



**The Bylaws Of The Student Bar Association**  
**Syracuse University College Of Law**

## **ARTICLE I. THE LEGISLATIVE BRANCH**

1. Senate meetings shall be conducted in the following manner:
  - a. The Senate shall meet no less than once every three weeks;
  - b. Senate meetings will be conducted in accordance with the Senate Constitution and these Bylaws;
  - c. A quorum, defined as fifty percent plus one of the voting members of the Senate, is required for all Senate meetings;
  - d. The SBA Vice President shall establish a meeting schedule for the Senate within the first four weeks of school; and
  - e. Special or Emergency meetings shall be called at the discretion of the SBA President or SBA Vice President.
  
2. Senators
  - a. Class Senators, in conjunction with the SBA Vice President and Class officers, shall comprise “The Senate.”
    - i. It is the responsibility of all members of the Senate to fulfill their duties as outlined in the Constitution and Bylaws.
    - ii. Class Senators shall comply with all applicable attendance policies.
    - iii. Violation of Senate and Class attendance policies shall be addressed following the procedures set forth in the Senate Constitution and these Bylaws.
    - iv. Class Senators must be an active member of at least one Senate Committee.
    - v. Class Senators shall assist in the coordination and organization of all Senate and class events.
    - vi. Class Senators shall assist in the coordination and organization of all Senate and class fundraisers.
    - vii. Class Senators shall perform other duties as specified within the Senate Constitution and these Bylaws.
    - viii. Class Senators shall fulfill any and all duties that may be necessary and proper for the administration of their class.
  
3. Senate Committees
  - a. Budget and Allocations:
    - i. The Committee shall:
      1. Be chaired by the SBA Treasurer;
      2. Be responsible for receiving all funding requests through the Contingency Fund; and
      3. Make recommendations to the full Senate on funding requests.

- b. Diversity Affairs:
    - i. The Committee shall:
      - 1. Coordinate and assist with cultural and diversity programming of Senate recognized organizations; and
      - 2. Coordinate and assist in providing programming on diversity issues and assist with an annual “Diversity Day,” a programming effort to promote diversity.
    - ii. The Chair of this committee will be appointed by the Vice-President from current SBA members and approved by a majority of the Senate.
  - c. Senate Affairs:
    - i. The Committee shall:
      - 1. Review and make recommendations to the Senate on all proposed Constitution and Bylaw changes;
      - 2. Include the Parliamentarian as a de facto member; and
      - 3. Perform other duties as assigned by the Vice President.
    - ii. The Chair of this committee will be appointed by the Vice-President from current SBA members and approved by a majority of the Senate.
  - d. Ad Hoc Committees: If special problems arise in the normal course of Senate business, such problems may be referred to Ad Hoc Committees. The SBA Vice President shall create and appoint Senate Members to such committees and the Senate shall designate the duration and power of such committees, but in no case shall an Ad Hoc Committee exist longer than one year or be empowered to perform acts which the Senate itself could not perform.
4. Senate Pro Tempore
- a. The Senate shall elect a Senate Pro Tempore by a majority vote to provide for the Senate in the Vice President’s absence.
5. Senate Parliamentarian
- a. The Parliamentarian shall be nominated and with the approval of majority of the Executive Board, appointed by the SBA Vice President within the first two meetings of the newly elected Senate.
  - b. The Parliamentarian shall ensure that meetings are held in conformity with Robert’s Rules of Order to the fullest extent possible.
  - c. The Parliamentarian shall ensure that meetings are held in an orderly fashion.
  - d. In the event that the Parliamentarian is unable to fulfill his duties, the SBA President will designate a temporary replacement.
6. Off-Campus Externships. An SBA Member shall be exempted from the SBA attendance requirements if:

- a. the member actually participates in the off-campus externship program;
- b. the member discloses the possible participation in the externship program in their candidacy materials; and
- c. the disclosure is recorded on the ballot used in the election.

## ARTICLE II. THE EXECUTIVE BRANCH

### 1. The SBA President shall:

- a. Establish a cabinet composed of the following members selected only from elected SBA members, with the exception of the Pro Bono and Community Service Secretary who need not be a member of the SBA, hereafter referred to as Secretaries, who shall provide end of semester reports to the Senate:

- i. The Communications Secretary shall:

1. Distribute an agenda for all Senate meetings at least 24 hours prior to such meetings;
    2. Record all Senate meetings;
    3. Distribute, no later than 72 hours after a Senate meeting, the corresponding minutes to the Student Body;
    4. Record all Senate meeting minutes, which shall include:
      - a. Attendance;
      - b. Roll call votes; and
      - c. Synopsis of debate and discussion;
    5. Supervise quorum requirements;
    6. Maintain a record of all excused and unexcused absences;
    7. Maintain the Senate bulletin board;
    8. Post a rolling calendar of current events and functions of the Senate;
    9. Reserve all dates and meeting space for general Senate functions;
    10. Be responsible for maintaining a current list of all student organizations that have complied with all recognition and registration procedures;
    11. Administer the Posting Policy; and
    12. Administer the Law Social Policy.

- ii. The University Affairs Secretary shall:

1. Represent, solicit, and report on student concerns in regard to the facilities and services provided at the College of Law;
    2. Implement all Senate programs dealing with improvements to the law school, its facilities, and student academic life;
    3. Ensure dialogue between the College of Law and the Syracuse University at-large in order to represent the College of Law concerns related to other graduate schools and undergraduate community; and
    4. Report to the Senate any matters of interest from the University Senate, Student Association or any other relevant organization.

