

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, members or non-voting members (“member”) are individual members of SBA. The individual members responsibilities are defined in Article III of these bylaws.
 - (i) The executive officers.
 - (ii) Two student representatives to each of the following faculty committees: Academic Enhancement Committee, Admissions Committee, Budget Committee, Curriculum Committee, Diversity Committee, Faculty Committee, Faculty Appointments Committee, Natural Resources Committee.
 - (iii) One student representative to each of the following faculty committees: Accessibility Committee, Information Technology Strategic Advisory Council (ITSAC) and 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 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.
 - (x) One Boley Law Library representative.
 - (xi) The Letter of the Law editor (LOTL).
 - (xii) An American Bar Association/Law Student Division (ABA/LSD) representative.
 - (xiii) The Editor of The Fine Print (TFP).
 - (i) The Online Editor of the The Fine Print (TFP).
- (b) Non-voting Members. The non-voting members of SBA as follows:
 - (i) Any Lewis & Clark law student who serves as Twelfth Circuit Governor for the ABA/LSD, and is not otherwise a member of SBA shall serve as a non-voting member.
 - (ii) Any Lewis & Clark law student who serves as Chairperson, Vice-Chairperson, Vice-Chairperson/SBAs, or Secretary-Treasurer of the 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.

- (b) At the first meeting, the members shall determine the time and location of regular meetings for the remainder of the academic year.
- (c) The Secretary shall send to all SBA members the scheduled meeting dates, times, 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) If a member, non-voting member, or representative (“member” for the purposes of this section) misses two unexcused meetings per year then, at the meeting following the second absence the President shall motion SBA to vote to retain or expel the member on grounds of failing to meet the attendance requirements contained in the by-laws.
- (b) The vote may take place at the subsequent full SBA meeting if time does not permit for the vote to occur in the current meeting. The President will ask the member to step out of the room to allow the members of SBA to discuss and make an anonymous vote by ballot.
 - (i) An excused absence may be procured by giving the Secretary reasonable notice of absence.
 - 1) Approval of an excused absence is at the discretion of the Secretary.
 - (ii) The member has the right to explain the relevant absences and submit a request to remain a member of SBA. Notwithstanding Article I §1.06 of these By-Laws, a simple majority vote of the present SBA members is required in order to retain the member; and
 - (iii) If the member is retained by vote, he or she will automatically be expelled from SBA if he or she misses an additional SBA meeting.

Section 1.05 Internal Committees

- (a) Each representative, except executive officers, shall serve on at least two internal committees in Article IV, unless another provision in these bylaws states otherwise.
- (b) Internal committee chairs are responsible for scheduling committee meetings; and
- (c) Internal committee chairs have discretion over the attendance of their committee members. The committee chair may report inadequate attendance to the Secretary and President.

Section 1.06 Removal from office

- (a) A representative member may be removed for failure to fulfill the required duties of their position upon motion of any SBA representative member.
 - (i) Required duties include, but are not limited to:
 - 1) Internal committee attendance and participation;
 - 2) Meeting attendance; and

- 3) Duties of the elected position.
- (ii) The Vice President of Student Affairs must give the member notice of the motion and an opportunity to be heard before SBA. If the Vice President of Student Affairs is the subject of a motion to remove, the President shall give notice.
- (iii) Removal requires a three-fourths vote by of the members in attendance at the meeting following successful delivery of the notice to the member in question.

Section 1.07 Length of Term

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

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.
- (d) The chair of the Rules Committee must submit pre-election dispute adjudication procedures to the Elections Committee one month prior to the SBA elections.
- (e) A minimum of five members, including the chair of the Rules Committee, shall adjudicate post-election disputes.

Section 2.02 Fall Elections

- (a) Fall Elections are elections of first year pod representatives, transfer student representative, LLM student representative, and any vacated spring elected positions.
 - (i) Elected representatives will serve on SBA for the academic year.
 - (ii) First-year day and evening students shall elect one representative from his or her own pod, each 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 his or herself for a position.
 - (iv) Vacated spring elected positions shall be voted on by a majority SBA vote.
 - (v) Fall elections will take place by the third week of fall semester.

