Alumni Association Board

- a) Two elected SBA officers shall serve on the Alumni Association Board of Directors.
- b) The Alumni Association Board of Directors mission is to strengthen the connections between Law Alumni, the Law School and Law Students through a variety of outreach activities and events and encourage Law Alumni to remain involved in the continued success of the Law School.
- c) The Alumni Association Board provides on-going input and support of the many programs and services administered by Lewis & Clark Law School.
- d) The board meets three times a year and conducts much of its business through the work of the Alumni Engagement, Distinguished Honors, Governance, and Scholarship Committees.
 - i. The Alumni Engagement Committee assists the Office of Alumni Relations with planning and implementing events that further the mission of the board. The SBA representatives to the Alumni Board serve on the Alumni Engagement Committee.
 - ii. The Distinguished Honors Committee is responsible for the solicitation and selection of the Distinguished Graduate and the Distinguished Honorary Graduate.
 - iii. The Governance Committee is response for the solicitation and selection of new board members.
 - iv. The Scholarship Committee is responsible for the solicitation and selection of the Alumni Board Scholarship recipient.

Section 3.14 Board of Trustees

- a) One elected SBA officer shall serve on the Board of Trustees.
- b) The Board of Trustees meets three to four times a year.
- c) The Board of Trustees is the body with ultimate fiduciary and executive responsibility for

the entire institution.

- i. The Board of Trustees is responsible for hiring, evaluating, and negotiating terms of employment for the president of the college.
- d) The Board has many subcommittees and at each meeting of the full board, the subcommittees meet. Some committees meet at other times of the year.

Section 3.15 Board of Visitors

- a) One elected SBA officer shall serve on the Board of Visitors.
- b) The Board of Visitors is a group of advisors to the law school made up of alumni and friends of the law school.
- c) The Board does not have fiduciary or executive responsibilities as does the Board of Trustees.
- d) The Board of Visitors meets twice a year, hears reports on current issues at the law school, including admissions, new curriculum initiatives, and fundraising goals and plans.
- e) Members of the Board of Visitors assist in admissions recruiting outreach by calling admitted students, and hosting and attending receptions for prospective and admitted candidates.

Section 3.16 Budget Committee (External)

- a) Two elected SBA officers shall serve on the External Budget Committee.
- b) The Budget Committee reviews the administration's budget proposal and submits a proposed budget to the law school faculty for its approval, after which it is submitted to the Board of Trustees.
- c) There are intensive meetings in the fall semester during which the committee determines what programs will be supported at what level, whether the number of faculty will be expanded, what the tuition should be, how much should be expended on scholarships, how much should be expended on faculty research, what size class the admissions committee is attempting to recruit, and all other aspects of revenue and expenditure that make up the law school budget.
- d) Programs that are supported by outside grants (examples are the Small Business Legal Clinic, Animal law Clinic, Pacific Environmental Advocacy Center, and others) are reviewed to the extent that the law school makes in-kind or actual revenue contributions to the program.

- e) In normal years, the work of the committee is concluded in the fall semester but may extend into the spring.

Section 3.17 Curriculum Committee

- a) Two elected SBA officers shall serve on the Curriculum Committee.
- b) The Curriculum Committee determines the courses for the upcoming academic year, including the next summer's classes.
- c) The Curriculum Committee reviews proposals for new courses and reviews enrollments to see what courses need additional sections or should be offered less often.
- d) The Curriculum Committee also takes up specific projects from time to time such as reviewing the first-year curriculum, establishing summer externships, and providing guidance for the law school's various Legal clinics (examples are the Animal Law Clinic, Small Business Clinic, and the Lewis & Clark Legal Clinic).
- e) The Curriculum Committee's decisions go to the full faculty as recommendations to be voted upon by the faculty.
- f) The committee meets throughout the year, usually twice a month.

Section 3.18 Diversity Committee

- a) Two elected SBA officers shall serve on the Lewis & Clark Diversity Committee.
- b) The Diversity Committee seeks to promote diversity throughout the law school among students, staff, and faculty.
- c) The Diversity Committee looks at a variety of issues each year and in the past has surveyed students, held focus groups, drafted policies and procedures, organized faculty workshops, and pursued research on creating a classroom environment that is inclusive as well as academically challenging.
- d) The Diversity Committee advises other law school committees and administrators and can make recommendations to the full faculty for implementation by the school.
- e) The Diversity Committee meets three or four times a semester, depending on the issues it is considering.
- f) The Diversity Committee coordinates its efforts with those of the institutional wide committee on diversity, which is described on the Diversity Committee website.

Section 3.19 Evening Student Representative

- a) One elected SBA officer shall serve as the Evening Student Representative.

