

BYLAWS
of the
Michigan State University
College of Law
Student Bar Association



Student Bar Association
Michigan State University College of Law

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¹ Except where otherwise noted.

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² Sections 7.2 and 7.3 are reserved for future amendments/additions and are currently blank.

SECTION 1: GENERAL PROVISIONS

SECTION 1.1 PURPOSE

The purpose of these Bylaws is to provide effective operating procedures by which the organization has agreed to adhere.

SECTION 2: EXECUTIVE BOARD

SECTION 2.1 PRESIDENT

1. The President shall:
 - a. Preside over all meetings of the General Board and Executive Board SBA;
 - b. Have standing to vote only in the case of a tie;
 - c. Call special meetings at his or her discretion;
 - d. Appoint all committees not otherwise provided for in these bylaws;
 - e. Make provisions for the discharge of necessary duties of absent or suspended Executive Officers and SBA Senators;
 - f. Co-sign all checks on the treasury of the SBA that are more than \$250.00 that are not signed by the Administrative Director;
 - g. Enforce the rules and standard operating procedures of the SBA;
 - h. Carry out assignments and instructions given by vote of the SBA;
 - i. Act as liaison to the faculty and administration of the College of Law and Michigan State University; and
 - j. Serve as an ex officio member of all SBA committees.

SECTION 2.2 VICE PRESIDENT

1. The Vice President shall:
 - a. Create and abolish committees not listed in these bylaws or otherwise standing committees subject to a vote of the Executive Board. Additionally, the Vice President shall:
 - i. Facilitate the planning of oversee all SBA committees except the Finance Committee.
 - ii. Have the authority to amend the responsibilities of those committees not codified in these bylaws.
 - iii. Act as an ex officio committee member of all SBA committees
 - b. Propose and present estimated table time hour requirements at the first General Board meeting of each semester to be voted on in accordance with the SBA Constitution;
 - c. Maintain all resolutions and bills passed;
 - d. Maintain an official record of the attendance of all members of the SBA at all regular or special meetings;
 - e. Notify members of the SBA and initiate expulsion measures when absences exceed the number allowed;
 - f. Conduct and monitor secret ballot voting in conjunction with the Administrative Director;
 - g. Attend all meetings of the Executive Board and of the General Board;
 - h. Coordinate internal operations of the SBA with the President;

- i. Oversee all external liaisons and Senators to the SBA; and
- j. Maintain and update a record, both digital and physical, containing the SBA Constitution, SBA Bylaws, and adopted resolutions;
- k. Upon a Senator representative accumulating two (2) absences, the Vice President shall notify the member that he or/she has reached two (2) absences, and indicate to the Senator representative the consequences of exceeding the absence requirement;
- l. The Vice President, with support of the Executive Board, shall create any ad hoc committees as he or she deems necessary;
- m. Upon a Senator accumulating three (3) absences, the Vice President shall notify the member that he or she has reached the three (3) absences limit, and indicate to the Senator the consequences of exceeding the absence requirement; and
- n. Be an aide to the President.

SECTION 2.3 FINANCE DIRECTOR

- 1. The Finance Director shall:
 - a. Chair the Finance Committee;
 - b. Work with the Executive Board and Committee Chairs to develop a budget and submit it to a vote of the General Board pursuant to the procedures enumerated in Article VIII of the SBA Constitution and Section 6 of these Bylaws;
 - c. Provide a budget update including actual expenditures at the first SBA meeting in the Spring Semester;
 - d. Provide budget and financial statements at the last meeting of the Spring Semester;
 - e. Maintain all financial records of SBA and make such records, including funding applications and all records on funding appeals, open to the public;
 - f. Receive all money due to the SBA and make such payments from the funds of SBA as appropriate;
 - g. Provide a report at each regularly scheduled General Board meeting regarding the financial activity that occurred between General Board meetings. This includes the balance of the SBA bank account, the total dollar amount allocated over the preceding week, and the remaining balance of the budget;
 - h. Be responsible for the completion and filing of any and all tax-related forms;
 - i. Supervise and coordinate with the Fundraising Chair;
 - j. Contact and coordinate with the College of Law Comptroller;
 - k. Co-sign with either the President or Administrative Director for all checks more than \$250; and
 - l. Be an aide to the President.