- iii. The Pro Bono and Community Service Secretary shall:

1. Plan and organize Community Service programs and projects throughout the year serving the greater Syracuse area;
  2. Work with the Pro Bono Advisory Board to assist in informing the Student Body of pro bono requirements established by state bar associations; and
  3. Work with Pro Bono Advisory Committee in establishing opportunities to fulfill pro bono requirements established by state bar associations; and
  4. Attend at least one meeting per month.
- iv. The Social Secretary shall:
1. Oversee and implement all social events and programming, not already delegated, sponsored by the SBA; and
  2. Oversee allocation of Student Organization social dates.
  3. Encourage and facilitate cooperation between SBA-recognized organizations;
- v. The Elections Secretary shall:
1. Enforce Article V of the Constitution to ensure proper elections.
- vi. The Career Development and Alumni Affairs Secretary shall:
1. Facilitate a relationship between the SBA and the Career Development and Alumni Affairs Offices in order to encourage programming that meets law students' needs.
- vii. The Sports and Recreation Secretary shall:
1. Call and preside over all meetings of SBA Sports Committee, which shall consist of designated representatives of each sports club within the College of Law that seeks funding from the SBA;
  2. Oversee allocation of all SBA funds appropriated for spots among the sports clubs, in consultation with the SBA Sports Committee, provided that all such allocations may be overridden by a vote of the Senate; and
  3. Implement a process by which sports clubs will select representatives each spring semester for the upcoming school year.
- b. Appoint a Chief-of-Staff, who shall
- i. assist the President in implementing the Constitution, Bylaws, and Student Body Laws;
  - ii. assist the President in any other way as requested; and
  - iii. shall serve at the pleasure of the President.
2. The SBA Vice President shall:
- a. Assume the President's duties and powers in the event that the President is unavailable;

- b. Upon a two-thirds vote of the Senate, issue an expulsion notice to the SBA President for not fulfilling his or her duties upon a two-thirds vote of the Senate;
  - c. Convene and manage all SBA Senate meetings no less than once every three weeks during academic year;
  - d. Appoint a Parliamentarian to ensure Senate compliance with the SBA Constitution and Bylaws; and
  - e. Promptly, within 24 hours, deliver all Bills and Resolutions passed by the Senate to the President for his/her signature or veto.
3. SBA Treasurer shall:
- a. Record and maintain a record of all Senate expenditures and funds raised;
  - b. Submit a written monthly report to the Senate detailing all financial transactions which will be published to the Student Body;
  - c. Approve all Senate expenditures;
  - d. Chair the Budget Committee as outlined in Article III, Section 1 of the Senate Bylaws;
  - e. Be responsible for the distribution and enforcement of the Senate funding procedure;
  - f. Perform other duties as specified within the Senate Constitution and these Bylaws;
  - g. Attend all meetings and events that are necessary to effectively fulfill his/her duties; and
  - h. Fulfill any and all duties that may be necessary and proper for the administration of the College of Law Student Body.
4. The Executive Board
- a. The Executive Board will consist of the:
    - i. SBA President
    - ii. SBA Vice President
    - iii. SBA Treasurer
  - b. The Executive Board shall organize and facilitate a yearly training session for all Senators prior to the beginning of school.
  - c. The Executive Board shall organize and facilitate a training session for all new first year Senate members.
  - d. The Executive Board shall distribute funds in line with these Bylaws.
5. Faculty Committees
- a. The student member positions on Faculty Committees shall be appointed by the President as follows:
    - i. Within the first six weeks of the school year or within one week after a

- vacancy arises, the President shall solicit applications for membership from students.
- ii. The applications shall consist of a letter of intent and resume submission by the applicants.
  - iii. The necessity of interviews will be at the discretion of the President.
  - iv. The nomination of the President shall be approved by a majority vote by the Senate.
- b. Faculty committee appointments shall last for one year and are renewable on an annual basis with the exception of the Academic Integrity Committee.
  - c. An appointment to the Academic Integrity Committee will be a three-year assignment.
  - d. Where possible, each class shall have at least one representative on each committee.
  - e. No student shall serve on more than one Faculty committee.
  - f. Student members of committees may only be removed for cause.
  - g. A two-thirds vote of the Senate shall be necessary to overturn a committee appointment.
  - h. The SBA President shall solicit written reports from the senior student representative of each Faculty Committee.
    - i. Reports shall be solicited at least once each semester.
    - ii. These reports shall be made available to the Senate.
    - iii. Each semester, the senior student committee member may be called upon to make an oral report to the Senate at the discretion of the SBA President.
    - iv. Failure on the part of the student committee member to carry out this requirement shall be cause for removal.



