



Bylaws Of the Student Bar Association Of the Georgetown University Law Center

Article I - Association Committees

Section 1 - Vacancies in Standing and Ad Hoc Association Committees may be filled during the course of the year by the respective committee chairperson without the approval of the Executive Board.

Section 2 - Standing and Ad Hoc Association Committees may have co--chairs.

Section 3 - Standing and Ad Hoc Association Committees require a minimum of three members, including the Chairperson.

Article II - Elections Committee

Section 1 - Elections Committee Quorum. At least three members of the Elections Committee, including the Chairperson(s), must take active part in the conduct of an election. The President may be a voting member of the Elections Committee, but shall not be included in quorum.

Section 2 - Candidate Filing Procedures. The Elections Committee shall promulgate and strictly enforce clear procedures regarding filing as a candidate for election.

Section 3 - Election Rules and Policies. The Elections Committee shall promulgate and strictly enforce Election Rules and Policies to govern campaign conduct during each set of elections.

- A. Candidates for office shall comply with all policies which the Elections Committee sets forth regarding posters, and other student campaign activities.

- B. A copy of any Election Rules, the Student Bar Association Constitution, and these Bylaws shall be given to each candidate prior to the election.

Section 4 - Complaints During Elections. The Elections Committee shall address any complaints regarding inappropriate campaign activities. The Elections Committee can, by majority vote, request that a candidate cure or stop any infractions.

Section 5 - Errors in Ballots or Vote--Casting Process. The Elections Committee shall take immediate steps to correct any errors on ballots or in the vote--casting process brought to the Committee's attention during an election.

Section 6 - Certification of Election Results. The Elections Committee certifies election results when the Committee posts the results of its counts following an election. If no complaint is filed within 48 hours of this posting, the election results shall become official and final.

Section 7 - Complaints Following Elections. Following the Elections Committee's certification of election results, a candidate shall have 48 hours to file a written notice with the Elections Committee requesting a recount or questioning the proper conduct of the election. Candidates may only contest their respective election results.

Section 8 - Election Recounts. The Elections Committee shall conduct recounts when a candidate properly submits a written recount request within 48 hours following the certification of election results. The Elections Committee must complete recounts within 24 hours of their request. The candidate requesting the recount may not request additional counts.

Section 9 - Dispute Resolution Process.

- A. When the Elections Committee receives written notice of a complaint regarding the proper conduct of an election before the Elections Committee certifies the results of the election, the Elections Committee shall promptly resolve the dispute at its discretion.
- B. If the Elections Committee receives written notice of a complaint regarding the proper conduct of an election following the certification of election results, the Elections Committee shall immediately refer the matter to the Judiciary Committee.
- C. The Judiciary Committee shall, within 48 hours, gather all evidence regarding the complaint, give fair hearing to any and all persons requesting an audience, and issue a written majority vote opinion, either upholding the result of the election as certified by the Elections Committee, or else requesting that a new election be held immediately.

- D. If the Judiciary Committee vote results in a tie, the House of Delegates shall decide the issue.

Section 10 - Executive Board Vacancies – Nomination and Confirmation.

- A. Executive Board vacancies must be filled with a member of the Executive Board or House of Delegates.
- B. After the President nominates a member of the Executive Board or House of Delegates to fill an Executive Board vacancy pursuant to Article IX, Section 3(B) of the Association Constitution, the House of Delegates must confirm the nomination by a two-thirds majority vote.
- C. The House of Delegates shall vote on the nomination at the next regularly scheduled meeting of the House of Delegates following the President's nomination, or, if the next regularly scheduled meeting of the House of Delegates is more than two weeks following the President's nomination, the House of Delegates shall vote on the nomination at a special meeting which the President shall schedule with the advice and consent of the Executive Board.
- D. The resulting vacancy in the House of Delegates shall be filled pursuant to Section 11 of this Article.

Section 11 - House of Delegates Vacancies – Nomination and Voting. Should a vacancy arise in the House of Delegates, the remaining members of the delegation whose vacancy is to be filled shall fill the vacancy by majority vote, pursuant to Article IX, Section 4 of the Association Constitution.

- A. "Delegation" Defined. A "delegation" shall consist of the remaining Delegates of the relevant class of the Association (1L, 2L, 3L, Evening, or LL.M.) in which a vacancy arises. The Evening delegation shall also include the Evening Vice President.
- B. Nomination Period.
The Elections Committee shall announce to the delegation and to the relevant class (where practicable) a nomination period of no fewer than two (2) days and no longer than five (5) days. Nominations shall be solicited by e-mail from the delegation and its relevant class. Only students who are members of the relevant class whose vacancy is to be filled may be nominated.
- C. Nominee Acceptance of Nomination.
Following the close of the nomination period, the Elections Committee shall contact all nominees within 24 hours to confirm the nominee's acceptance of the nomination. Nominees shall have one business day to accept or reject their nomination. If a nominee fails to respond within one business day, the Elections

Committee shall consider the nominee's failure to respond a rejection of the nomination.