SECTION 2.4 COMMUNITY AFFAIRS DIRECTOR

- 1. The Community Affairs Director shall:
 - a. Provide assistance to committee chairs in hosting events.
 - b. Update the SBA news bulletin board.
 - c. Connect with members of other student organizations and update SBA with current happenings in the College of Law.

- d. Coordinate between the organization and external events and legal, governmental, and academic communities in the surrounding area.
- e. Implement SBA's informal newsletter on at least a monthly basis.
- f. Be an aide to the President.

SECTION 2.5 ADMINISTRATIVE DIRECTOR

- 1. The Administrative Director shall:
 - a. Provide assistance to committee chairs with internal social events.
 - b. Receive, compile, and make available the agenda to General Board members and the student body at least three (3) days in advance of the next General Board meeting.
 - c. Co-sign all checks on the treasury of the SBA that are more than \$250.00 that are not already signed by the President.
 - d. Be responsible for updating the governing documents within 45 calendar days of the General Board's enactment of an amendment.
 - e. Be an aide to the President.

SECTION 3: GENERAL BOARD

SECTION 3.1 SENATORS

- 1. All Senators shall serve on at least one SBA committee.
- 2. The Parliamentarian and Committee Chairs are Senators, who have the right to vote and count towards the total number of senators for all purposes.

SECTION 3.2 FIRST YEAR SECTION REPRESENTATIVES (1L)

- 1. Section Representatives are jointly responsible for making announcements, conducting surveys or questionnaires, and any other duties incident to representing their respective classes or sections.

SECTION 3.3. PARLIAMENTARIAN

- 1. The Parliamentarian shall:
 - a. Hold their position for the duration of one academic year.
 - i. The Parliamentarian shall be selected through the same process as Committee Chairs,
 - ii. Executive Board Members are not eligible to serve as Parliamentarian.
 - b. Have the responsibility of maintaining parliamentary procedure along with the Robert's Rules of Order during meetings and advising the chair as required;
 - c. Advise the meeting chair on all matters of Robert's Rules of Order, the Constitution, and these Bylaws, and shall be consulted on such matters during General Board Meetings;
 - d. Not have the power to direct, lead, or chair General Board Meetings.
 - e. Have all the privileges and responsibilities of a regularly elected Senator, and shall not serve as a Committee Chair.

SECTION 4: COMMITTEES AND LIAISONS

SECTION 4.1 COMMITTEE CHAIRS

1. A Committee Chairperson shall:
 - a. Schedule and preside over committee meetings;
 - b. Inform the Vice President of any committee updates;
 - c. Inform the General Board of any committee specific updates; and
 - d. Represent the interests of the committee to the Executive Board.

SECTION 4.2 LIAISONS

1. Liaisons should report to the SBA any changes and updates as it pertains to their position;
2. The American Bar Association Law Student Division Representative shall:
 - a. Be appointed by the Executive Board of the SBA and confirmed by the SBA General Board;
 - b. Be a member of the ABA/LSD;
 - c. Represent the SBA in the Law Student Division of the American Bar Association;
 - e. Serve as liaison between the SBA, ABA, and the College of Law student body;
 - f. Increase awareness of and membership in the ABA/LSD at the College of Law;
 - g. Report to the SBA Vice President regarding the ongoing activities of the ABA; and
 - h. Provide a monthly oral or written report to be presented at the SBA General Board Meetings.
2. The Council of Graduate Students (COGS) Representative shall:
 - a. Be appointed by the Executive Board of the SBA and confirmed by the SBA General Board;
 - b. Represent the College of Law on the COGS' Full Council;
 - c. Report to the SBA Vice President regarding the ongoing activities of COGS; and
 - d. Provide a monthly oral or written report to be presented at the SBA General Board Meetings.
3. The Vice President shall add liaison positions as he or she deems necessary.

