



DREXEL UNIVERSITY

Thomas R. Kline

School of Law

STUDENT BAR ASSOCIATION BYLAWS

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ARTICLE I: MEMBERSHIP & ELECTIONS

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. Executive Vice President
 - iii. Vice President of Finance
 - iv. Vice President of Student Affairs
 - 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.
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



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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 Executive Vice President of the SBA. This shall include, but is not limited to:
 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 Executive 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 Executive 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 maybe 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 Executive Vice President requires of the candidates.
 - a. A candidate's failure to abide by the election rules, including any deadlines, may cause the



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candidate to be disqualified at the direction of the Executive 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 Executive 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 Executive 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.



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2. In an emergency, the SBA Executive 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 Executive Vice President shall officiate the election prior to the end of the spring term as specified in the SBA meetings. The incoming 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 Executive Vice President as directed by the Executive 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



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unable to attend. In the case of a midyear vacancy, all class representatives will be allowed to vote.

- d. **Election of Liaisons.** Prior to the start of the following fall semester, the incoming SBA President shall nominate one person for each liaison position. **Liaison positions are only available to 2L and 3L representatives**, for the purpose of allowing the 1Ls to acclimate without interruption from the SBA.
 - e. **Election of Chairs:** Following the newly elected representatives, nominations for chair positions shall take place. The sitting chair will nominate the chair for the following year. Upon acceptance, those members will take those positions. **Liaison and chair positions are only available to 2L and 3L representatives.** This is for the purpose of allowing 1L students to focus on themselves and their needs, as they adjust to law school.
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.



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- 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 Executive 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.



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- 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



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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. The SBA president will provide leadership and direction to the SBA executive board and general membership.

- i. **Advocacy:** Representing the interests and concerns of law students to the administration, faculty, and other relevant stakeholders. This could involve advocating for changes in policies, improvements in facilities, or addressing any issues affecting students' academic or extracurricular experiences.
- ii. **Communication:** Serving as the primary liaison between the student body and the administration. This involves effectively communicating important information, updates, and decisions to students, as well as collecting feedback and concerns from students to bring to the attention of relevant parties.
- iii. **Event Planning and Coordination:** Overseeing the planning and execution of various events, including social gatherings, networking opportunities, academic forums, and community service projects. These events are aimed at enhancing the student experience, fostering a sense of community, and providing professional development opportunities.
- iv. **Financial Management:** Working with the SBA treasurer and other executive board members to manage the organization's budget responsibly. This may involve allocating funds for events, managing expenses, and ensuring financial transparency.
- v. **Collaboration:** Collaborating with other student organizations, both within the law school and across the university, to coordinate joint events, initiatives, or advocacy efforts.
- vi. **Policy and Governance:** Participating in discussions and decision-making processes related to the governance and policies of the law school. This



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could involve serving on committees, attending faculty meetings, or providing input on matters affecting the student body.

- vii. **Mentorship and Support:** Providing mentorship and support to other members of the SBA executive board and the broader student body. This includes fostering a supportive and inclusive environment where students feel empowered to get involved and contribute to the community.
- 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 Executive Vice President has the authority to set the date, time, place of all General Body, Executive Committee meetings, and Deans Meetings. The Executive 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 Executive Vice President will conduct SBA General Body and SBA Executive Committee meetings and shall select a Parliamentarian.
 - ii. The SBA Executive Vice President shall be the acting Parliamentarian for SBA general body meetings. As Parliamentarian, the Executive 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.
 - 1. **Leadership:** Along with the President, provide leadership and guidance to the Student Bar Association and its members. Work closely with the President and other executive board members to develop and implement the organization's goals and initiatives.
 - 2. **Representative:** Along with the President, serve as a primary representative of the Student Bar Association to the law school administration, faculty, staff, and student body. Advocate for student interests and concerns on relevant issues.



