



The Constitution

Of the

Student Bar Association

Of the

Georgetown University Law Center

Preamble

We, the Students of Georgetown University Law Center, do establish this Constitution for our Student Bar Association in an attempt to represent the entirety of the Law Center community in furthering our education, promoting fellowship and goodwill among students, faculty and the administration, and advocating our concerns, and do require that the duties and offices here assigned be fulfilled according to the highest ethical standards of the legal profession.

Article I - Name

The name of this organization shall be the Student Bar Association of Georgetown University Law Center, hereinafter referred to as the Association.

Article II - Purposes

The Association shall fulfill the following purposes, in accordance with the desires of the Law Center community:

Section 1 – The Association shall act as the sole representative body for the students of the Law Center, and its representatives shall primarily serve the needs of those students.

Section 2 – The Association shall coordinate student activities and organizations.

Section 3 – The Association shall apportion its funds to student activities and student organizations, do so in a timely manner, and hold all recipients accountable for their use.

Section 4 – The Association shall act as an advocate for concerns of the entire Law Center community.

Article III – Membership

Section 1 – All matriculated students of Georgetown University Law Center shall be members of the Association.

Section 2 – Membership shall terminate upon a member's separation from the Law Center by reason of graduation, withdrawal, or dismissal.

Article IV – Officers

Section 1 – The officers of the Association shall be the President, Day Vice President, Evening Vice President, Treasurer, Secretary, Attorney General, and Public Relations Officer.

Section 2 – The President shall:

- (a) be an upper class member of the Association;
- (b) be elected, during Spring Elections, by a majority of the votes cast by the membership of the Association;
- (c) set and prepare the agenda for each meeting of the House of Delegates;
- (d) call and preside over all meetings of the Executive Board and House of Delegates;
- (e) be the official representative of the Association;
- (f) promptly and orderly execute all resolutions of the House of Delegates;
- (g) serve as an ex officio member of all committees of the Association;
- (h) make such appointments and delegations not envisioned by this Constitution as are necessary to perform the duties of President and the continuing operations of the Association;
- (i) not relinquish the chair for purpose of debate;
- (j) cast the deciding vote in the event of a deadlock in any vote of the House of Delegates.

Section 3 – The Day Vice President and the Evening Vice President shall:

- (a) be upper class members of their divisions;
- (b) be elected, during Spring Elections, by a majority of the votes cast by the membership of their respective divisions;
- (c) be in charge of the appointments process for both SBA committees and the student-faculty committees;
- (d) perform such other duties as the President or House of Delegates may direct.

Section 4 – The Treasurer shall:

- (a) be an upper class member of the Association;
- (b) be elected, during Spring Elections, by a majority of the votes cast by the membership of the Association;
- (c) maintain the financial accounts of the Association;
- (d) administer the process of appropriations for student organizations;

- (e) promptly pay the obligations of the Association for which the House of Delegates has designated funds;
- (f) prepare and present such financial reports as the President or the House of Delegates may direct;
- (g) prepare and present the proposed Association budget for the next academic year to the GULC Finance Committee;
- (h) submit a Fall and Spring budget to the Association Appropriations Committee based upon all appropriation requests for funding and the needs of the Association;
- (i) perform such other duties as the President or House of Delegates may direct.

Section 5 – The Secretary shall:

- (a) be an upper class member of the Association;
- (b) be elected, during Spring Elections, by a majority of the votes cast by the membership of the Association;
- (c) record, compile, and publish all proceedings of the Executive Board and the House of Delegates;
- (d) call the roll at all meetings of the House of Delegates and maintain an attendance record for all members of the House of Delegates;
- (e) perform such other duties as the President or the House of Delegates may direct.

Section 6 – The Attorney General shall:

- (a) be a member of the Association selected by the Executive Board, prior to the second meeting of the House of Delegates following the certification of all results of the spring election, or in the event of resignation or removal, prior to the next meeting. 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.
- (b) be appointed subject to the approval of the full House of Delegates by a two-thirds majority.
- (c) be familiar with Robert's Rules of Order and this Constitution.
- (d) 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.
- (e) chair the Judiciary Committee.
- (f) perform such other duties as the President or the House of Delegates may direct.

Section 7 – The Public Relations Officer shall:

- (a) be a member of the Association selected by the Executive Board, prior to the second meeting of the House of Delegates following the certification of all results of the spring election, or in the event of resignation or removal, prior to the next meeting;
- (b) chair the Publicity Committee;
- (c) 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;
- (d) act as a general press liaison for the House of Delegates between the Association and the community and its administration;
 - (e) carry out any such duties as the President or the House of Delegates may direct.