SECTION 4.3 STANDING COMMITTEES

1. Duties of Committees:
 - a. All SBA committees are responsible to the Board and shall regularly report their activities to the Board;
 - b. All SBA committees must meet a minimum of one (1) time per semester; and
2. Internal Affairs Committee
 - a. Responsibilities and Duties of the Internal Affairs Committee Members
 - i. Members must attend all committee meetings pursuant to the Internal Affairs Committee's attendance policy;
 - ii. To determine whether proposed business should be on an agenda subject to all of the following constraints:
 1. The order of business does not contravene University policies or the policies of the SBA as set forth in the Constitution, these Bylaws, or by act of the General Board.
 2. The order of business is formatted correctly into the form of a bill or resolution.

3. The committee shall not have the authority to prevent a bill or resolution from consideration by the General Board strictly due to its content, intent, or purpose or amend it to alter such.
 - iii. To amend any order that the committee deems in conflict with the above clause, with the consideration of the member(s) responsible for its introduction, before introduction or upon referral from the General Board; and
 - iv. Submit all approved legislative business to the Administrative Director for inclusion on the agenda.
3. Finance Committee
 - a. The Finance Committee shall act to disburse funds to student organizations under the finance guidelines as set forth in these Bylaws;
 - b. The committee shall be composed of the Finance Director, who shall chair the meetings, and at least four senators; and
 - c. The committee shall set fiscal policy for the organization and disburse money to student organizations pursuant to these bylaws and any guidelines adopted by the General Board.
 4. Barrister's Ball Committee
 - a. The Barrister's Ball Committee shall plan, advertise, and coordinate the Barrister's Ball this year;
 - b. The committee shall sign contracts with required vendors as early as practical.

SECTION 5: CONDUCTING BUSINESS

SECTION 5.1 TABLE TIME HOURS

1. Recommendation Process
 - a. The Vice President shall make a recommendations for a table time hours requirement.
 - b. The recommendation shall be introduced at the first meeting of each semester in the form of a bill.
 - c. Voting and approval of the table time hours requirement must be done at the following scheduled meeting.
 - d. The table time hours requirement shall be ratified by a 2/3 majority vote of voting SBA members if:
 - i. The vote will set table time hours at the beginning of the semester, or
 - ii. The vote will increase the hours to be served within the same semester.
 - e. The table time hours requirement shall be ratified by a majority vote of voting SBA members if there is no change or a decrease in the table time hours requirement.
2. Re-Assessment
 - a. After the midpoint of each academic semester, the Executive Board shall make an assessment of the table time requirement.
 - b. Upon review, the Executive Board may decrease the table time hour requirement promulgated at the beginning of the academic semester.

- c. The Executive Board's assessment must be announced at the first regularly scheduled meeting that occurs after the midpoint of an academic semester.
- d. The controlling table time hour requirement shall be the figure arrived at from Article III (L)(3), unless the Executive Board determines the table time hour requirement should be lower.
- e. If the General Board disagrees with the number of table time hours recommended by the Community Affairs Director, the General Board shall then discuss and decide how to correct the difference between an amount proposed by the General Board and that recommended by the Community Affairs Director
- f. If a representative fails to complete the required number of table time hours during either semester of their term, and that failure causes the representative to exceed the permitted number of absences, that representative is ineligible to serve on SBA the following academic year.

SECTION 5.2 SPECIAL MEETINGS

- 1. Special Meetings
 - a. The President may call special meetings of the SBA at any time by request of the Executive Board or upon petition of any five (5) Senators who present their request in writing.
- 2. Three (3) days notice shall be given for special meetings.
 - a. Absences will be excused if a Senator is unable to attend
 - b. A quorum is required for any action to be taken.

