Drexel University
Thomas R. Kline School of Law
Student Bar Association
Bylaws

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ARTICLE I: MEMBERSHIP

1. **Purpose**: The Executive Committee hereby establishes these Bylaws to codify the operational and management procedures governing the Drexel University Thomas R. Kline School of Law Student Bar Association (SBA).

2. **Structure**:
   a. **Executive Committee**: The executive committee shall oversee their individual functions on the SBA, as well as direct and control the overall duties and actions of the SBA General Body. The executive committee shall be comprised of the following four positions:
      i. President
      ii. Vice President
      iii. Treasurer
      iv. Programming Coordinator
   b. **Representatives**: The Governing Body of the SBA shall be comprised of six elected students from the first, second, and third year classes, two students from both accelerated classes, and an optional representative position from the LLM class and the Global J.D. class.
      i. Voting: All elected class representatives hold one voting right.
      ii. Non-Voting: Liaisons that are not representatives of the SBA do not have voting power, but have speaking privileges during all SBA general body meetings.

3. **Elections**:
   a. **Elections of Representatives**: Elections for representatives are open to all students for the class in which they are officially registered (Dual degree students must run with the class they entered the law school with). Student Bar Association elections shall take place in the fall semester of each academic year for first year law students, including the accelerated class. In the spring semester of each academic year, second and third year law students and the executive committee will be elected.
      i. **Election Rules**: Candidates must follow all rules and procedures outlined by the Vice President of the SBA. This shall include, but is not limited to (see election packet attached):
         1. Produce a petition for candidacy containing at least 15 signatures for the 1L, 2L and 3L Representative positions and 10 signatures for the Accelerated Representative positions. All signatures must be from the student’s respective class.
         2. Candidate speeches and a 200-word candidate statement.
         3. Any materials that the Vice President requires of the candidates.
a. A candidate’s failure to abide by elections rules, including any deadlines, may cause the candidate to be disqualified at the direction of the Vice President.

b. All members of the student body are eligible to vote for their respective class.

c. In the event of a tie, a runoff election will be held, the candidate with the most votes will be awarded the position.

ii. Executive Board Elections: The outgoing SBA President shall officiate the election. Executive board members will be elected by newly elected 2L, 3L and Accelerated representatives. Executive board candidates must present a speech to the SBA General Body or provide a written statement if unable to attend.

b. Election of Liaisons. Following the newly elected representatives, nominations for liaison positions shall take place. The Liaison positions shall be comprised as follows:

1. The Public Interest Student Liaison position shall be composed of one (1) Representative: This position is open to all members of the Student Body and will be nominated by the current Liaison. If the nomination is accepted, the SBA will vote on the nominated Liaison position.
   a. The PIE Liaison is in charge of overseeing the development of the PIE Auction as well as training the Co-Chair to take over the position the following year.

2. The American Bar Association Liaison shall be composed of one (1) SBA representative; and

3. The Pennsylvania Bar Association Liaison and the Philadelphia Bar Association Liaison shall be comprised of one SBA (1) representative.

4. Attendance Requirement: All class representatives, including the executive committee and liaisons shall not exceed two unexcused absences per semester. After two absences a written warning will be given; any absences following the written warning will result in the automatic removal of the representative from the SBA.
   a. The executive committee, by a majority vote, may exempt absences in exceptional circumstances.

5. Resignation of Members: Any representative, executive board member, or liaison may resign from their position at any time by providing a written notice of resignation via email to the President of the SBA and the Dean of Students. If the President is going to resign, the email should be directed to the Vice President.

