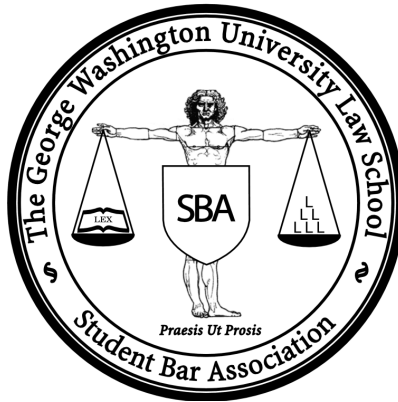


THE STUDENT BAR ASSOCIATION

THE GEORGE WASHINGTON UNIVERSITY LAW SCHOOL

THE BYLAWS



AS LAST MODIFIED BY THE SENATE ON
APRIL TWELFTH
TWO THOUSAND SEVENTEEN

Table of Contents

- LEVEL 100 – GENERAL PROVISIONS.....1
 - Bylaw 101 – Effect of These Bylaws.....1
 - Bylaw 102 – Procedures to Amend.....1
 - Bylaw 103 – Definitions1
 - Bylaw 104 – Time Periods.....1
 - Bylaw 105 – Nonparallel Structure1
 - Bylaw 106 – Drafters.....2
- LEVEL 200 – THE EXECUTIVE3
 - Bylaw 201 – The Executive Officers3
 - Bylaw 202 – The President.....3
 - Bylaw 203 – The Executive Vice President3
 - Bylaw 204 – The Vice President of Finance.....4
 - Bylaw 205 – The Chief of Staff4
 - Bylaw 206 – The Vice President of Student Affairs5
 - Bylaw 207 – The Vice President of Outreach5
 - Bylaw 208 – The Vice President of Programming6
 - Bylaw 209 – The Vice President of First Year Students7
- LEVEL 300 – THE JUDICIARY8
 - Bylaw 301 – Nomination, Appointment, & Removal8
 - Bylaw 302 – Chief Judge8
 - Bylaw 303 – Functions of the Judiciary.....8
 - Bylaw 304 – Recusal.....8
 - Bylaw 305 – Requests for Advisory Opinions and Review of Controversies9
- LEVEL 400 – THE LEGISLATIVE 10
 - Bylaw 401 – Membership of the Senate 10
 - Bylaw 402 – Constituencies 10
 - Bylaw 403 – Duties and Responsibilities of Senators 10
 - Bylaw 404 – Committees of the Senate..... 11
 - Bylaw 405 – Vacancies Among the Senators..... 14
 - Bylaw 406 – Meetings of the Senate 14
 - Bylaw 407 – Voting 15

Bylaw 408 – Conflicts of Interest in Voting.....	16
Bylaw 409 – Proxy Voting.....	16
Bylaw 410 – Legislation	16
Bylaw 411 – Veto by the President	17
LEVEL 500 – THE GENERAL ASSEMBLY	18
Bylaw 501 – Membership.....	18
Bylaw 502 – Meetings	18
LEVEL 600 – STUDENT ORGANIZATIONS.....	19
Bylaw 601 – Recognition of Student Organizations.....	19
Bylaw 602 – Requirements for Student Organizations	20
Bylaw 603 – Annual Registration of Student Organizations	21
Bylaw 604 – Required Format for Student Organization Constitutions.....	21
Bylaw 605 – Termination of Student Organization Recognition	23
LEVEL 700 – EXTERNAL REPRESENTATIVES.....	24
Bylaw 701 – Representative to Law School and University Committees	24
Bylaw 702 – Student Association Senators.....	24
Bylaw 703 – The SBA Faculty Tenure and Promotion Committee.....	24
LEVEL 800 – ELECTIONS	25
Bylaw 800 – Definitions.....	25
Bylaw 801 – The Role of the Elections Committee	25
Bylaw 802 – Publication of the Election Schedule	26
Bylaw 803 – Mandatory Meeting for Prospective Candidates	26
Bylaw 804 – Candidates Forum	26
Bylaw 805 – Campaigns and Campaign Staff	27
Bylaw 806 – Campaigns for Multiple Offices.....	27
Bylaw 807 – Candidate Campaigning – Promotional Materials, Size and Content	27
Bylaw 808 – Candidate Campaigning – Promotional Materials, Location.....	27
Bylaw 809 – Candidate Campaigning – Promotional Materials, Timing.....	28
Bylaw 810 – Candidate Campaigning – Online Campaigning	28
Bylaw 811 – Candidate Spending.....	28
Bylaw 812 – Campaign Giveaways	29
Bylaw 813 – Tabling.....	29