Article V – The Executive Board

Section 1 – The voting members of the Executive Board shall be the President, Day Vice President, Evening Vice President, Treasurer, and Secretary. The Attorney General and the Public Relations Officer shall be non-voting members of the Board.

Section 2 – The Executive Board shall make recommendations to the House of Delegates and perform such other duties as the House of Delegates may direct.

Section 3 – Where a decision of the President, which would normally require the approval of the House of Delegates, must be made on an expedited basis, the Executive Board shall be empowered to act in the stead of the House of Delegates.

- (a) The President shall make a bona fide effort to contact each member of the Executive Board for the decision.
- (b) No approval shall be granted without a majority of the voting members of the Executive Board as then constituted in agreement. A vote may be made by telephone or other electronic communication.
- (c) Such actions shall be reported to the House of Delegates at its next meeting.

Section 4 – During the period between the close of the final meeting of the House of Delegates of the academic year, and the opening of the first meeting of the House of Delegates held in the ensuing academic year, the Executive Board shall have power to conduct the necessary business of the Association which may arise.

- (a) No action shall be taken without a majority of the voting members of the Executive Board as then constituted in agreement. A vote may be made by telephone or other electronic communication.
- (b) Any such action shall be reported to the House of Delegates at its next meeting.

Article VI – The House of Delegates

Section 1 – The House of Delegates shall consist of the voting members of the Executive Board and the elected Delegates.

Section 2 – There shall be:

- (a) three delegates elected during Fall Elections from and by each first year section;
- (b) two delegates elected during Fall Elections from and by the graduate division;
- (c) twelve delegates elected at-large during Spring Elections from and by the next academic year's second year day class;

- (d) three delegates elected during Spring Elections from and by the next academic year's second year evening class;
- (e) twelve delegates elected during Spring Elections from and by the next academic year's third year day class;
- (f) three delegates elected during Spring Elections from and by the next academic year's third year evening class;
- (g) three delegates elected during Spring Elections from and by the next academic year's fourth year evening class; and
- (h) two delegates elected during Spring Elections from and by the graduate and LLM students.
- (i) There shall be: one delegate elected during Fall Elections from and by the entering transfer class

Section 3 – The House of Delegates shall exercise, by resolution, the legislative authority of the Association. Unless otherwise specified in this Constitution, a majority vote of all members of the House of Delegates present shall be sufficient to adopt a resolution. In the event of a tie vote, the President shall cast an additional vote to break the tie.

Section 4 – The House of Delegates may accept any funds designated for the use of the Association by the University, the Law Center, or any other organization or individual.

Section 5 – The House of Delegates shall meet at least once each month during the months of January, February, March, April, September, October, and November.

Section 6 – Special meetings of the House of Delegates may be held at the call of the President, upon a request by two other members of the Executive Board, or upon a request by one-fifth of the membership of the House of Delegates.

Section 7 – All meetings of the House of Delegates shall be open to any member of the Association.

Section 8 – All meetings of the House of Delegates require a quorum consisting of a majority of the membership of the House of Delegates. If a quorum is not available within a reasonable time, the meeting shall be postponed until such time as the President directs.

Section 9 – No member of the House of Delegates may vote by proxy unless the Executive Board, by a majority vote, permits the submission of a written proxy on a specific resolution.

Section 10 – Meetings of the House of Delegates shall be guided by Robert's Rules of Order.

Section 11 – Any member of the House of Delegates who has been absent from four meetings of the House of Delegates, regardless of excuse, during a term of office, shall automatically forfeit membership in the House of Delegates.

Article VII – Committees

Section 1 – The House of Delegates shall maintain the following Standing Committees: Appropriations, Elections, Evening Student Affairs, Judiciary, Law Center Affairs, Social, and Special Events.

- (a) The Chairperson of the Elections Committee must be a graduating member of the House of Delegates.

Section 2 – Ad Hoc Committees

- (a) The President or Executive Board shall have the power to establish and dissolve such Ad Hoc committees as are deemed necessary.
- (b) The House of Delegates shall also have the power to establish and dissolve such Ad Hoc committees, as it deems necessary.

Section 3 – Unless otherwise provided for in this constitution, all members of Standing or Ad Hoc committees shall be appointed by the House of Delegates on recommendation of the Executive Board. Committee members must be members of the House of Delegates.

Section 4 – Unless otherwise provided for in this constitution, all student members of Student/Faculty Committees shall be appointed by the House of Delegates on recommendation of the Executive Board. Student/Faculty Committee members need not be members of the House of Delegates. The Day Vice President will publish a list of the student-faculty committees for the general student body and oversee an application process for these student positions that is open to all students.