D. Publication of Nominees and Voting Period.

The Elections Committee shall publish via e-mail a randomized list of nominees to the delegation whose vacancy is to be filled. The Elections Committee email shall clearly articulate a 48- hour deadline for receipt of votes via e-mail.

E. Certification of Election Results.

Following the close of the voting period, the Elections Committee shall count the votes and certify the election results pursuant to Section 6 of this Article. The Elections Committee shall publish the election results to the House of Delegates via e-mail or by announcement at the next meeting of the House of Delegates.

F. Complaints, Challenges, and Dispute Resolution.

Any and all complaints or challenges to elections under this Section shall be governed by the same Bylaws as general elections.

Article III - Appropriations Committee

Section 1 - Purpose. The purpose of the Appropriations Committee is to disburse funds in a fair and consistent manner in order to enhance the quality of the law school experience at Georgetown University Law Center.

Section 2 - Composition. The Appropriations committee shall consist of between 8 to 14 members of the House of Delegates, not including the Treasurer. When possible, at least one member of the Committee should have previously served on the Committee. During the period between Spring elections and Fall Committee assignments, the Committee shall, if necessary, be permitted to function with no less than 5 members, not including the Treasurer.

Section 3 - Contact Information. The Treasurer should create an Appropriations Committee roster with names, e-mail addresses, phone numbers, and other relevant contact information to be sent to committee members via e-mail as soon as possible when the committee is established following Spring elections and in the event of any changes or updates to the roster.

Section 4 - Record Keeping. The Treasurer is responsible for taking minutes on the Appropriations Committee deliberations, i.e. recording the rationale for the funding of each club and checking OrgSync form submissions.

Section 5 - The Presentation Process.

- A. The Treasurer shall train all new members of the committee regarding their responsibilities as soon as is possible after each election cycle.
- B. Before the first set of panel presentations of each Appropriations cycle, the Treasurer shall update the standardized form for the Panel Members, which they shall use during the presentation process.
- C. Student Organizations will sign up for presentation times when they submit their budget requests. Each presentation slot will be 30 minutes in length divided starting with a 10-15 minute presentation by the student organization summarizing their budget and providing background information on their organization. The remainder of the time will allow for questioning by the Panel Members.
- D. Upon submission of their budget, the organizations applying for funding shall inform the Treasurer of outstanding or pending charges to the organization's account number.
- E. At the first appropriations meeting of each Appropriations cycle, the Treasurer should assign Panel Members to sit at each student organization presentation.
 - (i) Each Panel shall include 3 to 4 members of the Appropriations Committee. Whenever possible, the panel should include the Treasurer and at least one Committee member who has participated in a previous Appropriations cycle.
 - (ii) The role of the Panel Members is to serve as a conduit between the student organizations they hear present and the Appropriations Committee. It is the responsibility of the Panel Members to advocate the budgeting interests of their groups during the Appropriations cycle and present a recommended budget to the rest of the Committee.
- F. After hearing each student organization's presentation, the Panel Members will evaluate their budget request and produce a recommended allocation to present to the Appropriations Committee.
- G. At the conclusion of Budget Presentations, the Appropriations Committee will meet to review the recommendations from the various Panels and draft a comprehensive budget.
- H. At the conclusion of each semester's budgeting process, the Treasurer shall inform the leader(s) of organizations of all funding decisions regarding the organizations. The information provided should include a

detailed breakdown of the funding allocated to the organization for each event listed in the organization's proposed budget..

- I. Committee members must not be Panel Members for the student organizations of which they are on the executive board or have a severe conflict of interest.

Section 6 - Meetings. The Treasurer shall schedule an Appropriations Committee meeting for early in the second week following Spring elections and early in the second week of the Fall semester. The Treasurer shall schedule an additional meeting the week after Fall Committee appointments.

Section 7 - Provisional Student Organizations.