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3. **Operations Oversight:** Along with the President, oversee the day-to-day operations of the SBA, including coordinating meetings, managing communications, and ensuring that all activities align with the organization's mission and objectives.
 4. **Committee Management:** Supervise and support various committees within the SBA, delegating tasks and ensuring that committee goals are met. This may include committees focused on events planning, community outreach, student services, etc.
 5. **Communication:** Maintain regular communication with SBA members, providing updates on relevant issues, upcoming events, and opportunities for involvement. Serve as a point of contact for student inquiries and feedback.
 6. **Problem Solving:** Along with the President, address any challenges or conflicts that may arise within the organization or between members, seeking resolution in a fair and diplomatic manner.
 7. **Succession Planning:** Assist in the recruitment, selection, and transition of incoming SBA executive board members to ensure continuity of leadership and institutional knowledge.
- c. **Vice President of Finance:** The Vice President of Finance oversees the all-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 exceptions determined by the SBA Executive Board.
 1. **Budget Management:** Develop and manage the SBA budget, including allocating funds for various student activities, events, and initiatives.



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2. Financial Planning: Work closely with other SBA officers and committees to plan and execute events within budgetary constraints.
3. Financial Reporting: Maintain accurate financial records and provide regular reports to the SBA board and general membership regarding the organization's financial status.
4. Fundraising: Collaborate with other SBA members to identify fundraising opportunities and secure sponsorships to support SBA activities and events.
5. Grant Applications: Research and apply for grants or funding opportunities that could benefit the SBA and its initiatives.
6. Financial Oversight: Ensure that all financial activities comply with the SBA's bylaws, university policies, and legal requirements.
7. Audit Preparation: Prepare financial documentation and assist with audits or reviews of the SBA's financial records as required.
8. Financial Planning and Forecasting: Assist in long-term financial planning and forecasting to ensure the sustainability of the SBA's operations and initiatives.
9. Advisory Role: Provide financial advice and guidance to the SBA executive board and general membership on matters related to budgeting, financial management, and fiscal responsibility.
10. Collaboration: Collaborate with other student organizations, university administrators, and external stakeholders on financial matters as needed.
11. Leadership and Team Management: Provide leadership and direction to any finance committee or team within the SBA, delegating tasks as necessary and fostering a positive and productive work environment.



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- d. **Vice President of Student Affairs:** The Vice President of 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.
- i. **Event Planning:** Coordinate and oversee various events hosted by the SBA, such as networking events, speaker series, social gatherings, and academic workshops. Develop event concepts, plan logistics, secure venues, arrange catering, and manage budgets. Collaborate with other SBA members, student organizations, faculty, and administration to ensure successful event execution.
 - ii. **Student Engagement:** Act as a liaison between the SBA and the student body, actively seeking feedback and suggestions for events and initiatives. Foster a sense of community and inclusivity within the law school through engaging activities and programs. Develop strategies to promote student involvement in SBA events and initiatives.
 - iii. **Student Affairs:** Address student concerns and issues related to academic and non-academic matters, serving as an advocate for student interests. Work closely with the SBA President and other executive board members to develop policies and initiatives that benefit the student body. Collaborate with relevant campus departments or offices to support student welfare and success.
 - iv. **Leadership and Team Management:** Provide leadership and guidance to the Events Committee and other volunteers involved in event planning and execution. Delegate tasks effectively, ensure accountability, and foster a positive and collaborative team environment. Lead by example, demonstrating professionalism, integrity, and a commitment to serving the student body.
 - v. **Communication and Outreach:** Communicate regularly with students, faculty, and administration to promote SBA events and initiatives. Utilize various communication channels, such as social media, email newsletters, and posters, to effectively reach the student body. Cultivate relationships



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with external organizations, alumni, and legal professionals to enhance opportunities for student engagement and networking.

