

**Georgetown University Law Center  
Student Bar Association  
Term 2008-2009**



**MEMORANDUM**

From Leon Skornicki, SBA President.  
To SBA Delegates-Elect  
RE SBA positions and committee descriptions  
Date March 15, 2008

**SUMMARY:** (1) This MEMO contains SBA position and committee descriptions; (2) please email me your top 5 choices by midnight on Sunday March 15, 2008. (3) Also include in that email your campaign promises.

Dear Delegates-Elect,

Per your request, below please find a description of the positions, committees and subcommittees for the SBA 2008-2009 term. I would like to remind you that you must serve in at least two committees. I do not recommend serving in more than two, as it will detract from your effectiveness in advancing the agenda and work of the first two committees in which you will be serving.

Please email me no later than midnight TODAY, Sunday March 15, 2008, the positions in which you would like to serve. Please provide me with specific committees and subcommittees in which you will like to serve and, where applicable, include if you would like to serve as a chair. Please remember to provide at least the top 5 positions (committee member or chair; Attorney General) that you would like to have, as that will aid the Executive Board in distributing positions.

**\*\*\*The Executive Board-elect will be distributing positions and nominating an Attorney General on a meeting on Thursday, March 20, 2008. We need to know everyone's preferences at least four days in advance to contact individual delegates about specific responsibilities, projects, etc. Please just send me a quick email with the requested information at [lcs29@law.georgetown.edu](mailto:lcs29@law.georgetown.edu).**

Also, please remember to email me your campaign promises; they will allow us to better assign you into the different committees. We would also like to help you implement your ideas to fulfill your campaign promises.

Anxiously awaiting your response,

Leon Skornicki  
SBA President-elect  
2008-2009 Term

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**ATTORNEY GENERAL** is an appointed position. The Attorney General shall:

1. Be a member of the Association selected by the Executive Board. If a member of the House of Delegates is selected and confirmed, that delegate must resign his or her seat on the House of Delegates prior to assuming power;
2. Be appointed subject to the approval of the full House of Delegates by a two-thirds majority;
3. Be familiar with Robert's Rules of Order and this Constitution;
4. Advise the Chair and House of Delegates on the proper interpretation and application of the rules of procedure set out in Robert's Rules of Order, this Constitution, the Association Bylaws, or any other rules of order adopted by the House of Delegates;
5. Act as Chair the Judiciary Committee;
6. Perform such other duties as the President or the House of Delegates may direct.

**SBA COMMITTEES.** Per the SBA constitution, there are two types of committees: Standing and *Ad Hoc* committees. There are seven standing committees (alphabetically): Appropriations, Elections, Evening Students, Law Center Affairs, LLM Affairs, Social Events, and Special Events.

In the 2008-2009 SBA term, *Ad Hoc* committees will be sub-committees to the Law Center Affairs Committee. Therefore, students serving in the Law Center Affairs committees will serve in one or more of its four sub-committees so as to have distinct and pre-defined responsibilities. There Law Center Affairs Committee's sub-committees are (alphabetically): Food & Fitness; Facilities & Sustainability; Mental Health; and Technology.

A description of each committee and sub-committee follows:

1. APPROPRIATIONS COMMITTEE: One of the hardest working, yet rewarding SBA committees. It is responsible for safeguarding SBA funds. Members of this committee disburse SBA funds to all recognized student organizations in a fair and consistent manner in order to enhance the quality of the law school experience at Georgetown University Law Center. Each committee member serves as a liaison between specific student organizations and the Appropriations Committee. Liaisons advocate for the budgeting interests of their assigned groups during the Appropriations cycle.
2. ELECTIONS COMMITTEE: in charge of conducting elections of Delegates and Officers in a fair, open, and unbiased manner. Members of this committee conduct elections of the highest ethical standards of democratic electoral conduct. They are responsible for timely disseminating all pertinent information regarding the electoral process, including pertinent deadlines for submission of candidacy declaration forms, qualifications for offices, elections dates, voting method, managing the polling software and certifying the election results. Lastly, members of this committee also ensure that any SBA House of Delegates vacancies are properly and timely filled.
3. EVENING STUDENT AFFAIRS COMMITTEE: Chaired by the Evening Vice-President, this committee represents and advocates the professional, academic, and social interests and concerns of the GULC's roughly 550 evening students. It aims to increase the awareness, interaction, and integration of evening students with (among) the rest of the GULC

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community. It shall work with the Administration and the rest of the SBA to ensure that evening students are receiving an equitable share of campus resources; in the past, it has hosted public forums to gather input from evening students regarding their unique interests and needs; and shall host social events for the evening student population at least once per academic year. It has control over the SBA Evening Student Fund. All evening student delegates are automatically members of this committee; all interested day students are encouraged to join.