Section 2.03 Fall Election Procedures

- (a) The following timetable 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 circumstances:

- (i) The Elections Committee should make self-nomination forms generally available to the first-year students, transfer students, and the law student body for spring elected vacant positions.
- (ii) The Vice President of Student Affairs should place a binder in the library with 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.
 - 1) The binder should be divided by first-year sections, transfer section, and vacant spring elected positions and candidates should insert self-nomination forms in the appropriate section.
 - 2) Candidates must also email a digital copy of the self-nomination form to the Vice President of Student Affairs.
- (iii) 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.
- (iv) All eligible first-year students and transfer/LLM students may vote for one candidate from their own section.
- (v) All eligible students may vote once per position for the vacant spring elected positions. No cumulative voting shall occur.
- (vi) A student may not run for more than one position.
- (vii) On the second Friday, the Elections Committee will announce the results of the elections.
- (viii) 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. If there is a tie within a section, a run-off election shall be held within seven days.

Section 2.04 Spring Elections

- (a) Spring Elections are elections of executive officers, faculty committee representatives, board representatives, Boley Law Library Representative, TFP Editor, TFP Online Editor, LOTL Editor and ABA/LSD representative. The Vice President of Student Affairs and the Elections Committee have discretion to reasonably amend these guidelines to accommodate circumstances:
 - (i) Self-nominations forms and campaigning will start no earlier than the first Monday of April.
 - (ii) Spring elections will take place the second Monday of April, the law student body shall elect executive officers and representatives, not including first year and transfer representatives.
 - (iii) Only students attending Lewis & Clark Law School for the following fall and spring terms shall be eligible for election.
 - (iv) All positions available for spring election are listed in this section.
 - (v) All enrolled students at Lewis & Clark Law School may vote once per position. No cumulative voting shall occur.

- (vi) A student may not run for more than one position.
- (vii) A student may only nominate his or herself for a position.

Section 2.05 Spring Elections Procedure

- (a) Spring elections for executive officers, faculty committee representatives, board representatives, Boley Law Library Representative, TFP Editor, TFP Online Editor, LOTL Editor and ABA/LSD representative will proceed as follows:
 - (i) Not later than the second week of April, the student body shall elect executive officers, faculty committee representatives, board representatives, Boley Law Library Representative, TFP Editor, TFP Online Editor, LOTL Editor and the ABA/LSD representative to SBA. See Article II §2.02 and §2.03 for first year and transfer/LLM student elections. The SBA-elect shall assume the duties and responsibilities of SBA after the conclusion of the current SBA's term.
 - (ii) Only students that will be attending Lewis & Clark Law School throughout the fall and spring semesters following the elections are eligible for election.
 - (iii) The following positions shall be made available in the spring elections:
 - 1) Executive officers, with one position each as follows: President, Vice President of Programming, Vice President of Student Affairs, Secretary, and Treasurer.
 - 2) Faculty committee representatives with two positions each: Academic Enhancement Committee, Admissions Committee, Budget Committee, Curriculum Committee, Diversity Committee, Faculty Committee, Faculty Appointments Committee, Natural Resources Committee.
 - 3) Faculty committee representatives with one position each: Accessibility Committee, Information Technology Strategic Advisory Council, and Transportation Parking Advisory Committee.
 - 4) Board representatives with two positions: Alumni Association Board of Directors.
 - 5) Board representatives with one position for each: Board of Trustees, Board of Visitors, and Honor Board.
 - 6) One ABA/LSD representative.
 - 7) One evening student representative.
 - 8) One LOTL Editor.
 - 9) One TFP Editor
 - 10) One TFP Online Editor
 - 11) One Boley Law Library representative
 - (iv) By the 2nd 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.
 - (v) The Vice President of Student Affairs shall place a binder, divided by positions, in Boley library with:
 - 1) Information on the duties and responsibilities of all available positions;
 - 2) Any referendum questions in accordance with Article II §2.10 and §2.11, and
 - 3) A copy of the current SBA Bylaws.

