



The Constitution  
of the  
Student Bar Association  
of the  
Georgetown University Law Center  
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**Preamble**

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

**Article I – Name**

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

**Article II – Membership**

1. All students of Georgetown University Law Center shall be members of the Association.
2. Membership shall terminate upon separation from the Law Center by reason of graduation, withdrawal, or dismissal.

**Article III – Purposes**

1. The House of Delegates and Officers of the Association shall fulfill the following purposes, in accordance with the desires of the Law Center community:

- (a) The House of Delegates and Officers of the Association shall act as representatives of the entire student body of the Law Center and shall primarily serve the needs of the students.
- (b) The House of Delegates and Officers of the Association shall coordinate student organizations and activities.
- (c) The House of Delegates and Officers of the Association shall apportion student funds to student

organizations and activities in accordance with the Bylaws and internal operating guidelines of the Appropriations Committee, and hold all recipients accountable for their use.

(d) The House of Delegates and Officers of the Association shall act as advocates for the concerns of the entire Law Center community.

## **Article IV – Executive Board**

### *1. Composition & Voting Rights*

(a) The Executive Board shall be composed of a President, a Day Vice President, an Evening Vice President, a Treasurer, a Secretary, an Attorney General, and a Chief of Staff.

(b) Each member of the Executive Board shall have one vote in the Executive Board. The President, Day Vice President, Evening Vice President, Treasurer, and Secretary shall each have one vote in the House of Delegates and shall be considered full members thereof. The Attorney General and Chief of Staff shall be non-voting members of the House of Delegates, with full privileges to attend meetings and participate in debate.

### *2. Powers and Duties*

(a) The Executive Board shall have the authority to promulgate resolutions and submit recommendations to the House of Delegates, and to perform such other duties as the House of Delegates may direct.

i. The Executive Board may amend any resolution submitted to the Secretary for placement on the Association’s agenda with the approval of the sponsor of the resolution. The Secretary shall notify the sponsor of the resolution and House when amendments are adopted.

(b) The Executive Board shall have the authority to enter into contracts on behalf of the Association, and to pay the debts of the Association;

(c) The Executive Board shall submit to the House of Delegates for confirmation a list of nominees to be added to Student–Faculty Committees and the standing and ad hoc committees of the Association.

(d) The Executive Board may establish additional voting positions on the Board as it deems necessary, provided that the appointed membership shall not exceed the elected membership, except in the cases of emergency or temporary vacancy.

### *3. Expedited Voting*

(a) Where a decision which would normally require the approval of the House of Delegates must be made within 48 hours or is needed 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, each voting member of the House of Delegates shall be contacted by the Executive Board and may cast their vote by any means necessary.

(b) Expedited votes shall be officially recorded by the Secretary.

#### *4. Attendance and Removal*

(a) Any Officer who has been absent from more than four meetings of the House of Delegates during their term of office, regardless of excuse, shall automatically forfeit membership in the House of Delegates and Executive Board.

i. An Officer is absent upon failing to respond to roll call unless the officer arrives no more than 15 minutes after roll is called;

ii. An Officer is absent if the Officer leaves the meeting and does not return prior to adjournment of the meeting;

iii. An Officer is absent if the Officer is absent for more than 20 minutes of the meeting.

### **Article V – Officers**

#### *1. Officers*

(a) The Officers of the Association shall consist of a President, a Day Vice President, an Evening Vice President, a Treasurer, a Secretary, an Attorney General, and a Chief of Staff.

#### *2. Powers and Duties*

(a) President. The President shall:

i. Be an upper class member of the Association;

ii. Be elected, during Spring Elections, by a majority of the votes cast by the membership of the Association;

iii. Act as the official representative of the Association;

iv. Call and preside over all meetings of the Executive Board and regular meetings of the House of Delegates;

v. Promptly and orderly execute all resolutions of the House of Delegates;

vi. Serve as an ex officio member of all committees of the Association;

vii. 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; all such appointments will be non-voting members of the Association;

viii. Approve all communications to the Georgetown Law community on behalf of the Association; and

ix. Perform such other duties as the House of Delegates may direct.

(b) Day Vice President. The Day Vice President shall:

- i. Be an upper class member of the day program;
- ii. Be elected, during Spring Elections, by a majority of the votes cast by the membership of the day program;
- iii. Act as the official representative of members of the Association enrolled in the day program;
- iv. Serve as Acting President of the Association in the absence of the President; and
- v. Perform such other duties as the President or House of Delegates may direct.

(c) Evening Vice President. The Evening Vice President shall:

- i. Be an upper class member of the evening program;
- ii. Be elected, during Spring Elections, by a majority of the votes cast by the membership of the evening program;
- iii. Act as the official representative of members of the Association enrolled in the evening program;
- iv. Chair the Evening Student Affairs Committee; and
- v. Perform such other duties as the President or House of Delegates may direct.

(d) Treasurer. The Treasurer shall:

- i. Be an upper class member of the Association;
- ii. Be elected, during Spring Elections, by a majority of the votes cast by the membership of the Association;
- iii. Submit a budget to the House of Delegates for approval, maintain the financial accounts of the Association, and promptly pay the obligations of the Association for which the House of Delegates has designated funds;
- iv. Chair the Appropriations Committee and administer the appropriations process for student organizations;
- v. Prepare and present such financial reports as the President or the House of Delegates may direct;
- vi. Serve on the Georgetown University Law Center Finance Committee;
- vii. Prepare and present the proposed Association budget for the Georgetown University Law Center Finance Committee's consideration; and

viii. Perform such other duties as the President or House of Delegates may direct.