- b) The task of evening student representative is to organize events and dialogue among the evening students of the law school, and to receive and air their concerns to the SBA.
- c) The evening representative is expected to schedule and host several events for evening students to meet and network with fellow evening students.
- d) The evening representative is also expected to organize and host regular events to ensure that evening students get opportunities to network and socialize with day time students.

Section 3.20 Faculty Appointments Committee

- a) Two elected SBA officers shall serve on the Faculty Appointments Committee.
- b) In any year when the law school is hiring new faculty, the committee reviews applications, determines who will be interviewed at the annual AALS hiring conference in Washington DC (held in Oct/Nov), interviews candidates in DC, determines who will be invited back to the law school for full interviews and job talks, and recommends to the full faculty those candidates it feels should be considered for offers of employment.
- c) The Faculty Appointments Committee officers participate fully in the review of applications; one of the two travels to Washington DC for the interviews; and both are responsible for ensuring student attendance at job talks and student interview sessions.
- d) The Faculty Appointments Committee officers participate in all discussion and votes on who to interview and who to recommend to the faculty for hiring.
- e) This committee is most active in the fall, with some work continuing into the early part of the spring semester.

Section 3.21 Faculty Committee

- a) Two elected SBA officers shall serve on the Faculty Committee.
- b) Elected SBA officers who serve on the Faculty Committee attend faculty meetings, typically once a month on the second Tuesday of each month, throughout the year.
- c) The faculty vote on recommendations from the other committees, such as budget and curriculum, campus policies and procedures and on issues raised by individual faculty members.
- d) SBA officers have full voting rights in the faculty meetings except for matters of tenure and promotion of faculty.
- e) Faculty meetings are often attended by staff as well as faculty; however, only full-time faculty have voting rights in the faculty meetings.

Section 3.22 First-Year Day and Evening Representatives

- a) First-year day and evening students shall elect two 1L representative from their own pod.
- b) The 1L Representatives represent the concerns of their class to the SBA body.
- c) The 1L Representatives organize individual pod events throughout the year, including one event per semester for all 1Ls.
- d) The 1L Representatives will meet with the Vice President of Student Affairs once a month.

Section 3.23 Honor Board Committee

- a) The Honor Board representative serves on any honor committee convened by the dean in the academic year in which the student serves.
- b) On average there are two honor committees a year, although some years there are none and some years there are as many as three or four.
- c) Each honor committee is made up of two faculty members appointed by the dean and the SBA student member.
- d) Details on the procedures of the honor committee can be found on the web in the student handbook, What's What.
- e) The Honor Board representative shall serve as a member of the Ethics Committee pursuant to Article IV § 4.08.

Section 3.24 LLM Student Representative

- a) One elected SBA officer shall serve as the LLM Student Representative.
- b) The LLM Representative's duty is to make sure that all LLM students have access to a network of peers on the Lewis & Clark Law School campus.
- c) The LLM Representative is responsible for attending all SBA meetings and bringing the concerns and needs of the transfer students to meetings.
- d) The LLM Representative is also responsible for organizing weekly or bi-weekly social events throughout the year. This can include, inter alia, happy hours, hikes, and general meeting times to discuss timely matters.

Section 3.25 Natural Resources Committee

- a) The Natural Resources Committee ("NRC") reviews the natural resources and environmental law curriculum and recommends the courses for continuation and new courses for consideration by the curriculum committee.

- b) The NRC also reviews all environmental and natural resources courses for the three- year plan, and recommends to the curriculum committee courses for continuation and how frequently the courses should be taught.
- c) The NRC designs and approves conferences, distinguished environmental visitors, and other official activities to be undertaken by the law school as part of the environmental and natural resources law program.
- d) The NRC works on sustainability issues for the law school.
- e) The NRC determines the recipients of the Manas, O'Rourke, and Natural Resources Law Institute Leader awards, and chooses each year's Distinguished Environmental Graduates.
- f) The NRC also handles academic issues relevant to the LL.M. and joint degree programs, and to the J.D. environmental and natural resources certificate, including requirements for the certificate, requirements for LL.M. and joint degree program participants, and LL.M. and joint degree admission requirements.
- g) The NRC meets monthly throughout the school year (except in December).
- h) Students elected to the NR Representative position will be responsible for attending monthly NRC meetings, as well as any sustainability meetings.
 - i. The sustainability requirement will be in lieu of one internal committee responsibility.
 - ii. Additionally, NR Representatives should strive to coordinate student involvement in Lewis and Clark's sustainability initiative by maintaining an open dialogue with the Environmental Law Caucus and other interested student groups.

Section 3.26 Transfer Student Representative

- a) One elected SBA officer shall serve as the Transfer Student Representative.
- b) The Transfer Representative's duty is to ensure that all transfer students have access to network of peers on the Lewis & Clark Law School campus, much like the 1Ls have.
- c) The Transfer Representative is responsible for attending all SBA meetings and bringing the concerns and needs of the transfer students to meetings.
- d) The Transfer Representative is also responsible for organizing weekly or bi-weekly social events throughout the year. This can include, inter alia, happy hours, hikes, and general meeting times to discuss timely matters.