Section 5 – All committees may adopt such rules, regulations and procedures as are necessary for their continued operation; where appropriate these rules, regulations and procedures may be presented to the House of Delegates for adoption as Bylaws.

Section 6 – All committee chairs shall present such reports as the House of Delegates, Executive Board, or President may direct.

Section 7 – All committee chairs shall report on all expenditures of committee funds to the House of Delegates in a timely manner.

Section 8 – New developments from the Student/Faculty committees shall be reported the House of Delegates at every regular meeting. Reports may come from the individual Student/Faculty Committee members or the Executive Board at the discretion of the President.

Article VIII – Elections

Section 1 – The elections of Delegates and Officers shall be fair, open, and unbiased and shall be held to the highest ethical standards of democratic electoral conduct for participants, election officials, and monitors.

Section 2 – Under no circumstance shall a candidate for office have any responsibility for organizing, conducting, monitoring or certifying elections.

Section 3 – The Elections Committee shall organize, conduct, monitor, and certify elections for all Delegate and Officer positions of the Student Bar Association.

- (a) Fall Elections shall be held as early as possible and no later than October 15.
- (b) Spring Elections shall be held no earlier than March 1 and no later than April 1.

Section 4 – All Officers and Delegates shall serve until results of the following Spring Elections are certified by the Elections Committee.

Section 5 – Officers shall be elected by a majority vote. If no candidate receives a majority of the votes cast, a run-off of the two candidates receiving the most votes in the initial election shall be held to determine a winner. In the event of a tie, a vote of the House of Delegates shall determine the winner. Should the candidate who receives a majority of votes be a write-in candidate that person shall be given two days to declare themselves a candidate for that position and in so doing be declared the winner of the election.

Section 6 – Delegates shall be elected by a plurality vote.

- (a) Should the candidate who receives a plurality of votes be a write-in candidate that person shall be given two days to declare themselves a candidate for that position and in so doing be declared the winner of the election.
- (b) In the event of a tie, all candidates receiving the number of votes that would be a plurality for that position shall be given a number and lots will be drawn to select the winner.
- (c) Should a write-in candidate decline to serve in the position they were elected to the remaining members of the delegation whose vacancy is to be filled shall fill the vacancy with a member of the Association who is currently eligible for the vacant position.

Section 7 – An individual may contemporaneously compete for election to one Officer and one Delegate position.

Article IX – Association Funds

Section 1 – The House of Delegates shall approve all appropriations and may approve expenditures of Association funds.

Section 2 – The House of Delegates shall appropriate funds to the Operating Budget, Speaker’s Fund, Special Events Fund, and Evening Students Fund.

- (a) The Executive Board may spend monies appropriated to the Operating Budget;

- (b) The Speaker's Committee may spend monies appropriated to the Speaker's Fund;
- (c) The Special Events Committee may spend monies appropriated to the Special Events Fund;
- (d) The Evening Student Affairs Committee may spend monies appropriated to the Evening Students Fund.

Section 3 – The House of Delegates may appropriate funds to student organizations in good standing that are approved for funding by the Student and Faculty Life Committee.

Section 4 – The House of Delegates may appropriate funds to committees of the Association and to any other entity or event for which funds can be legally appropriated.

Section 5 – All persons requesting an allocation or expenditure by the Association may personally appear before the House of Delegates and shall be informed of their right to do so.

Section 6 – On May 1 of each year all unspent allocations and expenditures shall revert back to the Association Holding account, except for the Association Operating Budget and other accounts to which the Treasurer has explicitly granted an extension.

Section 7 – All expenditures of Association Funds may be subject to review by the House of Delegates. The House of Delegates shall have the right to rescind, reallocate, or re-appropriate any unspent funds in any Association account, budget, or appropriation.

Section 8 – Under no circumstance may Association funds be used to support or oppose a candidate for election as an Officer, Delegate, or other elected position within the Association.

Article X – Provisions for Recall and Vacancies

Section 1 – An Officer, Delegate, chair or member of a Standing or Ad Hoc committee, or student member of a Student/Faculty committee may be recalled by a three-fourths majority vote of the entire House of Delegates at a special meeting called to dispose of a Petition for Recall.

Section 2 – A Petition for Recall may request the recall of only one person.

Section 3 – A Petition for Recall must be signed by a majority of the members of the House of Delegates or three hundred members of the Association.

Section 4 – A Petition for Recall shall be presented to the President.

Section 5 – A meeting to dispose of the Petition shall be held as soon as possible, but no less than ten days following the presentation of the Petition.