- A. All new and inactive student organizations shall be considered provisional student organizations for one semester and will be notified as such by the Treasurer.
- B. *"New" student organizations.*
A "new" student organization is one that the Student Life Student Faculty Committee has recognized and that has not previously existed.
- C. *"Inactive" student organizations.*
 - (i) Any student organization that has previously been recognized by the Student Life Student Faculty Committee but has failed to host at least one "significant event" during the current semester, shall be considered "inactive" for Appropriations Committee purposes.
 - (ii) What constitutes a "significant" event will be determined at the discretion of the Appropriations Committee. A significant event must be adequately advertised to the student body as a whole. Participation in the Student Organization Fair shall not constitute a significant event.
 - (iii) The Committee shall take into consideration demonstrated planning of a "significant event" for the following semester in determining whether a student organization shall be classified as "inactive."
 - (iv) Student groups deemed inactive will be notified of their status as an inactive group, by the Treasurer, prior to the beginning of the next academic semester.

- (v) If a student organization is classified as “inactive” but has received a year-long allocation, all remaining Association funds shall revert to the Association.

D. At the last Association meeting prior to the budget hearings, the provisional status of all such organizations shall be reevaluated. If a provisional organization fails to complete a significant event then it will remain provisional and ineligible to submit a budget for funding for the following semester.

Section 8 - The Appropriations Cycle. The Appropriations Committee provides the following schedule to ensure that the appropriations process is fair, thorough, and expeditious.

A. The Spring Appropriations cycle for Fall and year-long budgets shall begin one week after Spring Break. The Fall Appropriations cycle for Spring budgets shall begin two weeks before Thanksgiving Break.

B. *Notification.*

- (i) At the beginning of the spring semester, the Treasurer will notify student organizations of the expected application date for the Spring Appropriations cycle with the intention that student organizations will plan their elections accordingly.
- (ii) At the beginning and end of the first week after Spring Break, the outgoing Treasurer will notify by e-mail, OrgSync, and other appropriate methods all student organization leaders of their requirement to submit a budget via OrgSync.
- (iii) In all initial communications, the Treasurer should notify all organizations of the consequences of a late submission. Organizations submitting late budgets waive the right to appeal decisions of the committee absent extenuating circumstances.
- (iv) The outgoing Treasurer should stipulate a budget submission deadline of at least two weeks after the original submission announcement.

C. *Budget Deadlines.*

- (i) At the beginning of the second week after Spring Break, the incoming Treasurer shall send another notification about the appropriations deadline to student organization leaders and shall post it on the Appropriations courseware site.

- (ii) The Treasurer, after the submission deadline, shall distribute a preliminary budget reflecting the full funding requests of each student organization budget submission.
- (iii) The Treasurer shall provide a list of all the organizations that have submitted, and those that have failed to submit, a budget on time.
- (iv) As soon as is possible after the deadline for budget submissions, the Treasurer shall notify the student organization leaders of those organizations that have not yet submitted a budget that the deadline for budget submissions has past and they must get their budget requests in immediately.

D. Treasurer Meetings.

- (i) Prior to the submission deadline, the Treasurer should encourage organizations that have failed to submit a budget to submit one immediately.
- (ii) The Treasurer shall hold optional meetings for organization leaders prior to the submission of the budgets. The goal of these meetings is to negotiate a reasonable budget request that allows the organization to fulfill its goals for the year or the semester, but does not request more money from the SBA than is absolutely necessary.

E. Organization Submissions.

- (i) Organizations whose bylaws provide for elections of new Executive Boards in the Spring Semester should have elected, at a minimum, a new treasurer prior to the submission of their fall budget requests. The Committee should consider placing groups failing to meet this requirement on provisional status for the following Fall Semester.
- (ii) Organizations will submit their budget requests to the Appropriations Committee based on the forms provided by the Treasurer.
- (iii) The Treasurer shall update the budget request forms each year.
- (iv) Included in the budget request form will be specific information, to the extent practicable, for each event that an organization is planning, including the following information: actual date, location, nature, number of people involved, and cost of the event.

- (v) Student organizations shall also report the following information in their budget request:
 - (a) The number of active students in the student organization during the previous year. This number should be based upon the reasonable belief of the organizations officers.
 - (b) The number of general body meetings and special events available to both day and evening students in the previous year (particularly events scheduled after 8pm, or on weekends).

F. Drafting the Budget.

- (i) The Appropriations Committee should meet one month after Spring Break to draft the budget.
- (ii) Drafting the budget entails balancing the needs of all organizations to create an overall Association budget that allocates limited Association funds fairly and effectively.
- (iii) During this process, Panel Members shall be prepared to defend the budget they recommended for the student organization before the rest of the Appropriations Committee.
- (iv) After completion of the draft budget, the Treasurer will contact the organization leaders to inform them of their initial allocation in the draft budget. The Treasurer shall also inform leaders that allocations are only preliminary and may change as the budget is finalized.

