



January 27, 2009

**PASSED  
UNANIMOUSLY**

## Preservation of Institutional Memory Project

### **Resolution 0814: SBA Institutional Memory**

WHEREAS, the ability of any institution to preserve and build upon its previous successes and setbacks is partly dependent on its capacity to document its past work, deliberations, decisions, and achievements or, in other words, to develop an enduring institutional memory;

WHEREAS, the relatively short length of the law degree programs (e.g. J.D. and LL.M.) offered by Georgetown Law, as well as most United States law schools, work against the preservation of the Student Bar Associations' ("SBA") institutional memory;

WHEREAS, the SBA is tasked with serving the needs of the students of Georgetown Law, coordinating and timely funding student activities and organizations, as well as advocating for the concerns of the entire Georgetown Law community, *see* SBA Const., Art. II, sections 1-4;

WHEREAS, the SBA President is tasked with promptly and orderly executing all resolutions of the House of Delegates, *see* SBA Const., Art. IV, section 2(A);

WHEREAS, the SBA Day and Evening Vice-Presidents are respectively the chairpersons of the Appointments and Evening Student Committees, and shall "perform such other duties as the President or House of Delegates may direct," *see* SBA Const., Art. IV, section 2(B-C)

WHEREAS, the SBA Secretary shall "record, compile, and publish all minutes of the Executive Board and the House of Delegates; ... maintain a current list of all Delegates, call the roll at all meetings of the House of Delegates, and maintain an attendance record for Delegates; ... create advertising campaigns to inform the community about Association related events and decisions, including, but not limited to, creating, posting, and distributing e-mails, flyers and posters, and submitting advertising materials to publications; ... [and] "perform such other duties as the President or the House of Delegates may direct," *see* SBA Const., Art. IV, section 2(E)

WHEREAS, in order for SBA Executive Board members, as well as delegates, voting and non-voting, to properly and successfully executive their duties and responsibilities under the SBA Constitution and Bylaws, and to work for the betterment of the Georgetown Law Community, there must be a deliberate and sustained preservation of SBA's institutional memory;

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



Be it hereby resolved that:

1. The SBA Executive Board, or any member thereof, shall hereafter post, no later than the following House meeting, and shall thereafter maintain on the SBA website for at least five (5) calendar years:
  - a. All past weekly House meeting agendas and minutes;
  - b. All resolutions passed by the House with their respective vote of passage recorded upon them pursuant to the SBA Bylaws, Art. X, Section 2(C)(iv) and with their correct numbering pursuant to the SBA Bylaws, Art. X, Section 2(C)(ii);
  - c. All SBA official communications with the Administration;
  - d. All SBA letters on official letterhead, memoranda, and survey results;
  - e. All electronic communications to:
    - i. All the members of the full-time program;
    - ii. All the members of the part-time program; or
    - iii. All the members of the graduate division;
  - f. All SBA sponsored and co-sponsored events, including their names, dates and locations;
2. All such information referred to in clauses 1 through 6 of this resolution shall be made easily accessible from the SBA home site designated by the law school's Information Systems Technology department, or its successors, or any other official SBA web pages accessible through that SBA home site.

Respectfully submitted,

Leon C. Skornicki  
President, Student Bar Association