Section 6 – A person named in a Petition shall be notified in writing and given a copy of the Petition no less than ten days prior to the meeting called to dispose of the Petition.

Section 7 – If the President is named in the Petition, then until the Petition is disposed of, the Day Vice President shall assume all privileges, duties, and responsibilities of the President.

Section 8 – If the President resigns or is recalled, the Day Vice President shall assume the office of President.

Section 9 – The President, with the required consent of the House of Delegates, shall fill vacancies on the Executive Board.

- (a) The President must nominate a member of the House of Delegates to fill a vacancy in the voting membership of the Executive Board.

Section 10 - Vacancies in the House of Delegates after October 15th shall be filled by a majority vote for a member of the Association cast by the remaining members of the delegation whose vacancy is to be filled. In the event that no majority is reached in a timely manner, the delegation shall refer the decision to the Executive Board.

- (b) A delegation shall consist of the Delegates of the appropriate class of the Association (either 1L, 2L, 3L, E, or LLM). The Evening delegation shall include the Evening Vice President.

Section 11 – For an individual holding multiple positions for which recall is possible, the Petition must specify the position(s) from which recall is sought.

Article XI – Bylaws, Amendments, and Referendums

Section 1 – The House of Delegates shall by majority vote adopt such Bylaws as are necessary to carry into effect the provisions of this Constitution.

Section 2 – This Constitution may be amended by a three-fourths vote of the House of Delegates providing the proposed amendment has been submitted to the Secretary at least five days prior to the meeting at which it is to be voted upon.

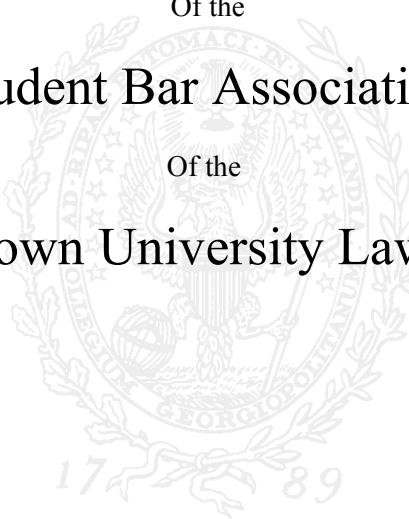
Section 3 – The Secretary shall provide each member of the House of Delegates with a copy of any proposed Bylaws or amendment and shall post it conspicuously to afford the membership of the Association a reasonable opportunity to examine it.

Section 4 – Approved Bylaws and amendments take effect immediately unless otherwise specified.

Section 5 – Upon presentation of a petition for referendum to the House of Delegates endorsed by at least three-hundred members of the Association, the Elections Committee shall promptly schedule and conduct an Association-wide vote. The results of said vote shall be binding on the Association and the House of Delegates.

Section 6 – The House of Delegates, by resolution, may cause an issue to be placed before the Association by referendum.

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



Article I - Elections

Section 1. Candidates for office shall comply with all policies set forth regarding posters and other student campaign activities in accordance with the policies set forth by the Elections Committee. 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 2. Complaints regarding inappropriate campaign activities shall be addressed by the Elections Committee. The Elections Committee can, by its majority vote, request that a candidate cure or stop any infractions.

Section 3. The Elections Committee shall take immediate steps to correct any errors on ballots or in the vote casting process found during an election. Following the certification of the results of an election, 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 an election in which they participate, and only a candidate may contest any election results.

Section 4. The Elections Committee shall conduct recounts when requested. Recounts must be completed within 24 hours of their request. The candidate requesting the recount may not request additional counts.

Section 5. Election results are considered certified by the Elections Committee when the results of its counts are posted following an election. The results become official and irreversible when no complaint is filed within 48 hours of this posting.

Section 6. The Elections Committee must have at least three members active in the conduct of an election, including its Chairperson.

Section 7. 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 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 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 8. The Election Committee shall publish and strictly enforce clear procedures regarding filing as a candidate for election.

Article II - SBA Committees

Section 1. Vacancies in Standing and Ad Hoc SBA 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 SBA Committees may have co-chairs.

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

Article III – Other Committees

Section 1.

(a) Terms for student members of Student/Faculty Committees shall begin and end in a timely manner after Fall elections, giving first-year students an opportunity to be considered for Student/Faculty Committees.

(b) At least one seat on each Student/Faculty Committee shall be filled by a member of the House of Delegates. After one member of the House of Delegates is seated on a Student/Faculty Committee, the Executive Board shall fill remaining seats from the House of Delegates or at-large members of the student body subject to approval of the House of Delegates.

