



## **BYLAWS**

### **ARTICLE I – MEETING PROCEDURE**

The University of Louisville Brandeis School of Law Student Bar Association (“SBA” or “Association”) Assembly shall meet twice a month during each semester. The regular meeting time shall be 8:30 PM on Tuesdays in Room 175 of Wyatt Hall. The Executive Committee has the authority to conduct paper meetings for the Assembly in place of a regularly scheduled meeting. An emergency meeting of the entire Assembly may be called by the President.

All meetings of the Assembly shall be open to the public with the exception of a meeting of the Executive Committee.

### **ARTICLE II – PARLIAMENTARY PROCEDURES**

The procedural rules contained in the Robert’s Rules of Order shall govern meetings of the Assembly in all cases to which they are applicable, provided they are consistent with the Constitution of the SBA or any SBA Bylaws or special rules of order that SBA may adopt. The Vice President of Communications shall make a copy of Robert’s Rules of Order available for all Members of the Association in the SBA office.

### **ARTICLE III - FINANCES**

#### **A. Standard Budget Procedure**

##### **1. Budget Development**

The Vice President of Finance shall develop fiscal year budgets for the Association. The Vice President of Finance shall compile a master budget comprising the aforementioned components and any other necessary components. The Vice President of Finance shall develop budgets for both the Student Government Association (“SGA”) and Fundraising accounts. The Vice President of Finance shall not submit a budget that operates with a deficit. The SGA account shall outline budgeting for an orientation event, Decedents’ Ball, Barrister’s Ball, graduation event(s), Career Services, Public Relations, RSO funding requests, office operations, and other additional programming. The Fundraising account shall outline budgeting for both expenses and revenue connected to social events, Bookstore operations, donations, and any other fundraising operations.

##### **2. Budget Consideration**

The Vice President of Finance shall submit a draft budget at the first rescheduled scheduled meeting of the fall semester. The Budget shall be approved by the Assembly at the

second regularly scheduled meeting of the semester.

**B. Statements**

The Assembly shall have the authority to require the submission of financial statements, receipts, and other documents detailing expenditures in connection with the SBA, SGA, Fundraising, &, and any other accounts. After each event hosted by the SBA, the Vice President of Finance shall share with the Assembly a snapshot showing expenses, income, and any profit.

**C. Unbudgeted Expenditures**

No money will be spent that has not been included in the budget. If a person spends money not included in the budget and/or has gone over budget, he or she will not be reimbursed for such expenditures.

**D. Money Handling Procedures**

Money boxes shall be checked weekly by the Vice President of Finance. Any surplus funds shall be deposited weekly. Checks written to the SBA shall be deposited within three days of receipt. The money box in the Bookstore shall be limited to \$150 at any time, with the exception of the week leading up to a major event and three business days following.

**ARTICLE IV – ADDITIONAL DUTIES OF THE ASSEMBLY**

All members of the Assembly shall send their schedules to the Vice President of the Communications at the beginning of the semester. Members of the Assembly shall sign up for and fill all scheduled bookstore hours. Members who are not scheduled to serve in the bookstore may be asked to perform additional duties by the Executive Committee.

**ARTICLE V – BYLAW CHANGES**

**A. Consideration**

All bylaw changes shall require a two-thirds (2/3) vote of present members of the Assembly, provided such members constitute a quorum.

**B. Renumbering**

Any required renumbering of sections or parts of sections shall be performed automatically in order to keep the outline form of the bylaws consistent.

**ARTICLE VI - ELECTIONS**

**A. Elections Timetable**

1. Elections shall be held in a manner which ensures (1) anonymous voting by users, (2) one vote per member, (3) easy accessibility to voters, and (4) platform stability.
2. All potential candidates must attend a five (5) or ten (10) minute in-person meeting in the SBA Office, Room 245, during one of the time periods designated by the Election Committee Chair.

3. All candidates must write their name as they wish for it to appear on the ballot on the online Statement of Candidacy.
4. The final ballot will be posted on the SBA Office door, Room 245 within 24 hours of the deadline to sign-up for the ballot. This will serve as the finalized and official list of candidates as will appear on the voting ballot.
5. Formal Campaigning begins at 8:00 a.m. the Monday after the deadline to sign up for the ballot. "Campaigning" means any statement, display, distribution of material, or activity that is intended to promote a candidate.