G. Conflict of Interest.

- i. Committee members must abstain from voting on funding requests proposed on behalf of an organization of which a committee member is an executive board member.
- ii. Committee members who are executive board members of organizations seeking funds from the Association may answer any questions during debate on that organization's budget request.

H. Factors in Allotting Funds.

The Appropriations Committee will consider the following factors in allocating funds to student organizations:

- i. Timeliness of the student organization's budget submission.

- ii. The specificity of the student organization's funding request.
- iii. The student organization's management of past funding in allocating funds to student organizations.
- iv. Availability of events to both day and evening students.

I. Wednesday Wind Down

Requests for funding for Wednesday Wind Down shall not be included in the general budget requests.

J. Speaker Honoraria.

- i. The Appropriations Committee shall have the discretionary authority to provide funding for speaker honoraria.
- ii. The value of the total honorarium given for a single event will generally not exceed \$250.00.
- iii. Student organizations should make every reasonable effort to obtain speakers at no cost to the Association. Student organizations should keep the Appropriations Committee informed on their efforts to find a free speaker. If the speaker is not available for free, student organizations should inform the Appropriations Committee why that speaker is indispensable to the event.
- iv. Barring exceptional circumstances, the Committee should not approve more than one honorarium per student organization per semester.

K. Appeals Meeting.

An Appeals Meeting should be scheduled for the week following the budgeting process. The purpose of the Appeals Meeting is to allow organization leaders to appeal their initial allocation in the draft budget by presenting compelling reasons for additional funding from the Association. The Appeals Meeting is optional for organizations.

L. The Final Budget.

The Appropriations Committee should dedicate subsequent weeks to finalizing and cementing the final Association Appropriations Budget and presenting it to the House of Delegates for approval in compliance with the Constitution.

Section 9 - Transportation.

- A. Members of student organizations generally should plan to provide their own transportation for their events.
- B. The Appropriations Committee shall consider funding and/or reimbursement of transportation costs based on the nature of the event, beneficiaries, impact on the law center community, and budget of the organization sponsoring the event.
- C. For speakers outside the GULC community, student organizations may not pay for airfare or include airfare in a speaker's fee, but student organizations may fund for reasonable ground transportation from a metropolitan Washington, D.C. airport to an area hotel or GULC, from an area hotel to GULC, and back.

Section 10 - Membership Dues & National Dues.

- A. Student organizations shall disclose to the Appropriations Committee any membership dues their members pay to that organization, as well as the membership dues the organization pays to national organizations, if the student organization is a Georgetown University Law Center chapter of a national organization.
- B. Organizations that collect membership dues can use those dues as a non-Association source of funding.
- C. The Appropriations Committee may consider membership dues, as well as dues paid to national organizations, when deciding a group's budget, giving due consideration to the group's spending history and its impact on the law center community.
- D. If an organization collects dues from its members, the Appropriations Committee shall consider it to have spent the dues funds before the Committee will consider it to have spent Association allocations.
- E. The Association generally will pay national dues for student organizations in order for that student organization to remain in good standing with the national organization.

Section 11 - Conferences & Conference Attendance Off-Campus.

- A. The Association will not fund conference transportation or accommodations. An exception may be available for transportation to conferences within 60 miles of the Law Center.
- B. The Association may pay for conference dues and fees up to 50% of the cost per person but not exceeding \$250.00. The Committee will consider

exceptions to this policy, taking into consideration such factors as the proximity of the conference to the Law Center, the involvement of the students in the conference, and the relationship of the student organization to the group putting on the conference.

- C. In general, the Association will not fund national or regional conferences hosted by student organizations.

Section 12 - Sports Jerseys and Personal Fees. The Committee may pay for up to 50% of costs on sports jerseys and personal fees within reason.

Section 13 - Executive Board Events. The Committee will not fund events solely for organization executive boards unless the event provides additional benefit to the larger student body.

Section 14 - Supplemental Funding.

- A. The purposes of supplemental funding are: (1) to provide funds to student organizations for unforeseen circumstances or unique opportunities; and (2) to provide funds to new and inactive student groups classified by the committee as provisional groups.
- B. A majority of votes cast in the Committee shall be required to approve any funding decision over \$75.00.
- C. A majority of the membership of the House of Delegates shall be required to approve any funding decision over \$500.00.

Section 15 - Special Appropriations for LL.M. Organizations.

- A. During the Spring appropriations cycle, the Association shall allocate a quantity of money to a general LL.M. activities fund, which the Committee shall use to fund activities sponsored by or offered for LL.M. students during the fall semester.
- B. All LL.M. student groups shall submit requests for funds to the Appropriations Committee for their activities during the fall, and the Committee shall first allocate monies toward these requests out of this fund. If the LL.M. requests exhaust this fund, these groups remain eligible to apply for supplemental funding.