Bylaw 814 – Endorsements, Generally	29
Bylaw 815 – Endorsements, Student Organizations	29
Bylaw 816 – Endorsements, GW Law Non-Student Organizations	30
Bylaw 817 – Ballots and Voting Procedures	30
Bylaw 818 – Graduating Voters	30
Bylaw 819 – Special Voting Procedures for First-Year Offices in Fall Elections.....	31
Bylaw 820 – Write-in Candidates.....	31
Bylaw 821 –Paper Ballots.....	31
Bylaw 822 – Counting Paper Ballots.....	31
Bylaw 823 – Run-off Elections	32
Bylaw 824 – Certification and Ratification of Elections	32
Bylaw 825 – Violations of Election Rules	33
Bylaw 826 – Voter Intimidation.....	34
Bylaw 827 – Challenges to Committee Decisions.....	34
LEVEL 900 – FINANCIAL PROVISIONS	35
Bylaw 901 – General Provisions	35
Bylaw 902 – Authorization of Disbursements	35
Bylaw 903 – Deposits	36
Bylaw 904 – Accounts	36
Bylaw 905 – Allocation of Funds.....	37
Bylaw 906 – The Finance Committee	37
Bylaw 907 – Funding Student Organizations.....	39
Bylaw 908 – The Organizational Oversight Preparedness Supplement Fund	39
Bylaw 909 – Student Organization Annual Budget Process	39
Bylaw 910 – Restrictions on the Use of Student Bar Association Allocated Funds	41
Bylaw 911 – Contracts	41
Bylaw 912 – Budget Transparency.....	42
LEVEL 1000 – REFERENDA & INITIATIVES	48
Bylaw 1001 – Scope of this Level	48
Bylaw 1002 – Promulgation of Referenda & Initiative Rules.....	48
Bylaw 1003 – Right and Method of Petition for Referenda and Initiatives.....	48
Bylaw 1004 – Ballots and Voting Procedure.....	48

Bylaw 1005 – Ballot Counting.....	48
Bylaw 1006 – Certification and Ratification of Referenda and Initiatives	48
Bylaw 1007 – Ratification of Constitutional Amendments by Referendum	49
LEVEL 1100 – DISCIPLINARY PROCEDURES.....	50
Bylaw 1101 – Impeachment of Senators, Executive Officers, and Judges	50
Bylaw 1102 – Initiation of Impeachment	50
Bylaw 1103 – Impeachment Hearings.....	50
Bylaw 1104 – Inferior Executive Officials.....	51

LEVEL 100 – GENERAL PROVISIONS

Bylaw 101 – Effect of These Bylaws

- A. In the event that any provision within these Bylaws conflicts with the Student Bar Association Constitution, the provisions in the Constitution shall govern. Furthermore, except as otherwise limited by the University Guide to Student Rights and Responsibilities, the University Policy on Equal Opportunity, the Student Bar Association Constitution, and these Bylaws, the enumeration of responsibilities in these Bylaws shall not be construed as a restraint on the exercise of such powers as may be necessary and proper to effectuate the efficient and constitutional governing of the Student Bar Association.
- B. These Bylaws shall take effect upon ratification by two-thirds (2/3) of the Senate.
- C. These Bylaws shall be distributed to all new Senate members by the Executive Vice President within two weeks of taking office. These Bylaws shall also be available to the students of The George Washington University Law School through the Student Bar Association website.
- D. Violations of the written provisions or the spirit of these Bylaws shall be sufficient grounds for disciplinary action to be taken against the violating members according to the provisions of Level 1100 of these Bylaws.

Bylaw 102 – Procedures to Amend

- A. Bills amending the SBA Bylaws must either be submitted to the Executive Vice President at least one week prior to the Senate meeting in which they are to be introduced or pass with a two-thirds (2/3) majority vote of the Senate.
- B. Germane amendments to a bill amending the SBA Bylaw's do not require advanced submission or a supermajority vote.

Bylaw 103 – Definitions

- A. The term "Constitution" refers to the Student Bar Association Constitution.
- B. The term "students" refers to all registered part-time and full-time students of The George Washington University Law School according the Records Office.
- C. The term "Senate" refers to all voting members of the legislative branch of the Student Bar Association as defined by the Student Bar Association Constitution and specified in Bylaw 401.
- D. The term "Senator" refers to a voting member of the Senate.
- E. The term "officially recognized student organization" refers to any organization in compliance with Level 600 of these Bylaws, but excludes the several skills boards.

Bylaw 104 – Time Periods

- A. The time period used within these Bylaws shall be calculated to exclude weekends, holidays, and those days that may fall within any of the following scheduled recesses of the University: Fall Break, Thanksgiving, Winter Break, Spring Break, and Summer Vacation.

Bylaw 105 – Nonparallel Structure

- A. Non-parallel sentence structure in the phrasing of any of these Bylaws shall not be determinative of intent.

Bylaw 106 – Drafters

- A. The original drafters of these Bylaws are Neil Chilson (J.D. 2007), Dionne Sethna (J.D. 2006), Amir Shaikh (J.D. 2006), Jonathan Willingham (J.D. 2006), and Jane Yanovsky (J.D. 2005).