Section 3.27 ABA Student Representative

- a) The ABA Student Representative is the liaison between the Lewis & Clark Law School SBA and the ABA Law Student Division, as well as the ABA itself.
- b) The ABA Student Representative should maintain close contact with their respective Division Circuit Governor and assist the Circuit Governor in disseminating information to any ABA Law Student Division members at Lewis & Clark Law School.
- c) The ABA Student Representative shall contribute to the ABA Representative list serve as moderated by the ABA Law Student Division Vice Chair.
- d) The ABA Student Representative shall allocate ABA Student Representative funds to projects that benefit the SBA as the ABA Representative deems appropriate;
 - i. ABA Student Representative funds shall be determined by the Internal Budget Committee at the first Internal Budget Committee meeting of the school year; and
 - ii. The Internal Budget Committee shall review and approve all proposed expenditures of allocated funds to the ABA Student Representative.
- e) The ABA Student Representative shall report to the SBA governing body all activities and programs relating to the ABA and the ABA Student Representative's position;
 - i. Activities and programs includes but is not limited to, upcoming ABA event, ABA Law Student Division circuit meetings, ABA Law Student Division open positions, and the ABA annual meeting.
- f) The ABA Student Representative shall, immediately after appointment, register with the ABA as the Lewis & Clark Law School ABA Representative for the following school year;
- g) The ABA Student Representative shall be responsible for increasing membership in the ABA at Lewis & Clark Law School;
- h) The ABA Student Representative shall attend the ABA annual meeting, which is typically held in the first or second week of August;
- i) The ABA Student Representative shall be responsible for all other duties as outlined by the ABA's Roles and Responsibilities of the ABA Student Representative; and
- j) The ABA Student Representative shall be responsible for duties as assigned by the SBA President, with the advice and consent of the SBA governing body.
- k) The President in their ABA representative capacity is responsible for:

- i. Serving as the Chief Executive Officer of the Lewis & Clark chapter of the ABA/LSD;
- ii. Coordinating and distributing ABA/LSD literature and materials;
- iii. Increasing Lewis & Clark membership in the Law Student Division;
- iv. Implementing ABA/LSD programs and competitions at the local level;
- v. Representing Lewis & Clark at Twelfth Circuit regional meetings and at the ABA/LSD annual convention; and
- vi. Reporting periodically to SBA concerning ABA/LSD programs and activities.

Section 3.28 Transportation & Parking Advisory Committee

- a) One elected SBA officer shall serve on the Transportation & Parking Advisory Committee.
- b) The Transportation & Parking Advisory Committee serves as an advisory group to the Vice President of Programming of Business & Finance/Treasurer in making recommendations regarding Lewis & Clark transportation and parking issues.
- c) The Transportation & Parking Advisory Committee focuses on coordinating alternatives to single-occupant autos and providing access to efficient and effective transportation and parking services.
- d) The Transportation & Parking Advisory Committee manages the shuttle bus service to provide easy access to downtown Portland so that students, staff, and faculty of Lewis & Clark will have a viable alternative to reliance on their automobiles.
- e) The Transportation & Parking Advisory Committee also ensures that there are enough off-street parking spaces to meet the parking demand of the Lewis & Clark community, including visitors, without reasonable access to alternative transit.
- f) The Transportation & Parking Advisory Committee meets once a month to review, analyze & discuss transportation and parking related issues and projects.

Article IV. INTERNAL COMMITTEES

Section 4.01 Internal Committees

- a) SBA body may create or disband additional internal committees that are not included in this Article.
- b) Additional internal committees must select a member to create a description of the scope

of responsibility and the description must be posted on the SBA website no later than one week after the conclusion of spring elections.

Section 4.02 Internal Committee Attendance

- a) The chair of the internal committee has the discretion to grant an excused absence to a committee member.
- b) The Internal Committee Head may report absences to the Secretary if a member's absences are deemed unacceptable by the Internal Committee Head's discretion.
- c) If a member's internal committee absences are reported to the Secretary the member's position with the SBA will be reviewed under Article I §1.04.

Section 4.03 The Elections Committee

- a) Shall consist of no fewer than five SBA members, including the Vice President of Student Affairs and the Vice President of Programming.
- b) The Elections Committee is responsible for conducting elections for first-year representatives in the fall, and the spring campus-wide elections.
- c) The Elections Committee may solicit students who are not representatives and not running in the elections to assist the Committee in conducting the elections.
- d) If a conflict of interest arises with an Elections Committee member who has entered an election, that student shall be excused from administering the election.
- e) If the Vice President of Student Affairs believes that s/he cannot remain neutral due to a conflict of interest, the Vice President of Programming shall chair the Committee.
 - i. If the Vice President of Programming should also be unable to remain neutral due to a conflict of interest, the President shall select a new chair, with the majority approval of SBA.