Section 16 - Organization Spending.

- A. The Association expects student organizations to spend their Association budget funds in good faith, in accordance with the budget submitted to the

Appropriations Committee, and in compliance with the GULC Bulletin rules.

- B. Any spending abuse or misappropriation of funds by an organization may be taken into consideration by the Appropriations Committee when reviewing budget requests.

Section 17 - Suggested Student Pricing Index.

- A. For certain products, foodstuffs, and beverages, the Appropriations Committee shall produce and maintain a Suggested Student Pricing Index. The Index should include the pricing for common products, foodstuffs, and beverages that student organizations commonly order.
- B. The Association generally will not fund more than the price indicated in the Suggested Student Pricing Index for any funding requests, except if the student organization is able to demonstrate extraordinary need to go outside the general guidelines of the Index.
- C. It shall be the responsibility of the Treasurer to maintain and update the Suggested Student Pricing Index and distribute a copy to all student organizations.
- D. It shall be the responsibility of the Appropriations Committee to seek out the lowest prices possible for commonly purchased goods and to make every effort to negotiate deals with frequent vendors on behalf of GULC Student Organizations.
 - (i) The Treasurer shall have the final authority on all negotiated deals.
- E. It shall be the responsibility of the student organization president and/or treasurer to ensure that all funding requests comply with the Suggested Student Pricing Index.

Section 18 – Wednesday Wind-Down

- A. *Wednesday Wind-Down budgeting process for future Appropriations cycles.*

The Appropriations Committee shall not allocate funds for Wednesday Wind-Down individually to student organizations. Rather, the Committee shall fund Wednesday Wind-Down according to the following provisions:

 - i. *Standing budget for Wednesday Wind-Down.* During each budgeting cycle, the Committee shall determine a reasonable allocation for a Wednesday Wind-Down every Wednesday afternoon (as practicable) during the regular school year weeks within that

budgeting cycle. Thus, an SBA-funded Wednesday Wind-Down shall take place on every such Wednesday afternoon. The Committee shall make this allocation out of the Student Organization Fund, and shall set aside this allocation exclusively for use on Wednesday Wind-Downs.

- ii. *Student organization sponsorship of weekly Wednesday Wind-Down.* In the event a student organization would like to hold a Wednesday Wind-Down, that organization shall contact the Social Chairs of the Association. Any student organization approved for sponsorship of the Wednesday Wind-Down shall be responsible for (1) publicizing that student organization's sponsorship of the Wednesday Wind-Down; and (2) cleanup immediately following the Wednesday Wind-Down.
 - a. *Scheduling of Wednesday Wind-Downs.* Should the requesting student organization wish to hold the weekly Wednesday Wind-Down at a time other than Wednesday afternoon, that organization shall present grounds for the schedule change. When all the Wednesdays in a semester have been reserved by student organizations, the Association will attempt to facilitate co-sponsorship opportunities for all student organizations that wish to sponsor a Wednesday Wind-Down.
 - b. *Supplemental funding of Wednesday Wind-Downs.* The Appropriations Committee will determine a standard allocation for alcohol, non-alcoholic beverages, food, ice, etc. needed for the weekly Wednesday Wind-Down. Should the requesting student organization feel that the existing allocation for the Wednesday Wind-Down is insufficient to meet either its (a) projected attendance or (b) desired beer and/or food quality, that organization may submit a request for supplemental funding to the Appropriations Committee. A student organization may submit such a supplemental funding request to the Committee either (a) as part of that organization's Wednesday Wind-Down Sponsorship Request, or (b) at any time through a Supplemental Funding Request Form, provided that the Committee receives such request with adequate time to make changes to the then-existing beer and/or food provisions.
 - c. *Cleanup of Wednesday Wind-Down.* Student organizations sponsoring any Wednesday Wind-Down shall retain sole responsibility for cleanup immediately following the sponsored Wednesday Wind-Down. Should the Committee

receive justified complaints from the GULC maintenance staff, the Committee shall reserve the right to charge the organization for any cleaning costs incurred as a result of the failure to oversee cleanup. No supplemental funding shall be available to compensate the organization for funding shortfalls caused by such charges.

- B. *Effect of these provisions.*
Nothing in the above provisions shall in any way limit a student organization's ability to submit Supplemental Funding requests to the Committee for events other than Wednesday Wind Down.

Section 19 - Amendments to the Bylaws.