LEVEL 200 – THE EXECUTIVE

Bylaw 201 – The Executive Officers

- A. The Executive Officers of the Student Bar Association shall include the President, the Executive Vice President, the Vice President of Finance, the Chief of Staff, the Vice President of Outreach, and the Vice President of Programming, the Vice President of Student Affairs, and the Vice President of First Year Students.
- B. The President-Elect shall nominate the non-elected Executive Officers by that date on which the SBA Senate will ratify the results of the election pursuant to Article 1, §3, Clause 2 of the SBA Constitution After nomination by the President, candidates for the Executive Officer positions shall be subject to confirmation by a majority of the Senate.
- C. The power to create inferior executive committees and positions shall reside with each Executive Officer, subject to approval by the President. Such committees and positions shall be filled by the Committee Coordinator or the appropriate Executive Officer. The Executive Officer overseeing a particular committee or position shall have the power to remove any individual serving on such a committee or in such a position, for just cause.

Bylaw 202 – The President

- A. The President shall be the Chief Executive Officer of the Student Bar Association and shall be elected, serve, and fulfill his duties in accordance with Article II of the Constitution.
- B. The President shall preside over the meetings of the General Assembly.
- C. The President, upon assuming office, should schedule meetings with the Dean of the Law School, the Dean of Students, and the Senior Associate Dean of Academic Affairs. The President should continue to meet with these individuals on a regular basis throughout the year.

Bylaw 203 – The Executive Vice President

- A. The Executive Vice President shall be elected, serve, and fulfill his duties in accordance with Article 1, §2, Clause 2 of the Constitution.
- B. The Executive Vice President shall:
 1. Facilitate the creation and administration of the various Senate Committees and appoint members of the Senate to these committees;
 2. Serve as the liaison between the Senate and the Executive Officers;
 3. Be responsible for posting proposed Senate legislation publicly on the SBA's official web page promptly after submission;
 4. Be responsible for publishing the status of all Senate legislation and the final text of all passed Senate legislation publicly on the SBA's official web page;
 5. Have the duties of appointing a Secretary to take the minutes for any Senatemeeting, distributing the draft minutes to the Senate, ensuring that the Senate has an opportunity to approve of the minutes at its next meeting if another meeting is held before the end of a Senate's term, and ensure the prompt publication of draft and approved minutes of the Senate, redacted to exclude discussions made during executive session, on the SBA's official web page;
 6. Distributing or checking out materials to Senators to assist in their legislative duties and ensuring that each Senator returns checked-out materials at the end of the Senator's final term of office;
 7. Facilitating the training of Senators; and

8. Chair meetings of the Senate, or appoint someone to act as Chair *pro tempore* in his/her absence.

Bylaw 204 – The Vice President of Finance

- A. The Vice President of Finance (VPF) shall be appointed by the President. The term of the VPF shall commence upon confirmation by the Student Bar Association Senate and end four weeks after the confirmation of a new VPF the following year. During this four-week period, the outgoing VPF shall train the new VPF and familiarize him with the various procedures necessary to effectively execute the responsibilities of the office. (b) The Vice President of Finance shall:
 1. Maintain all financial accounts and records of the Student Bar Association;
 2. Process all paperwork necessary for the prompt payment of the financial obligations of the Student Bar Association for which funds have been appropriated by the Senate;
 3. Disburse monies allocated by the Senate;
 4. Develop, maintain, and present reports on the finances of the Student Bar Association as directed by the President or the Finance Committee;
 5. Serve as a non-voting member of the Finance Committee, as described in Bylaw 906;
 6. Prepare all materials required for securing an allocation of funds from the Student Association;
 7. Assist Executive Officers in preparing a budget for their planned activities;
 8. Abide by and enforce all financial regulations promulgated by these Bylaws or by the Senate; and
 9. Execute other duties as assigned by the President or the Senate. The Comptroller(s), should such a position exist, shall report to the Vice President of Finance.

Bylaw 205 – The Chief of Staff

- A. The Chief of Staff (COS) shall be appointed by the President. The term of the COS shall commence upon confirmation by the Student Bar Association Senate and end four weeks after the confirmation of a new COS the following year. During this four-week period, the outgoing COS shall train the new COS and familiarize him with the various procedures necessary to effectively execute the responsibilities of the office.
- B. The Chief of Staff shall:
 1. Be responsible for any correspondence, memoranda, and materials necessary for the smooth function of the Student Bar Association;
 2. Solicit information on SBA Activities and events and publish them for public consumption;
 3. Compile the official SBA Calendar;
 4. Maintain and manage the office of the SBA;
 5. Execute other duties as assigned by the President of the Senate
- C. The Director of Technology, Director of Elections, and the Director of Communications, should such positions exist, shall report to the Chief of Staff.