- 4) Candidates should insert self-nomination forms in the appropriate section and email a copy of his or her self-nomination form to the Vice President of Student Affairs.
 - a) The Vice President of Student Affairs and Elections Committee have the discretion to place the completed self-nomination forms on the SBA website.
- 5) By the end of the first Friday of April, the nomination book will be closed.
- 6) Campaigning may commence once a self-nomination form is submitted. All campaigning must cease by the prescribed deadline of the Elections Committee.
- 7) Voting should begin within one week of the closing of the nomination book. 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.
- (vi) 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.

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.
- (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 elections 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 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 his or her 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 unsolicited emails 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 By-Laws.
 - (v) No candidate or affiliated campaign personnel shall staff any voting booth.

- (vi) If an online election is held, candidates are prohibited from campaigning within the computer labs during such times or days that votes are accepted.
- (vii) 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 By-Laws, 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 and 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 and with the following requirements:
 - (i) Conduct the runoff election within the first school week following the election; and
 - (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.
 - (i) Any student so appointed shall serve as a non-voting member of SBA, unless the student otherwise possesses voting privileges.
- (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 By-Laws, 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 By-Laws, 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 his or her name.
 - (ii) A complete initiative petition shall be filed by email and hand delivery 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 By-Laws, the full text of the original By-Laws 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 faculty request, or by a petition signed by a number of currently registered Lewis & Clark law students equal to ten percent of the student body, or by resolution of SBA. Each signer of the petition shall both print and sign their name for their signature to be valid.
 - (ii) A complete ballot measure shall be filed by email and hand delivery 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 in a separate binder three weeks before spring elections. Any law student may place a pro or con statement that is signed by all law students who are presenting the statement in the binder. The binder 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 binder and may remove at his or her discretion inappropriate materials.
- (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 By-Laws, 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.
- (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

Section 3.01 Executive Officers

- (a) The executive officers of the SBA consist of the President, Vice President of Programming, Secretary, Treasurer and Vice President of Student Affairs.

Section 3.02 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.
- (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 Co-Sponsorship Committee and the Board of Trustees.

Section 3.03 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.
- (d) The Vice President of Programming shall be responsible for maintaining the SBA web page.
- (e) The Vice President of Programming is responsible for professor evaluations at the end of each semester. These evaluations are coordinated with the Registrar's office. The Vice President of Programming must contact the Registrar's office to make arrangements for coordinating the evaluations.

Section 3.04 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.

Section 3.05 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 3.06 Office of Vice President of Student Affairs

- (a) The Vice President of Student Affairs shall chair the Elections Committee and the Resources and Allocation Committee.
- (b) The Vice President of Student Affairs is responsible for conducting all SBA elections.
- (c) The Vice President of Student Affairs shall oversee all external committees of SBA.
- (d) By the fourth week of Fall semester, the Vice President of Student Affairs will meet with all newly elected first-year representatives, transfer student representative, LLM student representative, and any other fall elected representatives to explain the details of the positions and these By-Laws.
- (e) The Vice President of Student Affairs will meet with first-year representatives at least once a month throughout the academic year.

Section 3.07 LOTL Editor

- (a) The LOTL Editor will establish and publish editorial policies and production schedules;
- (b) The LOTL Editor will conduct the annual election, including eligibility for open positions; and
- (c) The LOTL Editor will ensure the LOTL is published at least once a semester