(e) Secretary. The Secretary shall:

- i. Be an upper class member of the Association;
- ii. Be elected, during Spring Elections, by a majority of the votes cast by the membership of the Association;
- iii. Record, compile, and publish all minutes of the Executive Board and House of Delegates;
- iv. Maintain a current list of all Delegates, call the roll at all meetings of the House of Delegates, and keep the record of Delegate attendance;
- v. Prepare the agenda for each meeting of the House of Delegates and provide notice of resolutions voted on by the House of Delegates to the membership of the Association;
- vi. Chair the Communications Committee and create advertising campaigns to inform the community about Association related events and decisions, including, but not limited to, creating, posting, and distributing e-mails, flyers and posters, and submitting advertising materials to publications; and
- vii. Perform such other duties as the President or the House of Delegates may direct.

(f) Attorney General. The Attorney General shall:

- i. Be a member of the Association nominated by the Executive Board and confirmed by a two-thirds majority of the House of Delegates;
- ii. Be the arbiter and interpreter of this Constitution and the Judiciary Committee Bylaws;
- iii. Advise the President and House of Delegates as to the proper interpretation and application of the rules of procedure set out in this Constitution, the Association Bylaws, the Judiciary Committee Bylaws, or any other rules of order adopted by the House of Delegates;
- iv. Chair the Judiciary Committee;
- v. Preside over debate in the House of Delegates; and
- vi. Perform such other duties as the President or the House of Delegates may direct.

(g) Chief of Staff. The Chief of Staff shall:

- i. Be a member of the Association nominated by the Executive Board and confirmed by a two-thirds majority of the House of Delegates;
- ii. Assist in the advocacy, programming, and operations of the Association;

- iii. Preside over debate in the House of Delegates in the absence of the Attorney General; and
- iv. Perform such other duties as the President or the House of Delegates may direct.

## **Article VI – The House of Delegates**

### *1. Composition*

(a) The House of Delegates shall consist of the voting members of the Executive Board and the elected Delegates. There shall be:

- i. Two delegates elected during Fall Elections from and by each first year section;
- ii. Five delegates elected during Fall Elections from and by the L.L.M. class;
  - 1. Joint Degree students are eligible to vote and run for their 1L section delegation in the Fall Election cycle, as well as an officer position and their respective rising 2L and 3L delegation. Once a Joint Degree student completes the course requirements for the Law Center’s JD Program, that student will only be eligible to run in the next Fall Election cycle to be an LL.M. Delegate.
- iii. One delegate elected during Fall Elections from and by the S.J.D. class;
- iv. Two delegates elected during Fall Elections from and by the entering transfer class;
- v. Ten delegates elected at-large during Spring Elections from and by the rising 2L class;
- vi. Two delegates elected during Spring Elections from and by the rising 2E class, including evening-to-day transfers;
- vii. Ten delegates elected at-large during Spring Elections from and by the rising 3L class;
- viii. Two delegates elected during Spring Elections from and by the rising 3E class;
- ix. Two delegates elected during Spring Elections from and by the rising 4E class; and
- x. One delegate selected in the Fall Semester by application from all eligible students enrolled in a Dual Degree Program, and confirmed by a majority vote of the House of Delegates. Dual Degree students are eligible to vote and run for their 1L section delegation, and shall be eligible to vote and run for an officer position or their respective rising 2L and 3L delegation, provided:
  - 1. No Dual Degree student may apply for the position of Dual Degree Delegate in any Fall Semester after having previously run for the position of 2L or 3L Delegate in the most recent Spring Election.

## 2. Powers and Duties

- (a) Each member of the House of Delegates shall have one vote. In the event of a tie vote, the Resolution is not approved.
- (b) Each Delegate shall serve on at least one standing or ad hoc committee.

## 3. Resolutions

- (a) The House of Delegates shall exercise, by resolution, the legislative authority of the Association, with the power to amend any resolution submitted.
- (b) Resolutions may be submitted for consideration by the House of Delegates by either a member of the House of Delegates or on behalf of a Committee by the Committee Chair. All resolutions shall be submitted to the Secretary, who will communicate the text of the resolution to the House.
- (c) Any voting member of the House of Delegates may make a motion to refer any resolution to a standing or *ad hoc* committee of the Association with appropriate jurisdiction over the subject matter of the resolution. If approved upon a majority vote of those voting yea or nay, the resolution will be removed from consideration on the Association's agenda and will be submitted to the appropriate committee for consideration. A motion to refer a resolution to committee may not be entertained on any resolution that has already been considered once by a committee pursuant to a previous motion to refer.
- (d) A committee may take a nonbinding vote on resolutions referred to it, but shall consider the resolution and present it along with the sponsor to the next meeting of the House of Delegates unless the sponsor chooses to withdraw the resolution from consideration.
- (e) Any voting member of the House of Delegates may make a motion to table any resolution. If approved by a majority vote of those voting yea or nay, the resolution will be removed from consideration on the Association's agenda. The resolution must be considered at the next meeting of the House of Delegates, unless the sponsor chooses to withdraw the resolution from consideration.
- (f) Unless otherwise specified in this Constitution, a majority vote of those voting yea or nay shall be sufficient to adopt a resolution.
- (g) A resolution may be expedited pursuant to Article IV, Section 3.