Bylaw 206 – The Vice President of Student Affairs

- A. The Vice President of Student Affairs (VPSA) shall be appointed by the President. The term of the VPSA shall commence upon confirmation by the Student Bar Association Senate and end four weeks after the confirmation of a new VPSA the following year. During this four- week period, the outgoing VPSA shall train the new VPSA and familiarize him with the various procedures necessary to effectively execute the responsibilities of the office.
- B. The VPSA shall:
 - 1. Build and maintain relationships and communications between students, groups, and interests within the law school.
 - 2. Be responsible for providing services to the student body, including the sale of lockers, business cards, and other merchandise.
 - 3. Oversee, or designate to his or her appointee, the creation and maintenance of a calendar of events for all SBA Student Organization activities.
 - 4. Execute other duties as assigned by the President or the Senate.
- C. The Academic Affairs Committee, Academic Support Committee, Minority Affairs Committee, Director of Student Morale, and Student Services Committee, should such positions and committees exist, shall report to the Vice President of Student Affairs.
- D. The Director of Morale Shall:
 - 1. Actively promote a culture of mental wellness at the Law School by implementing programs (lectures, presentations, trainings, activities, social gatherings, etc.) designed to foster mental wellness among the Law School's student body
 - 2. Meet with the mental health professional assigned to the Law School with the Chair of the Wellness and Programming Committee of the SBA Senate within the first month after the fall election for the purpose of establishing a working relationship and sharing ideas pertaining to wellness programming
 - 3. Work closely with the mental health professional assigned to the Law School throughout each semester for guidance and ideas regarding wellness programming
 - 4. Work closely with the Chair of the Wellness and Programming Committee of the SBA Senate throughout the semester regarding continued intra- or inter-section wellness programming
 - 5. Meet with the Dean of Students and the Chair of the Wellness and Programming Committee of the SBA Senate at least one time per semester and work with the Dean of Students and with the Chair of the Wellness and Programming Committee of the SBA Senate as needed regarding wellness programming at the Law School; and,
 - 6. Retain Sole Management of the Wellness Wednesdays Program, and will conduct as follows:
 - a. Retain the discretion to determine the frequency of Wellness Wednesdays, but there shall be no less than one Wellness Wednesday for every month which there is more than 16 class days, excluding summer class days.
 - b. Schedule at least one Wellness Wednesday per semester eligible for a Foundations of Practice wellness credit (as defined by the Dean of Students).

Bylaw 207 – The Vice President of Outreach

- A. The Vice President of Outreach (VPO) shall be appointed by the President. The term of the VPO shall commence upon confirmation by the Student Bar Association Senate and end four weeks after the confirmation of a new VPO the following year. During this four-

week period, the outgoing VPO shall train the new VPO and familiarize him with the various procedures necessary to effectively execute the responsibilities of the office.

- B. The Vice President of Outreach shall:
 - 1. Serve as a liaison between the Student Bar Association and the community beyond the law school.
 - 2. Promote contact between students and the alumni community;
 - 3. Promote American Bar Association membership among the student body; and
 - 4. Execute other duties as assigned by the President or the Senate.
- C. The American Bar Association Student Representative, Alumni Relations Committee, Networking Committee, and Pro Bono Committee, should such positions and committees exist, shall report to the Vice President of Outreach.

Bylaw 208 – The Vice President of Programming

- A. The Vice President of Programming (VPP) shall be appointed by the President. The term of the VPP shall commence upon confirmation by the Student Bar Association Senate and end four weeks after the confirmation of a new VPP the following year. During this four- week period, the outgoing VPP shall train the new VPP and familiarize him with the various procedures necessary to effectively execute the responsibilities of the office.
- B. The Vice President of Programming shall:

1. Coordinate and organize social and charitable events sponsored by the Student Bar Association;
 2. Work with the law school administration to ensure that events comply with all necessary standards, protocol, and procedures of the Law School;
 3. Assist recognized student organizations with planning and implementing events and services; and
 4. Execute other duties as assigned by the President or the Senate.
- C. The Athletics Committee, Commencement Committee, Program Board, Director of Major Programming, Director of Weekly Programming, and Senior Programs Committee, should such committees exist, shall report to the Vice President of Programming.

Bylaw 209 – The Vice President of First Year Students

- A. The Vice President of First Year Students (VPFYS) shall be appointed by the President. The term of the VPFYS shall commence upon confirmation by the Student Bar Association and end four weeks after the confirmation of a new VPFYS the following year. During this four- week period, the outgoing VPFYS shall train the new VPFYS and familiarize the new officeholder with the various procedures necessary to effectively execute the responsibilities of the office.
- B. The Vice President of First Year Students shall:
1. Be responsible for the planning and implementation of SBA Orientation Programs;
 2. Serve as a conduit between the first year class and the SBA;
 3. Execute other duties as assigned by the President of the Senate.
- C. The Mentoring Committee and Orientation Committee, should such positions exist, shall report to the Vice President of First Year Students.

LEVEL 300 – THE JUDICIARY

Bylaw 301 – Nomination, Appointment, & Removal

- A. The Supreme Court shall be organized according to Article III, § 1 of the Constitution.
- B. Any vacancy on the Supreme Court shall be publicized to the members of the Student Bar Association, who shall be encouraged to apply for the available Judge position.
- C. The President of the Student Bar Association shall nominate Judges from among the applicants, and the Senate shall approve the Judges so nominated.
- D. The term of a member of the Supreme Court shall commence immediately upon confirmation by a majority vote of the voting members of the Senate, and shall not end until that member graduates or withdraws from the Law School, resigns, dies, or is removed by a two-thirds vote of the Senate. Any removal proceeding shall be consistent with Article III, §4 of the Constitution.

