



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 each 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. The President shall not hold a 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. Student Bar Association elections shall take place in the spring semester of each academic year for the upcoming second and third-year law students as well as for the Executive Committee of the Association.
 - 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 at least 5 signatures for the Accelerated Representative positions. All signatures must be from the student's respective class. The Vice President may reduce or increase the required

- signatures for the petition for candidacy to account for class size fluctuation, at his/her discretion. The Vice President will set the number of required signatures for the petition of candidacy for the LLM and MLS representatives, at his/her discretion, in relation to the “live” LLM and MLS class sizes.
2. Produce a petition for candidacy containing at least 5 signatures for the Global JD position, which may be obtained from the Global JDs of any class year.
 3. There shall be six (6) class representative positions per year for the 1L, 2L and 3L. Two (2) class representative position for the Accelerated Representative position. Two (2) class representative positions for the Global position and one (1) LLM and MLS, respectively, if any.
 4. Candidate speeches and a 200-word candidate statement.
 5. Any other materials that the Vice President requires of the candidates.
 - a. A candidate’s failure to abide by the election 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. The runoff election process shall be decided by the Vice President.
 6. There need not be an election if there are equal to or less candidates running than positions open for that class.
 7. In the event of a tie in general elections, there will be a run-off election.
 - a. The candidates subject to the run-off election shall only be those who did not receive votes sufficient to secure a position.
 - b. The candidates shall not participate in the run-off elections who did not receive votes equal to the tied, eligible candidates.
 - c. The run-off election shall be conducted subject to new run-off election rules set-forth by the Vice President with the advice of the E-Board.
 - d. In the event of a further tie in the run-off election, the Executive Board shall decide the winner.

ii. **Emergency Exceptions:**

1. Definitions:

“**Emergency**” means any event that makes the regular election process impracticable or impossible.

2. In an emergency, the SBA Vice President has discretion to modify election provisions 3(a)(i)(1) - (7) in a format suitable to the mechanisms and modes of communication, subject to the advice of the SBA E-Board. These modifications include but are not limited to:

- a. Removing requirements for SBA Representative candidates (i.e. petitions, signatures necessary to run, election packet materials, etc.).
- b. Voting mechanisms.

- b. **President Election:** The outgoing SBA Vice-President shall officiate the election prior to the end of the spring term as specified in the SBA meetings. President will be elected by outgoing 1L, 2L, 3L and Accelerated representatives and Global JD as well as LLM and MLS representatives, if any. The Presidential candidate must have already served as a 1L or 2 L class representatives or Executive Board member contingent on academic standing and attendance requirements. Presidency candidates would declare their nomination to the Vice President as directed by the Vice President. The Presidential candidates shall present a speech to the SBA General Body or provide a written statement if unable to attend. The President-Elect shall not run for a class representative position. The President-Elect will instead assume the position of President in the SBA and there will be the respective number of other representatives for the class from which the President was elected.
- c. **Executive Board Elections:** The outgoing SBA President shall officiate the election. Executive board members will be elected by newly elected 2L, 3L, Accelerated representatives as well as Global JD, LLM and MLS representatives, if any. Executive board candidates shall be from the rising 2Ls and 3Ls (including Accelerated representatives and Global JD) newly elected to the SBA. The candidates shall present a speech to the SBA General Body or provide a written statement if unable to attend. In the case of a midyear vacancy, all class representatives will be allowed to vote.
- d. **Election of Liaisons.** Following the newly elected representatives, nominations for liaison positions shall take place. The Liaison positions shall be comprised as follows:
 - i. The Public Interest Student Liaison position shall be composed of one Delegate: 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.

- ii. 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.
- iii. The American Bar Association Liaison shall be composed of one
(1) SBA representative; and
- iv. The Pennsylvania Bar Association Liaison and the Philadelphia Bar Association Liaison shall be comprised of one SBA (1) representative for each position.