Section 3.08 TFP Editor and TFP Online Editor

- (a) Assign articles to TFP committee members for the month;
- (b) Set meeting schedules, reserve conference room;
- (c) Maintain Google Docs folders for all members;
- (d) Troubleshoot problems with Google Accounts (reset passwords, set up accounts for new members);
- (e) Maintain TFP's public website (post new issues, puzzle page solutions, select articles from the issue);
- (f) Distribute written articles to editors; determine length requirements, review and approve editor changes;
- (g) Participate in layout process: edit articles for space and content, decide front page stories, determine which articles, if any, must be cut out;
- (h) Write the monthly "letter from the editor" column;
- (i) Maintain the budget and manage costs;
- (j) Purchase necessary content (puzzles, pictures);
- (k) Collate calendar or assign task to another member of TFP;
- (l) Meet with people to ensure funding;
- (m) Reach out to SBA members at meetings for new stories;
- (n) Send each monthly issue to the printer, pick up, and distribute around campus;
- (o) The TFP Editor will conduct the annual election, including eligibility for open positions; and
- (p) Complete monthly articles, editing, and layout as needed.

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 is 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 3.11 Accessibility Committee

- (a) One elected SBA officer shall serve on the Accessibility Committee.
- (b) Committee on Accessibility serves as an advocate body for all members of the Lewis & Clark community who face obstacles related to accessibility, the committee liaisons with Facilities Services, Student Support Services, and Human Resources to ensure both proactive and reactive attention to accessibility issues.
- (c) The Committee on Accessibility is comprised of students, faculty, and staff representatives and will meet monthly to monitor the Institution's progress on accessibility.
- (d) This committee, if possible, will be chaired by the campus Section 504 Officer (Director of Student Support Services) and our ADA Compliance Officer* (Assistant Vice President of Programming or Director of Human Resources).
- (e) The Committee on Accessibility will identify and focus their efforts every year on 2-3 recommendations from the President's Task Force on Accessibility, as well as emerging topics related to enrollment, facilities, curricula, and campus climate.
- (f) The efforts of the committee will be represented in a yearly report, authored by select members of the committee and presented to the greater LC community.

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 through 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 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 responsible 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 American Bar Association (ABA) / Law Student Division (LSD) Representative

- (a) One elected SBA officer shall serve as the ABA/LSD representative.
- (b) The ABA/LSD representative 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; Implementing ABA/LSD programs and competitions at the local level;
 - (iv) Representing Lewis & Clark at Twelfth Circuit regional meetings and at the ABA/LSD annual convention; and
 - (v) Attending all SBA meetings and reporting periodically to SBA concerning ABA/LSD programs and activities.

- (c) If a Lewis & Clark law student serves as Twelfth Circuit Governor for the ABA/LSD, that student shall serve as an ex officio representative of SBA, unless that student is already a representative of SBA.
- (d) If a Lewis & Clark law student serves as Chairperson, Vice-Chairperson, Vice-Chairperson/SBAs, or Secretary-Treasurer of the ABA/LSD, that student shall serve as an ex officio representative of SBA, unless that student is already a representative of SBA.

Section 3.15 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) It 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.
- (i) Some committees meet at other times of the year.

Section 3.16 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 responsibility as does the board of Trustees.
- (d) The board meets twice a year, hears reports on current issues at the law school – admissions, new curriculum initiatives, and fundraising goals and plans.
- (e) Members of the board assist in admissions recruiting outreach by calling admitted students and hosting and attending receptions for prospective and admitted candidates.

Section 3.17 Budget Committee (External)

- (a) Two elected SBA officers shall serve on the Alumni Association Board of Directors.
- (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 at which the committee determines what programs will be supported at what level, whether the number of faculty will be expanded, what should be the tuition, 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 3.18 Curriculum Committee

- (a) Two elected SBA officers shall serve on the Alumni Association Board of Directors.
- (b) The Curriculum Committee determines the courses for the upcoming academic year, including the next summer's classes.
- (c) The committee reviews proposals for new courses and reviews enrollments to see what courses need additional sections or should be offered less often.
- (d) The 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 3.19 Diversity Committee

- (a) Two elected SBA officers shall serve on the Alumni Association Board of Directors.
- (b) The Diversity Committee seeks to promote diversity throughout the law school among students, staff, and faculty.
- (c) The 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 at the same time it is academically challenging.
- (d) The committee advises other law school committees and administrators and can make recommendations to the full faculty for implementation by the school.
- (e) The committee meets three or four times a semester, depending on the issues it is considering.
- (f) The committee coordinates its efforts with those of the institutional wide committee on diversity, which is described on the Diversity Committee website.