SECTION 5.3 ATTENDANCE POLICY

- 1. SBA members shall be allotted three (3) absences per a year.
- 2. Absences from, but not limited to, General Board meetings, Committee meetings, and allotted table time hours shall count toward a representative's absence total.
- 3. The Executive Board shall clarify to the General Board as to how absences will contribute to the total number of absences allowed. The Vice President, upon notice of an individual exceeding the total amount of permitted absences, must notify the removed representative immediately of their removal, and the opportunity to appeal.
- 4. If a SBA member fails to meet the minimum table time hours requirement, each missed table time hour will count toward one half (1/2) of an absence.
- 5. In the event of an emergency situation or school related function, an SBA member will not have the absence counted against their allotted absences as long as they inform the Vice President of the circumstance.

SECTION 5.4 APPEALS BOARD

- 1. A Senator who has been automatically removed from office as a result of the absence policy may send or present a written appeal to the Vice President for the purposes of challenging the removal. Such an appeal must be made within a seven (7) day period after being notified of the removal.
- 2. Following the General Board SBA elections, the Executive Board shall create an appeals board pool consisting of six (6) senators total. The makeup shall consist of (2) senators from each respective class (1L, 2L, 3L). The selections of each senator are to be made at random and the appointment is to remain secret amongst the appeals board as well as to

the General Board. However, the General Board must be informed that an Appeals Board Pool exists, and that appointments have been made.

3. Service in the Appeals Board Pool and subsequent Appeal Hearings is mandatory. The Executive Board may further incentivize service however they choose.
4. Once three (3) members of the Appeals Board Pool serve on an Appeals Board, they are removed from the pool and replaced by random selection as outlined in subsection (6).
5. Upon receiving an appeal, the Vice President shall create an Appeals Board consisting of three (3) Senators drawn at random from the Appeals Board Pool. The Appeals Board shall consist of one (1) first year Senator, one (1) second year Senator, one (1) third year Senator. At the appeals hearing, the Appellant Senator shall be given an opportunity to submit a written brief and give an oral presentation as to why they should not be removed from the SBA. The Appellant's Committee Chair shall also be present to testify at the appeal. Decisions by the Appeals Board are deemed final.
6. In the case of an Executive Board representative, the Appeals Board will remain the same, however, should the Vice President be the Appellant, the President will oversee the Appeals proceedings.
7. When an Appeals Hearing is held, the Executive Board must notify the General Board at the next General Board meeting of: i) the representative removed, ii) whether there was an appeal, and iii) the results of any such appeal.

SECTION 5.5 LEGISLATIVE PROCESS

1. Proposed Bills and Resolutions shall be:
 - a. Authored by a current Senator of the General Board; or
 - i. By any current student of the College of Law with the sponsorship of a sitting Senator.
 - b. Submitted proposed legislation to the Internal Affairs Committee for review and then placed on the agenda for the next General Board meeting; and
 - i. The Internal Affairs Committee's role shall be subject to the constraints outlined within the Committee's duties described in the Bylaws.
 - c. Given two readings, and on the second reading be voted on and approved by a simple majority of the General Board.
2. Resolutions are measures passed by a majority vote of the General Board to express the sentiments of the SBA on matters affecting the student body.
3. Bills are binding measures passed by a majority vote of the General Board directing the actions and policies of the SBA within its legislative powers.