(c) Members of the House of 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 VII, Section 8 until completion of Fall elections, or resign.

Section 2. 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 1(b).

Section 3. 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 4. Some members of the Student and Faculty Life Committee and the Finance Committee may be appointed by the Executive Board in the Spring following elections to insure their immediate availability for service in the Fall.

Section 5. Members of Student/Faculty Committees may be removed by resignation or by majority vote of the House of Delegates.

Article IV - Appropriations Committee Bylaws

Section 1: Mission Statement of SBA Appropriations

1.1 Purpose: The purpose of the Appropriations Committee is to disburse funds in order to enhance the quality of the law school experience at Georgetown University Law Center.

Section 2: Process

2.1 Appropriations Cycle

2.1.1 The Appropriations Committee suggests the following schedule to ensure that the appropriations process is fair, thorough, and expeditious.

2.2.1 Week one should begin one week before the last day of Spring elections, or in sufficient time to notify student organizations of their requirement to submit a fall budget.

2.2.2 At the beginning and end of week one, the outgoing SBA Treasurer/Appropriations Committee Chair will notify by e-mail, posters, notices in What's Happening and the Law Weekly, etc. all student organization leaders of their requirement to submit a budget via courseware.

2.2.3 In all initial communications, the Appropriations Committee representative who communicates with student organizations should notify organizations of the consequences of a late submission. Organizations submitting late budgets waive the right to appeal decisions of the committee.

2.2.4 The outgoing Chair should stipulate a budget submission deadline of at least two weeks after the budget announcement.

- 2.3.1 At the beginning of week two the incoming Treasurer should send another notification about the appropriations deadline to student organization leaders.
- 2.3.2 The newly-elected SBA should select new Appropriations Committee members as soon as possible.
- 2.3.3 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.
- 2.3.4 The incoming Treasurer should check on submitted budgets to ensure continuity after elections.
- 2.4.1 The Treasurer should schedule an Appropriations Committee meeting for early in week three following Spring elections and early in week three of the Fall semester. The Treasurer should schedule an additional meeting the week after the first meeting of the House of Delegates after the Fall elections.
- 2.4.2 At the first appropriations meeting, the Treasurer should take volunteers and/or assign liaisons to the student organizations from among the appropriations committee membership.
- 2.4.3 Committee members should not be liaisons to student organizations of which they are active members. Committee members should abstain from debate or voting on funding requests proposed on behalf of an organization to which a committee member is an executive committee member. Committee members who are executive committee members of organizations seeking funds from the SBA may answer any questions or provide additional information concerning requests.
- 2.4.4 The Treasurer, having compiled all the budgets submitted thus far, should distribute a preliminary budget reflecting the full funding requests of each student organization budget submission. The Treasurer should also calculate the total funds requested by all the organizations together. This raw budget provides a picture of how much student organizations and the Appropriations Committee must shave off of organization budget requests in order stay within the SBA budget.
- 2.4.5 The Treasurer should provide a list of all the organizations which have submitted, and those that have failed to submit, a budget on time.
- 2.4.6 The Chair should notify student organization leaders that the deadline for budget submissions has past and they must get their budget requests in immediately.
- 2.5.1 At the beginning of week four, appropriations committee liaisons should encourage dormant organizations who have failed to submit a budget to submit one immediately.
- 2.5.2 The liaisons should use weeks four and five to confer with their organization leaders. The liaison/leader conferences should commence immediately and may be in person, or by phone or e-mail. The goal of the conference is to negotiate a reasonable budget request that allows the

- organization to fulfill its goals for the year or semester, but does not request more money from the SBA than is absolutely necessary.
- 2.6.1 The Appropriations Committee should meet during week five to draft the budget. Drafting the budget entails balancing the needs of all organizations to create an overall SBA budget that allocates limited SBA funds fairly and effectively. During this process liaisons should be prepared to defend the budget they negotiated with the student organization before the rest of the Appropriations Committee.
 - 2.6.2 After completion of the draft budget, liaisons will contact the organization leaders to inform them of their initial allocation in the draft budget, informing leaders that allocations are only preliminary and may change as the budget is finalized.
 - 2.6.3 An Open Forum should be scheduled for week five or six. The purpose of the Open Forum is to allow organization leaders to appeal their initial allocation in the draft budget by presenting compelling reasons for additional funding from the SBA. The Open Forum is optional for organizations.
 - 2.6.4 The Appropriations Committee should dedicate subsequent weeks to finalizing and cementing the ultimate SBA Appropriations Budget and presenting it to the House of Delegates for approval in compliance with the Constitution.
- 6.1 The Appropriations Committee will consider the following factors in allocating funds to student organizations.
 - 6.2 Timeliness of the student organization's budget submission.
 - 6.3 Amount of specificity in the student organization's funding request.
 - 6.4 The Appropriations Committee will also consider the student organization's management of past semester funding in allocating funds to student organizations.
 - 6.5 Availability of events to both day and evening students.
 - 6.6 The Appropriations Committee shall provide balanced funding amounts to all groups whose primary activities are related to political or social activism, adjusting for group membership, scope of activities, and other content-neutral factors.