## **B. Definitions**

1. "Formal Campaigning" means the active solicitation of votes through means including verbal, electronic, or written communication, specifically excluding "Informal Campaigning", which is in-person verbal conversation consisting of three (3) students or less or online conversations between the candidate and no more than one (1) other person that promote a candidate for election.
2. "Informal Campaigning" is permitted prior to and after the date set for the commencement of the "Formal Campaigning" period.

## **C. Miscellaneous**

Voting Opens at 8:00 a.m. on the Wednesday after formal campaigning begins.

Voting Closes at 8:00 a.m. on the Friday after formal campaigning begins.

Unofficial election results will be posted to the SBA Office door and the SBA webpage under the section "SBA Elections" on the day that voting closes. Results of the election remain unofficial until the election challenge period ends. In the event of a run-off election, the tied candidates will be notified immediately via their UofL email.

Tangible campaign material must be removed by the end of the day the voting closes. In the event of a run-off election, tied candidates do not need to remove their campaign material.

Election challenges must be submitted in writing to the Election Committee Chair in person or via email within 24 hours of the posting of the unofficial election results. Elections challenges will not be considered if submitted anonymously. Please refer to Article VII of the Constitution for further details.

Run-off Elections occur on the Monday and Tuesday following the election if necessary.

Official results will be posted to the SBA office door, the SBA webpage under the section "SBA Elections," and the Student Organization News and Events Docket.

## **ARTICLE VII – CANDIDATE AND VOTER ELIGIBILITY**

### **A. SBA Assembly Offices**

These SBA offices shall be elected during the Spring Elections:

1. President
2. Executive Vice President
3. Vice President of Communications
4. Vice President of Finance
5. American Bar Association (ABA) Law School Division Representative
6. Social Chair
7. Career Services Chair
8. Community Engagement Chair
9. Public Relations Chair
10. Historian
11. Fundraising Chair
12. University of Louisville Student Government Association Senator (SGA), as designated by the SGA Supreme Court
13. Two (2) Rising Third/Fourth Year Class Representatives
14. Two (2) Rising Second Year Class Representatives
15. One (1) Louisville Bar Association/Kentucky Bar Association Representative
16. Honor Council
  - i. Five (5) Rising 3L students (two alternates)
  - ii. Four (4) Rising 2L students (two alternates)

### **B. Fall Elections**

These offices shall be elected during the Fall Election:

1. One (1) First Year Section One Class Representative

2. One (1) First Year Section Two Class Representative

### **C. Appointed Chair(s)**

1. Diversity Chair

The Diversity Chair shall be responsible for understanding and representing the needs of diverse aspects of the student body including race, age, sex, gender, sexual orientation, socioeconomic status, political stance, and other aspects of the student body. The Officer shall be responsible for engaging other groups within the law school and bringing before the Assembly matters initiated by those groups in regard to general school atmosphere, education, and events. The Officer shall regularly meet with the Office of Admissions, assist in the planning and performance of diversity recruitment initiatives as determined appropriate, and communicate with prospective students. This chair shall be appointed by Dean DiSanza, President of the Student Bar Association, and the faculty chair of the Diversity Committee during the first term of the Officer in 2018-2019.

### **D. Miscellaneous**

No Member may run for more than one SBA office in any one election and to be eligible, a candidate must:

1. submit the "Statement of Candidacy" form by the designated date;
2. be enrolled at the Law School for at least one (1) credit hour during the current semester;
3. *read the SBA Constitution, Election Rules, and Bylaws;*
4. have at least a 2.0 cumulative GPA;
5. not be on academic or disciplinary probation or suspension; and,
6. have at least two semesters remaining in residence following the semester in which he or she is elected, excluding the summer semester.

**Voter Eligibility.** Any Member enrolled during the present semester and taking one (1) or more hours is eligible to vote.

For each position, the candidate with the highest number of votes at the end of the voting cycle shall be elected. A run-off election only occurs if two or more candidates with the highest number of votes tie. In the event of such a tie, there will be a run-off election between the tied candidates only. If the run-off election also results in a tie, the position will be determined by the Election Committee. Write-in votes are not counted in SBA or Honor Council elections.