- A. Changes to the appropriations bylaws require approval by a majority of the House of Delegates, provided that a majority of the Appropriations Committee has previously approved the changes.
- B. Absent approval from a majority of Appropriations Committee quorum, changes to the appropriations bylaws require approval by two-thirds of the membership of the House of Delegates.

Article IV – Judiciary Committee

Section 1 – Purpose. The purpose of the Judiciary Committee is to resolve complaints involving delegate conduct, hear appeals from other committee decisions, and interpret and apply the Association's Constitution and Bylaws.

Section 2 – Composition. The Judiciary Committee shall consist of at least two members from the House of Delegates, not including the Attorney General, who shall chair the committee.

When possible, at least one member of the committee should have previously served on the committee.

Section 3 – Contact Information. The Attorney General should create a Judiciary Committee roster with names, e-mail addresses, phone numbers, and other relevant contact information to be sent to committee members via e-mail as soon as possible when the committee is established following elections and in the event of any changes or updates to the roster.

Section 4 – Conduct Complaint Procedure. The Judiciary Committee shall be responsible for hearing all complaints and appeals from any member of the House of Delegates. All complaints and appeals concerning delegate or executive board member conduct will be referred to the Judiciary Committee. The Judiciary Committee shall, within an appropriate time, gather all evidence regarding the complaint, give fair hearing to any and all persons with relation to the proceeding upon request, and issue a written majority vote

opinion with its finding, and its suggested course of action. If the Judiciary Committee vote is a tie, the House of Delegates shall decide the issue.

Section 5 – Election Complaint Procedure. When the Elections Committee receives notice of a complaint regarding the proper conduct of an election, the matter shall be referred immediately to the Judiciary Committee. The Judiciary Committee shall, within 72 hours, gather all evidence regarding the complaint, give fair hearing to any and all persons with relation to the proceeding upon request, and issue a written majority vote opinion upholding the result of the election as certified by the Elections Committee or requesting that a new election be held immediately. If the Judiciary Committee vote is a tie, the House of Delegates shall decide the issue.

Section 6 – Interpreting the Rules and Bylaws of the Association. The Judiciary Committee shall interpret and apply the relevant Constitutional provisions and Bylaws whenever called upon by the President.

Section 7 – New Delegate Training. Within one (1) week of the general elections, the Judiciary Committee shall organize an informational session for newly elected Delegates. The training should include, at a minimum, an introduction to Roberts’ Rules of Order, an overview of the Appropriations Committee procedures, and advice on how to write and present resolutions.

Article V – Evening Student Affairs Committee

Section 1 Purpose. The purpose of the Evening Student Affairs Committee is to represent and advocate the professional, academic, and social interests and concerns of the Evening Students to the Association and the GULC Administration; and to increase the awareness, interaction, and integration of evening law students with the rest of the GULC community.

Section 2 Composition. The Evening Student Affairs committee shall be composed all evening student representatives from the House of Delegates, and shall be chaired by the Evening Vice President.

Section 3 Meetings. The Evening Vice President shall schedule Evening Student Affairs committee meetings as necessary.

Section 4 Duties.

- A. The Evening Student Affairs committee shall work with the Association and the Administration to ensure that evening students are receiving an equitable share of campus resources.
- B. The Evening Student Affairs committee shall host a social event for the evening student body at least once per academic year.

Article VI – Law Center Affairs Committees

Section 1 Purpose.

The purpose of the Law Center Affairs Committee is to work with students, faculty, and the Law Center administration to improve the student experience at the Law Center.

Section 2 – Composition.

The Law Center Affairs Committee shall consist of no fewer than six (6) and no more than fourteen (14) members, not including the President, who shall preside over the Committee. There must be at least one Evening Student representative on the Committee.

Section 3 – Meetings.

The Committee shall meet no fewer than four times in each semester.

Section 4 – Student Concerns.

The Committee shall take a survey of student concerns no later than November 1. The Committee shall evaluate the results of the survey to determine which concerns affect the most students and which may be resolved practically.

Section 5 – Subcommittees.

The Committee shall consist of the Subcommittee for Clinics and Externships and the Subcommittee for the Office of Career Services, in addition to whatever other subcommittees that the President designates after consulting with the Executive Board.

- A. The Day Vice President shall nominate a chair for each subcommittee of the Law Center Affairs Committee at the same time that he or she nominates chairs for the other SBA standing committees at the beginning of each term.
- B. The chair of each subcommittee shall then be subject to approval by a majority vote of the House of Delegates.