Bylaw 302 – Chief Judge

- A. When a vacancy occurs in the position of Chief Judge, the President shall nominate a candidate either from sitting members of the Court or from external applicants. The Senate shall confirm any such nomination by a majority vote. If a sitting Judge is elevated to the position of Chief Judge, the seat being vacated shall be filled in accordance with Bylaw 301.
- B. The term of the Chief Judge of the Supreme Court shall commence upon confirmation by the Senate and shall end whenever that member graduates or withdraws from the Law School, resigns, dies, or is removed by a two-thirds vote of the Senate. Any removal proceeding shall be consistent with Article III, § 4 of the Constitution.
- C. The Chief Judge shall preside over the Supreme Court, in accordance with Article III, § 2 of the Constitution. This authority shall not be construed to give more weight to the opinion or vote of the Chief Judge.

Bylaw 303 – Functions of the Judiciary

- A. A majority vote of the current membership of the Supreme Court shall be required to resolve disputes and controversies brought before it.
- B. Jurisdiction and remedies are limited to the terms of Article III, § 3 of the Constitution.

Bylaw 304 – Recusal

- A. A Judge of the Supreme Court shall recuse himself from participating in any decision regarding a matter in which the Judge has a personal bias, or a matter pertaining to a student organization of which the Judge is an executive officer.
- B. Should any party to a claim that is before the Supreme Court express concern that one of the judges is not fit to hear his claim:
 - 1. The party shall present the concerns in writing to the Judge in question via a request for recusal.
 - 2. The request for recusal must be submitted prior to any formal Supreme Court proceedings relating to the case in controversy.
 - 3. Should the Judge refuse to recuse himself, the party shall present the concerns in writing to the whole Court via a request for recusal.
- C. The Supreme Court shall vote by secret ballot to determine whether the Judge in

question shall be barred from participating in the case at hand, based on whether the Judge in question has a substantial reason to be biased with regard to the facts of or parties to the case at hand.

- D. A majority vote of the Supreme Court will prevent a judge from participating in the case.

Bylaw 305 – Requests for Advisory Opinions and Review of Controversies

- A. Pursuant to Article III, Section 3, Clauses 5 & 6 of the SBA Constitution, the Supreme Court shall have the power to issue advisory opinions, and review issues of controversy, on any matter certified to it by a vote of no less than one-fourth (1/4) of the members of the Senate.
- B. The Senator who makes the motion requesting an advisory opinion or review of an issue of controversy must, upon the motion's approval, write a letter to the Supreme Court outlining: (1) the issue or controversy in question, (2) the request being made of the Supreme Court, and (3) background information on the request sufficient to allow the Supreme Court to make an informed ruling.
 - 1. The finalized letter will be sent electronically by the Executive Vice President, within forty-eight (48) hours of its completion and receipt, in a single e-mail addressed to all of the Supreme Court Justices, with all Senators copied.
 - 2. Other interested parties within the Student Bar Association may provide additional information on an issue to the Supreme Court in the form of a letter or brief.
- C. The Supreme Court will have thirty (30) days, from the date of which the request is received, to formulate a decision that fully addresses the request being made, or to formally decline to do so.
- D. Any opinion, review, or declination issued by the Supreme Court in response to a Senate request must be presented by any of the justices at a regular meeting of the Senate within the timeline stated under subsection "C" of this Bylaw.
 - 1. If there are no regularly scheduled meetings within the timeline, the deadline will be extended to the following scheduled regular meeting of the Senate.
- E. Issued advisory opinions are nonbinding on the Student Bar Association.

LEVEL 400 – THE LEGISLATIVE

Bylaw 401 – Membership of the Senate

A. Members

1. All elected Senators are members of the Senate.
2. Pursuant to Article 1, § 2, Clause 1, the following shall also be elected members of the Senate:
 - i. The Full-Time juris doctorate division shall have one at-large division senator;
 - ii. The Part-Time juris doctorate division shall have one at-large division senator;
 - iii. The Second-Year transfer class shall have one senator;
 - iv. The Post juris doctorate division shall have one senator.

B. Officers

1. The officers of the Senate shall be the Executive Vice President, the Vice President of Finance, the Secretary of the Senate, and the Chief of Staff.
2. Officers shall have no vote in the Senate, unless when serving as the presiding officer in accordance with Article I, § 2, clause 2 of the Constitution.
3. Officers of the Senate shall not be considered members of the Senate.