## 4. Funding

- (a) 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.

## 5. Regular Meetings

- (a) The House of Delegates shall meet at least once each month during the months of September, October, November, January, February, March, and April.

- (b) Delegates shall be given at least 24 hours' notice of all meetings of the House of Delegates.
- (c) All meetings of the House of Delegates shall be open to any member of the Association.
- (d) Meetings of the House of Delegates shall be guided by the Judiciary Committee Bylaws.

#### *6. Special Meetings*

- (a) Special meetings of the House of Delegates may be held at the call of the President, two members of the Executive Board, or one-third of the membership of the House of Delegates.
- (b) Notice of Special Meetings must be given to the Executive Board before a Special Meeting is held.

#### *7. Quorum*

- (a) All meetings of the House of Delegates require a quorum consisting of a majority of the voting 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 quorum is available. Abstentions shall not affect quorum.

#### *8. Proxy Voting*

- (a) Any voting member of the House of Delegates shall be allowed to vote by proxy at any meeting of the House of Delegates, but members casting votes by proxy will not be counted as present at the meeting unless specifically authorized by the Executive Board prior to the calling of the role.
- (b) A voting member of the House of Delegates seeking to vote by proxy shall notify both the proxy-holder and the Secretary before the meeting of the House of Delegates is brought to order. In doing so, the member shall describe the scope of the proxy-holder's voting authority. The Secretary shall publish the names of the member and their proxy-holder, and the scope of the proxy-holder's voting authority in the minutes of the meeting.
- (c) Any voting member of the House of Delegates or Executive Board may designate any other voting member of the House or Executive Board as a proxy-holder.

#### *9. Attendance and Removal*

- (a) Any Delegate who has been absent from more than four meetings of the House of Delegates, including all missed votes for constitutional and bylaws amendments, during their term of office, regardless of excuse, shall automatically forfeit membership in the House of Delegates.
  - i. A Delegate is absent upon failing to respond to roll call unless the officer arrives no more than 15 minutes after roll is called;
  - ii. A Delegate is absent if the Delegate leaves the meeting and does not return prior to

adjournment of the meeting;

iii. A Delegate is absent if the Delegate is absent for more than 20 minutes of the meeting.

## **Article VII – Association Funds**

### *1. Budget*

(a) A budget for the Association Fund shall be prepared by the Treasurer and approved by a majority vote of the House of Delegates.

### *2. Funds*

(a) The Association Fund is the entire amount of money granted from the Georgetown University Law Center Finance Committee for use by the Association.

(b) The Student Organizations Fund is the portion of the Association Fund used to allocate monies to student organizations by the Appropriations Committee.

(c) The Operations Fund is the portion of the Association Fund used by the Association for its internal operations.

(d) The Special Events Fund is the portion of the Association Fund used for all other Association-sponsored events.

(e) The Treasurer, with the approval of the Executive Board, shall have the authority to establish and delineate additional funding categories as necessary.

### *3. Approval of Appropriations*

(a) All appropriations exceeding \$1000 must be approved by the House of Delegates. All other appropriations must be approved by the Appropriations Committee or the Executive Board.

### *4. Right to Review*

(a) Any appropriation or expenditure of Association Funds may be subject to review at the request of any member of the House of Delegates.

(b) A majority of the House of Delegates shall have the authority to rescind, reallocate, or reappropriate any unspent monies in any Association account, fund, or appropriation.

### *5. Right to Address the House of Delegates*

(a) All representatives of student organizations requesting an allocation or expenditure may personally appear before the House of Delegates and shall be informed of their right to do so.

## 6. *Prohibitions*

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

## **Article VIII – Committees**

### 1. *Standing Committees*

(a) The House of Delegates shall maintain the following Standing Committees: Academic Affairs, Appropriations, Campus Services, Career Services, Communications, Community Enrichment, Diversity, Elections, Evening Student Affairs, Experiential Learning, Judiciary, Social, and Special Events.

(b) The House of Delegates shall maintain a Director of Alumni Initiatives, a Director of Development, and an American Bar Association Representative.

(c) All Chairs and members of Standing Committees must be Officers or Delegates, nominated by the Executive Board and confirmed by a majority vote of the House of Delegates.

### 2. *Ad Hoc Committees*

(a) The President, Executive Board, and House of Delegates shall have the power to establish and dissolve such Ad Hoc Committees as are deemed necessary.

(b) At least one Chair of an Ad Hoc Committee must be a Delegate or member of the Executive Board, nominated by the Executive Board and confirmed by a majority vote of the House of Delegates.

(c) All members of the Association are eligible to serve on an Ad Hoc Committee.

### 3. *Student-Faculty Committees*

(a) All members of the Association are eligible to serve on Student-Faculty Committees.

(b) The Appointments Committee shall publish a list of Student-Faculty Committees and administer the nomination process for appointments. Nominees must be confirmed by a majority vote of the House of Delegates.