6. Removal of Members: Representatives may be impeached, resulting in removal from office. To initiate the impeachment of an SBA Representative, two (2) SBA
representatives or 10% of the student body must submit a written request for
impeachment to the SBA General Body, which must include a position statement.

a. The impeachment proceeding will occur as follows:
   i. The proceeding will be overseen by the President, unless he or she is
      subject to the impeachment process, in which case, the Vice President will
      oversee the process.
   ii. During the proceeding, the individual(s) initiating removal must address
      the SBA General Body and speak in support of impeachment.
   iii. The individual subject to impeachment then has the opportunity to address
      the SBA General Body regarding the impeachment on his or her behalf.
   iv. Once both sides have addressed the SBA General Body, the body will
      engage in deliberations and vote on the impeachment. Removal requires a
      2/3 vote. The representative subject to impeachment may not vote. The
      voting record shall be closed.

7. Filling Vacancies: if an SBA representative position becomes vacant within thirty (30)
   days of the original election, the next highest vote-getter will receive an invitation to
   occupy the vacancy.

   a. Should they decline or after thirty days, an additional election will be held.

ARTICLE II: ROLES AND RESPONSIBILITIES

1. Executive Committee: In order to be an eligible candidate for an executive committee
   position, the student must be:
   a. a student of the law school in good standing;
   b. an elected second, third or second-year accelerated SBA class representative that
      has served in good standing; and
   c. in the case of the Treasurer, an SBA member that has assisted in at least one
      semester’s budgeting process at the Committee level.

2. Executive Committee Positions:
   a. President: The President serves as the official spokesperson of the Student Body
      and the SBA General Body. The President directs and implements policies created
      by the SBA General Body as well as sets the agenda for General Body meetings.
      The President presides on all SBA standing and ad hoc committees. The President
      has the authority to create, with the majority approval of the SBA Governing
      Body, ad hoc committees to address special issues if necessary. The President also
      has the authority to appoint ad hoc committee chairs and set term limits for Class
      Representatives. The President communicates with and meets with members of
      the faculty and administration to discuss student concerns.
   b. Vice President: The Executive Vice President works directly with the President
      and is responsible for reviewing, maintaining, and upholding the SBA Bylaws.
      The Vice President has the authority to set the date, time, place of all General
Body, Executive Committee meetings, and Deans Meetings. The Vice President is responsible for maintaining records including meeting attendance and meeting notes. In the case of the President’s absence, the Vice President will conduct SBA General Body and SBA Executive Committee meetings.

c. **Treasurer**: The Vice President of Finance oversees the full budget process for the academic year for the SBA and for all Student Organizations. The Vice President of Finance keeps full and accurate records of disbursements for the SBA, as well as reviews and approves of all expenditures made by Student Organizations.

d. **Programming Coordinator**: The Executive Coordinator is the leader of the Student Affairs committee and orchestrates various social and community service events for the law school. The Executive Coordinator is responsible for overseeing the various Student Organizations of the law school and keeps accurate records of their contact information.

3. **Liaisons**:

   a. **American Bar Association Representative** (the “ABA”). The ABA representative is responsible for signing up law students to become members of the ABA and informing law students about new developments concerning ABA activities, events, policies, and procedures. The ABA representative will be allocated such funds as deemed necessary to attend the annual ABA Annual Conference.

   b. **Philadelphia Bar Association Representative** (the “PHBA”). The Philadelphia Bar Association Representative is responsible for keeping law students informed about new developments with Philadelphia Bar Association activities, events, policies, and procedures.

   c. **Pennsylvania Bar Association Representative** (the “PBA”). The Pennsylvania Bar Representative organizes on-campus Pennsylvania Bar events and attends Pennsylvania Bar meetings to inform law students about new developments with the Pennsylvania Bar Exam, including, the application process, practice requirements, events, and activities.

   d. **Public Interest Liaison**. The Public Interest Student Liaison Representative shall chair the Public Interest Experience Auction Committee and promote public interest law, advise law students on issues and opportunities related to public interest law, and work with student organizations and the Career Strategies Office (the “CSO”) to enhance the quality of public law related programming in the law school.

   e. In addition to fulfilling the respective duties as described above, each liaison must frequently meet with the sitting Dean of the CSO (the “CSO Meeting”) to discuss all matters concerning their respective position. Liaisons are responsible for delivering a report to the SBA at each general body meeting describing the CSO
Meeting and all relevant events, activities, developments, or other matters concerning each respective Liaison Position.