Bylaw 402 – Constituencies

- A. The constituency of the Inn Senators shall include all students enrolled in the Juris Doctor program that are within their respective first year Inns of Court.
- B. The constituency of the Division Senators shall include all students enrolled in their respective division.
- C. The constituency of the Post-Juris Doctorate Senator shall include all students enrolled in the Master of Laws and Doctor of Juridical Science programs.
- D. The constituency of the Second Year Transfer Class Senator shall include all 2L transfer students, irrespective of any Inn of Court assignments.
- E. Should the Inns of Court program be abandoned at any time, the constituencies outlined in Bylaw 402(a)-(c) shall revert back to the following:
 1. The constituency of the First-Year Senators shall include all students enrolled in the Juris Doctor program that are within their respective first-year sections.
 2. The constituencies of the Second-, Third-, and Fourth-Year Senators are students enrolled in the Juris Doctor program that are within their respective classes.

Bylaw 403 – Duties and Responsibilities of Senators

- A. Attend and participate in all regularly scheduled Student Bar Association meetings, and if unable to do so, inform the Executive Vice-President of his prospective absence.
- B. Report and gather feedback on the activities of the Student Bar Association that affect or may potentially affect his constituency.
- C. Serve on at least one standing Senate committee.
- D. Vote on all bills, resolutions, Bylaws, or Constitutional Amendments in person or by proxy, or abstain from such votes, except as in accordance with Bylaw 408.
- E. Perform such special duties as may be delegated to him in accordance with the provisions of these Bylaws or by vote of the Senate.

Bylaw 404 – Committees of the Senate

A. There shall be committees of the Senate created and administered by the Executive Vice President. These committees shall include:

1. Academic Policy Committee
 - i. The Academic Policy Committee shall:
 - a) Meet with the Senior Associate Dean for Academic Affairs at least once per semester to discuss current academic programs, and recommendations for course changes and additional offerings, as well as the academic calendar and timing of academic events.
 - b) Meet with the Dean of Student Affairs to make recommendations to the faculty about non-curricular programs and services to assist students in their academic lives and enhance the quality of their academic experience.
 - c) Manage the receipt and timely upload of submissions to the GW SBA Outline Bank.
 - d) Publicize the existence of the Outline Bank and disseminate, at least once per semester, information regarding its existence and encouragement for students to contribute.
 - e) Manage the content and sharing of the online Post-Class Course Evaluations with the student body twice a year.
2. Student Organization and Charter Committee
 - i. The Charter Committee of the Senate shall create, maintain, and make accessible materials to aid students in forming a student group.
 - ii. The Charter Committee shall:
 - a) create and maintain records regarding Student Group and Provisional Student Group status, including dates of recognition; and
 - b) retain copies of recognized constitutions.
 - iii. All information maintained by the Charter Committee is public and shall be made available to any current student or administrator.
 - iv. The Charter Committee may investigate suspected violations of SBA rules and submit investigative reports to the Senate.
 - v. It is against SBA policy for any group to advertise itself in any way that suggests it is a student group affiliated with the George Washington University Law School until its materials have been approved by the Charter Committee.
3. Facilities & Technology Committee
 - i. The Facilities and Technology Committee shall:
 - a) Monitor and respond in a timely fashion to facilities complaints received from the student body on the SBA website.
 - b) Maintain a record of complaints and trends to determine if follow-up action is required
 - c) Work with the law school administration on improving campus facilities and technology.
4. Finance Committee
 - i. See Bylaw 906 for a description of the duties of the Finance Committee.
5. Student Wellness and Programming Committee
 - i. The Student Wellness and Programming Committee Shall:

- a) Actively promote a culture of mental wellness at the Law School by creating legislation for programs (lectures, presentations, trainings, activities, social gatherings, etc.) designed to foster mental wellness among the Law School's student body
 - b) Meet with the mental health professional assigned to the Law School with the Director of Student Morale of the Executive Branch within the first month after the fall election for the purpose of establishing a working relationship and sharing ideas pertaining to wellness programming
 - c) Work closely with the mental health professional assigned to the Law School throughout each semester for guidance and ideas regarding wellness programming
 - d) Meet with the First-Year Senators at least one time per semester (within the first month following their election in the fall and within the first month of the second semester) to brainstorm possible intra- or inter-section wellness legislation
 - e) Work closely with the Director of Student Morale of the Executive Branch throughout the semester regarding continued intra- or inter-section wellness programming; and,
 - f) Meet with the Dean of Students and the Director of Student Morale at least one time per semester and work with the Dean of Students and with the Director of Student Morale as needed regarding wellness programming at the Law School.
6. Rules and Constitution Committee
- i. The Rules and Constitution Committee shall be the general authority on interpretation of the SBA bylaws and Constitution, and shall advise the Executive Vice President on rules and parliamentary procedure for the Senate. This authority shall not affect the authority of the judiciary and executive to interpret the constitution and bylaws for matters within their own jurisdiction, nor shall duly made rulings of the judiciary fail to be binding upon the senate. In accordance with this authority, the Committee shall:
 - a) Following the ratification of the fall election results, appoint a duly elected senator, from among its membership, to serve as Senate Parliamentarian for a term lasting until the following election. The Committee shall retain the power to remove the parliamentarian at any point, an act that shall become effective one day after such removal, and to appoint a new parliamentarian. The parliamentarian shall perform the duties outlined in bylaw 406(i).
 - b) Update the SBA bylaws and constitution, in accordance with Bylaw 410(g).
 - c) Provide an informal report on the constitutionality and general effect of legislation.
7. Appointments Committee
- i. The Appointments Committee shall facilitate Senate consideration of executive branch appointments that require the advice and consent of the Senate for confirmation, per the SBA Constitution and Bylaws. In accordance with this authority, the Committee shall:
 - a) Be notified by the President, Executive Vice President, and/or the Chief of Staff whenever the President makes an executive

branch appointment requiring the advice and consent of the Senate for confirmation.