Section 3: Transportation

- 3.1 Funding. Members of student organizations generally should plan to provide their own transportation for their events.
- 3.2 Funding and reimbursement. The Appropriations Committee will 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. The Appropriations Committee will consider favorably transportation for events held on the law center campus.
- 3.3 For speakers outside the GULC community, student organizations are not allowed to pay for airfare or include airfare in a speaker's fee, but student

organizations are able to fund for reasonable ground transportation from a metropolitan Washington DC airport to an area hotel or GULC, from an area hotel to GULC, and back.

Section 4: Provisional Student Organizations

- 4.1 All new and inactive student organizations shall be considered provisional student organizations for one semester and will be notified by the SBA Treasurer;
- 4.1.1 “New” student organizations. A “new” student organization is one that the Student Life Committee has determined eligible for funding that has not previously existed.
- 4.1.2 “Inactive” student organizations. Any previously established student organization which has been determined eligible for funding by the Student Faculty Life Committee that has failed to host at least one “significant event” during the previous semester shall be considered “inactive” for Appropriations Committee purposes. The Committee shall take into consideration demonstrable planning of a “significant event” for the following semester in making a determination of “provisional” organizational status. If the student organization has received a year-long allocation, their Spring allocation will be revoked. An inactive student organization shall be required to successfully complete the reactivation process outlined below before it may submit an organizational budget to the Appropriations Committee.
 - 4.1.2.1 Student groups deemed inactive will be notified of their status as an inactive group, by the SBA treasurer, prior to the beginning of the next academic semester.
- 4.1.3 A “significant” event will be determined on the discretion of the Appropriations Committee. A significant event might include a speaker event, a panel, a campus-wide social event, or another event that fits into the charter of the student organization that was conducted. An event will not be considered significant if it is not adequately advertised to the student body as a whole.
- 4.2 Provisional student organizations shall receive help and guidance from the SBA Treasurer to conduct the events of their choosing in that semester. The SBA Treasurer shall, with the consent of the Appropriations Committee, authorize expenditures on behalf of these provisional student organizations.
- 4.3 At the end of the provisional semester, the Appropriations Committee shall make a recommendation to the House of Delegates as to whether the

provisional organization should be funded. The House of Delegates shall approve or disapprove these recommendations as part of the budget process.

- 4.4 In making this recommendation, the Committee should consider whether the provisional organization has been active, whether its activities should be combined with those of an existing student organization, and the likelihood that the organization will continue beyond its founders' tenure. The Committee should avoid making its recommendation based on the content or message of the organization beyond what is necessary to consider the above factors.
- 4.5 Upon approval by the House of Delegates, the student organization shall be permitted to submit an organizational budget to the Appropriations Committee as part of the normal appropriations process. The Appropriations Committee shall be permitted to fund the organization in a manner consistent with these Bylaws, and such funding shall be in any amount the Appropriations Committee deems appropriate, subject to final approval by the House of Delegates.

Section 5: Membership Dues & National Dues

- 5.1 Disclosure. Student organizations shall disclose to the SBA the membership dues their members pay, and the membership dues the organization pays to national organizations (i.e., if the student organization is a Georgetown University Law Center chapter of a national organization).
- 5.2 Funding organizations that collect dues. Organizations that collect membership dues can use those dues as a non-SBA source of funding. 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.
- 5.4 If an organization collects dues from its members, the Appropriations Committee shall consider it to have spent the dues funds first, before the Committee will consider it to have spent SBA allocations.
- 5.5 SBA generally will pay national dues for student organizations in order for those student organizations to remain in good standing with the national group.

Section 6: Conferences & Conference Attendance Off-Campus

- 6.1 The SBA will not fund conference transportation or accommodations. The SBA may pay for conference dues and fees for only one member of the executive committee of a student organization that demonstrates a need for funding.
- 6.2 The SBA generally will not fully fund conferences.
- 6.3 The SBA will consider partially funding student organizations that wish to start a conference series or have an on-going conference series.