4. Attendance Requirement: All class representatives, including the executive committee and liaisons shall not exceed three unexcused absences per year. After three 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. Missing an event that was previously committed to shall result in one-half (1/2) of an absence.
- b. The executive committee, by a majority vote, may exempt absences in circumstances of prior notice or a justifiable cause. If the member is unable to provide prior notice of the circumstances or the cause, the member shall provide notice within 24 hours after the meeting via an email to the President/Vice-President. In such circumstance the decision with respect to exemption of his/her absence shall be taken by the executive committee in the following SBA meeting.
- c. Depending on the circumstances, the executive committee by a majority vote may allow video call-in as an alternative to attending the meeting in person, which shall be counted towards attendance.
- d. If any SBA member arrives at least 15 minutes late into the meeting or leaves at least 15 minutes prior to the conclusion of the meeting, it would be considered one half (1/2) of an absence. Unless, the member arriving at least 15 minutes late into the meeting due to certain extenuating circumstances, communicates the same to the President/Vice-President via email or message, the decision with respect to exemption of his/her absence shall be taken by the executive committee. Further, if the member leaving at least 15 minutes before the meeting concludes, due to certain extenuating circumstances, communicates the same to the President/Vice-President via email, the decision with respect to exemption of his/her absence shall be taken by the executive committee in the following SBA meeting.
- e. Requirement of one event per semester, including but not limited

to: Law Ball, Cocktails for a Cause, Finals Stress Relief, and Barristers Ball.

- f. See *Article IV: Committees* for further detail about expectations within committees.
- 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 of the class of the Representative must submit a written request for impeachment to the SBA Vice President, 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 if the vacancy occurs 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 academic standing, good character and conduct;
 - b. an elected second year, third year, or a second-year accelerated SBA class, or second-year/third-year Global JD representative that has served in good academic standing, good character and conduct; and

2. Executive Committee Positions:

- a. **President:** The President serves as the official spokesperson of the Student Body and the SBA General Body. The President shall uphold the SBA Bylaws and 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. **Executive Vice President:** The Executive Vice President is the leader of the Administrative and Archival Committee, works directly with the President and is responsible for reviewing, maintaining, and upholding the SBA Bylaws.
 - i. 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 conducting SBA elections and 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 and shall select a Parliamentarian.
 - ii. The SBA Vice President shall be the acting Parliamentarian for SBA general body meetings. As Parliamentarian, the Vice President shall sit next to the President and advise the President in responding to points of order, parliamentary inquiries, and generally to provide advice on conducting the meeting according to the rules. On matters which pertain to the Parliamentary procedure, the Parliamentarian's role is purely advisory. Only the President, not the Parliamentarian, can rule on the proper application of Robert's Rules of Order. Further, only on matters most involved should the President ask the Parliamentarian to give an explanation directly to the group.
- c. **Vice President of Finance:** 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, accurate records of disbursements for the SBA, as well as reviews and approves all expenditures made by Student Organizations pursuant to the advice of the SBA Executive Board and SBA General Body.
 - i. The Vice President of Finance shall not collect or disburse funds without the SBA general body majority approval, subject to the following

exceptions:

1. “**Emergency**” situations as defined in **Article I, § 3(a)(ii)**.
2. Non-academic year required expenditures when the SBA is not in-session.
3. Where obtaining SBA majority approval would be impossible or impracticable.
4. Expenditures the SBA Vice President deems necessary and proper pursuant to authority previously granted by the SBA General Body.