## **ARTICLE III. FISCAL POLICY**

1. Fiscal Year
  - a. The fiscal year of the Senate shall correspond with the fiscal year of the College of Law.
  
2. Preparation of the Annual Executive Budget
  - a. By the second general SBA meeting of the academic year, the SBA President and SBA Treasurer shall prepare a proposed budget for the Senate.
  - b. The proposed Executive Budget will be structured in four parts:
    - i. Funds allocated to the Executive Branch:
      1. Funds allocated to the Executive Branch will cover all operational expenses of the President's Cabinet and each graduating class' annual budget.
      2. The SBA President and the SBA Treasurer must approve any funding used for programming.
      3. Funds allocated to the Executive Board will be for emergency funding of the President's Cabinet and SBA approved organizations.
      4. Funds allocated to the Executive Board will be under the direct control of the President, with the approval of the SBA Treasurer for all expenditures.
    - ii. Funds allocated to each standing committee of the Senate:
      1. Funding allocated to each committee will be done based on prior activities and expenses incurred by the committee.
      2. Allocations will be made under the advisory of each named Committee chair.
    - iii. Funds allocated to SBA Student Organizations:
      1. The Executive budget may include funding for any organization.
      2. The Student Organization funds will be dispersed in accordance with the policies provided for in this article.
    - iv. The contingency fund:
      1. Shall be the equivalent to no less than 20% of the fiscal budget and all funds reclaimed from deactivated student organizations, excluding any carryover funds.
      2. Contingency funds will be dispersed in accordance with the policies as set forth within this article.
  - c. The proposed budget shall not anticipate deficit spending.
  - d. The SBA President and SBA Treasurer shall submit their budget to the SBA Vice President to be placed on the Senate agenda.

- e. The SBA Vice President shall entertain a motion to accept the proposed budget as presented and/or amended.
  - f. Voting on the proposed budget shall be by roll call vote only.
  - g. A two-thirds majority of sitting senators is necessary for the passing of the proposed budget.
  - h. If a budget is not passed within the first four weeks of the fall semester, the most recently approved budget will be the budget for that year.
3. Publication of the Annual Executive Budget
- a. Immediately following the passage of the proposed budget, the SBA Treasurer and Secretary of Communication shall publish the approved Senate budget to the Student Body.
  - b. Once approved, the Senate Budget must be updated to reflect itemization of sources of income and expenses.
  - c. The updated budget does not have to be continually publicized to the Student Body, however upon request a copy of the most recent budget must be made available to any student requesting such information within 10 days of a formal request being made to the SBA Treasurer.
4. Accountability of Student Organizations
- a. All Student organizations must maintain a treasury account with the College of Law via the Office of Student Life.
  - b. All funds raised by, retained by, and allocated to any Student Organization of the College of Law must be deposited in the official account of said organization via the College of Law budget office.
  - c. It is the responsibility of each student organization to maintain their own records independent of those kept by the Office of Student Life and the College of Law budget office.
  - d. It is the responsibility of each student organization to reconcile all accounting of funds with the Office of Student Life each semester.
  - e. All organizational funds, excluding those allocated from the executive budget or contingency funds, which are not used by an organization at the end of the fiscal year, shall be carried over into the next fiscal year for said organization's use.
5. Dispersal of Funds Authorized in the Executive Budget and Pre-Allocation Period
- a. Purpose of the pre-allocation: organizations may request funding from the Executive Budget in order to plan ahead for the upcoming academic year; this does not prohibit additional requests throughout the academic year.
  - b. All funding authorized in the Executive Budget shall be designated into one of the previously mentioned parts of the budget.

- c. The Senate shall line item all funding designated for the Executive Branch in the Budget.
  - i. Upon a passing Senate vote, the SBA President shall make funds available to his/her Cabinet and to the Class Presidents for their use.
- d. All funding designated for Student Organizations shall be line itemed in the Budget.
  - i. By the second general SBA meeting of the fall semester, student organizations and internal SBA entities shall have the right to request funding in the Executive Budget, with the exception of the 1L graduating class who will have the right to request funding until the third meeting.
  - ii. Organizations seeking funding from the Executive Budget must make a formal written request as well as an oral presentation to the SBA President and SBA Treasurer.
    - 1. All written request for contingency funds must comply with the procedures and promulgated by the Senate treasure and must include:
      - a. The name of the requesting organization;
      - b. The name of all student members of the organization participating in the event and/or team;
      - c. A description of the requesting organization;
      - d. The amount of funds being requested;
      - e. The nature of the expense to be covered by said funds; and
      - f. Any history of past request granted to said organization from the previous fiscal year.
  - iii. Organizations should be prepared to answer all questions that relate to any factor which may be considered pertinent to the approval as outlined below.
  - iv. Factors that the SBA President and SBA Treasurer may consider, but are not limited to:
    - 1. Whether any student in the organization will attend the event in an official voting capacity (i.e. delegate, national board member);
    - 2. Whether the organization can demonstrate the benefit to the Student Body from the dispersal of funds;
    - 3. Whether outside funding (co-sponsorships) have been explored and/or disclosed;
    - 4. Fundraising conducted and/or planned by the student organization within the same fiscal year;
    - 5. The size of the organization;
    - 6. The nature of the expense being requested for funding;
    - 7. The accessibility of the event, organization, and/or team to the