- b) At a minimum, contact each nominated candidate to obtain information regarding biography, experience, plans for the role, and any other qualities or information of relevant interest to the Senate in considering the nomination.
- c) Convey the information collected on each nominated candidate to the full Senate at least one week prior to the confirmation vote in which that candidate will be considered.
- d) Have the latitude and discretion, including the authority to create rules and procedure, necessary for carrying out its mission of providing a fulsome and formal review and confirmation process for each Executive Branch appointment requiring the advice and consent of the Senate for confirmation. In no case may the Committee itself prevent a candidate for an executive branch appointment from receiving consideration by the full Senate. The decision to proceed to vote to confirm or not confirm a candidate shall reside solely in the assembly of Senators, not in the membership of the Appointments Committee.

8. Audit Committee

- i. The Senate Audit Committee is charged with auditing the spending of funds dispersed by the Senate. In fulfilling this mandate, the Senate Audit Committee shall:
 - a) Include at least one (preferably two) Senator(s) also serving on the Senate Finance Committee and one Senator also serving on the Senate Student Organizations and Charter Committee;
 - b) Review information submitted to it by student organizations pursuant to 602(a)(3) to ensure that the funds allocated by the Senate are being utilized towards their intended purpose;
 - c) Attend events for which funding is received from the Senate to ensure that money is being spent in a way that is faithful to the reason that it was budgeted;
 - d) Authorize reimbursements made by the Vice President of Finance;
 - e) Order a hold placed on a student organization's reimbursement request if it finds that the expenditure does not sufficiently match the purposes for which the money was allocated;
 - 1) In the event of such a hold, the Committee shall convene a meeting in person, over the phone, or through videoconference within seventy-two (72) hours to allow the student organization an opportunity to be heard to account for the discrepancies between the purposes for which the money was allocated and the manner in which it was spent;
 - f) Issue a report, upon a majority vote of its members, to the Senate Finance and Student Organizations and Charter Committees when it finds that a student organization has failed to comply with its responsibilities under 602(a)(3). The report

shall also be provided to the student organization whose behavior is being reported upon. Such a report shall be considered a 'strike' against the student organization and shall be considered when the Finance Committee is considering budgetary or ad hoc requests from that student organization;

- g) Recommend punitive actions to the Senate as a whole in instances of severe abuse. In any case when a recommendation of punitive action has been brought before the Senate, the student organization in question shall be given an opportunity to speak prior to a vote. The available recommendations shall be as follows:
 - 1) A recommendation that all funds currently budgeted in favor of a student organization shall be revoked. Such a recommendation shall only be issued upon a two-thirds (2/3) vote of the Audit Committee's members and may only be approved by a two-thirds (2/3) vote of the Senate;
 - 2) A recommendation that the pending reimbursement request be rejected. Such a recommendation shall be issued only in the most egregious of circumstances and only upon a unanimous vote of the Audit Committee. It shall take a two-thirds (2/3) vote of the Senate to approve such a recommendation.

Bylaw 405 – Vacancies Among the Senators

- A. Any vacancies shall be filled in accordance with Article I, § 2, clause 5 of the Constitution.

Bylaw 406 – Meetings of the Senate

- A. The Executive Vice President shall establish a calendar of regular meetings at the beginning of each semester and circulate it to members of the Senate. The calendar of meetings shall conform with Article I, § 3, clause 7 of the Constitution. Special meetings of the Senate may be called by any two Executive Officers, by a majority of the Supreme Court, or by two-fifths (2/5) of the Senators, in accordance with Article 1, §4, Clause 5 of the Constitution. No Senate meeting not regularly scheduled can be held without at least 72 hours notice to all the Senators;
- B. Meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised, or (2/3) majority vote. Any Senator may check out copies of materials on parliamentary procedure from the SBA, if available, provided that the Senator promises to return such materials or pay the cost of replacing them at the end of the Senator's term. Only one SBA copy of each on parliamentary procedure may be checked out by a given Senator at any time. The Executive Vice President shall maintain two copies of each work on parliamentary procedure in reserve for use in preparation for and during meetings of the Senate.
- C. All meetings shall require a quorum to be present in accordance with the Article I, § 4 of the Constitution. Should such quorum not be available for any meeting, actions taken by participants in such a meeting shall be subject to review by the Senate at the next meeting having a quorum. A "quorum" means a majority of the filled Senate positions.
- D. The Chair of all meetings shall be the Executive Vice-President. In his absence, the line of succession shall follow that enumerated in Article I, § 2, clause 2 of the Constitution.