3. Liaisons:

- a. **American Bar Association Liaison:** The American Bar Association (ABA) liaison serves as a connection between the student body and the ABA. Their role may involve facilitating communication between the SBA and the ABA, sharing information about ABA initiatives, programs, and resources with students, and representing the interests of the student body to the ABA. This position often involves attending meetings, participating in conferences, and collaborating with other student leaders and legal professionals to promote the interests of law students and ensure that their voices are heard within the larger legal community.
- b. **Experiential Learning/Co-Op Liaison:** The Experiential Learning/Co-op Liaison serves as a link between the student body and the Career Strategies Office (CSO). This liaison is responsible for facilitating communication, promoting experiential learning initiatives—including co-ops, externships, and clinics—and representing student interests to the school. This involves organizing events to support students in their co-op searches, such as workshops and networking sessions, and communicating student feedback to SBA and CSO, promoting the value of the experiential learning program and ensuring students are aware of available resources.
- c. **Philadelphia Bar Association Liaison:** The Philadelphia Bar Association liaison acts as a link between the law school's Student Bar Association (SBA) and the Philadelphia Bar Association. Their role may involve facilitating communication between the two organizations, coordinating events or programs, and promoting collaboration or networking opportunities for law students with members of the Philadelphia legal community. They may also provide updates or information about Philadelphia Bar Association initiatives, events, or resources to the SBA and its members.
- d. **Pennsylvania Bar Association Liaison:** The Pennsylvania Bar Association liaison serves as a connection between the SBA and the Pennsylvania Bar Association (PBA). Their responsibilities include: 1. Facilitating communication between the SBA and the PBA. 2. Providing updates and information from the



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PBA to the SBA regarding events, programs, and opportunities relevant to law students. 3. Coordinating joint initiatives or collaborations between the SBA and the PBA. 4. Representing the interests of the law students to the PBA and advocating for student involvement in relevant PBA activities. 5. Organizing events or activities in collaboration with the PBA to benefit law students, such as networking opportunities, informational sessions, or volunteer opportunities.

- e. **Public Interest Liaison:** The Public Interest Student Liaison will work with CSO and represent the interests of fellow students who are interested in public interest law. This individual serves as a bridge between the student body and the administration, advocating for resources, opportunities, and support for students pursuing careers or activities in public interest law. They may work with CSO to organize events, workshops, and networking opportunities related to public interest law. The liaison would work to identify and promote public interest internships, externships, fellowships, and volunteer opportunities available to students.
- f. **Public Interest Experience (PIE) Liaison:** The PIE liaison in charge of overseeing the development of the PIE Auction. They will work with the Alumni Relations Chair on acquiring donations from Alumni for the PIE fund & auction. They will work with the Pro bono and Public Interest Director & the PIE Committee.
- g. **The Montgomery Bar Association Liaison:** The Montgomery Bar Association (MBA) liaison will act as the primary point of contact, regularly communicating with MBA representatives to stay updated on events, initiatives, and opportunities, and disseminating this information to the student body. Responsibilities include organizing joint events, such as guest lectures and career development workshops, developing and maintaining a repository of MBA resources, and encouraging student participation in MBA activities.
- h. **The Delaware County Bar Association Liaison:** The Delaware County Bar Association (DCBA) liaison serves as a bridge between the student body and the DCBA. This position is designed to facilitate communication and collaboration, ensuring that law students are well-informed about the various initiatives, programs, and resources offered by the DCBA. The Liaison will work closely with the DCBA to provide students with opportunities for professional



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development, networking, and community engagement. By attending DCBA meetings and events, the Liaison will gather and disseminate relevant information, fostering a stronger connection between the law school and the local legal community.

- i. 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.

4. Chairs:

- a. **Student Groups Chair:** The student groups chair is the SBA’s contact person for the heads of student organizations (that are not ethnic affinity groups); informs the various groups about budget issues, requirements, and policies; assists student groups with recruitment and runs the Student Org Fair.
- b. **Alumni Relations Chair:** This person will oversee and manage the relationship between current law students and alumni of the law school. Their responsibilities may include organizing events to facilitate networking opportunities between students and alumni, coordinating alumni mentorship programs, maintaining communication channels with alumni, and fostering a sense of community among current students and graduates.
- c. **Community and Culture Chair:** This person is responsible for fostering a strong sense of community and enhancing the overall student experience. They will work directly with DiveIN and partner with the Assistant Dean of Student Life on ARC sessions. They will serve as the primary point of contact for student organization leaders of cultural and affinity groups. Their duties may include organizing events, workshops, and discussions that strengthen connections among students, collaborating with other student organizations and faculty members to support a vibrant campus culture, and taking an active role in building a welcoming and engaged student community.



