

BY-LAWS OF THE STUDENT BAR ASSOCIATION OF
SAN LUIS OBISPO COLLEGE OF LAW

ARTICLE I: PURPOSE

The purpose of the Student Bar Association (SBA) is to serve as an advocate for the students of San Luis Obispo College of Law (SLOCL). The SBA shall strive to enhance communication between the students, each respective local bar association, and the school administration. It is the aim of the SBA to be diligent in fostering an environment which provides opportunities for participation and an enhanced student experience.

ARTICLE II: MEMBERSHIP

All SLOCL students are members of the SBA. A mandatory fee is charged at the beginning of the fall, spring, and summer semesters which are used to finance SBA-sanctioned activities and provide a range of student benefits, including preparation of fall and spring exam packs.

A student's class level (i.e. 1L,2L,3L,4L) shall be based on projected year of graduation, as determined by SLOCL administration.

Honorary Membership: The SBA may, from time to time, designate individuals as non-voting honorary members in recognition of their significant contributions to the SBA.

ARTICLE III: MEETINGS

SBA meetings shall be regularly scheduled and held, at least once per month, if practicable, while classes are in session. Special meetings can be called by the President or any Officer and two Representatives.

ARTICLE IV: EXECUTIVE BOARD OFFICERS

The SBA Board will consist of four elected Officers and six elected Representatives (see Article V: REPRESENTATIVES, below). All SBA Executive Board Officer terms are for the duration of one school year. No one student may simultaneously hold more than one SBA Board member position.

Executive Board Officer positions are: President, Vice President, Secretary, and Treasurer. Each Officer must be either a second year (2L), third year (3L), or fourth year (4L) student in good standing. All Officers shall maintain records of their activities and duties in a binder to be passed on to the succeeding office holder to assist in orienting the new officer. Officer

responsibilities and duties detailed below are not all-inclusive. All Officers oversee all active committees in the SBA as members of each committee.

- I. **President:** The President shall be the chief executive officer; shall preside at all meetings; shall supervise, direct and administer the business and affairs of the SBA subject to its by-laws.
 - A. ***Exam Packs:*** The President shall be responsible for collecting and organizing the fall and spring semester Exam Packs, which may contain the five most recent previous years' exams, with professor outlines and selected student answers, where available, as provided by the SLOCL Registrar. Exam Packs should be distributed no later than 30 days prior to the start of exam week.
 - B. ***SLOCL SBA Website:*** The President shall be responsible for coordinating with SLOCL administration to help ensure that the SBA portion of the SLOCL website is current and correct regarding SBA Board membership, SBA calendar, events, meeting minutes, and bylaws.
 - C. ***Beginning of the Year Event:*** The President shall be responsible for coordinating, organizing, and holding the event at the beginning of the year at which time students will have the opportunity to purchase a student ID card. This event may be put on by administration.
 - D. ***Communications:*** The President shall assist the Vice-President in the creation and distribution of flyers, posters, and any relevant information to all class representatives, SLOCL students, and administration for upcoming SBA-sponsored events.

- II. **Vice-President:** The Vice-President shall assist the President and, in the absence of the President, act in that capacity. The Vice-President shall be responsible for use, maintenance, and supplies for all machines for which the SBA has contracted: the copy machine, vending machines, water cooler, etc.
 - A. ***Communications:*** The Vice-President shall create and distribute flyers, posters, and any relevant information to all class representatives, SLOCL students, and administration for upcoming SBA-sponsored events.
 - B. ***SLOCL SBA Website:*** The Vice-President shall assist the President in coordinating with SLOCL administration in managing the SBA portion of the SLOCL website as needed.
 - C. ***Beginning of the Year Event:*** The Vice-President shall assist the President in coordinating, organizing, and holding the event at the beginning of the year. This event may be put on by administration.

- D. ***Exam Packs:*** The Vice-President shall assist the President with Exam Packs, including preparing and distributing digital copies of Exam Packs to Class Representatives.
- III. **Secretary:** The Secretary shall keep record of minutes to all meetings, proceedings, and actions of the SBA and of any committees. The minutes of meetings shall include the time and place that the meeting was held, the name of those present, and a record of actions taken. The Secretary shall ensure that meeting notices are posted on the SBA bulletin board and on the SBA Website and are easily attainable by any SLOCL student or administration when requested.
- IV. **Treasurer:** The Treasurer shall keep adequate and correct accounts and records of the SBA's financial transactions. The Treasurer shall make a regular financial report at SBA meetings. Written financial reports, when presented, shall be attached to the meeting minutes. The Treasurer shall deposit funds of the SBA, disburse funds for approved expenditures, and shall obtain the signature of another officer for any disbursement. A review of accounts shall be conducted and reported at the first SBA meeting of the fall and spring semesters, by two other Officers. The Treasurer shall be available and responsible for advising and communicating with any subcommittee on a budget for proposed expenditures. The Treasurer shall also be responsible for communicating with administration regarding SBA budget expenditures.

ARTICLE V: SUBCOMMITTEES

Subcommittees shall be created by elected members of the board to work on issues, programs, events, and activities that arise throughout the year. Subcommittee members have an obligation to keep SBA informed on any and all deliberations.

There are a couple of subcommittees that are in effect on an annual basis:

- I. Student Ambassador Program - The SBA shall designate a subcommittee that is in contact with the student ambassadors regarding outreach to incoming students and prospective students of the school.
- II. Graduation Committee – The SBA shall designate a subcommittee to help with graduation preparation, the graduation event, and any other needs that might arise.

