

BYLAWS OF  
**STUDENT BAR ASSOCIATION OF  
KERN COUNTY COLLEGE OF LAW**  
A BRANCH OF MONTEREY COLLEGE OF LAW

**MISSION STATEMENT**

The mission of the Student Bar Association at Kern County College of Law is to serve as an advocate for students; to provide an official voice through which students' opinions and issues may be expressed, promote student rights and standards of professional responsibility, provide meaningful activities that enhance the quality of the student experience, and contribute to the cohesiveness of the student body.

**ARTICLE I:  
NAME AND RESPONSIBILITIES**

- Section 1 This organization shall be known as the Kern County College of Law, Student Bar Association (hereinafter SBA).
- Section 2 The SBA shall conduct and hold business at Kern County College of Law (hereinafter College) located in Bakersfield, California.
- Section 3 The SBA shall be responsible for the functioning of student self-government, activities and disbursements.

**ARTICLE II:  
MEMBERSHIP**

- Section 1 Each student registered and attending class at Kern County College of Law shall be deemed a voting member of the SBA.
- Section 2 At the beginning of each semester, all students will be charged a mandatory fee which will be used to finance SBA-sanctioned activities and provide a range of student benefits.
- Section 3 Membership shall commence on the first day of the semester for which the member was admitted and enrolled as a student by the College, and shall end immediately prior to the first day of the next semester, unless renewed by continuing admission and enrollment at the College. If a member's admission and enrollment as a matriculating student at the College is terminated during an academic semester, membership in SBA is immediately terminated.
- Section 4 The SBA may designate individuals as non-voting honorary members in recognition of their significant contributions to the SBA.

**ARTICLE III:  
GOVERNING BODY**

Section 1 The governing body of the SBA shall be the Board of Representatives (hereinafter the Board), which shall be the official representative body of the SBA.

- A. The Board shall be comprised of:
  - (1) President,
  - (2) Vice President,
  - (3) Secretary,
  - (4) Treasurer,
  - (5) Kern County Bar Association Representative, and
  - (6) SBA Representatives (as defined in “Article VI”, Sections 2)
- B. The Board shall have the authority to pass resolutions, policies, rules, expenditures, or any other items to carry out the responsibilities of the SBA.
- C. The Board shall have the power to establish any standing and special committees it deems necessary to carry out the responsibilities of the SBA.
- D. A quorum (two-thirds of members) must be present in order for the Board to vote on proposed resolutions, rules, expenditures, etc. relating to the business of the SBA.
- E. A two-thirds vote of the quorum present of the Board shall be sufficient to pass resolutions and approve expenditures. In the event of a tie, the President will be required to cast the deciding vote.
- F. The Secretary shall use roll call procedures to conduct voting on monetary-related items.
- G. Members of the Board will not be allowed to give proxy votes to other members of the Board for the purposes of voting.

**ARTICLE IV  
EXECUTIVE BOARD**

Section 1 Elected Executive Officers of the Executive Board shall be:

- (1) President,
- (2) Vice President,
- (3) Secretary, and
- (4) Treasurer

Section 2 All executive officers must be either a second year (2L), third year (3L), or fourth year (4L) student in good academic standing at the College.

- Section 3 All executive officers shall hold their respective roles for the duration of one school year.
- Section 4 Upon emergency, shall act and decide on behalf of the Board.
- Section 5 No one student may simultaneously hold more than one Board position.
- Section 6 All executive officers shall oversee and hold membership in committees of the SBA.

## **ARTICLE V EXECUTIVE OFFICERS**

- Section 1 Duties of the President:
- A. Be the official spokesperson and representative of the SBA.
  - B. Have general supervision, direction, and control of the SBA.
  - C. Preside over all meetings of the Board and enforce parliamentary procedures.
  - D. Review, sign, and ensure the execution of all business adopted by the Board.
  - E. Create standing or special committees and appoint, or remove, all chairpersons and members of the committees created by the SBA.
  - F. Meet, as necessary, with administrators of the College and Monterey College of Law.
  - G. Attend, as necessary, meetings of the Monterey College of Law Board of Trustees.
  - H. Collect and organize Exam Packs, which may contain five of the most recent year's exams along with professor outlines and selected student answers, as provided by the Registrar.
  - I. Shall only be allowed to vote in the event of a tie.
- Section 2 Duties of the Vice President:
- A. Be an official spokesperson of the SBA.
  - B. Assume the Office of SBA President should the President resign, be recalled, fail to satisfy membership requirements, or is otherwise unable to serve.
  - C. Supervise the student-buddy program.

- D. Research and coordinate meaningful workshops to support students.
- E. Assist with the collection and organization of Exam Packs, which may contain five of the most recent year's exams along with professor outlines and selected student answers, as provided by the Registrar.
- F. Act as a voting member of the Board, unless presiding over a meeting in the absence of the President.

Section 3

Duties of the Secretary:

- A. Be an official spokesperson of the SBA.
- B. Organize and produce all relevant documents related to the Board and maintain accurate records of resolutions passed.
- C. Disseminate agendas in a timely manner to Board members and post approved minutes of Board meetings.
- D. Ensure that meeting notices and SBA documents are posted on the SBA website.
- E. Oversee the maintenance and supplies of the SBA at the College.
- F. Coordinate publicity of the SBA.
- G. Act as a voting member of the Board, unless presiding over a meeting in the absence of the President and Vice President.