SECTION 5.6 VOTING AT GENERAL BOARD MEETINGS

1. All votes cast at any General Board meeting shall be cast in-person and by each member him or herself except as otherwise provided within this Section.
2. The General Board may adopt, through the legislative process, a policy governing in-person electronic voting consistent with Subsection 1 of this Section.
3. A member not in attendance at any meeting where there is a vote on a main motion may vote by proxy in compliance with this Subsection and the guidelines therein.
 - a. To be eligible to exercise a proxy vote, the member must:
 - i. Receive the approval of the Executive Board;
 - ii. Be eligible to vote on the matter before the General Board;

- iii. Notify the Executive Board of which individual is entrusted to cast the member's proxy ballot;
- iv. Have attended the meeting where the first reading of the main motion occurred; and
- v. Be absent due to any of the following circumstances:
 - 1. Bona-fide professional obligation;
 - 2. Extreme family emergency;
 - 3. Extreme weather-related emergency;
 - 4. Illness; or
 - 5. School-sponsored event.
- b. Casting a Proxy Vote: To cast a proxy vote, a member must:
 - i. Reduce a specific vote on the matter before the General Board to writing on a paper ballot;
 - ii. Deliver the ballot to another member who is eligible to cast a vote on the matter before the General Board and present at the meeting;
 - iii. Write the member's statement, if any, regarding the main motion on the same ballot to be read by the individual casting the member's vote; and
 - iv. Instruct the individual casting the member's vote to read the vote out-loud when the absent member's name is called and deliver the ballot to the President when the vote is concluded.
- c. The exercise of a valid proxy vote shall have no effect for the purposes of quorum or attendance.

SECTION 6: FINANCIAL MATTERS

SECTION 6.1 THE BUDGET

1. The Finance Director, in consultation with the Committee Chairs and Finance Committee and subject to the approval of the Executive Board, shall write a budget for the following academic year.
2. Upon its creation, the budget shall be submitted to the General Board for approval through the normal legislative process. The budget shall be approved in accordance with Article VIII of the Constitution.
 - a. Should the budget fail to receive a two-thirds vote, it shall be amended by the Finance Committee and resubmitted to be voted upon at the next General Board meeting.
 - b. The budget shall be completed and approved by the General Bboard before the last day in February.
3. The budget may be amended through the regular legislative process by the introduction of a Bill. To be enacted, a bill amending the budget must be approved upon the affirmative vote of at least two-thirds majority of the General Board who are voting and present.
 - a. Such a Bill must be reviewed by the Internal Affairs and Finance Committees before it may be introduced in a General Board meeting for its first reading.

SECTION 6.2 STUDENT ORGANIZATION FUNDING

1. The Finance Committee shall accept applications from all College of Law student organizations requesting funding on a form developed by the Finance Director.
2. The Committee shall consider student organizations' requests using criteria and procedures adopted by the General Board.
 - a. The Committee shall hold at least one in-person meeting every month during the academic year to consider student organization funding applications.
 - i. Requesting Student Organizations shall be given the opportunity to attend the meeting to provide supporting testimony at the discretion of the Finance Director.
 - ii. Minutes of the meetings shall be recorded and be available to the public.
 - iii. Meetings must have a quorum consisting of a simple majority.
3. Requesting organizations shall have the right to appeal any funding decisions of the Finance Committee pursuant to section 6.3 of these Bylaws.
4. Should a student organization request more than 25 percent of the student organization funding budget, the Finance Committee's approval shall be contingent on approval of the General Board at the Board's next meeting by a majority vote.
 - a. The general board shall have the authority to amend, approve, or disapprove of the allocation in part or in whole.
 - b. There is no appeal from a decision of the General Board.

SECTION 6.3 FUNDING APPEALS

1. Student organizations have the right to appeal any decision of the Finance Committee within 3 business days of receiving the decision from the Committee.
 - a. The Appellant shall submit a written brief objecting to the allocation and stating the reasons for its appeal.
2. The appeal shall be decided by the Executive Board at an in-person meeting, chaired by the Finance Director.
 - a. The Appellant may appear at the meeting where the appeal will be decided.
 - b. The Executive Board shall consider the minutes of the Finance Committee meeting where the initial decision was rendered as well as the application, funding guidelines, and brief requesting an appeal.
 - c. The appeal shall be approved by a majority vote of the Executive Board. The Finance Director may only vote in the event of a tie.
3. The Executive Board must render a decision on the appeal within 3 business days of receiving the brief from the Appellant.
4. The Executive Board shall report all finance appeals, the reasoning of the appellant, and the reasoning and holding of the Executive Board regarding the appeal at the General Board meeting following the hearing of the appeal.