Section 4.04 The Internal Budget and Travel Committee

- a) Shall consist of no fewer than five SBA members and no more than twelve SBA members including the Treasurer, the Vice President of Student Affairs, and no fewer than two first-year representatives.
- b) Attendance at budget committee meetings is mandatory.
- c) The Treasurer shall chair the Internal Budget Committee.
- d) The Internal Budget Committee shall follow the procedures set out in Article V and VI of these Bylaws.

Section 4.05 The Rules Committee

- a) Shall consist of no fewer than five SBA members and shall be chaired by the Secretary.
- b) The Rules Committee shall be an advisory committee to all other internal committees.
- c) The Rules Committee shall receive, review, and publicize proposed resolutions and proposed amendments to these Bylaws prior to presentation at SBA meetings.
- d) The Rules Committee shall adjudicate any elections disputes.
- e) The Rules Committee must review these Bylaws and correct inaccuracies, internal inconsistencies, typographical errors, and propose amendments to SBA.
 - i. The review must take place during the spring semester.

Section 4.06 The Student Life Committee

- a) Shall consist of no fewer than five SBA members and shall be chaired by the Vice President of Programming.
- b) The Student Life Committee is responsible for organizing and publicizing SBA-sponsored guest speaker appearances, open forums, and social events.
- c) The Student Life Committee shall comport to the guidelines for using SBA funds for student events, as laid out in § 5.06.

Section 4.07 The Law Student Diversity Action Committee

- a) Shall consist of the two student representatives of the Diversity Committee (which includes the Vice President of Diversity and Inclusion), two other SBA members elected onto the committee, and one representative from each of the following diverse student groups:
 - i. Asian/Pacific American Law Student Association (APALSA);
 - ii. Black Law Student Association (BLSA);
 - iii. Immigration Student Group (ISG);
 - iv. Latino Law Society (LLS);
 - v. Minority Law Student Association (MLSA);
 - vi. National Lawyers Guild (NLG);
 - vii. Native American Law Student Association (NALSA);
 - viii. OUTlaw; and
 - ix. Women's Law Caucus (WLC)
- b) This list shall change based upon new groups or inactivity of these listed groups

- c) Shall meet approximately four times a semester, depending on the current needs on campus
- d) Shall be chaired by the Vice President of Diversity and Inclusion
- e) Shall fulfill the following mission: *The Law Student Diversity Action Committee (LSDAC) serves to educate, engage, and empower students to be agents in a well-informed shift of campus culture. As an organizing platform, LSDAC seeks to amplify the voices of the marginalized, thereby building power from within the student body. By openly acknowledging the history and context of systemic oppression, Lewis & Clark Law students, faculty, staff, and administration will more readily cultivate the required cultural shift. LSDAC recognizes that diversity is not merely an idea; it necessitates action from all members of the community, working collaboratively and accountably to foster an environment welcoming to every race, gender, sexuality, class, mental or physical ability, or other marginalized identity.*

Section 4.08 The Ethics Committee

- a) The Ethics Committee shall consist of:
 - i. The President of SBA;
 - ii. The Vice President of Student Affairs;
 - iii. The Chair of the Rules Committee;
 - iv. The Honor Code Representative; and
 - v. One 1L pod representative appointed to the Ethics Committee by the President.
- b) The President shall serve as Chair of the Ethics Committee.
 - i. In the event the President is the Accused or Reporting Member under Article I § 1.06, the Vice President of Student Affairs shall serve as Chair of the Ethics Committee.
- c) The Ethics Committee shall only meet when convened under Article I § 1.06 of these Bylaws.
- d) The Ethics Committee shall follow the procedures under Article I § 1.06 and any other relevant provisions of these Bylaws.
- e) In order to protect the privacy of those involved, all Ethics Committee meetings are closed meetings, and therefore only open to Ethics Committee members, Lewis & Clark faculty, and those individuals the Ethics Committee deems necessary for the swift

disposition of Ethics Committee matters.

- f) The disposition of Ethics Committee matters shall be by simple majority of all Ethics Committee members. The Accused Member, as defined in Article I § 1.06(a) of these By-laws, shall be given the benefit of any ties in Ethics Committee votes.
- g) In the event one of the Ethics Committee members is the Accused Member, as defined in Article I § 1.06(a) of these Bylaws, then the Chair of the Ethics Committee shall appoint an interim Ethics Committee member from the SBA general assembly to replace the Ethics Committee Accused Member. The interim member must be confirmed by a majority of remaining Ethics Committee members.