Section 6 - Externships & Clinics Subcommittee

- A. Purpose. The purpose of the Externships and Clinics Subcommittee is to work with the students and faculty to maximize the student experience in clinics, externships, and experiential learning environments.
- B. Composition. The Externships and Clinics Subcommittee shall consist of at least two members of the House of Delegates, not including the chair. If at all possible, at least one member of the committee will have previously served on the committee.

C. Meetings. The committee shall meet no less than twice each semester.

D. Duties. The Externships and Clinics Subcommittee shall:

1. Be the liaisons between SBA and the various faculty committees that guide and control clinics, externships, or experiential learning courses.
2. Be responsible for addressing all student complaints with regards to clinics, externships, or experiential learning courses.

Section 7 - OCS Subcommittee

A. Purpose. The purpose of the OCS subcommittee is to develop and maintain a working relationship between OCS and OPICS and the student body. Through a constant, positive collaboration the SBA strives to benefit the student body in their career searches and competitive job placements.

B. Composition.

1. The OCS subcommittee shall consist of between three (3) and five (5) members from the House of Delegates.
2. The OCS subcommittee shall consist of at least one member who has previously served on the subcommittee. If for some reason there is no member from the House of Delegates who has previously served in this capacity, then at least one 2L and one 3L shall serve in this subcommittee.
3. The OCS subcommittee shall consist of at least one member from each law center class (1L, 2L, 3L) and at least one evening student.
4. The OCS subcommittee Chairperson shall be nominated by the SBA President, and elected by a majority of the House of Delegates. The Chairperson must also serve as Chair of the CSAC, and fulfill the duties of each office with diligence and integrity.

Section 8 - Career Services Advisory Committee, a student-run committee.

- A. The CSAC is distinct from the OCS subcommittee in its compilation since it shall consist of between ten (10) and (12) members from the entire student body. CSAC members are selected by the Chairperson of the OCS subcommittee, with the approval of the SBA President and Vice-President, as well as that of the standing OCS subcommittee members.
- B. Each student member of the OCS subcommittee is expected to serve concurrently on the CSAC unless hardship makes it impossible for an OCS subcommittee member to participate consistently and effectively on CSAC.

- C. The OCS subcommittee Chairperson shall conduct the CSAC application process.
- D. The CSAC shall conduct monthly meetings at the direction of the OCS Chairperson.
- E. The purpose of CSAC is to maintain student input and data output concerning OCS and OPICS programs and management. CSAC will continually strive to maintain an effective and regular exchange with OCS and OPICS, as well as any other administrative offices that may offer avenues for student job placement and career services.

Section 8 - New Law Center Affairs Committees

Should the need arise, the President shall be able to constitute new law center affairs committees. Prior to beginning operations, it shall create bylaws that govern its conduct. These bylaws are subject to the approval of the House of Delegates.

Article VII - Social Committee

Section 1 - Purpose. The purpose of the Social Committee is to organize social events for the entire Law Center community, including Bar Reviews and Oktoberfest.

Section 2 – Composition. The Social Committee shall consist of at least two members from the House of Delegates, not including the chair. When possible, at least one member of the committee should have previously served on the committee.

Section 3 – Bar Reviews. Bar Reviews shall take place at least every other Thursday night. Every effort shall be used to obtain the best specials for the Law Center community.

Section 4 – Student Organization Bar Reviews. Student organizations shall be able to sponsor a Bar Review if they so request, subject to availability. Every effort shall be made to give the student organization the date and/or venue they requested. The Social Committee shall advertise via email for the student organization; the student organization is responsible for any other advertising it wishes to have. Student organizations may solicit donations at these Bar Reviews subject to approval by the Office of Student Life.

Section 5 – Wednesday Wind Downs. Wednesday Wind Downs shall take place on various Wednesdays throughout the semester as agreed upon by the Social Committee and Office of Student Life. The Social Committee shall be responsible for arranging these events with the Office of Student Life, Audiovisual Department, Facilities Department, and catering company. The Social Committee's budget shall provide the funding for these events.

Section 6 – Student Organization Wednesday Wind Downs. Student organizations shall be able to sponsor a Wednesday Wind Down if they so request, subject to availability.

Every effort shall be made to give the student organization the date they requested. The Social Committee shall advertise via email for the student organization; the student organization is responsible for any other advertising it wishes to have and for providing music for the event. Student organizations may solicit donations at these Wednesday Wind Downs subject to approval by the Office of Student Life.

Section 7 – Other Events. The Social Committee may organize and supervise additional social events.

Article VIII- Special Events

Section 1 - Purpose. The purpose of the Special Events committee is to plan, advertise and host the major events hosted by the Association, including a fall event and Barristers' Ball.

Section 2 - Composition. The Special Events committee shall be composed of as many Association members as would like to contribute to the planning and hosting of one event or all events. Whenever possible, the committee shall have at least one member from each student class.