Section 3.20 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 3.21 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 SBA 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 SBA 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 3.22 Faculty Committee

- (a) Two elected SBA officers shall serve on the Faculty Committee.
- (b) Elected SBA officers 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 3.23 First-year Day and Evening Representatives

- (a) First-year day and evening students shall elect one 1L representative from his or her 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 3.24 Honor Board Committee

- (a) One elected SBA officer shall serve on the Honor Board Committee.
- (b) The Honor Board representative serves on any honor committee convened by the dean in the academic year in which the student serves.
- (c) 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.
- (d) Each honor committee is made up of two faculty members appointed by the dean and the SBA student member.
- (e) Details on the procedures of the honor committee can be found on the web in the student handbook, What's What.

Section 3.25 Information Technology Strategic Advisory Council (ITSAC)

- (a) One elected SBA officer shall serve on ITSAC.
- (b) ITSAC provides advice and guidance to the Chief Technology officer and the Executive Council regarding strategic directions and issues in the areas of information and instructional technologies for the institution.
- (c) Responsibilities include identification, investigation, discussion and recommendation for strategic initiatives for the institution; serve as a bidirectional communication channel with the various constituents (faculty, staff, students, alumni, etc.) about strategic issues; engage the community in participatory decision making for technology initiatives; review and recommend institutional information technology policies; and prioritize IT projects for budget planning and human resource allocation.
- (d) The membership of ITSAC consists of the Chief Technology Officer, Provost and Vice President of Programming, Vice President of Programming for Finance, the Deans (or designate) of the three schools, the heads of both the Boley Law Library and the Watzek Library and a student representative from each school.
- (e) ITSAC meets two to three times a semester.

Section 3.26 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 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 happy hours, hikes, or just arranging a general meeting time to discuss important matters.
- (e) Overall the role of the Transfer Rep is to make sure that all of the transfer students have a network of peers that they can turn to just like the 1L's can turn to their classmates in their pods.

Section 3.27 Natural Resources Committee

- (a) The 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 committee 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 committee 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 committee works on sustainability issues for the law school.

- (e) The committee 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 committee 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 NR Committee meetings, as well as any sustainability meetings.
 - (i) The sustainability requirement will be in lieu of one internal committee responsibility.
- (ii) Additionally, NR Reps 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 3.28 Transfer Student Representative

- (a) One elected SBA officer shall serve as the Transfer Student Representative.
- (b) The Transfer Representative's duty is to make sure that all transfer students have access to network of peers on the Lewis & Clark Law School campus.
- (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 happy hours, hikes, or just arranging a general meeting time to discuss important matters.
- (e) Overall the role of the Transfer Rep is to make sure that all of the transfer students have a network of peers that they can turn to just like the 1L's can turn to their classmates in their pods.

Section 3.29 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 committee focuses on coordinating alternatives to single-occupant autos and providing access to efficient and effective transportation and parking services.
- (d) The 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 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 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) Attendance at internal committee meetings is mandatory. The chair of each internal committee shall report to the Secretary if a member has two unexcused absences per semester. The chair of the internal committee has the discretion to grant an excused absence to a committee member. 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 Co-Sponsorship Committee

- (a) Shall consist of no fewer than five SBA members and shall be chaired by the President.
- (b) The Co-Sponsorship Committee is in charge of organizing joint events and activities with other student organization, both at Lewis & Clark Law School, Lewis & Clark Undergraduate and Graduate campuses.
- (c) The Co-Sponsorship Committee also acts as a network between other student groups, helping to increase co-operation between the various student groups of the campus. To these ends, the Co-Sponsorship Committee helps students and student organizations to find helpful resources needed for their events.
- (d) The Co-Sponsorship Committee helps to channel the passion of the Lewis & Clark law student body into meaningful community service projects.