Article V. BUDGET

Section 5.01 SBA Funding

- a) SBA does not fund any travel unassociated with a law school activity or not sponsored by a student group, or contracts or services which do not directly benefit the law school student body.
- b) All student groups requesting funds from SBA are responsible for complying with the requirements of SBA Budget Process as set out in § 5.04 of this Article.
- c) The SBA shall not directly fund any student clerks, clerkships, externships, internships, or other employment activity.

Section 5.02 Student Group Funding

- a) The SBA may allocate funds to student groups, and any student group that fails to comply with the criteria below in § 7.01 of this Article will have its funds frozen until the student group satisfies the requirements contained in § 7.01.
- b) The Internal Budget Committee has the power to determine if the student group is in compliance with these Bylaws or Internal Budget Committee Rules.

Section 5.03 Budget and Funding Procedures

- a) SBA Group Funding Process
 - i. In preparing the Budgetary Process Calendar, the SBA Treasurer shall:
 - 1. Solicit each student group individually for the contact information for its president and treasurer; and

2. No later than the second day of fall semester, the Treasurer shall contact student groups providing a calendar of events for the budgetary process as well as all materials and information necessary for the process.
- ii. Funding shall be allocated on a per semester basis.
 1. Groups shall be guaranteed an initial three hundred dollars (\$300) each year, reimbursable for expenses accrued prior to the approval of their fall and spring semester budget provided that:
 - A. The group received funding the previous semester;
 - B. The group must have two executive board members by the time of budget proposal submission; and
 - C. The group must submit a budget proposal on time.
 2. The documenting of costs must comply with § 5.07 of this Article.
 3. Costs accrued beyond this initial guarantee by a student group may be deemed ineligible for reimbursement or be applied directly to the student groups budget at the internal budget committee's discretion.
 4. Failure to meet these submission deadlines will result in a group being ineligible for funding for the respective semester.
- iii. No later than the end of the first week of the month, the Internal Budget and Travel Committee shall conduct office hours for open hearings.
- iv. No later than the start of the second week of the month, the Internal Budget and Travel Committee shall conduct a closed-door session.
- v. The Treasurer and Internal Budget Committee shall grant no more than half of the amount in the Student Group Fund during each semester.
- b) Internal Budget and Travel Committee Open Hearings
 - i. No later than the second Friday of the semester, and monthly thereafter, the Internal Budget and Travel Committee shall conduct open hearings.
 - ii. The Internal Budget Committee shall oversee allocation of Travel Funds on a monthly ad hoc basis.
 - iii. At the monthly open hearing, the Internal Budget Committee will hear requests for travel stipends from students.
- c) Internal Budget and Travel Committee Closed-Door Session

- i. Budget Drafting Procedure
 - 1. Not later than the third Monday of semester the Internal Budget Committee shall meet in a closed-door session.
 - 2. The Internal Budget Committee shall formulate proposed budget allocations considering the SBA Expenditure Guidelines and the factors set out in § 5.04 of the Article.
 - 3. In formulating the budget, the Internal Budget Committee shall endeavor to operate by consensus.
 - 4. To encourage impartiality and an open budgetary discussion, when the Internal Budget Committee considers the budget of any group in which an Internal Budget Committee member is substantially involved, that member shall recuse themselves from the discussion and shall not be present for the closed-door discussion of the budget's merits.
 - 5. Immediately thereafter, the Treasurer shall post the proposed budget allocations onto the SBA website and distribute copies to student groups.
 - ii. Travel Fund Procedure
 - 1. At the closed hearing for travel funding requests, the Internal Budget Committee shall draft a hard copy of findings and recommendations, including an analysis of the costs versus benefits of their decision.
 - 2. The Treasurer will present the Internal Budget Committee's findings and recommendation to the general assembly, as well as to the requesting party, for an up or down vote on the Internal Budget Committee's recommendations, without floor debate.
- d) Mandatory Student Group Treasurer Training:
- i. By the end of the second week of classes, the Treasurer shall hold a Mandatory Treasurer Training. The Treasurer must ensure that there is either one day and one evening session, or alternatively, that the training is available by podcast.
 - ii. The Treasurer shall ensure that a representative from Business Services is present at the Training to provide student group treasurers with the School's expenditure guidelines and reimbursement requirements
 - iii. At the Training, the Treasurer shall inform the student group treasurers of the

calendar of events, the required content of the student group budget proposals, the Expenditure Guidelines, bookkeeping and auditing requirements, and penalties for noncompliance with budget requirements