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- d. **Wellness Chair:** This person is responsible for promoting and supporting the overall well-being of law students. This role may involve organizing events, workshops, and initiatives focused on mental health, stress management, work-life balance, and other aspects of wellness relevant to law students. The Wellness Chair may also collaborate with campus resources such as counseling services and health centers to provide support and resources to students. Additionally, they might advocate for policies and practices within the law school that prioritize student wellness.
- e. **Social Chair:** This role involves promoting events such as mixers, networking opportunities, happy hours, social gatherings, and other recreational activities on social media, that help foster a sense of community among students, faculty, and staff within the law school.

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;



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- v. Individual Executive Reports;
 - vi. Committee Reports;
 - vii. Old Business;
 - viii. New Business; and
 - ix. Adjournment.
- b. **Executive Board Meetings:** The Executive 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 Executive 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. **Student Organizations Committee** -- The Student Organizations Committee shall assist the Vice President of Student Affairs with the following duties:



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- a. Approving -- alongside the Executive Vice President, Vice President of Finance, and the Vice President of Student Affairs -- the presentation of the proposed student organization to the SBA General Body by a 2/3 vote. The proposed organization must then receive a 2/3 vote from the SBA General Body to receive recognition as an active student organization.
 - b. Maintaining the supplies and cleanliness of the Student Organization Room.
2. **Finance Committee** -- The Finance Committee shall assist the Vice President of Finance with the following duties:
 - a. Coordinating and strategizing fundraising initiatives.
 - b. Aiding in the reconciliation of the student organizations' budgets at the end of each semester.
 - c. Strategizing the use of Student Bar Association funds.
3. **Executive Committee** -- The Executive Committee shall assist the Executive Vice President with the following duties:
 - a. Designing the Stall Smarts (with 8.5 x 14 dimensions) pursuant to the posting calendar created by the Executive Vice President.
 - b. Posting the Stall Smarts in all the bathrooms (in the display cases) pursuant to the posting calendar created by the Executive Vice President.
 - c. Executing the mentorship program and other Executive Vice President communications.
4. **Presidential Committee** -- The Presidential Committee shall assist the President with the following duties:
 - a. Surveying, collecting, and relaying student feedback on Student Bar Association events, campus activity, and community issues.
 - b. Maintaining the supplies and cleanliness of the Student Bar Association Room.
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:



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- 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:



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- 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.



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- 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 Executive Committee.



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- b. If the proposed amendment was submitted to the Executive Committee, it must be approved by the Executive 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. SBA Facebook/Instagram/LinkedIn Page:

- a. The SBA Facebook, Instagram, & LinkedIn pages shall be maintained by the Vice President of Social Affairs.
- b. Social Media Policy: The law school has established social media groups to facilitate communication between students and alumni. Use of these groups to



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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.
 - h. 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.
 - i. Individuals who are found to violate this policy may be removed from law-school administered Facebook groups.
2. **SBA Website.**
- j. The SBA Website shall be maintained and updated frequently with the current names of the executive board.

ARTICLE XIII: ACTION, RESPONSIBILITY, & COMMUNITY REQUIREMENT

1. Action, Responsibility, & Community Background and Overview:

- a. DiveIn, facilitated by the Student Bar Organization, will host ten (10) Action, Responsibility, & Community (ARC) 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 fostering a positive sense of community and developing attorneys who are collaborative and respectful as they enter their legal careers. To demonstrate the depth of the Student Bar Association's commitment to support positive campus culture, 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.



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- a. Each organization is required to have **25%** of their total membership attend three (3) of the five (5) ARC session offered each semester.
- b. The SBA Vice President of Students Affairs, in tandem with the Chair(s) of Community and Culture, has discretion to modify the reservation process in accordance with the facility, media, and platform used to conduct the ARC session.
- c. After each attended seminar, each student organization must submit to the SBA 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.



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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.
7. 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.