Section 4.04 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 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 a 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 4.05 The Internal Budget 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 By-Laws.

Section 4.06 The Letter of the Law Committee

- (a) Shall be responsible for assembling, publishing, and distributing each edition of the LOTL, which must be published at least once each fall and spring semester.
- (b) The committee shall consist of no fewer than four students, from SBA or the general law student body, including the Letter of the Law (LOTL) Editor.

Section 4.07 The Resources & Allocation Committee

- (a) Shall consist of no fewer than five SBA members and shall be chaired by the Vice President of Programming.
- (b) The committee administers the space, supplies, and businesses of the SBA.
 - (i) The committee operates the SBA website, Clarks List, and the Student outlines archive and buyback program.
 - (ii) The committee runs the SBA Student store; helps to design and create resources of value to the student body, such as study materials, merchandise, and clothing.
 - (iii) The committee is in charge of scheduling the use of the SBA conference room by student groups, as well as controlling the advertising and notices on the physical bulletin boards of campus.
- (c) The committee, in conjunction with the Registrar's office, also administers faculty evaluations.

Section 4.08 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 By-Laws prior to presentation at the next SBA meeting.
 - (i) Amendments must be approved according to Article VII §7.02.
- (d) The Rules Committee shall adjudicate any elections disputes.
- (e) The Rules Committee must review these By-Laws and correct inaccuracies, internal inconsistencies, typographical errors, and propose amendments to SBA.

- (i) The review must take place during the first half of each fall semester. Any revisions or updates must be approved by a simple majority of the SBA in order to become effective.

Section 4.09 The SBA Newsletter Committee: The Fine Print

- (a) Shall consist of no fewer than five SBA members, and any additional members from the general law student-body.
- (b) The TFP Editor shall chair the SBA Newsletter Committee (TFP).
- (c) The SBA Newsletter Committee is responsible for arranging the publication of The Fine Print, the monthly SBA Newsletter, and The Fine Print Online, which broadcasts the latest activities, hot topics, and events on the law school campus.
- (d) The goals of the Committee are to keep students informed of key changes to campus policies and procedures, to notify students of the latest SBA-sponsored and student group events and to provide students with opportunities to voice their opinions.

Section 4.10 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.

Article V. BUDGET

Section 5.01 SBA Funding

- (a) 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.

Section 5.02 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 Article VI §6.05;
 - (ii) Student group membership is open to all law students, and to non-law-students who contribute to the achievement of the group's stated goals and objectives;
 - (iii) The student group leaders are to be selected by the law student body or other voting members of the individual student group;
 - (iv) Any law student member of the student group may run for office. 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;

- (v) The student group's policies are formulated and implemented by the student group's members or a board of directors elected by the student group;
- (vi) The disbursement of funds received by the student group, from the SBA, is determined by the student group's law student members or a board of directors elected by the student group;
- (vii) The student group shall not use funds for personal gain of any Lewis & Clark students, meaning law, graduate or undergraduate students, or for reimbursement of salary except as a supervised position consistent with the group's stated goals and objectives; and
- (viii) The student group fully complies with the nondiscriminatory policies of Lewis & Clark Law School.

Section 5.03 Student Group Funding

- (a) The SBA may allocate funds to student groups, and any student group that fails to comply with the criteria in above §5.02 of this Article will be frozen until the student group satisfies the requirements contained in §5.02.
- (b) The Internal Budget Committee has the power to determine if the student group is in compliance with these By-Laws or Internal Budget Committee Rules.