Section 5.04 Allocations

a) Factors to Consider in Allocating Funds

- i. Compliance with the Expenditure Guidelines;
- ii. The student group's fiscal responsibility, as evidenced by the presentation of a reasonable budget, spending in compliance with previous budgets (in both amount and manner), compliance with bookkeeping and auditing requirements (including attending mandatory treasurer training), and other relevant factors;
- iii. The history of the student group's activities and contributions to the law student body;
 1. The Internal Budget Committee shall focus its attention on the merits of the proposed activities and budget rather than on historic funding levels;
- iv. The student group's purpose, objectives, and specific plans for the current academic year;
 1. The Internal Budget Committee shall favor events that benefit the entire law student body;
- v. The student group's current balances in all non-SBA accounts, and projected outside funding for the current year;
- vi. The number of active members;
- vii. The willingness and/or ability of the group to contribute to the student group's financing through fundraising or the collection of dues; and
- viii. Other relevant factors (e.g., travel, speakers, and food) if done so consistently.

b) Significant Changes to a Student Group's Budget Allocation

- i. An allocation proposed by the Internal Budget Committee, which, as compared to the immediately preceding year, has the effect of either:
 1. Increasing a student group's funding by one hundred percent or more; or
 2. Decreasing a student group's funding by fifty percent or more, unless the student group has requested a decrease of fifty percent or more.
- ii. Significant changes to a student group's budget allocation must be approved by

the SBA by a two-thirds majority prior to and independently of the budget as a whole.

c) SBA Travel Fund Allocation

- i. All requests to the Internal Budget and Travel Committee for Travel Funds must include the following information:
 1. Exact amount requested;
 2. Conference or event the funding will be used for;
 3. Cost breakdown of conference attendance per individual;
 4. Students must disclose all efforts to receive funding, and the success of those efforts, including: student group funding, outside organization funding, the Dean's discretionary funding, or any other funding;
 5. Total out-of-pocket costs incurred per individual;
 6. Importance of this particular conference, and its benefit to the greater student body;
 7. Whether or not each individual has attended this conference in previous years;
 8. Whether or not each individual has previously benefited from the use of SBA funds to attend any conference in this or previous academic years;
 9. Whether or not your request complies with SBA Expenditure Guidelines, and if not, why an exception should be made; and
 10. Any other relevant factors included in § 5.04(a).
- ii. The Travel Fund shall not be used to bring outside speakers to the law school.
 1. Student groups may use their general budget allocation to provide a travel stipend for speakers, but may not pay speaking fees or honorariums.

Section 5.05 SBA Reserve Funds

a) General Reserve Fund

- i. The SBA shall withhold seven-and-one-half percent of total available SBA General funds as a General Reserve Fund
- ii. Requests of up to seventy-five dollars (\$75.00) may be approved by a simple majority of the Internal Budget Committee, if the Treasurer determines that the

request is urgent.

- iii. Requests of over seventy-five dollars (\$75.00) must be approved by a simple majority of the SBA General Assembly at an SBA meeting.
 - 1. The student group, or student, making the request must either be present at the SBA meeting or have a representative present on their behalf at the SBA meeting.
 - 2. The student, or the representative, should be prepared to make a short, concise presentation summarizing the information required below in § 5.07(a)(iv).
 - iv. All requests for General Reserve Funds, either to the Internal Budget Committee or to the SBA, must include the following information:
 - 1. Exact amount requested;
 - 2. Event the funding will be used for;
 - 3. Amount of SBA funding received thus far;
 - 4. Why the event was not included in your budget proposal, or why the amount provided was insufficient;
 - 5. Efforts to receive outside funding, and the success of those efforts;
 - 6. Benefit of the event to the entire student body; and
 - 7. Whether or not your request complies with SBA Expenditure Guidelines, and if not, why an exception should be made.
- b) President's Discretionary Fund
- i. The SBA shall withhold no more than one thousand dollars (\$1,000.00) as a President's Discretionary Fund.
 - ii. The President's Discretionary Fund shall be used for any SBA administrative expenses, and other immediate needs, as determined by the President.
 - iii. Any expense of more than seventy-five dollars (\$75.00) from the President's discretionary fund account must be approved by a simple majority of the SBA members at an SBA meeting.
- c) SBA Law Student Diversity Action Committee (LSDAC) Fund
- i. The SBA shall withhold four percent of total SBA funds for funding of the LSDAC.

- ii. The funds for LSDAC shall be used to promote the mission of LSDAC, including for the planning of events to promote and foster diversity at Lewis & Clark.
- iii. Any expenses of more than seventy-five dollars (\$75.00) from the LSDAC Fund account must be approved by a simple majority of the SBA members at an SBA meeting.