ARTICLE VI: REPRESENTATIVES

The SBA Board will include ten elected Representatives, consisting of five Class Representatives and one Student Representative, as follows:

I. **Class Representatives:** Each class year's students will elect one (1) Class Representatives, while 1L class will elect two (2) Class Representatives, to serve as the conduit through which their respective class' concerns and issues will be communicated to the SBA. Class Representatives are to keep their respective class advised and current regarding SBA activities and events.

A. ***Communication:*** Class Representatives shall be responsible for communicating with their cohort regarding SBA meetings, events, programs, and announcements. Student representatives will communicate with the SBA regarding the needs of their respective classes. Representatives will speak with their instructors in class and request a moment to make a SBA announcement.

B. ***Exam Packs:*** Class Representatives shall be responsible for notifying all members of their respective classes on the status of Exam Packs for the Fall and Spring semester.

II. **Student Representative:** The SLOCL student body will elect one Student Representative as described in the section below. The Student Representative must be either a second year (2L), third-year (3L), or fourth year (4L) in good academic standing.

A. **Student Representative to the San Luis Obispo County Bar Association (SLOCBA):** The Student Representative to the SLOCBA shall serve a full calendar year (i.e. beginning in the spring semester); however, transition and coordination with the outgoing Student Representative begins following election in the fall.

The Student Representative to the SLOCBA is the sole SLOCL student body representative to the SLOCBA, requiring the highest levels of professionalism and respect, and is to be a voice for SLOCL, to lobby for the future lawyers of the San Luis Obispo. The Student Representative's top priority is to foster relationships between the SLOCBA and the SLOCL student body.

The Student Representative must attend all SLOCBA monthly meetings and has the same voting rights as all members of the SLOCBA and is required to be a member of the SLOCBA (\$25 annual fee paid for by the SBA). The Student Representative must sit on one of the SLOCBA's standing committees and participate in those meetings (usually every other month; sometimes by email, sometimes in person).

The Student Representative is also responsible for organizing SLOCL student volunteers for SLOCBA events, and for posting notices of SLOCBA events

and job postings of potential interest to SLOCL students. This is an active position on the SLOCBA board, and is a stepping stone to a lot of opportunities, and can be what the Student Representative makes of it.

ARTICLE VII: ELECTIONS

Elections for all SBA Board Member Positions will be held in the Fall semester, as soon as reasonably possible, during which time debates, forums, and campaigns may be conducted. Votes will be cast as soon as is reasonably possible, but no later than October 15th of each semester. Transfer of power will occur as soon as is reasonably practicable.

Election Committee: Election-related activities will be conducted under the auspices of an Election Committee. The Election Committee will consist of at least three student volunteers, none of whom shall be running for office. The Election Committee shall be appointed at the end of the Summer semester by the SBA Officers at the Officer's discretion and will serve until the election results are finalized.

The Election Committee will be responsible for informing all classes of the SBA election process; gathering nominations for all offices and representative positions; preparing and distributing ballots; tabulating and announcing results.

Vacancy: In the event of a vacancy or resignation of a SBA Board Member, the President may appoint a student at their discretion or may direct an Election Committee to hold a special election to be held open to the entire school for the vacant office no later than 30 days after the President had been notified of such vacancy or resignation. The newly elected Officer or Representative shall serve the remainder of the effective term of the Officer or Representative.

ARTICLE VIII: VOTING MEMBERS

The SBA Board has nine regular voting members: President, Vice-President, Secretary, Treasurer, Student Representative to the SLOCBA and each Class Representative. If there are two Class Representatives for a particular class, they may cast one unified vote. If two Class Representatives cannot agree on a vote, their vote shall go to the majority.

ARTICLE IX: REMOVAL OF A SBA BOARD MEMBER

A SBA Board Member shall be removed from office when approved by three-fourths ($\frac{3}{4}$) of the voting SBA Board Members who are present at the meeting. If a SBA Board Member is removed, a replacement shall be installed pursuant to the vacancy procedures outlined in Section VI.

SBA Board Members shall be removed only for good cause. Failure to adequately perform the obligations of the office or position shall constitute good cause for removal and may be evidenced by, but not limited to, any of the following:

1. Failure to attend three consecutive regular SBA meetings w/o proper notification and reason or good cause.
2. Failure to attend at least one-half of all meetings in one semester.
3. Failure to carry out the duties or responsibilities of the office or position.
4. Expulsion or suspension from SLOCL.
5. Acting unethical, hostile, and/or inappropriate against other members of the board, students, and staff from SLOCL.

SBA Board Members shall be removed only following notice and an opportunity to be heard at a regularly scheduled SBA meeting.

ARTICLE X: RULES OF ORDER

Robert's Rules of Order shall be followed during the meetings.

ARTICLE XI: QUORUM

The SBA shall adhere to the Robert's Rules of Order's guidelines on quorum. A quorum shall consist of a majority of all members, at least 51%.

ARTICLE XII: AMENDMENTS TO THE BYLAWS

Amendments to the Bylaws shall be proposed in advance in writing and voted upon at the next regular SBA meeting. Three-fourths of voting members present must approve the changes. If attendance is a constant issue for the collective board members, the SBA Executive Board consisting of the President, Vice-President, Secretary, and Treasurer, can approve any bylaw revisions with a unanimous vote.