- entire Student Body;
8. Past funds dispersed to said organization within the same fiscal year;
  9. Past funds dispersed to said organization from past fiscal years;
  10. Past funds dispersed to other organizations (in comparison as they relate to other factors above) within the same fiscal year; and
  11. Available funds in the contingency fund account.
- v. No organization shall be allotted more than \$2,500 in the Executive Budget.
  - vi. Funding for Student Organizations in the Executive Budget shall not be used to fund regional or national dues.
  - vii. The Executive Budget shall not include funding requests from student organizations wishing to sponsor an intercollegiate moot court team without the certification of the Executive Board of the Moot Court Honor Society.
    1. An intercollegiate moot court team is defined as any team which participates in an intercollegiate moot court competition or mock trial competition.
    2. All other intercollegiate event are not within the realm of Moot Court Honor Society and therefore would not be included within this section.
    3. Certification shall be granted in accordance with the Moot Court Honors Society Bylaws.
  - e. Upon a passing Senate vote, the SBA shall make funds authorized in the Executive Budget available by disbursement with invoice or reimbursement with receipt to the approved organizations in accordance with the College of Law budgetary guidelines and administrative procedures set forth by the Dean of Student Life.
  - f. Organizations who receive funding under the Executive Budget are not barred from requested additional funding from the Senate's Contingency Fund.
  - g. All organizations shall use the funds allocated by the Senate in the Executive Budget Pre-Allocation period for the requested purpose or they shall not be disbursed or reimbursed by the Senate.
6. Dispersal of Contingency Funds by the Senate
    - a. Any senate recognized student organization and internal SBA entity, in good standing, shall have the right to request financial support from the Senate via the contingency fund.
    - b. All requests for Senate contingency funds shall be recommended by the Senate Allocations Committee and voted upon by the members of the senate. Passage

requires a simple majority of Senators present unless it is an internal SBA entity which will require a 3/4 vote.

- i. Any member of the Senate may move to amend any contingency fund request presented to the Senate.
    - ii. The amendment must be approved by a simple majority of Senators present.
    - iii. Discussion and voting on all contingency fund request presented to the Senate will be conducted in an open session that will be automatically initiated upon a motion to discuss following the oral presentation of the requesting organization.
    - iv. Internal SBA entities are required to exhaust any and all alternative funding avenues, which include all SBA Committee and Executive Secretaries, College of Law Administrative Offices, and external sponsorships before presentation to the SBA.
  - c. The discussion will be summarized in the Senate minutes, with notations of individual names, as recorded by the Senate Secretary.
  - d. The results of the vote will be recorded in the Senate minutes.
  - e. All organizations shall use the contingency funds allocated by the Senate for the requested purpose or they shall not be disbursed or reimbursed by the Senate.
  - f. Any expenses incurred by the requesting student organization, in excess of the funds allocated from the Senate, will be the sole responsibility of the requesting student organization.
  - g. The SBA shall make contingency funds available by disbursement with invoice or reimbursement with receipt to the approved organization in accordance with the College of Law budgetary guidelines and administrative procedures set forth by the Dean of Students.
7. Each SBA recognized organization will be pre-allocated \$500.00 for a “food account.” This pre-allocation is to be used by the grantee organization in anyway they deem necessary and will not be subject to SBA review.
  - a. Each organization will have to “Opt-In” to receive a food account.
    - i. The Opt-In form should be signed by the organization president and financial officer.
    - ii. The deadline for the Opt-In will be decided by the SBA Treasure and announced at the Financial Officer Training Fall Semester.
      1. The SBA Treasurer shall pick a deadline date that is before the pre-allocation meeting.
  - b. Each organization shall submit funding requests to use funds in their food account by March 1st of that year (but the event may be after March 1st). If a funding request is not received by March 1st, the organization shall forfeit the remaining balance of their food account to be used for the contingency fund at the SBA’s discretion.

- c. Each organization MUST submit their food account funding requests at least SEVEN days before their planned event.
    - i. The funding request for an organization's food account will be approved by the Budget Committee without approval of the SBA if:
      - 1. The event is open to nonmembers of the requesting organization; and
      - 2. The organization does not request funds to be used for alcoholic beverages; and
      - 3. If the organization has a balance in their food account.; and
      - 4. The funding request was submitted at least SEVEN days before their planned event.
    - ii. The organization cannot use their food account to fund food for any General Body Meeting, even if it's open to nonmembers.
    - iii. If the event description changes, they must inform the SBA treasurer as soon as possible.
8. In the event that a new organization becomes recognized by the SBA, prior to March 1<sup>st</sup>, they will be able to Opt-In for a food account up to \$250.00.
- a. The Opt-In deadline should be no later than the next scheduled SBA meeting after the Senate has approved the organization.
    - i. The Opt-In must be approved by the Senate.
      - a. The SBA Senate will either approve the full \$250.00 or vote on a lesser amount.
      - b. The SBA Senate should factor how much money is available in contingency.
    - b. If approved for a food account, the organization is held to the same rules outlined above.
9. In addition to the \$500, organizations may submit ONE funding request for food and non-alcoholic beverages for one event or one series of events.
- a. Each organization may request additional funding up to \$1500.00 subject to SBA review
  - b. Each organization must submit their additional funding request at least fourteen days before their planned event.
    - i. The organization should look at the SBA meeting dates and ensure that there is an SBA meeting prior to their scheduled event, or else the funding request cannot be heard.
    - ii. The ONE time funding request will only be considered if and only if:
      - 1. The event is open to nonmembers of the requesting organization; and
      - 2. The funding request does not request funds to be used for alcoholic beverages; and

3. The funding request was submitted at least FOURTEEN days before their planned event.
- c. An organization representative must attend and present the additional funding request to the SBA before the SBA will consider it. Each organization will be notified of the date, time and room location where their funding request will be heard.
  - i. Organizational representative will be defined as a member that can speak coherently and completely in regards to the organizations proposal and request. The representative does not have to be an officer of the organization.
- d. Organizations shall not be guaranteed any additional funding.
  - i. The decision of the SBA regarding additional funding shall be final.
- e. The SBA shall consider the following factors when viewing the additional food account request, but are not limited to the following:
  - i. Cost;
  - ii. Type of food requested;
  - iii. Type of beverages requested;
  - iv. Size of the event;
  - v. Persons invited to the event;
  - vi. Previous allocations to requesting organization; and
  - vii. Remaining balance of the contingency fund.
- f. In the event that the organization cancels the event in which they were allocated funds, the organization may submit another onetime funding request.
  - i. The funding request will be treated as a new request and the above guidelines apply.
  - ii. In no event may the organization unilaterally shift funds to cover the cost of a different event.