Section 3 - Meetings. The Chair(s) of the Special Events committee shall schedule meetings as necessary and consider sub committees for smaller tasks.

Section 4 - Fall Event. The Special Events committee shall host an event each Fall for the entire law school.

Section 5 - Barristers' Ball. The Special Events committee shall host the Barristers' Ball each Spring for the entire law school.

Section 6 - Other Events. The Special Events committee shall be available to lead the planning and execution of any other major event hosted by the Association or by the Administration with the Association's support.

Article IX – Student-Faculty Committees

Section 1 Purpose. The purpose of the Student-Faculty Committees is to ensure joint student and faculty participation in the managing of the Law Center.

Section 2 Membership.

A. If possible, at least one seat on each Student-Faculty Committee shall be filled by a Delegate.

B. The Executive Board shall fill remaining seats from the House of Delegates or members of the student body subject to approval of the House of Delegates.

Section 3 Terms.

A. Terms for student members of Student-Faculty Committees shall begin and early in the fall semester, giving first-year students an opportunity to be considered for Student-Faculty Committees.

B. Delegates who fail to retain a seat in Spring elections and who also hold a seat on a Student-Faculty Committee may continue to serve on their Student-Faculty Committee and report to the House of Delegates in accord with Article VI, Section 3 of the Constitution until the completion of Fall elections or they resign.

Section 4 Vacancies.

Vacancies on Student-Faculty Committees shall be filled in a timely manner during the course of the year by appointment by the House of Delegates on recommendation of the Executive Board. Vacancy fills shall comply with the delegate requirement in Section 2.

Section 5 Emergency Appointments.

In emergencies and when necessary due to time constraints or other immediate concerns, the President can send members of the Association to Student-Faculty Committee meetings to temporarily represent the interests of the student body.

Section 6 Appointments

Some members of the Student and Faculty Life Committee, the Finance Committee, and the Honorary Degrees Committee may be appointed by the Executive Board in the Spring following elections to insure their immediate availability for service in the Fall.

Section 7 Removal.

Members of Student-Faculty Committees may be removed by resignation or by majority vote of the House of Delegates.

Article X – Campus Services

Section 1 - Purpose. The purpose of the Campus Services Committee is to advocate for student interests in quality and quantity of student services at Georgetown University Law Center. The goal of the Campus Services Committee is to enhance the value and quality of the law school experience at Georgetown University Law Center.

Section 2 – The Chair. The Campus Services Committee Chair shall serve on the Campus Services Student Faculty Committee. The Chair shall maintain a regular dialogue with campus staff regarding the adequacy of student services at Georgetown University Law Center.

Section 3 - Composition. The Campus Services Committee shall consist of between 2 to 6 members from the House of Delegates, not including the Chair. When possible, at least one member of the Committee should have previously served on the Committee. All members of the Campus Services Committee shall serve on the Campus Services Student/Faculty Committee, if possible and practicable.

Section 4 - Contact Information. The Chair of the Campus Services Committee should create a Committee roster with names, e-mail addresses, phone numbers, and other relevant contact information to be sent to committee members via e-mail as soon as possible when the committee is established following Spring elections and in the event of any changes or updates to the roster.

Section 5 - The Liaison Procedure. A member of the Campus Services Committee shall meet with all new members of the committee regarding their responsibilities as soon as is possible after each election cycle.

Section 6 - Meetings. The Chair shall schedule Committee meetings throughout each semester to keep members apprised of their ongoing responsibilities.

Article XI – Technology Committee

Section 1 - Purpose. The purposes of the Technology Committee are (a) to update and maintain the Student Bar Association website, so that it functions as a useful tool for students and student organizations and (b) to advocate on behalf of students for improvements in technological development on campus.

Section 2 – The Chair. The Technology Committee Chair shall serve on the Technology Student Faculty Committee. The Chair shall maintain a regular dialogue with campus staff regarding the adequacy of technological services (e.g. wireless access) at Georgetown University Law Center.

Section 3 - Composition. The Technology Committee shall consist of between 2 to 6 members from the House of Delegates, not including the Chair. When possible, at least one member of the Committee should have previously served on the Committee.

Section 4 - Contact Information. The Chair of the Technology Committee should create a Committee roster with names, e-mail addresses, phone numbers, and other relevant contact information to be sent to committee members via e-mail as soon as possible when the committee is established following Spring elections and in the event of any changes or updates to the roster.

Section 5 - Meetings. The Chair shall schedule Committee meetings throughout each semester to keep members apprised of the their ongoing responsibilities.