Section 4

Duties of the Treasurer:

- A. Be an official spokesperson of the SBA.
- B. Maintain and keep all financial records and expenditure requests and approvals of the SBA.
- C. Transact all financial matters relating to, or affecting, the SBA and the Board, with the exception of signing contracts which legally bind the SBA.
- D. Produce a financial report at the beginning of each semester and present to the Board.
- E. Assist with the maintenance and supplies of the SBA.

F. Act as a voting member of the Board, unless presiding over a meeting in the absence of the President, Vice President, and Secretary.

Section 5 All student members as defined by Article II are eligible to run for officer position.

## **ARTICLE VI SBA REPRESENTATIVES**

Section 1 The Board shall include the following SBA representatives:

- (1) One Student Representative to the Kern County Bar Association,
- (2) Two 4L Class Representatives,
- (3) Two 3L Class Representatives,
- (4) Two 2L Class Representatives, and
- (5) Two 1L Class Representatives

Section 2 Class Representative candidates must be officially enrolled in the year for which they are running and must be in good standing with the College.

Section 3 All representatives shall be voting members of the Board and attend meetings for the purpose of representing their constituents.

Section 4 Representatives shall assist the Executive Officers with projects and responsibilities as assigned by the Board.

Section 5 All representatives shall hold their respective roles for the duration of one school year.

Section 6 No one student may simultaneously hold more than one Board position.

## **ARTICLE VII ELECTIONS**

Section 1 Timing and Announcement of Elections

- A. The general election for all officers and representatives shall be held in the fall semester.
- B. An announcement shall be made to all students the third Monday of the fall semester regarding elections by the Campus Administrator.
- C. Nominations will begin the Third Thursday of the fall semester during which time debates, forums, and campaigns may be conducted.

- D. The voting platform shall be created by the Campus Administrator, or designee—none of whom are students. Votes shall be cast no later than the Fourth Thursday of the fall semester.
- E. In the event of a tie between two candidates, a run-off election shall be held within one week of the election.
- F. Special elections will be held whenever necessary and do not need to be held for vacancies in which no more than three months remain in the term of office.

Section 2 Election Committee

- A. Election-related activities will be conducted under the auspices of an Election Committee. The Election Committee will be comprised of at least three student volunteers, none of whom shall be running for office.
- B. The members of the Election Committee shall be appointed by the Board and will serve until the election results are finalized.

Section 3 Contesting Election Results

- A. Any student may contest an election result if there is a prima facie case of irregularity with how elections were held. The election committee shall review the contest and be the determining body.
- B. If the election is not contested within one week, it will be declared official.

**ARTICLE VIII  
VACANCIES**

Section 1 In the event of a vacancy or resignation of a Board member, the President shall nominate a student to fill the vacancy. The Board shall vote and approve of the candidate at the next Board meeting.

Section 2 In the event the President resigns or vacates their role, the Vice President shall assume the Office of the President and shall nominate a student for the Office of Vice President. The Board shall vote and approve of the candidate at the next Board meeting.

**ARTICLE IX  
REMOVAL OF A BOARD MEMBER**

Section 1 A Board member shall be removed:

- (1) if three-fourths of the members vote for removal during a Board meeting,

(2) is academically disqualified and is not in good standing with the College,

(3) the member is suspended or expelled from the College, or

(4) the member fails to

- a. attend three consecutive regular SBA meetings,
- b. attend at least one-half of all meetings in one semester, or
- c. carry out the duties or responsibilities of the office or position.

Section 2 Any Board member that is in danger of being removed, shall be given notice and opportunity to be heard at a Board meeting.

Section 3 If a Board member is removed, vacancy procedures shall be followed.

## **ARTICLE X MEETINGS**

Section 1 Board meetings shall be regularly scheduled and held, at least once per month, if practicable, while classes are in session.

Section 2 All meetings of the Board shall be open to all SBA members.

Section 3 Special meetings can be called by the President or any Officer and two Representatives.

Section 4 Robert's Rules of Order shall be followed during every meeting of the Board.

Section 5 A quorum (two-thirds of members) must be present to conduct official meetings and must include at least one Executive Officer.

## **ARTICLE XI: FUNDING**

Section 1 Funding of official clubs of the College shall be coordinated and presented by the Treasurer at a schedule Board meeting.

Section 2 The Board, by a two-thirds majority, will approve or deny funding requests.

**ARTICLE XII:  
AMENDMENTS TO THE BYLAWS**

Section 1            Amendments to the Bylaws shall be proposed in advance in writing and voted upon at the next regular SBA meeting. Two-thirds of voting members present must approve the changes.

Section 2            Amendments to the Bylaws can also be proposed and decided upon during any regularly scheduled election.

Approved on:

*Mike Kwon*

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Mike Kwon, President

*Mitzy Cuxum*

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Mitzy Cuxum, Vice President

*Lizet Powell*

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Lizet Powell, Secretary

*Erika Martinez*

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Erika Martinez, Treasurer