



Student Body Laws Of The Student Bar Association

Syracuse University College Of Law

TITLE I: NEW MEMBER ORIENTATION

SECTION 1-101. NEW MEMBER ORIENTATION PACKET. Within twenty-four hours of a valid election, the President shall distribute to new members an orientation packet, which shall include:

- a. a copy of the Constitution;
- b. a copy of the Bylaws;
- c. a copy of the Student Body Laws;
- d. a current list of SBA recognized organizations;
- e. contact information for all other SBA members;
- f. a copy of the most recent Treasurer's report;
- g. a handbook providing an abridged explanation of Robert's Rules of Order; and
- h. a memorandum providing an overview of the member's position and general expectations for SBA participation.

SECTION 1-102. NEW MEMBER ORIENTATION MEETING. Prior to the first SBA meeting after an election, the President shall schedule a meeting to educate any members elected about SBA, including:

- a. practice of Robert's Rules of Order;
- b. an overview of SBA's structure; and
- c. an introduction to the practical philosophical issues that may arise as an elected representative.

TITLE 2: TREASURER REPORTS

SECTION 2-101. FREQUENCY OF WRITTEN TREASURER REPORTS. The Treasurer shall provide a written report to the Senate on the first of each month.

SECTION 2-102. CONTENTS OF TREASURER REPORT. The Treasurer shall provide the following information in an electronic format which is automatically updated:

- a. current balance of any discretionary fund; and
- b. the following information for any organization with a funding request on the agenda:
 - i. current total of funding for the organization in the current academic year;
 - ii. the original funding request documentation, including the accurate date of submission; and
 - iii. the report from the relevant Senate committee describing its recommendation.

SECTION 2-103. CONTENTS OF MONTHLY TREASURER REPORTS. The Treasurer shall provide the following information in a monthly report:

- a. current balance of all SBA funds;
- b. current totals allocated to each entity receiving SBA funding;
- c. summaries of all account activities; and
- d. any funds returned to the SBA.

SECTION 2-104. SCOPE. The provisions of this title are not applicable when the senate considers the annual executive budget proposal.

TITLE 3: SENATE MEETINGS

SECTION 3-101. INFORMATION TO BE DISTRIBUTED BEFORE MEETINGS. The Vice President shall be responsible for ensuring the following information is distributed to the Senate twenty-four hours before a Senate meeting:

- a. a copy of the agenda;
- b. a copy of each bill under consideration;
- c. a committee report containing recommendations, if any; and
- d. memoranda for each major agenda item, containing detailed background information for Senate Members.

SECTION 3-102. SENATE MEETING CALENDAR. The Vice President shall:

- a. create and distribute a schedule of all SBA meetings and events no later than the first day of classes each semester;
- b. reserve a consistent meeting room for all SBA meetings through the intranet before the first day of classes each semester; and
- c. only schedule emergency meetings which two-thirds of the Senate will be present, as indicated by a survey or other means.

SECTION 3-103. SENATE MEETING TIME. Regularly scheduled Senate meetings shall be held on Wednesdays at 11:45am.

SECTION 3-104. SENATE CALENDAR. The Vice President shall publish a calendar with all scheduled SBA events, including Senate meetings, committee meetings, SBA sponsored events. Emailed copies of the calendar shall be sent to the Senate at the following times:

- a. at the first meeting after the fall 1L election; and
- b. on the first academic day of the month, showing events for that month only.

TITLE 4: FUNDING REQUESTS

SECTION 4-101. DEADLINE FOR SUBMITTING FUNDING REQUESTS. The Senate shall not consider a funding request that was not (a) submitted to the Treasurer, (b) received by the Senate Appropriations Chair at least one week prior to the SBA meeting, and (c) distributed to SBA members more than twenty-four hours prior to the meeting. The Senate may make exceptions for emergency requests by a two-thirds motion.

SECTION 4-102. ATTENDANCE BY ORGANIZATIONAL REPRESENTATIVE. A requesting organization shall send an officer or informed representative to an SBA meeting when the Senate considers a funding request over \$500. Organizations are not required to send representatives when the senate considers the annual executive budget proposal.

SECTION 4-103. APPROPRIATIONS FOR POST-GRAD OPPORTUNITIES. The President and Treasurer shall propose and the Senate shall approve funds during pre-allocation for students to seek post-graduation career opportunities. \$2,000.00 shall be appropriated for 3L students, an additional \$2,000 for 2L and 1L students, and an additional \$500 for LL.M. students.

SECTION 4-104. INDIVIDUAL LIMITATIONS ON POST-GRAD OPPORTUNITY FUNDING. Each student may receive no more than \$100.00 during their 3L or LL.M. year, and no more than \$100.00 during their 1L and 2L years.

SECTION 4-105. PROCESSING INDIVIDUAL REQUESTS FOR POST-GRAD OPPORTUNITY FUNDING. Students shall submit a request form to the Treasurer with proof of expenditure attached to the form by April 1. Funds will be distributed in order of valid submission to the Treasurer. The Treasurer, in consultation with the Appropriations Committee, shall create procedures to determine the validity of requests and to timely reimburse students.

SECTION 4-106. DEFINITIONS OF CLASSES. For the purposes of this title, the following definitions shall apply:

- a. 3L student refers to a student who has completed four semesters, not including summer semesters, and who has not yet graduated;
- b. 2L student refers to a student who has completed two semesters, not including summer semesters;
- c. 1L student refers to a student who has yet to complete two semesters, not including summer semesters;
- d. a student shall refer to an individual considered by the College as a full time student who is currently enrolled, and is seeking a J.D. or LL.M. degree; and
- e. a semester shall be deemed to be concluded on the last day of classes as listed in the academic calendar.
- f. a student shall be deemed graduated:

1. if the student is graduating in a summer or fall semester, on the date of graduation; or
2. if the student is graduating in a spring semester, April 1.

TITLE 5: CODE OF ETHICS

SECTION 5-101. FUNDING REQUESTS. Senators shall disclose their participation in student organizations and shall not vote while the Senate considers a funding request from an organization of which they are a member, pursuant to the organization's definition of membership set out in its constitution or bylaws. This section shall not apply to consideration of the annual executive budget request.

SECTION 5-102. PENALTY. A violation of this title shall result in a censure. If a senator has two prior censures for a violation of this title, the penalty may include impeachment.

SECTION 5-103. ENFORCEMENT. This provision may be enforced by the Senate upon a motion, or by a proceeding brought by the Student Prosecutor or Assistant Student Prosecutor.