d. Vice President of Events and Student Affairs: The Vice President of Events and Student Affairs is the leader of the Student Affairs committee and orchestrates various social and community service events for the SBA and Kline School of Law. Additional responsibilities include overseeing the various Student Organizations of the law school and keeping 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, as determined by the SBA Executive Board, 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 no less than once a month 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 in accordance with the Robert's Rules of Orders. The Robert's Rules of Order for conduct of the meetings shall be displayed throughout the meeting time which shall be mandatorily followed by all the SBA and non-SBA members attending the meeting. Disrespectful conduct, such as speaking out of turn, harassment, an unexcused absence, and any other disruptive behavior, shall 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. Recording Meeting Minutes:**
 - i. Two (2) committee members other than the Vice President shall be responsible for recording all meeting minutes. The minutes should include a topical outline of the discussion, a verbatim record of all motions—including who personally makes the motion, votes in favor, votes opposed—a record of the SBA members in attendance, and other relevant material from the meeting in accordance with Robert’s Rules of Order.
 - ii. 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.
 - b. SBA Constitution Archives:**
 - i. 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.
 - c. SBA Elections Archives and Templates:**
 - i. The committee shall keep a record of all election results and materials related to the SBA candidates and officers.
 - d. Facilities Alerts:**
 - i. Two people other than the Vice President shall be responsible for reporting facilities and building concerns brought by students to the law school administration.
- 2. Student Affairs Committee:** The duties and responsibilities of the Student Affairs Committee shall include, but not be limited to, the following:
 - a.** Provide non-academic programming for the Student Body, including but not limited to the annual Barrister’s Ball.
 - b.** Maintain all pertinent records relating to the governing of the Student Organizations including each Student Organization’s constitution and community service requirements.
- 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, Kline 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.
 - e. 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.
 - f. Perform a reconciliation of the student organizations' budgets at the end of the fall semester.
 - g. Reduce or revoke student organization budgets for any organization violating financial or other policies of Drexel University, Kline Law, or the SBA.
- 4. Student Organization Approval Committee (SOAC):** Shall be composed of nine (9) SBA members: The Executive Vice President, Vice President of Events and Student Affairs, Vice President of Finance, and two additional members 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 2/3 vote. The organization must then receive a 2/3 vote from the SBA General Body to receive recognition as an active student organization.
- 5. Ad Hoc Committees:** Ad Hoc Committees may be created as deemed necessary with the majority of the SBA General Body's approval. Ad Hoc Committees may be dissolved by majority general body 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.
 - 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.

6. **Student Organization Reporting:** Student organizations are required to attend at least one SBA general body meeting per semester to report on their activities. Maintaining records of Student Organization reporting and ensuring the satisfaction of this requirement shall be the responsibility of the SBA Vice President of Events and Student Affairs.

ARTICLE V: COMMUNITY SERVICE:

1. Definitions:

- a. **“Community Service”** means the meaningful involvement of an organization and its members in activities benefiting the welfare of the community.
- b. **“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.
- c. **“Philanthropic Involvement”** means any service or monetary contribution by any student organization contrary to the Drexel University Thomas R. Kline School of Law rules and restrictions.

2. Student Organization Community Service Requirements:

- 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.
- b. Each Student Organization must acquire 25% involvement of its active membership in community service activities during each semester.
- c. 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.
- d. Co-sponsored events which may share members may count a single individual’s participation in both organizations’ percentage of participation.
- e. 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 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 either academic semester, the following enforcement procedures will be initiated:
- a. The SBA Executive Committee shall 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 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.
- 4. Community Service Emergency Exception:**
- a. "**Emergency**" under Article V, §4 means any event that makes regular community service coordination and completion impracticable or impossible.
 - b. The SBA Executive Board with the advice and consent of the SBA General Body may modify the community service requirements in the event of an emergency. These modifications may include but are not limited to the following:
 - i. Reducing the community service requirement commensurate with the relevant change of conditions or circumstances.
 - ii. Eliminating the community service requirement.
 - iii. Changing the community service participation requirements to accommodate good faith efforts by student organizations to meet the requirement.

ARTICLE VI: AMENDMENTS TO THE SBA BYLAWS:

1. Authority:

- a. Any member of the SBA shall have the power to propose an amendment to the bylaws.

2. Procedure for Amending the SBA Bylaws:

The following provisions shall govern the process of amending the bylaws:

- a. A written proposal may be submitted to the Executive Vice President, as Chair of the Administrative and Archival (A&A) Committee.
- b. If the proposed amendment was submitted to the Administrative and

Archival (A&A) Committee, it must be approved by the A&A Committee with a simple majority vote.

- 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 $\frac{2}{3}$ vote in favor.
- e. The amendment shall be effective immediately, and any pending business shall conform to the text of the new amendment. No amendments shall be enforced retroactively.
- f. The complete bylaws shall be formally amended, including the new bylaw amendment, and sent out via email to all members of the SBA General Body within 24 hours of the approval.