ARTICLE III: MEETINGS

1. **Procedure**: SBA General Body meetings shall convene bi-weekly for the purpose of transacting business at a specific date, time, and location to be proposed by the Vice President. All meetings shall be conducted in accordance with Robert’s Rules of Orders. These proceedings shall be considered general meetings and follow the procedures below.

   a. **General Body Meeting**: The agenda shall be set by the President and distributed to the entire student body prior to the scheduled meeting time. The meeting minutes shall be recorded by the Administrative and Archival Committee and uploaded to the Kline Law TWEN Page at the completion of every meeting. The agenda shall consist of:
      i. Call to Order;
      ii. Welcome by the President;
      iii. Open Forum;
      iv. Report by the President;
      v. Individual Executive Reports;
      vi. Committee Reports;
      vii. Old Business;
      viii. New Business; and
      ix. Adjournment.

   b. **Executive Board Meetings**: The Vice President shall set forth a meeting schedule with all four (4) executive members on the off-weeks of SBA General Body Meetings.

   c. **Deans Meetings**: The Vice President shall coordinate with the Deans of the law school to determine a meeting time bi-weekly to discuss student concerns, events, organizations, and any other relevant matters.

2. **Conduct**: All SBA members must act professionally and respectfully in each meeting. Disrespectful conduct, such as speaking out of turn, harassment, an unexcused absence, and any other disruptive behavior, may be subject to discipline as outlined in these Bylaws.

3. **Quorum**: Quorum, for the purposes for all General Body, Executive Committee, Standing Committees, and Ad hoc Committees, shall be two-thirds (2/3) of the given membership.

ARTICLE IV: COMMITTEES:

1. **Administrative and Archival**: The duties of the Administrative and Archival Committee shall include, but not be limited to, the following:
a. One (1) committee member other than the Vice President shall be responsible for recording all meeting minutes which should include a topical outline of the discussion, a record of votes conducted with tallied results, a record of the SBA members in attendance, and other relevant material from the meeting in accordance with Robert’s Rules of Order.

b. Minutes should be emailed to the Vice President no more than twenty four (24) hours after the conclusion of an SBA meeting, and the Vice President shall post the minutes to the SBA TWEN page no more than two (2) days after the conclusion of the meeting.

c. The committee shall keep a record of all prior versions of the SBA Constitution, the SBA Bylaws, as well as any other SBA Legislation for future reference.

d. The committee shall keep a record of all election results and materials related to the SBA candidates and officers.

2. **Student Affairs Committee**: The duties and responsibilities of the Finance Committee shall include, but not be limited to, the following

   a. Provide non-academic programming for the Student Body, including the annual Barrister’s Ball.

   b. Maintain all pertinent records relating to the governing of the student organizations including the constitution of each student organization, as well as oversee the community service requirement for the student organizations.

3. **Finance Committee**: The duties and responsibilities of the Finance Committee shall include, but not be limited to, the following:

   a. Perform the student organization budgeting process in accordance with the finance budget policy.

   b. Communicate Drexel University, Drexel Law, and SBA financial policies to student organizations.

   c. Oversee the student organization reimbursement process in accordance with the finance policy.

   d. Hold office hours in the SBA Office to make cash advances, process reimbursements, and answer financial questions.

      i. Each Finance Committee member, excluding the Treasurer, shall hold one (1) office hour per week during the fall and spring academic semesters, excluding the Exam Period.

   e. Perform a reconciliation of the student organizations’ budgets at the end of the fall semester.

   f. Reduce or revoke student organization budgets for any organization violating financial or other policies of Drexel University, Drexel Law, or the SBA.

4. **Student Organization Approval Committee**: Shall be composed of six (6) SBA members, including the members of the executive board along with one additional
member from each of the three (3) standing committees listed above. The SOAC shall meet with student founders of proposed organizations to discuss the budgeting process and requirements under the bylaws. The SOAC must first approve the presentation of the organization to the SBA General Body by a ⅔ vote. The organization must then receive ⅔ vote from the SBA General Body to receive recognition as an active student organization.