### 4. *Rules of Procedure*

(a) All committees may adopt such rules, regulations, guidelines, and procedures as are necessary for their continued operation. Where appropriate, rules, regulations, guidelines, and procedures may be presented to the House of Delegates for adoption as Bylaws. Unless a committee adopts Bylaws to the contrary, the Judiciary Committee's standard rules of procedure shall govern all committee meetings.

### 5. *Committee Chair Duties*

(a) Committee Chairs shall present such reports as the House of Delegates, Executive Board, or President may direct.

(b) Committee Chairs shall report on all expenditures of committee funds to the Treasurer in a timely manner.

## **Article IX – Elections**

### *1. Standards*

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

### *2. Administration, Timing, and Certification of Elections*

(a) The Elections Committee shall establish, maintain, and publicize the procedures to be followed for administering Association elections, and shall organize, conduct, monitor, and certify elections for all voting Delegates and voting members of the Executive Board.

(b) Fall Elections shall be conducted and certified no later than September 30.

(c) Spring Elections shall be conducted and certified no later than April 15.

(d) Runoff elections shall occur on the earliest possible date following the certification of election results.

(e) Elections and runoff elections shall be held electronically whenever practical.

### *3. Conflicts of Interest, Recusal, and Removal*

(a) Under no circumstances shall any candidate for an elected position have any responsibility for organizing, conducting, monitoring, or certifying elections.

(b) If any member of the Elections Committee believes that he or she will be unable to remain impartial in any respect regarding an election, the member shall immediately notify the Chair of the Elections Committee and recuse themselves from participation in that election cycle.

(c) In the event that the Chair of the Elections Committee is recused from their duties, the Executive Board shall nominate an Acting Chair subject to approval by the House of Delegates.

(d) The House of Delegates shall retain the authority to remove any member of the Elections Committee by a two-thirds vote, pursuant to the procedures expressed in Article XI of this Constitution.

### *4. Multiple Candidacies*

(a) An individual may be nominated for one elected Executive Board position and one Delegate position in the same election cycle.

### *5. Executive Board*

(a) The President, Day Vice President, Evening Vice President, Treasurer, and Secretary shall be elected by a majority vote of the Association.

(b) If no candidate receives a majority of the votes cast, a run-off between the top two vote earners shall be held to determine the winner of the election.

(c) In the event of a tie after a run-off election, a two-thirds vote of the outgoing House of Delegates shall determine the winner of the election.

(d) Should the candidate who receives a majority of votes be a write-in candidate, that person shall be given two days to accept the position and, in so doing, shall be declared the winner of the election.

#### *6. House of Delegates*

(a) Delegates shall be elected by a plurality vote.

(b) Should the candidate who receives a plurality of votes be a write-in candidate, that person shall be given two days to accept the position and, in so doing, shall be declared the winner of the election.

(c) In the event of a tie, there shall be a run-off election; whoever receives the majority of the votes shall be declared the winner of the election.

(d) Should a write-in candidate decline to serve in the position to which they were elected, the person receiving the next highest vote count shall be declared the winner of the election.

## **Article X – Transition Period**

### *1. Duration of Service*

(a) The Transition Meeting shall be the first meeting of the newly constituted House of Delegates after the Spring Semester Elections. All Officers and Delegates shall serve until the Transition Meeting following their election or appointment.

### *2. Transition Period*

(a) The period of time between the certification of spring semester election results and the official transition meeting shall be the transition period, subject to the following requirements:

i. General Operations. The outgoing Executive Board and House of Delegates shall maintain authority over the Association in accordance with this Constitution.

ii. Training. The incoming Executive Board and House of Delegates shall be trained by, and shadow, the outgoing Executive Board and House of Delegates, receiving in a good faith effort all necessary information, guidance, and support required for the effective administration of the Association.

iii. Appointments. The incoming Executive Board shall prepare the nominations of Committee Chairs for approval by the incoming House of Delegates at the transition meeting.

iv. Appropriations. The outgoing Treasurer shall assist the incoming Treasurer with all necessary preparations for the Association Budget and Fall Student Organization Budget.

## **Article XI – Removal and Vacancies**

### *1. Procedure for Removal*

(a) A Petition for Removal may only be used to initiate removal proceedings against an individual Officer, Delegate, Chair or member of a Standing or Ad Hoc Committee, or student member of a Student-Faculty Committee. When a member holds multiple positions in the Association, the Petition must specify the positions from which the member is to be removed. A single Petition may seek to remove a member from more than one position.

(b) A Petition for Removal must include a short statement of the reasons for removal. The person named in the Petition shall be granted an opportunity to respond to any allegations made in the Petition.

(c) A Petition must be signed by a majority of the voting members of the House of Delegates or three hundred members of the Association and be presented to the Judiciary Committee.

(d) The person named in the Petition shall be notified in writing and given a copy of the Petition and signatures prior to consideration by the Judiciary Committee. The person named in the Petition may not vote on the disposition of their removal at any stage of the process.

(e) The Judiciary Committee shall review a signed Petition and approve its certification upon the validation of signatures. A decision to not certify a Petition may be appealed to the House of Delegates, which may certify by a majority vote. A certified Petition shall be presented to the House of Delegates, which shall allow a full week for consideration before disposition.