#### 10. Dispersal of Contingency Funds by the Executive Board

- a. Any Senate recognized student organization, in good standing, shall have the right to request financial support from the Executive Board, via the contingency fund so long as the requesting amount does not exceed \$500.
- b. A majority of Executive Board members must approve the request before dispersal is authorized.
- c. In the event that majority of Executive Board members cannot agree, the request will be brought to the Senate at the next appropriate senate meeting.
- d. The Executive Board may only approve one request under \$500, per organization, per semester.
- e. All organizations shall use the funds approved by the Executive Board for the requested purpose or they shall not be disbursed or reimbursed by the Senate.

- f. Any expenses incurred by the requesting student organization, in excess of the funds allocated from the Executive Board, will be the sole responsibility of the requesting student organization.
- g. The SBA shall make contingency funds available by disbursement with invoice or reimbursement with receipt to the approved organization in accordance with the College of Law budgetary guidelines and administrative procedures set forth by the Dean of Students.
- h. Any dispersal of contingency funds approved by the Executive must be accounted for at the next Senate meeting.
- i. Funding of Conferences
  - i. The SBA will fund up to \$500.00 for registration fees per academic year for students to attend a conference (or two conferences) on behalf of their organization.
    - 1. Where possible, the students attending the conference should represent multiple years (1s, 2Ls, 3Ls or LLM).
      - a. When possible the names of the students should be on the contingency request form
    - 2. The organization is required to provide a link and any other requested information relating too or regarding the conference to SBA
  - ii. *Pending available funds* and Senate approval, the SBA will cover:
    - 1. Registration Fees
    - 2. Travel (transportation to and from the conference city)
      - a. NOTE: The travel cap for all students: \$1,000
    - 3. Lodging – Stay at a reasonable priced hotel
      - a. **Required** to get the conference reduced room rate. In the event that no conference room rate is available, the next cheapest rate available.
      - b. NOTE: The Lodging cap for all students: \$1,000
    - 4. SBA will not fund any food, drinks or additional expenses incurred for any additional travel or conference expenses.
  - iii. Post-Funding: At the conference, all students who receive funding **MUST** attend all required events and as many offerings as possible.
    - 1. Students are required to provide proof that they attended conference events.
      - a. Students are highly encouraged to take photos at the conference (i.e. photos of panelists, brochures, meeting space, business cards)
    - 2. Upon returning to SUCOL after the conference, the organization must hold a meeting subsequent (attended by a SBA Member) to inform the organization what they learned **OR** each member may write a one-page summary of what they learned and how it helped their organization.



- a. The meeting is required within 30 calendar days of the end of the conference or before the last day of classes for the semester the conference is held, whichever is more recent.

#### 11. Dispersal of Secretary Funds

- a. Secretaries may allocate their budget pursuant to Secretary goals and needs as defined but not limited to those responsibilities established within these Bylaws.
- b. Any dispersal of Secretary funds must be approved by the SBA Treasurer.

#### 12. Approving Dispersal of Contingency Funds

- a. Organizations seeking contingency funds from the Senate must make a formal written request as well an oral presentation at the next applicable Senate meeting.
- b. Organizations seeking contingency funds from the Senate must make a formal written request to the SBA Treasurer:
  - i. The SBA Treasurer shall review the organization's proposal, and recommend to the Senate Budget and Allocations Committee, the amount of funding for each request.
  - ii. The Committee shall discuss the Treasurer's recommendation, and vote by committee, on a final amount to recommend to the Senate as a whole.
  - iii. Once the proposal is brought to the floor, any member of the Senate may motion to amend the Committee's recommend amount by simple majority.
- c. The Senate shall not hear funding requests from student organizations wishing to sponsor an intercollegiate moot court team without the certification of the Executive Board of the Moot Court Honor Society.
  - i. An intercollegiate moot court team is defined as any team which participates in an intercollegiate moot court competition or mock trial competition.
  - ii. All other intercollegiate events are not within the realm of Moot Court Honor Society and therefore would not be included within this section.
  - iii. Certification shall be granted in accordance with the Moot Court Honors Society Bylaws.