5. **The Public Interest Auction (PIE) Committee:** shall include, but not be limited to: planning, organizing, and overseeing the Public Interest Experience Auction during the spring semester of each academic year.

   a. **Public Interest Experience (PIE) Auction:** an annual auction-style fundraiser for the purpose of raising money for Kline School of Law students employed in public interest positions over the summer term.

   b. Law students interested in obtaining a public interest grant must participate in a subcommittee described herein. The students must submit a letter of interest and resume to the Public Interest Liaison, who reviews and selects the eligible law students.

      i. **Composition:** The PIE committee will be led by the Public Interest Liaison along with the assistance of one co-chair and sub-committee members.

      ii. **Sub-committees:** The PIE committee shall consist of five (5) sub-committees, each with two co-chairs, related to the operations of the Auction. Each sub-committee is as follows:

         1. **Procurement:** Responsible for overseeing the item procurement process.
         2. **Publicity:** Responsible for advertising the Auction.
         3. **Events:** Responsible for organizing the items, preparing the items for sale, organizing volunteers for the event, set up/clean up, ticket sales.
         4. **Grants:** Responsible for assisting the Director of Experiential Learning in distributing grants to public interest applicants. Activities include scheduling and conducting grantee interviews and assisting the Director of Experiential Learning with grant status notifications. Activities are at the discretion of a faculty advisor.
         5. **Finance:** Committee members work with the Director of Experiential Learning during and after the auction to account for all collected funds.

6. **Ad Hoc Committees:** may be created as deemed necessary with majority of SBA approval. Ad Hoc Committees may be dissolved by a majority vote. An existing ad hoc committee will automatically dissolve at the end of the academic year unless determined
otherwise by a majority vote. Procedures for creating an Ad Hoc Committee are set forth below:

a. The President shall have the power to appoint the ad hoc committee chair(s) with majority approval.
b. Chair(s) shall recruit committee members to assist with the committee.
c. There is no limitation on who the Chair(s) may recruit unless determined otherwise by a majority vote.
d. Chair(s) will report on the committee’s activities at SBA General Body meeting and/or Executive Committee meetings.

Article V: Community Service

1. **Definition of Community Service:** For purposes of this requirement, “Community Service” shall be defined as “the meaningful involvement of an organization and its members in activities benefiting the welfare of the community.”
   
a. This requirement may not be fulfilled through philanthropic involvement. However, a drive for physical goods that are then donated to the community is sufficient.

2. **Student Organization Community Service Requirements:**
   
a. Each Student Organization must acquire 25% involvement of its active membership in community service activities during each semester.
b. “Active membership” is defined as the average number of members for whom meals are allocated for at general meetings during the current semester by the SBA Finance Committee.
c. “Involvement” is defined as participation in the community service activity including planning, overseeing, attending, and completing all activities associated with the project. Donating a physical “good” is not included in the definition of involvement.
d. 25% participation may be acquired by performing several events and adding the sum of each event’s participation. An individual person may be counted towards the fifty percent requirement for each community service project that the person participates in.
e. Co-sponsored events which may share members may count a single individual’s participation in both organizations’ percentage of participation.
f. A Community Service event or activity results must be reported to the Vice President of Student Affairs in writing (electronic or hard copy) no later than two (2) weeks after the event’s completion and should include:
   
i. name of the event or activity;
   ii. name of the Student Organization;
   iii. results achieved by the event or activity; and
iv. list of participants’ names.

3. **Enforcement of Community Service Requirement:** If a student organization fails to satisfy the Community Service requirement during the course of an academic year by the time of student organization re-registration in April, the following enforcement procedures will be initiated:

   a. The SBA Executive Committee will provide an opportunity to the student organization to explain its efforts in completing the Community Service requirement to the SBA Executive Committee.
   b. The burden is on the student organization to show why the enforcement penalty should not be given.
   c. The SBA Executive Committee will then determine if the student organization has met its burden.
   d. Unless substantial cause has been shown as to why a student organization, which has failed to satisfy the Community Service requirement and should not be penalized, the student organization’s following semester approved budget shall be reduced by the amount specified in the financial policy.