(f) Following the consideration period, a special meeting of the House of Delegates shall be called to dispose of the Petition within fourteen calendar days.

(g) If the President is named in the Petition, the Day Vice President shall assume all privileges, duties, and responsibilities of the President until the disposition of the Petition.

## *2. Voting*

(a) A three-fourths vote of the House of Delegates shall be necessary for removal. Failure to vote in person or by other recorded means prior to the special meeting shall be considered an absence for purposes of attendance.

## *3. Vacancies: Executive Board*

(a) If the President resigns or is removed, the Day Vice President shall assume the Presidency.

(b) The President, with the consent of a majority of the House of Delegates, shall fill vacancies on the Executive Board.

i. All voting members of the House of Delegates shall be eligible for appointment as Day Vice President, Evening Vice President, Treasurer, and Secretary;

ii. All members of the Association shall be eligible for appointment as Attorney General and Chief of Staff.

(c) If a Delegate is appointed Attorney General or Chief of Staff, that member shall resign from their position as Delegate and the resulting vacancy shall be filled pursuant to Section 4 of this article.

## *4. Vacancies: House of Delegates*

(a) Vacancies in the House of Delegates arising after the certification of spring election results, but before the start of the fall election cycle in September, shall be filled in the following manner:

i. The vacant position will first be offered to the person next in line based on the spring certified election results, including all candidates receiving at least 10 write-in votes. If that person does not accept, the position will be offered to the next person in order of election results.

ii. If multiple candidates received the same number of votes so that there is no outright vote leader or if the vacancy remains unfilled after exhausting the list of vote-earners from the spring election, including all candidates not on the ballot but having received at least

10 write-in votes, the vacancy shall be filled by a majority vote cast by the remaining members of the delegation whose vacancy is to be filled.

(b) Vacancies in the House of Delegates arising after the commencement of the fall election cycle, but before the commencement of the spring election cycle, shall be filled by a majority vote cast by the remaining members of the delegation whose vacancy is to be filled. Provided:

i. Vacancies arising in a delegation, the majority of whose membership is elected in the fall, shall be filled pursuant to the election results procedure outlined in Section 4(a).

(c) If the procedure above is exhausted and a delegation is unable to fill the vacancy in a reasonable period of time, the Executive Board shall have the authority to fill the vacancy by majority vote.

(d) A majority vote of the Executive Board or Elections Committee shall be necessary to declare a vacancy. The Elections Committee may establish the procedure and timeline for filling vacancies by internal rules.

(e) 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.

#### *5. Vacancies: Committees*

(a) The Executive Board shall fill committee vacancies in consultation with Committee Chairs.

### **Article XII – Amendments and Referenda**

#### *1. Constitutional Amendments*

(a) Any member of the Association may propose an amendment to this Constitution by submitting a resolution to the Secretary, who must communicate the text of the resolution and amendment to the House of Delegates at least three days prior to its consideration.

(b) Following debate on the proposed amendment, the Secretary shall commence a roll call vote, which shall remain open for three days following the close of the meeting, or until all eligible delegates submit a vote, whichever occurs first.

(c) At the close of the voting period, a two-thirds vote of the House of Delegates shall be necessary to ratify an amendment.

(d) Failure to vote in person or by other recorded means during the voting period shall be considered an absence for the purposes of attendance.

#### *2. Bylaws Amendments*

(a) Amendments to the Association Bylaws shall follow the procedure described in Section 1 of this Article, except only that a majority vote shall be necessary to ratify such amendments.

### 3. *Referenda*

- (a) A Petition for Referendum may be used to adopt amendments to the Constitution and Bylaws, and to promulgate resolutions on behalf of the Association.
- (b) The Elections Committee shall present a Petition for Referendum to the Association for adoption upon the validation of signatures of three hundred members of the Association or by a two-thirds vote of the House of Delegates.
- (c) A majority of the votes cast in favor of the Referendum shall be necessary for adoption, provided that a majority of the Association shall have voted.

### 4. *Effect*

- (a) An amendment to the Constitution or Bylaws shall take effect immediately unless otherwise stipulated in the resolution.
- (b) A Referendum shall take effect upon the certification of votes by the Elections Committee.

## **Article XIII – Definitions**

The following terms as they appear in this document shall have the meanings here defined:

#### *Day Program*

The daytime course program for Georgetown University Law Center.

#### *Dual Degree*

Student Any student who is concurrently enrolled in a JD Program at the Law Center and a graduate program at any other institution, regardless of Georgetown affiliation.

#### *Evening Program*

The evening course program for Georgetown University Law Center.

#### *Incoming*

Refers to Officers and Delegates of the Association who have been elected, or appointed, to their respective capacities as a result of the most recent election.

#### *Joint Degree Student*

Any student who is concurrently or consecutively enrolled in a JD Program and an LL.M. Program at the Law Center.

#### *Outgoing*

Refers to Officers and Delegates of the Association who were serving in their respective capacities prior to the most recent election.

### *Transition Meeting*

A meeting of the House of Delegates which occurs after the spring election results are certified and no later than one week before the end of classes. This meeting includes the official transition of authority from the outgoing Officers and Delegates of the Association to the incoming Officers and Delegates of the Association.

### *Upper Class Member*

Any non-1L/E member of the Association.