- 6.4 Student groups wishing partial funding for conferences should seek the funds through Unity or Supplemental funding process.

Section 7: Organization Submissions

- 7.1 Budget Form. Organizations will submit their budget requests on the forms the Treasurer and the Appropriations Committee provide.
- 7.2 Event Reporting. Organizations will submit post-event reports including the following information: Date, location, nature, number of people involved, and cost of the event.
- 7.3 Annual Reporting. Student organizations should report the following numerical information in their budget request.
 - 7.3.1 Number of students the student organization served in the previous year.
 - 7.3.2 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).

Section 8: Unity Funding

- 8.1 Purpose. The purpose of Unity Funding is to promote interaction between different student organizations. Unity funding is meant to bridge the gap between the cost of new or emerging events and the available funds within student group budgets. The Appropriations Committee expects sponsoring student groups to pay a reasonable portion of the cost of an event they have submitted for unity funding. The Committee will make exception for groups that demonstrate severe need.
- 8.2 Process. The treasurer or president of the organization responsible for the finances of the event should submit a Unity Funding request on behalf of all the organizations involved in the Unity event.
- 8.3 Approval. The Appropriations Committee shall review the request in light of these bylaws and a majority of the Committee shall be required to approve funding decisions.
- 8.4 Funding. The committee may completely disapprove Unity funding requests or partially fund requests as it sees fit.

Section 9: Supplemental Funding

- 9.2 Purpose. The purpose of supplemental funding is to provide funds to individual student organizations for unforeseen circumstances or unique opportunities.
- 9.3 Approval. The Treasurer will use the same process as for Section 8 above.

Section 10: Organization Spending

- 10.1 Expectation. The SBA expects student organizations to spend their SBA budget funds in good faith, in accordance with the budget submitted to the Appropriations Committee, and in compliance with the GULC Bulletin rules.

Section 11: Student Organization Advertising

- 11.1 Advertising. All organizations that receive unity or supplemental funding shall include a by-line on advertising (posters, e-mails, etc.) that the event was made possible in part by funding from the SBA.

Section 12: Suggested Student Pricing Index

- 12.1 For certain products, foodstuffs, and beverages, the SBA Appropriations Committee will produce and maintain a Suggested Student Pricing Index. The Index will include pricing for common products, foodstuffs, and beverages student organizations order.
- 12.2 The SBA 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 Suggested Student Pricing Index.
- 12.3 It will be the responsibility of the SBA Treasurer to maintain and update the Suggested Student Pricing Index and distribute a copy to all student organizations.
- 12.4 It will 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 13: Amendments to the Bylaws

- 13.1 Changes. Changes to the appropriations bylaws require approval by a majority of the House of Delegates given previous approval of the Appropriations Committee. If no approval was given by the appropriations committee, then the changes must be approved by two-thirds of the House of Delegates.

Section 14: Special Appropriations for LLM Organizations

- 14.1 Special Appropriations. The SBA will allocate a quantity of money to be used for activities sponsored by or offered for LL.M students. All LL.M student groups would submit requests for funds to the SBA Appropriations Committee for their activities which would be funded from this fund. If the fund should become exhausted and at all other times when these groups would otherwise be eligible to apply for supplemental or unity funding they may do so. In addition, should for some reason there be no leadership for the LL.M student groups, then any activities sponsored by the SBA on behalf of LL.M students should be funded first from this line item.

Article V – Meeting Procedure

Section 1. Calling Meetings

- (a) Meetings of the House of Delegates

The House of Delegates shall regularly meet by rule, at the Call of the President, upon a request by two other elected members of the Executive Board, or upon a request of one-fifth of the membership of the House.

(b) Committees

Each Standing and Ad Hoc Committee shall regularly meet by rule, at the call of the Executive Board, at the call the presiding officer of the Committee in question, or upon a request by a number of committee members, where this number shall be the greater of (i) one-third of the committee membership, or (ii) 2 committee members. No Committee may meet when the House of Delegates is in session.

Section 2. Meetings of the House of Delegates

(a) Agenda

The President shall set and arrange for the preparation of the agenda for each regular meeting. The Agenda shall be distributed to the members of the House of Delegates at least one day prior to any Regular or Special meeting.

(b) Minutes

The Secretary shall carefully record, compile, and publish all proceedings of the House of Delegates and distribute them to the membership in a timely manner following each meeting. Any correction to the minutes shall be in order throughout the next meeting. The minutes shall be deemed approved at the adjournment of the next regular meeting.

(c) Order of Business

The President, with the advise of the Executive Board, shall set the regular order of business.