#### 13. Appeals Process

- a. Proposals that have been rejected by the Moot Court Honor Society can be appealed to the Dean of Student Life if and only if:
  - i. The Intercollegiate Competition Committee of the Moot Court Honor Society fails to schedule a meeting to consider the student organization's proposal or does not vote on an organization's proposal;
  - ii. The Moot Court Honor Society fails to convene the intercollegiate competitions committee to review a student organization's proposal and vote on the proposal within five business days after submission. Proposals

submitted after 3 PM will be considered submitted on the next business day; or

- iii. Moot Court Honor Society has rejected an organization's proposal two times. Organizations that have been denied by the Moot Court Honor Society shall be provided with written notice within three business days detailing the basis for the rejection and shall have the right to meet with the Director(s) of the Intercollegiate Competitions Committee to seek assistance in satisfying the criteria required for certification.
- b. All written request for contingency funds must comply with the procedures and promulgated by the Senate treasure and must include:
  - i. The name of the requesting organization;
  - ii. The name of all student members of the organization participating in the event and/or team;
  - iii. A description of the requesting organization;
  - iv. The amount of funds being requested;
  - v. The nature of the expense to be covered by said funds; and
  - vi. Any history of past request granted to said organization.

14. Organizations should also be prepared to answer all questions that relate to any factor that may be considered for approval as outlined below.

15. Factors that the Senate and/or the Executive may consider, but are not limited to:

- a. Whether any student in the organization will attend the event in an official voting capacity (i.e. delegate, national board member);
- b. Whether the organization can demonstrate the benefit to the Student Body from the dispersal of funds;
- c. Whether outside funding (co-sponsorships) have been explored and/or disclosed;
- d. Fundraising conducted and/or planned by the student organization within the same fiscal year;
- e. The size of the organization;
- f. The nature of the expense being requested for funding;
- g. The accessibility of the event, organization, and/or team to the entire Student Body;
- h. Past funds dispersed to said organization within the same fiscal year;
- i. Past funds dispersed to said organization in past fiscal years;
- j. Past funds dispersed to other organizations (in comparison as they relate to other factors above) within the same fiscal year; and
- k. Available funds in the contingency fund account.

16. Contingency funds will not be used for social events of any kind unless said social event

is sponsored by the Senate Social committee.

17. Contingency funds will not be used to fund regional or national dues.

18. Expenses to be covered by contingency funds will be incurred at the lowest possible cost.

## **ARTICLE IV. STUDENT ORGANIZATIONS**

### **1. Student Organization**

- a. A group may become a Senate Recognized Organization by majority vote of the Senate. Any group is eligible to become a Senate Recognized Organization. The group seeking Senate Recognition must provide the Secretary of Communications with a completed copy of the Student Organization Registration Form from the Office of Student Life before they will be allowed to come before the Senate. In the event that the form is unavailable or obsolete, the group seeking recognition shall provide the SBA Secretary with a copy of the organization's Constitution, Bylaws, Statement of Purpose, and a membership list in advance of the Senate meeting which the group seeks registration.
- b. Senate Recognized Organizations shall submit to the Office of Student Life a list of the organization's officers, a list of the previous year's organizational meetings and activities, and any other information requested of a group. Failure to provide this information in a timely manner may result in the organization being deemed "inactive", and the group's funds subject to reclamation by the Senate.
- c. Senate Recognized Organizations that request and receive any Senate contingency funds for an organizational activity must submit to the SBA Treasurer, within 30 days after the completion of the event, a report that details what the money was actually spent for, how it was spent, and a description of the activity. Failure to comply with this rule will affect future Senate funding of the organization.

### **2. Organizational Rules**

- a. Senate Recognized Organizations must abide by all University and College of Law rules, as well as the Senate Constitution and Bylaws.

### **3. Recognition Withdrawal**

- a. The Senate shall have the power to withdraw recognition of a Senate Recognized Organization if the organization has been inactive for a period of more than two years or if the organization has violated the above mentioned rules, constitutional policies and/or fails to hold at least three organizational meetings per semester. Notice of intent to withdraw recognition of an organization shall be made to the entire College of Law community via listserv no less than two weeks before the senate meeting where the issue is to be discussed. Any student who wishes to speak on behalf of the organization will have an opportunity to be heard at that Senate meeting. Any determination of the Senate to withdraw recognition of an organization may be appealed to the Judicial Board and its members. In the event of recognition withdrawal, all of the organization's funds, including any and all funds obtained through fundraising, shall revert to the Senate Contingency Fund.

## ARTICLE V. POSTING POLICY

1. This policy will govern the posting of any fliers and/or handbills within the Syracuse College of Law (SUCOL) on any student bulletin board. The provisions of this policy apply to any entity, individual, and organization who attempts to publicize their event within the College of Law. Any student organization recognized by the Senate and/or The Office of Student Life and any organization classified as a Publication/Moot Court Honor society may post fliers and/or handbills within the college of law.
2. Individual students and/or student organizations may post a maximum of ten (10) fliers and/or handbills per event in the college of law.
3. The subject of these advertisements is limited to announcing an event that is being sponsored by any SUCOL organization or student. All posted advertisements must comply with the SUCOL Alcohol Policy. All posted fliers and/or bills must be taken down within five (5) days of the date of the advertised event.
4. All fliers and/or handbills posted must be approved by a member of the Senate Executive Board prior to posting.
5. Individual students and/or student organizations are restricted from posting fliers and/or handbills any place other than the identified bulletin boards and plastic sleeves located throughout the college of law.
6. Each individual student organization will be allotted space in or around the student lounge/cafeteria space located on the second floor. The allotments will be organized in alphabetical order by organizational name. Fliers and/or bills posted in these spaces are subject to approval by the Senate Executive Board. Fliers and/or handbills posted in the allotted individual organizational space do not count as one of the ten permitted fliers and/or handbills to be posted within the college of law.
7. All commercial and/or solicitation advertisements are prohibited from appearing on any bulletin board or posting space designated for college of law use.
  - a. The following organizations are exempted from the preceding paragraph of the policy:
    - i. BarBri
    - ii. PMBR (Kaplan)
    - iii. Themis
    - iv. Pieper
    - v. WestLaw

8. Space will be allocated for such advertisements within the college of law. The allocated space will be explicitly designated as a “Non-College of Law Postings” site.
9. Any member of the SBA Executive Board is authorized to remove any posting in violation of this policy without notice to the author. Ultimate interpretation of this policy will be left to the discretion of the SBA President.
10. The SBA President shall have the power to impose any sanction deemed appropriate upon student organizations that fail to comply with the above policies.