The decision of the Executive Board on the appeal is final and may not be appealed further within SBA.

SECTION 7: ELECTIONS

SECTION 7.1 EXECUTIVE BOARD ELECTIONS³

³ Sections 7.1(1), (2), (3)(a), and (4) do not take effect until August 31, 2020 – *Bill 2019-20.10*.

1. Election Commissioner
 - a. The Election Commissioner shall be a member with no academic terms remaining who is appointed by the current Executive Board with the advice and consent of the General Board.
 - b. The Election Commissioner shall
 - i. Establish and administer a nomination process in compliance with these bylaws;
 - ii. Appoint one Deputy Election Commissioner who shall be a neutral, non-voting party to the election and is eligible for the position of Election Commissioner;
 - iii. Be a neutral party in the current election;
 - iv. Preside over the Executive Board Elections meeting
 - v. Tabulate the vote totals during the election meeting; and
 - vi. Shall not have the right to vote in the election of any Executive Board position for any reason.
 - c. The Election Commissioner shall be elected before the end of the fall semester immediately preceding the election.
 - d. If the Election Commissioner would like to speak during the Election Meeting, he or she must speak at the beginning of the discussion period, subject to section 3(e).
2. Nomination Procedures
 - a. The nomination process shall begin at the last meeting before Spring Break and end 48 hours before the election meeting.
 - b. Nominations, seconds, and the names of those who put them forward shall be available to the student body upon request.
 - c. Any SBA member shall be allotted no more than one nomination and one second of a candidate for each Executive Board position.
 - d. If any Executive Board position only has one candidate on the ballot at the beginning of the election meeting, additional candidates may be nominated and seconded for that position before the election proceedings begin.
3. Election Meeting
 - a. The election of Executive Board positions shall occur at the first meeting after Spring Break in a closed meeting of the General Board.
 - b. The minutes of the Election Meeting shall only contain the names of the candidates for each position and the final outcome of the vote.
 - c. Positions shall be elected in the following order: President, Vice President, Finance Director, Community Affairs Director, and Administrative Director.
 - d. Each candidate shall have five minutes to deliver a presentation for his or her candidacy and answer any questions from the General Board.
 - e. Each Senator is allotted one minute during the discussion for each position. Time may not roll over from previous discussions.
 - f. Voting shall be by paper ballots; votes shall be counted in the room in which the meeting is being held.
 - g. Candidates for a specific position may not be present during candidate presentations, discussion and debate, and voting. Candidates are also prohibited from voting for the position that they are running for.

- h. If no candidate gets a majority vote for a position, there shall be a run-off vote between the top two candidates who get the most votes.
 - i. The Election Commissioner may move to allow each candidate up to three additional minutes to speak before a second vote is held.
 - ii. If the run-off election results in neither candidate receiving a majority vote, each candidate will be allowed to speak for an additional two minutes and each senator shall receive one more minute of discussion before an additional round of voting occurs.
 - i. The vote totals from the election shall be maintained for at least two weeks and may only be accessed by candidates for the relevant position.
 - j. If a candidate does not receive a majority vote for a position, the candidate may, on the motion of themselves or another member, run for any position whose election follows that of the position the candidate was initially nominated for.
 - k. Unless otherwise prescribed in the Constitution or these Bylaws, the Elections meeting shall be governed by Robert's Rules of Order.
4. Assuming Office
- a. The newly elected Executive Board shall assume office at the beginning of the next General Board meeting following the Election Meeting.
 - b. Upon the completion of their term, a former Executive Board member may serve the remainder of the academic year as a Senator.

SECTION 7.2 COMMITTEE CHAIR SELECTION

[Reserved]

SECTION 7.3 GENERAL BOARD ELECTIONS

[Reserved]