Section 5.06 Budgetary Guidelines Regarding Student Events Planned through the Student Life Committee

- a) Except as otherwise provided, expenditures and ticket pricing for events sponsored by SBA must be approved through the following guidelines before payment is made, or a contract is entered into:
 - i. The Internal Budget Committee will review a detailed request for SBA general funds and vote whether to approve. The request shall include the following information:
 - 1. The amount being requested;
 - 2. What the amount requested is for (including a breakdown of what is being spent as an up-front cost (i.e., deposits); and
 - 3. If the expenditure is subject to a contract with a business, what the provisions of the contract are (including clauses for incidentals, service fees, etc.).
 - ii. Following a vote by the Internal Budget Committee, the expenditure request will go to a full vote in front of the SBA General Assembly.
- b) These rules are not subject to amounts that do not exceed one hundred dollars (\$100.00), provided the SBA General Assembly has approved forgoing these rules.
- c) Failure to comply with these guidelines will result in zero liability for the SBA for funds spent, unless the SBA General Assembly votes, notwithstanding the failure to comply, to approve the funds spent.
 - i. Noncompliance: Noncompliance with these guidelines includes:
 - 1. Failure to approve the expenditures through a vote of the Internal Budget Committee, prior to payment or contracting;
 - 2. Failure to approve expenditures through a vote of the SBA, prior to payment of contracting; or

3. Unilateral changes to requests, subsequent to their approval by the Internal Budget Committee and SBA, without further approval by the Internal Budget Committee and SBA.
- ii. Zero Liability: Costs incurred beyond the approved requests will be the responsibility of the student who incurred such expenditures, absent retroactive approval by the SBA General Assembly.

Section 5.07 Bookkeeping and Student Group Audits

a) Bookkeeping Requirement

- i. The treasurer of each student group shall keep copies of receipts for each expense made, and maintain a balance sheet detailing each expenditure.
- ii. The balance sheet kept by the student group treasurers must be in compliance with any requirements or forms provided by the Treasurer.
- iii. Upon request by the Internal Budget Committee, the treasurer of a student group shall produce its current balance sheet and supporting receipts.
- iv. Failure to comply with the bookkeeping requirements of this subsection shall result in freezing the SBA funds held by the delinquent student group. The Internal Budget Committee shall release the funds when the student group demonstrates subsequent compliance.

b) Expense Reimbursements

- i. The Treasurer shall maintain a set deadline during the week for student group treasurers to submit their receipts and reimbursement requests.
- ii. All reimbursement requests must include the necessary information described on the form, the original receipt, and one photocopy of the receipt for each student group included in the reimbursement.
- iii. Any reimbursement request not in compliance with requirements these will be returned to the student group.
- iv. The Treasurer shall sign or initial all reimbursement requests in compliance with requirements, before presenting these items to the Business Services Office for reimbursement.

c) Student Group Information

- i. Spreadsheets for each student group itemizing that group's phone, mail, and

copying expenditures will be available by request to student group treasurers in the Business Services Office after the twentieth day of every month.

- ii. Student group treasurers will be responsible for obtaining this information if the student group desires it.

Section 5.08 Audit

- a) Each student group must submit its SBA Form balance sheet to the Treasurer by the second Friday of spring semester, and again by the last day of spring semester classes.
- b) January 31st Audit
 - i. Each student group treasurer must submit by the second Friday of spring semester:
 - 1. A copy of their SBA Form balance sheet.
 - ii. Each student group treasurer may also submit:
 - 1. An explanation of any discrepancy between their actual expenses and their budget proposal; and
 - 2. Any request for additional funding.
 - iii. The treasurer will audit each student group according to these audit materials.
 - iv. The Treasurer must share the information from the audit with the Internal Budget Committee.

Article VI. SBA PROCEDURES

Section 6.01 Quorum

- a) A quorum shall consist of at least fifty-one percent of the elected representatives of the SBA. A quorum is a majority of all SBA members.

Section 6.02 Proxy Votes

- a) Members may vote by proxy under the following conditions:
 - i. An absent member has authorized another member to vote on behalf of the absent member; and
 - ii. Prior to the meeting in question, the absent member has acquired consent from a fellow member to act as a proxy and obtained a written authorization for the member that contains the absent member's vote for each issue before SBA

- iii. The proxy must notify the President and Secretary of the proxy vote prior to or upon arrival to the meeting, or, if the absent member has been in attendance at the meeting, the absent member must leave the meeting or must temporarily leave the room.
- iv. Proxy does not count towards attendance.

Section 6.03 Motions

- a) Unless otherwise specified, passage of any motion requires a majority of all voting members (in person and by proxy).

Section 6.04 Meeting Access

- a) All meetings of the SBA are open to all Lewis & Clark students. An SBA meeting may be closed to non-SBA-members upon:
 - i. A motion approved by a majority of all voting members, provided that notice of the closed meeting has been communicated to all members, at least 48 hours prior to the meeting, or to a majority of all members.

Section 6.05 Notice of Meeting Agenda and Materials

- a) Students must submit items to be considered on the agenda by the third Sunday of each month to the SBA Secretary.
 - i. For each monthly SBA general assembly meeting, the Agenda and all supplemental materials to be discussed at the general meeting shall be distributed to each SBA member at least 24 hours in advance of the scheduled meeting.