### **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)15 was added November 24, 2003 – SBA President Nathan Headrick presiding.
6. The Constitution was revamped under the supervision of Attorney General Matt Levy. The changes were adopted on April 4, 2006 – SBA President Vid Prabhakaran presiding
7. Bylaws Article 3 was amended under the supervision of Attorney General Matt Levy. The change was adopted April 4, 2006 – SBA President Vid Prabhakaran presiding.
8. Bylaws were revised, and articles IV to IX added, under the supervision of Attorney General Frank Walsh. The changes were adopted on DATE – SBA President Beau Finley presiding.
9. Article X, Section 1 of the Constitution was amended on April 24, 2007 – SBA President Henry Hunter presiding.
10. Bylaws Article 10, Section 2(c)(iii)(a) was revised on April 24, 2007 – SBA President Henry Hunter presiding.
11. Article V, Section 2(i) was inserted on December 2, 2008 – SBA President Leon Skornicki presiding.
12. Article V of the constitution was amended on February 8, 2011 – SBA President William Broderick-Villa presiding.
13. This Constitution and the Bylaws of the SBA were re-written and re-adopted under the supervision of Attorney General Christopher K. Morgan-Riess on March 13, 2012 – SBA President Elizabeth Farrar presiding.
14. Article VII was renamed “Elections and Transition” and amended to create a transition period with specific authorities and training requirements, and more practical terms of service. Definitions were added to Article XI. The amendment was passed under the supervision of Attorney General Zac Garthe on January 29, 2013 – SBA President Shaun Zhang presiding.
15. Article V was reorganized to clarify the Proxy Voting procedures, the Powers and Duties of the House

of Delegates, and the Composition of the House, which now includes a Delegate for the S.J.D. students. The amendment was passed under the supervision of Attorney General Zac Garthe on February 26, 2013 – SBA President Shaun Zhang presiding.

16. Article IV, Section 3 regarding Expedited and Summer Business was amended under the supervision of Attorney General Zac Garthe on March 12, 2013 – SBA President Shaun Zhang presiding.

17. This Constitution and the Bylaws of the SBA were re-written and re-adopted under the supervision of Attorney General William King on September 30, 2014 – SBA President Andrew Warner presiding.

18. This Constitution and the Bylaws of the SBA were re-written and re-adopted under the supervision of Attorney General Benjamin Clark on August 30, 2015 – SBA President Rachel Morris presiding.

19. This Constitution and the Bylaws of the SBA were re-written and re-adopted under the supervision of Attorney General Claire Chevrier on September 19, 2016 – SBA President Sandor Callahan presiding.

20. Articles IV and VI of the Constitution were amended to include a definition of *absent*. The amendment was passed under the supervision of Attorney General Claire Chevrier on March 8, 2017 - SBA President Sandor Callahan presiding.



# 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

### 1. Purpose

(a) The purpose of the Elections Committee is to facilitate elections to fill the Association’s Executive Board and House of Delegates. Proper facilitation includes regulating the timing of elections, the manner in which candidates may campaign, and the processes by which election-related complaints are resolved and election results are certified.

### 2. Composition

(a) The Committee shall consist of at least 3 members of the House of Delegates and shall be chaired by the Elections Committee Chair. Each member of the Committee must be a graduating student from the 3L, 4E, or LL.M. class

### 3. Quorum

(a) At least three members of the Committee, including the Chair, shall be necessary to conduct

Committee business, including the certification of election results.

(b) The President may be a voting member of the Committee, but shall not be included for purposes of quorum.

#### 4. Election Rules

(a) The Committee shall establish, maintain, and publicize the Association's Election Rules for Fall and Spring elections.

(b) The Election Rules shall detail:

- i. Timeline of Election Cycle;
- ii. Candidate Nomination and Filing Procedures;
- iii. Regulations for Advertising and Campaigning;
- iv. Filing Complaints During and Following Elections;
- v. Resolution of Errors in Ballots, Vote-Casting, or Vote Software;
- vi. Certification of Election Results;
- vii. Election Recount Procedures;
- viii. Remedial Actions.

#### 5. Election Complaint Procedure

(a) Resolution of election complaints shall be governed by the Association's Standard Rules of Procedure.

### **Article III – Appropriations Committee**

#### 1. Purpose

(a) 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.

#### 2. Composition

(a) The Committee shall consist of between 8 and 14 members of the House of Delegates and shall be chaired by the Treasurer. Prior to the addition of Delegates elected through the Fall Election, the Committee shall be permitted to function with fewer than 8 members if necessary to accomplish committee duties.

#### 3. Student Organization Fund

(a) The Committee shall use the Student Organization Fund to allocate student organization budgets and supplemental funding requests. The Committee shall have the authority to rescind, reallocate, or reappropriate any unspent or misspent monies from student organization accounts.

#### 4. Policies and Procedures

(a) The Committee shall establish, maintain, and publicize funding policies to aid in the evaluation of requests and disbursement of funds. The Committee shall establish, maintain, and publicize the procedures to be followed for requesting, evaluating, and disbursing funds.

### **Article IV – Judiciary Committee**

#### 1. Purpose

(a) The purpose of the Judiciary Committee is to establish rules of procedure for efficient administration of the Association's duties; to resolve complaints involving delegate conduct; to hear appeals from other committee decisions; and to interpret and apply the Association's Constitution & Bylaws.