## ARTICLE VI. LISTSERV POLICY

1. This policy will govern the SULAW Listserv. The provisions of this policy apply to anyone attempting to utilize the SULAW Listserv. The SULAW Listserv may be used by any Dean of the law school, any student organization recognized by the Student Senate and/or The College of Law Office of Student Life and any organization classified as a Publication/Moot Court Honor Society. Senate sponsored events shall be exempt from this policy.
2. The Listserv will be utilized primarily for two purposes:
  - a. The communication of events that are sponsored by Student Organizations at the Syracuse College of Law (SUCOL); and
  - b. The communication of school wide notices in regard to emergency conditions or actions.
3. All class specific notices are to be sent to the SBA President directly. The SBA President will forward the message to the appropriate class Listserv. Students are not permitted to email the class Listservse directly. All stipulations that apply to the SULAW Listserv apply to class specific Listserves as well.
4. Student organizations are allotted one email per week, per event with a reminder email the day before or day of the event. If a correction must be made, student organizations may also issue one “correction” email. Student Organizations are expressly prohibited from issuing multiple emails about events occurring at the law school.
5. Student organizations are allotted four emails per semester to announce the first two weekly/monthly meetings. After the fourth email students must utilize their own individual organizational Listservs to communicate with their members. Should student organizations require assistance in developing their own individual Listservs, technical support may be obtained via The Office of Student Life.
6. Messages to the Listserv will only be reviewed/forwarded between the hours of 9:00am and 9:00pm. All messages received after 9:00pm will be distributed, via the listserv, the following day.
7. The following forms of messages are expressly prohibited (this is not an exhaustive list):
  - a. Class cancellations;
  - b. Lost & Found;
  - c. Politically charged announcements;
  - d. Discriminatory messages;

- e. Any announcement that singles out a specific faculty/staff member or student in a negative manner;
  - f. Any message that violates the SUCOL Code of Conduct; and
  - g. Any message inconsistent with the SUCOL Alcohol Policy.
8. The Executive Board encourages student organizations to:
- a. Develop a Listserv of their organization members;
  - b. Make use of the SUCOL weekly newsletter;
  - c. Utilize personal organization websites provided by SUCOL; and
  - d. Utilize non-academic mediums (i.e. Facebook).
9. Ultimate interpretation of this policy will be left to the discretion of the SBA President.



## **ARTICLE VII. : LAW SCHOOL SOCIAL POLICY**

1. This policy will govern the reservation, promotion, and execution of all social events sponsored by SUCOL student organizations.
2. Law school socials may be organized by any student organization and any Publication/Moot Court Honor society. Preference in the distribution of dates will be as follows:
  - a. SBA
  - b. Third-year class
  - c. Second-year class
  - d. First-year class (preference given in regard to dates remaining after class officers are elected)
  - e. Senate recognized organizations
  - f. Office of Student Life recognized organizations
  - g. Publications/Moot Court Honor Society.
3. Organizations may reserve one Friday during the academic year as their “Law School Social” (LSS) night. All other organizations are prohibited from sponsoring any event that would result in a time conflict with the scheduled LSS night.
4. LSS dates will be assigned on a first come, first serve basis. After Senate elections have been finalized, student organizations will be required to submit three dates that will serve as their top three choices for their LSS night during the next academic year. Organizations will submit these dates to the newly elected Senate Secretary at a date specified by said Secretary, during the spring semester. Organizations may NOT submit dates until all registration forms have been turned into the Office of Student Life.
5. To participate in a LSS night organizations shall host a public safety forum in coordination with the Office of Student Life. The Office of Student Life shall be responsible for the forum, including but not limited to: acquiring speakers, establishing the date, time and location, creating and distributing materials (if necessary), and disseminating any other necessary materials to the student body. The final program shall be subject to the approval of the SBA Executive Board. All executive board members of each organization shall attend the safety forum. Any member of an executive board that is unable to attend the safety forum due to an extenuating circumstance (as determined by the Secretary of the Social Committee) shall watch a video of the forum on Blackboard/MyLaw. Viewing of the video shall be monitored by the Administration and reported to the Secretary of the Social Committee. Failure to comply with this requirement shall result in an organization forfeiting their reserved LSS date. The forum

shall be held before the first social of the year.