Section 5.04 Budget and Funding Procedures

- (a) The Treasurer must direct the budget process as follows:
 - (i) Create a posting containing general notices regarding student group funding and a calendar of events for the budget process as it is set out in this provision, and it must be posted no later than the second school day of fall semester; and
 - (ii) Solicit each student group individually for the contact information for its president and treasurer.
- (b) By the end of the second week of classes, the Treasurer shall hold at least one day and one evening mandatory training meeting with the treasurers of each student group seeking funds.
 - (i) At these meetings, the Treasurer shall inform the student groups' treasurers of the budget process, including the required content of student group budget requests, the Internal Budget Committee's funding criteria, student group's bookkeeping and auditing requirements, and information regarding penalties for noncompliance with budget requirements.
 - (ii) The Treasurer shall request that the Budget Manager of the law school be present at this meeting for the purpose of introduction to all student group treasurers.
 - (iii) If a student group treasure fails to attend one of these mandatory meetings then the student group will no longer be qualified to seek funds for the remainder of the current academic year.
- (c) Not later than the third Tuesday of fall semester, any student group seeking SBA funds shall submit its budget request to the Treasurer.

- (d) Not later than the third Friday of fall semester, the Internal Budget Committee shall conduct open hearings at which a representative of each student group may present the group's budget request. The purpose of these hearings shall be for the Internal Budget Committee to clarify any issues regarding budget proposals and for student group representatives to explain the student group's budget requests in further detail. Receipt of funds shall not be contingent upon attending an open hearing.
- (e) Not later than the fourth Monday of fall semester, the Internal Budget Committee shall meet in a closed-door session. The Internal Budget Committee shall formulate a draft budget considering the factors set out in Paragraph E of this Article. Immediately thereafter, the Treasurer shall post the draft budget and distribute copies to the student body.
 - (i) In formulating the budget, the Committee shall endeavor to operate by consensus.
 - (ii) To encourage impartiality and an open budgetary discussion, when the Committee considers the budget of any group in which a Committee member is substantially involved, that member shall recuse him or herself from the discussion and shall not be present for the closed-door discussion of the budget's merits.
- (f) Not later than the fourth Wednesday of fall semester, the Treasurer shall present the proposed budget to the full SBA, along with the recommendations of the Internal Budget Committee. After discussion, the SBA shall vote on the recommendations, and all decisions will be final.

Section 5.05 Allocations

- (a) An allocation proposed by the Internal Budget Committee which has, as compared to the immediately preceding year, the effect of:
 - (i) Increasing a student group's funding by one hundred percent or more; or
 - (ii) Decreasing a student group's funding by fifty percent or more, unless the student group has requested a decrease of fifty percent or more, must be approved by SBA by a two-thirds majority prior to and independently of the budget as a whole.
 - (iii) The budget as a whole must be approved by a simple majority and may be amended on the floor to reflect any surplus or deficit resulting from the disapproval of an allocation as described in this Article.
- (b) The Internal Budget Committee will take the following into consideration when allocating funds among the various student groups:
 - (i) 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, and other relevant factors;
 - (ii) The history of the student group's activities and contributions to the law student body. The Committee shall focus its attention on the merits of the proposed activities and budget rather than on historic funding levels;
 - (iii) The student group's purpose, objectives, and specific plans for the current academic year. The Committee shall favor events that benefit the entire law student body;

- (iv) The student group's current balances in all non-SBA accounts, and projected outside funding for the current year; and
- (v) The student group's stated funding priorities.
- (vi) When allocating funds among the student groups, the Internal Budget Committee may consider:
 - 1) The number of active members;
 - 2) The willingness and/or ability of the group to contribute to the student group's financing through fund-raising or the collection of dues;
 - 3) The student group's funding levels in previous years; and
 - 4) Other relevant factors (e.g., travel, speakers, and food) if done so consistently.