Section 6.06 Voting by Email

- a) Voting by email is allowed on a limited basis, solely for internal committee matters at the discretion of the internal committee head.
- b) The process for voting by email shall be as follows:
 - i. The committee head shall provide at least 72 hours notice to committee members that an email vote will take place and indicate when voting will open.
 - ii. The committee head allows for a minimum of 48 hours, but no more than 72 hours for the vote to take place.
 - iii. The committee head may not amend the proposal after voting has begun without restarting the 48-72 hour voting period.

- iv. Results of the vote will be reported to the SBA Membership no later than 48 hours after voting has closed. Results of any vote by email may be communicated via email.
- c) There shall be no voting by email for matters that are required to be voted on during “open” or “general” meetings as required elsewhere in these Bylaws (e.g. meetings to which the general student body is invited to attend).

Article VII. STUDENT GROUPS

Section 7.01 Student Groups

- a) Law student-related organizations, clubs, and social or recreational groups shall be considered student groups for purposes of this Article. Any student group seeking SBA funds from the SBA must meet each of the following criteria:
 - i. The student group is recognized by the SBA, as set out in § 7.02 of this Article;
 - ii. Student group membership is open to all law students;
 - iii. Non-law-students, such as attorneys or other appropriate professionals, may be members of the board of directors or other executive body of the organization for a student group with legal concerns or goals for whom participation in the legal process is essential to the achievement of the student group’s goals;
 - iv. The student group's policies are formulated and implemented by the student group's members or executive board;
 - v. The disbursement of funds received by the student group, from the SBA, shall be determined by the student group’s executive board, in accordance with the SBA Expenditure Guidelines;
 - vi. The student group shall not use funds for personal gain of any Lewis & Clark students, meaning law, graduate or undergraduate students; and
 - vii. The student group fully complies with the nondiscriminatory policies of Lewis & Clark Law School.

Section 7.02 Recognition of a Student Group

- a) A student group that wishes to be recognized by the SBA must notify the President of its desire to be recognized, and ask the President to add the student group as an agenda item

for the next SBA meeting. At that meeting, the student group shall present its stated goals and objectives. At the close of the presentation, the President will excuse the presenter, who will be notified via e-mail, by the President, of the general assembly's decision.

- b) No student group is eligible for recognition by SBA that does not have an executive board comprised of at least two members. Each of these executive positions for a group must be held by separate individuals.
 - i. An existing student group which does not have a full executive committee of at least two members will be retired as per the provisions of § 7.03 of this Article.
- c) No newly formed student group will be eligible for funding in the same semester that it is recognized. Student groups that petition for funding will become eligible for SBA funds in the semester following recognition or 3 months after they are recognized by SBA, whichever is longer.
- d) Any member may make a motion to remove the SBA recognition of any student group. The student group must be given notice of the motion and an opportunity to be heard by the SBA. Following the notice, removal requires a 3/4ths majority vote by all members in attendance.

Section 7.03 Retirement of Student Groups

- a) Any student group that does not have a full executive board at the end of the spring semester will be permanently retired.
 - i. A student group may avoid retirement in the fall semester by filling their executive board and presenting the names of their full executive board to the SBA President by the second Friday of the fall semester.

Section 7.04 Reactivation of a retired Student Group

- a) A student group can be reactivated after retirement by following the procedures outlined in § 7.02 of this Article. A reactivated student group will be subject to the same criteria a newly recognized student group.

Section 7.05 Non-funded Student Groups

- a) A student group which wishes to be recognized by SBA, but does not desire funding may follow the procedures outlined in § 7.02(a) for student group recognition. Non-funded groups can be recognized immediately and are not subject to the board requirements for funded student groups.

- i. Any non-funded student group requesting funding will trigger all the requirements of both Article V and VII for funded student groups including budget submission guidelines, deferred eligibility for funding, and the requirements of a full executive board.

Article VIII. BYLAW AMENDMENTS

Section 8.01 Proposed Amendments

- a) Amendments to these Bylaws may be proposed by the following:
 - i. Any member;
 - ii. The Rules Committee; or
 - iii. An initiative petition as set out in Article II § 2.12.

Section 8.02 Consideration of proposed amendments

- a) Any amendment proposed by either a member or the Rules Committee must be considered by the SBA general body at its next General Assembly Meeting
- b) The proposed amendments shall be sent out with the agenda prior to the general body meeting at which they will be voted on.
 - i. Any member not attending the meeting may place their vote(s) by proxy.
- c) An amendment will be ratified with a simple majority vote of the SBA.
 - i. Any amendment proposed by initiative petition is governed by the provisions contained in Article II of these Bylaws.