**Article VI: Amendments to Bylaws:**

Any member of the SBA shall have the power to propose an amendment to the bylaws. The following provisions shall govern the process of amending the bylaws:

   a. A written proposal shall be submitted to the Executive Vice President, as Chair of the Administrative and Archival (A&A) Committee.
   b. The proposed amendment shall be reviewed and voted on by the A&A Committee. The amendment must be approved by a simple majority vote or it is rejected with prejudice for the remainder of the academic year.
   c. The Executive Vice President shall notify the General Body of any amendments 48 hours prior to the next General Body meeting to allow planning for a vote.
   d. The proposed amendment must be presented to the General Body and must receive a 2/3 vote in favor.
   e. The amendment shall be effective immediately, and any pending business shall conform to the text of the new amendment.

2. **Interpretation of ByLaws:** Nothing in these bylaws shall be construed as a limitation of the authority of the SBA unless explicitly stated. Any ambiguities in these bylaws or the SBA Constitution shall be interpreted by the Executive Vice President unless a majority vote of the SBA overrules such an interpretation.

**Article VII: SBA External Platforms:**
1. The SBA shall utilize several platforms to communicate with the study body, as well as keep a record of SBA materials. Those platforms include:

   a. TWEN:
      i. The Treasurer shall be responsible for uploading all completed and approved budgets to TWEN per the Financial Policy.
      ii. The Vice President shall be responsible for uploading meeting minutes via TWEN, no later than (2) days after the last SBA meeting, in accordance with Article V Section 1 (b).
      iii. The Programming Coordinator shall be responsible for updating the TWEN calendar with upcoming SBA events.

   b. SBA Facebook Page: The SBA Facebook page shall be maintained by the Vice President.

   c. Social Media Policy: The law school has established social media groups on Facebook and LinkedIn to facilitate communication between students and alumni. Use of these groups to promote vendors’ products and services or to publicize student organizations’ events and activities is permitted as follows:
      i. Commercial and publicity announcements may be posted no more than once per week per event within any specific social media group.
      ii. Student Organizations may post non-event related items no more than once per week (in addition to event postings following above).
      iii. For the purposes of this policy, a week begins on Sunday and ends on Saturday.
      iv. Individuals may comment on or like existing postings without restrictions.
      v. Exceptions to this policy may be made at the discretion of the Student Bar Association Vice President of Student Affairs.
      vi. This policy is designed to encourage the use of social media groups by a wide array of participants and to discourage spamming by over-zealous advocates of causes, products or events.
      vii. Individuals who are found to violate this policy may be removed from law-school administered Facebook groups.

   d. SBA Website: The SBA Website shall be maintained and updated frequently with the current names of the Executive Board.

   e. Community Property:
      i. At the beginning of each academic year, the Programming Coordinator is responsible for collecting the names of the President for each organization and ensuring that person has access to community property in order to schedule events.
      ii. The Treasurer and Programming Coordinator are responsible for keeping up with student organization event requests in community property.
iii. The Treasurer and Programming Coordinator must check community property at least three (3) times a week to approve or deny any student organization event requests.

Article IX: General Provisions:

1. **Transparency**: The SBA strives to maintain transparency in all activities. The student body shall have the right to access and review the following:
   a. SBA Constitution and Amendments
   b. SBA Bylaws
   c. Minutes of all SBA meetings for the current academic year
   d. Student organizations’ requested and approved allocations for the current academic year
   e. Student organizations’ actual spending totals for the past two semesters

2. **Antidiscrimination**: The SBA encourages and promotes participation from all law students. The SBA shall not encourage or condone discrimination, either implicitly or explicitly, and shall actively discourage discrimination on any such basis.