#### 2. Composition

(a) The Committee shall consist of no fewer than two voting members of the House of Delegates and shall be chaired by the Attorney General.

#### 3. Standard Rules of Procedure

(a) The Committee shall establish, maintain, and publicize the Association's Standard Rules of Procedure to govern the meetings of the Association and its committees.

(b) The Standard Rules of Procedure shall detail the means of:

- i. Conducting meetings of the House of Delegates, including, but not limited to, the format of debate, proper motions, voting methods, and amending resolutions and the Association's Constitution and Bylaws;
- ii. Reviewing and adjudicating formal complaints against members of the Association for improper conduct;
- iii. Hearing disputes related to the administration of the Association's elections; and
- iv. Evaluating the validity of referenda and Petitions for Removal.

(c) The Standard Rules of Procedure shall also govern meetings of the Association's standing and ad hoc committees, except where such committees choose to adopt internal rules, policies, and procedures not inconsistent with the Constitution & Bylaws.

#### 4. Interpretive Authority

(a) Any member of the Association may petition the Judiciary Committee for an interpretation of any part of the Constitution & Bylaws, the Standard Rules of Procedure, all pending or previously adopted resolutions, and any rules or guidance promulgated by a committee. The Committee may adopt an

interpretation by majority vote.

(b) On a motion by any voting member of the House of Delegates, the House may substitute, amend, or override any interpretation of these documents by majority vote.

#### 5. New Delegate Training

(a) The Committee shall be responsible for preparing new delegates for the regular operations of the Association and its committees. Delegates shall be provided a copy of the Association's Constitution & Bylaws and Standard Rules of Procedure. Training should include an explanation of these documents, an overview of committee work, and guidance on how to write and present resolutions.

#### 6. Beautification

(a) The Committee shall have the authority to make such minor formatting and grammatical alterations to the Association's governing documents as are necessary for purposes of beautification and coherence.

### **Article V – Evening Student Affairs Committee**

#### 1. Purpose

(a) 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.

#### 2. Composition

(a) The Evening Student Affairs committee shall be composed of 4 to 8 members from the House of Delegates, and shall be chaired by the Evening Vice President. Whenever possible, the committee shall have at least one member from each evening student class. Prior to the addition of Delegates elected through the Fall Election, the Committee shall be permitted to function with fewer than 4 members if necessary to accomplish committee duties.

#### 3. Meetings

(a) The Evening Vice President shall schedule Evening Student Affairs committee meetings as necessary.

#### 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 public forum to gather input from evening students regarding their unique needs and interests at least once per academic year.

(c) The Evening Student Affairs committee shall host a social event for the evening student body at least once per academic year.

## **Article VI –Career Strategy Committee**

### 1. Purpose

(a) The purpose of the Career Services Committee is to maintain student input and data output concerning the Office of Career Strategy (OCS) and the Office of Public Interest and Community Service (OPICS) programs and management. The Career Services Committee shall 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.

### 2. Composition

(a) The Career Services Committee shall be composed of two or more members from the House of Delegates, not including the Chair. Prior to the addition of Delegates elected through the Fall Election, the Committee shall be permitted to function with fewer than 2 members if necessary to accomplish committee duties.

### 3. Meetings

(a) The Chair(s) of Career Services shall schedule Career Services Committee meetings as necessary.

### 4. Duties

The duties of the Career Services Committee shall include:

- (a) Acting as the liaisons between SBA and OCS and OPICS.
- (b) Addressing all student complaints regarding OCS and OPICS.

## **Article VII – Experiential Learning Committee**

### 1. Purpose

(a) The purpose of the Experiential Learning Committee is to work with the students and faculty to maximize the student experience in clinics, externships, and experiential learning environments.

### 2. Composition

(a) Experiential Learning Committee shall consist of at least two members of the House of Delegates, not including the chair(s). If at all possible, at least one member of the committee will have previously served on the committee. Prior to the addition of Delegates elected through the Fall Election, the Committee shall be permitted to function with fewer than 2 members if necessary to accomplish committee duties.

### 3. Meetings

- (a) The committee shall meet no less than twice each semester.

#### 4. Duties

The duties of the Experiential Learning Committee shall include:

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

### **Article VIII – Social Committee**

#### 1. Purpose

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

#### 2. Composition

- (a) 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.

#### 3. Meetings

- (a) The Chair(s) of the Social Committee shall schedule Social Committee meetings as necessary.

#### 4. Duties

The duties of the Social Committee shall include:

- (a) Bar Reviews. Bar Reviews shall take place at least every other Thursday night during the academic school year. Social Committee shall work to obtain the best specials from the hosting establishment for the Law Center community.
  - i. Student Organization Bar Reviews. Student organizations shall be able to sponsor a Bar Review if they so request. Every effort shall be made to give the student organization the date requested. The hosting student organization is responsible for arranging the venue and specials for its Bar Review. The Social Committee shall advertise via e-mail for the student organization; the student organization is responsible for any other advertising it wishes to have.
- (b) Other Events. The Social Committee may organize and supervise additional social events.

### **Article IX – Special Events Committee**

#### 1. Purpose

- (a) 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.