4. **JUDICIARY COMMITTEE**: resolve complaints involving delegate conduct, hear appeals from other committee decisions (e.g. Elections Committee), and interpret and apply the SBA's Constitution and Bylaws; within one week of the general elections and also within one week of the IL Delegate elections, Judiciary Committee members shall organize an information session for newly elected Delegates. The training shall include, at a minimum, an introduction to Robert's Rules of Order, an overview of the Appropriations Committee procedures, and advice on how to write and present resolutions. There must be a minimum of two committee members, excluding the Attorney General.
5. **LAW CENTER AFFAIRS COMMITTEE**: Chaired by the SBA President, it works with students, faculty, and Law Center administration to improve the student experience at the Law Center. It shall consist of no less than eight (8) and no more than twenty (20) students. There must be at least one LLM representative and one Evening Student representative on this committee.
  - A. **Food & Fitness Sub-Committee**: Will evaluate, advocate and respond to student needs regarding food and fitness issues on campus. It will liaise between students and on-campus food vendors and the Sports & Fitness Center management.
  - B. **Facilities & Sustainability Sub-Committee**: Members of this committee shall be in charge of espousing student concerns regarding facilities and infrastructure of the Law Center, as well as its environmental sustainability. In addition, select members of this sub-committee shall represent the student body in the Law Center Green Committee. Created last semester, the Green Committee advises the Administration on environmental sustainability and creates proposals on how to reduce the Law Center's carbon footprint.
  - C. **Mental Health Sub-Committee**: members of this sub-committee will represent the student body in the Mental Health Task Force (MHTF) chaired by Dean of Students Mitch Bailin. The MHTF will evaluate the state of mental health on campus, as well as propose concrete, practical and meaningful programs for the improvement of mental health services at the Law Center. MHTF will be composed of both students and faculty members and will advise the GULC's administration on mental health issues.
  - D. **Technology Sub-Committee**. Chaired by the Secretary, this subcommittee will be in charge of managing the SBA's website and electronic communications. It will directly liaise with the Law Center's Chief Information Officer and his staff regarding GULC online resources. The subcommittee will also advocate for and propose viable improvements to the Law Center's information technologies. It will actively seek input from students, faculty and administrators in order to improve the efficacy and user-friendliness of electronic and online resources at the Law Center.

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6. LLM AFFAIRS COMMITTEE: in charge of the interest, needs of some 343 LLM student at the Law Center. All LLM Delegates are automatically members of this committee. One LLM student and one JD student shall chair this committee. It will advocate and propose concrete improvements to the LLM curricular and extracurricular programs. The committee will actively seek the integration, promote networking opportunities and create a forum of meaningful exchange between JD and LLM students. It has control over the SBA LLM Student Fund.
7. SOCIAL COMMITTEE: This committee does the most visible work; it hosts the most amount of events of any other committee—because of it, students appreciate the SBA even more. The purpose of this committee is to fight for the student’s right to party. It organizes social events for the entire Law Center community, including Bar Reviews and Wednesday Wind Downs (WWD). It liaises with student organizations to co-host social events, including WWD and Bar Reviews. In addition, starting in the 2008-2009 term, this committee will aid, in consultation with student organizations, the Office of Student Life and the Office of the Dean of Students to rationalize and simplify the requirements to host on-campus activities. It will do so by, among other things, aiding to implement of a “one-stop-shop” and a “one page, one-sided form” process to reserve rooms and secure catering, A/V, advertising and facilities services for student organizations’ activities.
8. SPECIAL EVENTS COMMITTEE: This committee plans SBA’s most wide reaching and entertaining social events. It plans, advertises for, and executes at least one major school-wide event each semester. Its biggest event is the yearly Barristers Ball held in after Spring Break.