6. The SBA Senate will automatically be assigned the first Friday of the academic year. The incoming Third-year class and Second-year class will then choose their LSS dates in that respective order, and then the First-year class.
7. Senate recognized organizations will be given a time period, of no less than one week and not to exceed two weeks, to submit their dates to the Senate Secretary for their LSS night. During this initial time period, only Senate recognized organizations who have registered with the Office of Student Life, will be allowed to submit dates. After the initial time period has passed, Publications/Moot Court Honor Society organizations, as well as organizations recognized solely by the office of Student Life, will be given one week where they may submit their choices for LSS nights. Following this final time period, no further request will be taken until the fall.
8. All advertisements for LSS nights must contain the following:
  - a. The location of the event (name and address);
  - b. The cover charge (if applicable);
  - c. The dress code for the venue/event; and
  - d. Organizational contact person & email address.
9. All posted advertisements must conform to the SUCOL Alcohol Policy.
10. If organizations are unable to use their LSS night, due to unforeseen circumstances, organizations may avoid the penalty by canceling their event no less than seven days prior to their schedule LSS night (the counting of the seven days does NOT include the actual reserved dates as the seventh day).
11. If a cancellation should occur, at any time, the SBA Secretary will notify all other student organizations that the date is available and will take request for that date on a first come, first served basis.
12. Organizations are encouraged to be creative in the planning and advertising of their events in order to maximize their potential for success. This policy does not require nor prohibit alcoholic beverages at any LSS. However, this policy does require the full compliance with all other policies that govern alcoholic consumption and promotion at SUCOL events. Should there be any conflicts with the provisions of this policy and the SUCOL Alcohol Policy.

## **ARTICLE VIII: RIGHTS, RESPONSIBILITIES, AND REMOVAL**

1. **Statement of Responsibility:** It is the responsibility of all members of the Senate to fulfill their duties as outline in SUCOL Student Senate Constitution and Bylaws. Violation of Senate and Class attendance policies, Constitutional restraints, or Bylaw responsibilities shall be addressed following the procedures set forth in the Constitution and Bylaws.
  
2. **Statement of Voting Rights:** All members of the Senate have the right to participate in the discussion and debate of any matter brought before the Senate during an open session of the Senate. All Class Senators have the right to vote on all matters brought before the Senate. All Class Officers and Senate Officers have the right to vote in all matters brought before the Senate. The SBA Vice President shall not vote on any matter except in the event of a tie.
  
3. **Expulsion Notices**
  - a. **Senators and Judicial Board Members**
    - i. The Executive Board, by a two-thirds vote, subject to paragraph iii, shall have the power to issue an expulsion notice to any member of the Senate not fulfilling his or her duties.
    - ii. The execution of the expulsion shall follow the procedures set forth in the SBA Constitution.
    - iii. The President must issue an expulsion notice when a SBA Member's Attendance Points are equal to or greater than 9.
  - b. **Class Officers, Vice President, Treasurer, Secretary**
    - i. The Senate, by a two-thirds vote, shall direct the SBA President to issue an expulsion notice to any Class Officer or SBA Officer excluding the President themselves.
    - ii. The SBA President shall issue said notice once a two-thirds vote has been achieved.
    - iii. The execution of the expulsion shall follow the procedures set forth in the Constitution.
  - c. **SBA President**
    - i. The Senate, by a two-thirds vote, shall direct the Vice President to issue an expulsion notice to the SBA President.
    - ii. The SBA Vice President shall issue said notice once a two-thirds vote has been achieved.
    - iii. The execution of the expulsion shall follow the procedures set forth in the Constitution.
  
4. **Attendance Points.** The Class Presidents shall maintain records of their class members'

attendance at Senate and Class Council meetings, and shall notify the Executive Board or its delegatee how many points each member has based on the following schedule:

- a. 3 points for an unexcused absence from a properly noticed senate or class council meeting;
  - b. 2 point for an excused absence from a properly noticed senate or class council meeting; and
  - c. 1 point for any absence from the SBA's sponsored event, i.e., Formal, Bite of Culture, and the annual Thanksgiving dinner event.
5. Executive Board Attendance. The Executive Board and Class Presidents shall submit their absence notifications to the 3L Class Secretary and are subject to the attendance policy set out in Section 4.
6. Attendance Defined. A member shall be considered absent if the member attends less than 50% of the duration of a meeting or event.

## ARTICLE IX: AMENDMENTS

1. Proposal
  - a. Amendments to these Bylaws may be initiated by:
    - i. Any member of the Executive Board;
    - ii. One-third vote of the Senate;
    - iii. The Senate Affairs Committee; or
    - iv. Petition to the Senate of no less than ten percent of the Student Body
2. Procedure
  - a. Once initiated, proposed amendments shall go before the Senate for consideration and voting.
  - b. The Senate may choose to pass, amend, or reject any proposed amendment.
  - c. If passed, the proposed amendment is not to be considered ratified or enforced.
  - d. Upon initial passage by the Senate, the proposed amendments shall be publicized to the Student body pursuant to the requirements of this Article:
    - i. Publication of all proposed bylaw amendments must be publicized for a period of no less than two weeks prior to ratification;
    - ii. Publication includes, but is not limited to, public posting.
  - e. Once the publication period has ended, the Senate shall vote on the proposed amendments at the next Senate meeting.
  - f. If during ratification the proposed amendments are amended, the Senate does not need to re-publicize these changes to the Student Body.

## **ARTICLE X: RATIFICATION**

1. Amendments to the Bylaws may only be ratified after Senate authorization and publication to the Student Body.
2. These Bylaws shall be amended by a two-thirds vote of the Senate.
3. Upon ratification, the amended provisions of these Bylaws shall be effective immediately.
4. Upon ratification, the Bylaws will be publicized to the College of Law community.