(1) Opening Business shall consist of the Officers' Reports, and Committee Reports.

(2) Old Business shall consist of business previously introduced to the House of Delegates.

(3) Docket

(a) Docketing of Resolutions

Resolutions must be presented to the President in written form and distributed with the agenda prior to consideration. The Secretary shall apply a number to each Resolution for identification, with the first two digits identifying the calendar year and the final digits identifying the numerical position in which that resolution was docketed in that year.

(b) Presentation of Legislation

The act of filing a written Resolution shall be a motion to consider the Resolution. Following the presentation of the Resolution, the Chair shall entertain questions from the members. The Resolution must be seconded to begin debate.

(c) Debate

Presentation of a Resolution shall be considered a speech in favor of the Resolution. The Chair will begin debate by recognizing a speech in opposition to the Resolution. A motion to close debate is in order after a balance of speakers. In the event that there are no further speakers on the Resolution or motions, the Chair may call to question.

(d) Adopted Resolutions

A Resolution passed by the House of Delegates shall have such vote of passage recorded upon it, and it shall be filed in the Student Bar Association office, with copies promptly distributed to the parties addressed by the Resolution.

(e) Submission of Resolutions for Consideration

- (1) In order to have a resolution considered as part of the Docket, Delegates shall submit the resolution to the Secretary at least seven days prior to the meeting of the House of Delegates at which the resolution is to be presented.
- (2) The Secretary shall make all resolutions submitted in accordance with paragraph (1) available for review and comment by the House of Delegates, the Executive Board and the membership of the Student Bar Association at least five days prior to the meeting.
- (3) The author(s) of the resolution may submit revisions to the Secretary as long as such revisions are received by the deadline set by the Secretary.

- (4) The requirements of paragraph (2) may be satisfied by placing the text of the resolution in the discussion section of the Student Bar Association Courseware site.
 - (5) For the sake of urgency, this Section (d) may be waived at the request of any member of the Executive Board.
- (4) New Business

At the close of the docket, the House of Delegates may, by a majority vote, choose to consider new business. All new business must be recorded in written form by the Secretary. The Member of the House of Delegates presenting the new business will have no more than three minutes to propose the business. Immediately following the Motion to Consider New Business, the House of Delegates will immediately proceed to a vote to consider. If the business is considered, it will be reviewed in the same manner as a normal Resolution.

Section 3. Procedure

(a) Parliamentary Authority

The current edition of Robert's Rules of Order shall guide procedure of each meeting. Following a ruling on interpretation by the President, with the advice of the Attorney General, a majority vote will be required to overturn such decision.

(b) Special Rules of Order

(1) Motion to Adjourn

A Motion to Adjourn shall require a second, is not debatable, and requires a majority in favor. A Motion to Adjourn before the completion of the Docket shall require a two-thirds vote.

(2) Suspension of the Rules and Bylaws

The House of Delegates may suspend, by a majority vote, any Special Rule of Order with the exception of Bylaw II (3)(b)(2).

(3) Voting

The Chair shall take all procedural votes by voice vote. A vote on the adoption of a resolution or amendment shall be taken by show of hands. Any member contesting the counting of a vote may immediately call for Division, which is in order after the vote until the time of a subsequent motion. A roll call shall be recorded by the Secretary if, following a

Motion for a Roll Call Vote, one-fourth or more of the Members of the House of Delegates vote in favor of the motion.

Section 4. Time Limits on Debate

The Chair shall have the authority to limit debate. If at any time a member objects to such limits, a majority vote shall be taken to affirm or reverse the Chair's limitation. The motion does not require a second. A Motion to Limit Debate or a Motion to Call the Question can be issued by any Member of the House of Delegates. Such motions do not require seconds or debate, and a two-thirds vote shall be required for their approval.

History Footnotes:

This Constitution and Bylaws were unanimously adopted in session by the House of Delegates on November 12, 2002 following the recommendations of the Judiciary Committee as Chaired by the school's first Attorney General, Nathan Headrick. Corey Maze was the presiding SBA President.

All modifications following the 2002 adoption are recorded below:

1. Article VII, Section 8 of the Constitution was amended February 12, 2003 – SBA President Nathan Headrick presiding.
2. Bylaws Article 3 was amended February 12, 2003 – SBA President Nathan Headrick presiding.
3. Bylaws Article 4 was added April 1, 2003 – SBA President Nathan Headrick presiding.
4. Bylaws Article 5 was added November 10, 2003 – SBA President Nathan Headrick presiding.
5. Bylaws Article 5, Section 2(d)1-5 was added November 24, 2003 – SBA President Nathan Headrick presiding.