Section 5.06 SBA Operating Fund

- (a) SBA shall withhold seven-and-one-half percent of total available SBA funds as a Reserve Fund. Monies from the Reserve Fund may be released when:
 - (i) The Treasurer presents a Reserve Fund request at an SBA meeting and the request receives the majority approval of the members in attendance; or
 - (ii) The Reserve Fund request does not exceed seventy-five dollars (\$75.00), the Treasurer determines that the request is urgent, and the request receives the approval of the Internal Budget Committee.
- (b) SBA shall withhold no more than two-and-one-half percent of the total available SBA funds as a President's Discretionary Fund, to be used for any SBA administrative expenses and other immediate needs, as determined by the President. Except in cases of financial emergency, any expense of more than seventy-five dollars (\$75.00) from the President's discretionary fund account shall be voted on by SBA.
- (c) Any funds allocated to student groups and unused at the end of the school year will be reallocated to the Reserve Fund.

Section 5.07 Fund Reallocation

- (a) Each student group must submit a balance sheet to the Treasurer by January 31st.
- (b) The treasurer will audit each student group according to the submitted balance sheet, and the Treasurer must share the information from the audit with the Internal Budget Committee. Then the Committee may determine if funds must be reallocated between the various student groups, if so, the committee must achieve a supermajority vote to proceed with reallocation.
 - (i) A meeting should be held in the event of a reallocation, and it should take place no later than one week after all student groups have submitted balance sheets. Any reallocations must be disseminated to the law student body no later than one day after the reallocation meeting.
- 1) Any reallocation of funds must be reached by consensus of the internal budget committee.

- 2) Reallocation meetings must be held behind closed doors.
- 3) When reallocating funds between student groups, the Internal Budget Committee shall consider:
 - a) The groups fiscal responsibility, as evidenced by spending in accordance with the proposed budget;
 - b) Surplus or deficits in student group accounts compared to proposed budget;
 - c) Additional events and activities conducted in the fall semester, or planned for spring semester that were not included in the group's original budget proposal; or
 - d) The criteria in Article V §5.05(a)(i).
- 4) When reallocating funds between student groups, the Internal Budget Committee may consider:
 - a) Any increase or decrease in membership;
 - b) Successful fundraising; or
 - c) The criteria contained in Article V §5.05(a)(i) and (ii).

Section 5.08 Bookkeeping and Student Group Audits

- (a) The treasurer of each student group shall keep copies of receipts and maintain balance sheets detailing the dates, amounts, and nature of each expenditure.
- (b) The Treasurer shall sign or initial all receipts before presenting these items to the Budget Manager for reimbursement. The Treasurer shall maintain a set time during the week for student group treasurers to present their receipts.
- (c) 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. Student group treasurers will be responsible for obtaining this information if the student group desires it.
- (d) Each year, the treasurer of each student group must submit a copy of the group's balance sheets to the Treasurer by January 31st and again by the last day of spring semester classes.
- (e) Upon request by the Internal Budget Committee, the treasurer of a student group shall produce its current balance sheets and supporting receipts.
- (f) Failure to comply with the bookkeeping and auditing 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.

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 is 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 must acquire consent from a fellow member to act as a proxy and obtain 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 the absent member has been in attendance at the meeting and 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. A SBA meeting may be closed to non-SBA-members upon:
 - (i) A motion approve by a majority of all voting members, provided that notice of the closed meeting has been communicated to all members, at least forty-eight hours prior to the meeting, or to a majority of all members.

Section 6.05 Obtaining SBA Recognition of a Student Group

- (a) A student group that wishes to be recognized 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 ask the presenter to step out of the room to allow the members of SBA to discuss and vote to either grant recognition or deny recognition to the student group.
- (b) 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 three-fourths majority vote by all members in attendance.

Article VII. BYLAW AMENDMENTS

Section 7.01 Proposed Amendments

- (a) Amendments to these By-Laws 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 7.02 Consideration of proposed amendments

- (a) Any amendment proposed by either a member or the Rules Committee must be considered by the members of SBA:
 - (i) within forty-eight hours after receiving notice of the proposed amendment(s) to the by-laws; or
 - (ii) at the next SBA general body meeting.
- (b) An amendment will be ratified with a simple majority vote of the SBA.
- (c) Any amendment proposed by initiative petition is governed by the provisions contained in Article II of these By-Laws.