Candidates shall maintain decorum appropriate for students of the legal profession at all times. This rule applies to verbal, written, and electronic communications made in conjunction

with the election. Candidates should apply a common-sense standard to their interpretation of the rules and attempt to abide by the procedures set forth in both letter and spirit. Questions of permissibility shall be settled by the Election Committee. If a candidate or student has a question about the permissibility of an action, the candidate or student may make a request for an advisory opinion to the Election Committee Chair via email. The advisory opinion will be furnished by the Election Committee within twenty- four (24) hours.

Any law student taking one (1) hour or more may challenge the campaign practices of any candidate and/or the results of the election. The student must file his/her challenge in writing with the Election Committee Chair in person or via email by the time set forth on the Election Timetable. There is no official form to file an election challenge. Anonymous election challenges will not be considered. If a timely election challenge is filed, the candidate(s) involved will be immediately notified. A quorum of the Election Committee shall hold a timely hearing with the candidate(s) involved. That quorum of the Election Committee will make a determination regarding the effect of the challenge on the outcome of the election, if any, within 24 hours of the hearing. Examples of election challenges include explicit or questionable violations of the rules by (a) candidate(s) or general concerns about the practices of (a) candidate(s).

The Election Committee has original jurisdiction to adjudicate all election challenges. The Election Committee reserves discretion to determine appropriate penalties for violations of the rules contained herein, which may include a subtraction of votes or declaring a candidate ineligible for office. Decisions of the Election Committee may be appealed to the Assembly and further to the Supreme Court of the Student Government Association.

Those members of the Assembly who are newly elected must report to regularly-scheduled meetings beginning immediately after their election, unless excused by the President under the SBA Constitution.

#### **ARTICLE VIII – RULES PERTAINING TO FORMAL COMPAIGNING**

1. There is a spending limit of \$100.00 per candidate. Each candidate shall keep documentation of expenditures.
2. Expenditures made shall be limited to costs associated with flyers, posters, and Mail- box Stuffing. “Mailbox Stuffing” means the act of placing materials in the student mail- boxes located in the basement of the law school for the purpose of Formal Campaigning.
3. Food, candy, baked goods, and beverages are strictly prohibited. Candidates are prohibited from soliciting donations or gifts for campaign purposes unless the value of the donation or gift is included in the candidate’s \$100.00 spending limit. A flat rate of \$.10 per page of black and white copies or \$.20 per page of color copies will be assumed for the purposes of the compliance even if the copies were obtained for free.
4. One (1) mass email is permissible per candidate. No emails shall be sent by the law school on behalf of any candidate. Candidates may not send emails under the guise of another duty. Candidates may use TWEN to send a mass email if they so choose.
5. Electronic campaigning is permitted through means of instant messenger programs and social

networking sites. Electronic campaigning is not considered a mass email, but, if visible to the candidate and more than one (1) other person, does constitute “Formal Campaigning” for purposes of the Election Timetable.

6. One (1) Mailbox Stuffing is permissible per candidate.
7. Flyers, posters, etc. shall be taped only to the Mosaic Lobby cork board and the cork board outside of room 275. All other locations are strictly prohibited.
8. No flyers, posters, Facebook group pages (or the equivalent), etc. may be distributed or displayed, nor any campaign literature placed in mailboxes, prior to the start of “Formal Campaigning” as established on the Election Timetable.
9. All posters, flyers, and physical campaign materials, etc. must be taken down as established by the Election Timetable. In the event of a run-off election, the tied candidates must remove their materials as established by the Election Timetable. Candidates are not responsible for material that is no longer within their control, such as hand distributed flyers or mailbox stuffings that have yet to be emptied by the owner of the mailbox.
10. Candidates may address their classmates to campaign prior to the beginning of any class so long as the candidate has first received permission from the professor.
11. A candidate shall not intentionally act to interfere with the campaign efforts of another candidate. Examples include, but are not limited to, removing another candidate’s election form(s) from the Election Committee Chair’s student mailbox or taking down another candidate’s campaign posters without the permission of the candidate. Any student who has knowledge of this type of behavior is required to file an election challenge.
12. Honor Council Candidates shall not engage in campaigning of any kind.