## 2. Composition

(a) 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.

## 3. Meetings

(a) The Chair(s) of the Special Events committee shall schedule meetings as necessary and consider subcommittees for smaller tasks.

## 4. Duties

The duties of the Special Events committee shall include:

(a) Fall Event. The Special Events committee shall host an event each Fall for the entire law school.

(b) Barristers' Ball. The Special Events committee shall host the Barristers' Ball each Spring for the entire law school.

(c) 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 X – Student-Faculty Committees**

### 1. Purpose

(a) The purpose of the Student-Faculty Committees is to ensure joint student and faculty participation in the managing of the Law Center.

### 2. Membership

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

### 3. Terms

(a) Terms for student members of Student-Faculty Committees shall begin and early in the fall semester, providing 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 until they resign from their respective committees.

### 4. Vacancies

(a) 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.

#### 5. Emergency Appointments

(a) 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.

#### 6. Appointments

(a) 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.

#### 7. Removal

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

### **Article XI – Campus Services Committee**

#### 1. Purpose

(a) 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.

#### 2. Composition

(a) 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. Prior to the addition of Delegates elected through the Fall Election, the Committee shall be permitted to function with fewer than 4 members if necessary to accomplish committee duties.

#### 3. Meetings

(a) The Chair shall schedule Committee meetings throughout each semester to keep members apprised of their ongoing responsibilities.

#### 4. Duties

The duties of the Campus Services Committee shall include:

(a) 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.

(b) 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.

(c) 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.

## **Article XII – Communications Committee**

### **1. Purpose**

(a) The purposes of the Communications 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.

### **2. Composition**

(a) The Communications 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.

### **3. Meetings**

(a) The Chair shall schedule Committee meetings throughout each semester to keep members apprised of their ongoing responsibilities.

### **4. Duties**

The duties of the Communications Committee shall include:

(a) Contact Information. The Chair of the Communications 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.

(b) The Chair(s). The Communications Committee Chair(s) 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.

## **Article XIII – Academic Affairs Committee**

### **1. Purpose**

(a) The purpose of the Academic Affairs Committee is to act as a liaison between the Association and

the Law Center's Office of the Registrar and Office of JD Academic Services. The Academic Affairs Committee shall coordinate the Association's advocacy efforts pertaining to course registration, exam administration, grading and all other academic issues.

## 2. Composition

(a) When possible, the Academic Affairs Committee shall consist of at least one full-time upper-class JD delegate; one full-time first-year JD delegate; one part-time JD delegate who may be either upper-class or first-year; and one transfer delegate.

## 3. Meetings

(a) The Chair(s) of the Academic Affairs Committee shall schedule committee meetings as necessary.

## 4. Duties

The duties of the Academic Affairs Committee shall include:

(a) Acting as a liaison between the Association and the Law Center's Office of the Registrar and Office of JD Academic Services.

(b) Addressing all student complaints with regards to the Registrar and the Office of JD Academic Services.

(c) The Chair(s) of the Academic Affairs 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.

# **Article XIV – Community Enrichment Committee**

## 1. Purpose

(a) The purpose of the Community Enrichment Committee is to promote community-building policies, programs, and initiatives across all departments and all levels of Law Center administration. The Committee is particularly concerned with issues wellness.

## 2. Composition

(a) The Community Enrichment Committee shall consist of at least 2 members from the House of Delegates, not including the Chair.

## 3. Meetings

(a) The Chair(s) of the Community Enrichment Committee shall schedule committee meetings as necessary.

## 4. Duties

(a) The Community Enrichment Committee shall offer programs and create initiatives to promote

wellness at the Law Center.

### **Article XV – American Bar Association Representative**

1. Purpose. The American Bar Association Representative, hereafter “ABA Representative” acts as a liaison between the American Bar Association and the Association. The ABA Representative shall update the House from time to time regarding American Bar Association events, opportunities, and obligations. The American Bar Association Representative shall be governed by all rules and procedures established for this position by the American Bar Association, published on the American Bar Association’s website.

### **Article XVI – Director of Alumni Initiatives**

1. Purpose. The Director of Alumni Initiatives acts as a liaison between the Association and the University’s Alumni Affairs office. The Director of Alumni Initiatives seeks to coordinate events between Alumni Affairs and student groups, always in the interest of broadening and utilizing the Law Center’s rich alumni network. Events include alumni lunches, guest speaker series, and small-market alumni receptions.

### **Article XVII – Diversity Committee**

#### 1. Purpose

(a) The purpose of the Diversity Committee is to promote diversity within the Georgetown University Law Center campus and the Student Bar Association House of Delegates. The Diversity Committee shall work to encourage and foster an environment of inclusiveness and respect of different backgrounds, values, and beliefs.

#### 2. Composition

(a) The Diversity Committee shall consist of at least 2 members from the House of Delegates, not including the Chair.

#### 3. Meetings

(a) The Chair(s) of the Community Enrichment Committee shall schedule committee meetings as necessary.

#### 4. Duties

The duties of the Diversity Committee shall include:

(a) Working to encourage and foster an environment of inclusiveness and respect of different backgrounds, values, and beliefs through events, speakers, initiatives, or similar other means the Committee deems applicable.

(b) Addressing all student complaints related to diversity efforts at the Law Center.