3. Interpretation of Bylaws:

- a. Nothing in these bylaws shall be construed as a limitation of the authority of the SBA unless explicitly stated. Any ambiguity in these Bylaws or the SBA Constitution shall be interpreted by the Executive Vice President unless a supermajority vote of the SBA overrules such an interpretation.

ARTICLE VII: SBA EXTERNAL PLATFORM:

The SBA shall utilize several platforms to communicate with the student body, as well as keep a record of SBA materials. Those platforms include:

1. TWEN:

- a. The Treasurer shall be responsible for uploading all completed and approved budgets to TWEN per the Financial Policy.
- b. 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).
- c. The Programming Coordinator shall be responsible for updating the TWEN calendar with upcoming SBA events.

2. SBA Facebook Page:

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

- c. Commercial and publicity announcements may be posted no more than once per week per event within any specific social media group.
- d. Student Organizations may post non-event related items no more than once per week (in addition to event postings following above).
- e. For the purposes of this policy, a week begins on Sunday and ends on Saturday.
- f. Individuals may comment on or like existing postings without restrictions.
- g. Exceptions to this policy may be made at the discretion of the Student Bar Association Vice President of Student Affairs.
 - i. 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.
 - ii. Individuals who are found to violate this policy may be removed from law- school administered Facebook groups.

3. SBA Website.

- a. The SBA Website shall be maintained and updated frequently with the current names of the executive board.

ARTICLE XIII: ANTI-RACISM COURSE REQUIREMENT:

1. Anti-Racism Course Background and Overview:

- a. DiveIn, facilitated by the Student Bar Organization, will host ten(10) Anti-Racism Course sessions for each academic year. This course is a significant part of the Student Bar Association and Thomas R. Kline School of Law’s strong commitment to removing racism, implicit bias, and prejudicial behavior from the law school community and developing attorneys who make fighting racism and bigotry a focus as they enter their legal careers. To demonstrate the depth of the Student Bar Association’s commitment to fighting racism and intolerance in any form, the Student Bar Association has initiated the requirements below and respective procedures to ensure compliance for all Thomas R. Kline School of Law student organizations.

2. Attendance Requirement.

- a. Each organization is required to have **25%** of their total membership attend three (3) of the five (5) ARC seminars offered each semester.
- b. The SBA Vice President of Events and the Students Affairs and Events Committee has discretion to modify the reservation process in accordance with the facility, media, and platform used to conduct the Anti-Racism Course.
- c. After each attended seminar, each student organization must submit to the SBA Vice President or Vice President of Student Affairs the name of their students in attendance, to be completed before the next seminar or within two (2) weeks,

whichever comes first. This submission may also indicate the attendance of students representing up to two (2) organizations; both organizations names must be mentioned.

3. Attendance Failure and Consequence:

- a. If a student organization fails to satisfy the semester ARC attendance requirements, the following procedures will take place prior to the beginning of the following semester:
 - i. The SBA Executive Board will provide an opportunity to the student organization to proffer justification for its noncompliance.
 - ii. The burden is on the student organization to show why the enforcement penalties should not be levied.
 - iii. The SBA Executive Board will then determine if the student organization has met its burden.
 - iv. If the Student Organization can demonstrate substantial cause as to why they could not meet the ARC attendance requirement, they shall not incur any penalties.
 - v. If the student organization fails to demonstrate substantial cause, the SBA Executive Board shall exercise reasonable discretion in determining the penalty or penalties to be levied, if any, which shall be commensurate with the facts of each individual case. The SBA may exercise penalties which include but are not limited to.
 1. Mandatory DiveIn event participation
 2. Withholding funds proportionate to the violation for the following semester.
 3. Increased community service requirement for the following semester.
 4. Increased ARC attendance requirement the following semester.
 5. Temporary hold on hosting organization events.
 6. Exercising the SBA's authority to refuse to recognize or grant KSOL student organization membership.
 - vi. Student organizations retain the right to appeal the SBA's decision to the Dean of Students.

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 in the enforcement of this provision. The SBA shall not encourage or condone discrimination, either implicitly or explicitly, and shall actively discourage discrimination on any such basis.