- E. The Senate may call a Closed Session by a two-thirds (2/3) majority vote, in accordance with Article I, § 4, clause 4 of the Constitution. The proceedings of such a Closed Session are to be recorded by the Secretary of the Senate or their designee. Attendance at such sessions shall be open to all Senators, officers of the Senate, and any other persons the Senate shall so designate by two-thirds (2/3) majority vote. The minutes kept at Closed Sessions are not to be published, pursuant to Article I, Section 4, Clause 3 of the Constitution and Bylaw 203(b)(5), unless the Senate votes by a simple majority at the beginning of the next meeting following the meeting in which the closed session occurred to publish the closed meeting minutes subject to any redactions it also approves by simple majority. The Senate must discuss publishing closed session minutes at the following Senate meeting after any closed session occurs. Any information redacted from the minutes is confidential and shall not be discussed with any parties not present or otherwise authorized by the Senate by a two-thirds (2/3) majority vote.
- F. The Executive Vice President may issue a warning to any Senator who has missed a meeting. Receiving three warnings in a Semester shall constitute an impeachable offense.
 - i. The Executive Vice President shall not issue a warning if a Senator is absent due to observance of a religious holidays, family emergencies, medical emergencies, class conflicts, or military obligations.
 - ii. For all other reasons, the Executive Vice President may determine whether a warning is appropriate given the circumstances.
- G. Whenever a meeting of the Senate is closed, the Student Bar Association shall publish a brief statement as to the reasons for the closing of the meeting. The Executive Vice President or their designee shall draft the statement in his/her capacity as President of the Senate, and the statement shall be submitted to the Senate for its approval by majority vote. The statement will be a separate document from the minutes, but shall be published along with the minutes of the closed meeting.
- H. After every meeting of the Student Bar Association Senate, the Executive Vice President is responsible for publishing the minutes from that meeting on the Student Bar Association's website within two days of the approval of the minutes by the Senate at the following meeting.
- I. The Senate Parliamentarian shall be appointed by and from among the members of the Rules and Constitution Committee, in accordance with bylaw 404(a)(6)(i)(A). At each meeting of the senate, the parliamentarian shall be a resource to the Executive Vice President, assisting with the conduct of the meeting in accordance with Roberts' Rules of Order, as modified by the Senate. The parliamentarian may only issue a ruling at the request of the Executive Vice President, or upon a request made following a majority vote of the senate. The parliamentarian shall be the final authority on disputes of parliamentary procedure. A ruling of the parliamentarian may be overridden only by a 2/3 vote of the senate.
- J. The Executive Vice President shall be responsible for ensuring the Flag of the United States of America is displayed at all Senate meetings.

Bylaw 407 – Voting

- A. Voting in Senate meetings, and meetings of standing Senate Committees shall be by a method of one vote per Senator.
- B. In all Student Bar Association Senate meetings, the presiding officer shall only vote in accordance with Article I, § 2, clause 2 of the Constitution.
- C. Voice voting shall be employed unless a member of the Senate calls for division by hand or by roll call.

Bylaw 408 – Conflicts of Interest in Voting

- A. No Senator may vote on issues directly affecting a student organization of which he is an executive officer. This provision shall not apply to any votes taken on the general Student Bar association budget.
- B. Whenever a Senator believes, or has reason to believe, that there is a conflict of interest between his Student Bar Association duties and any other duty, obligation, responsibility, or interest, such Senator shall recuse himself from voting on any issues so implicated at his discretion.
- C. Whenever a Senator or a member of the Student Bar Association alleges a possible conflict of interest on the part of a Senator, the allogger must demonstrate that conflict to the extent that the Senate deems it necessary to vote on the matter. A majority vote is necessary to require the recusal of the conflicted Senator.

Bylaw 409 – Proxy Voting

- A. When a Senator cannot be present for a vote, he may direct another Senator to vote in his stead.
- B. In no event shall a proxy vote be cast other than in the form of a signed writing, presented to the Executive Vice President prior to the vote.
- C. Senators voting by proxy are not counted toward the quorum requirement found in Article I, § 4, clause 1 of the Constitution.

Bylaw 410 – Legislation

- A. The Senate may consider legislation at its meetings. All legislation considered by the Senate must be in writing.
- B. Unless otherwise specified, a majority vote of the Senators who are present at the time of the vote shall be sufficient to pass legislation.
- C. A resolution may be sponsored by any member of the Student Bar Association and may be introduced at the meeting at which it will be considered.
- D. A bill may be sponsored by any member of the Senate. Bills must be submitted to the Executive Vice President, and Chief of Staff, and the members of the Senate Rules and Constitution Committee, prior to the meeting at which it will be considered, with the exception of bills involving expenditures of funds. Bills involving the expenditure of funds must also be submitted to the Vice President of Finance prior to the meeting at which it will be considered.
- E. The Senate may decide to vote on ad hoc funding requests from Student Bar Association officers, student organization, or members of the student body. Such requests must first be presented to the Finance Committee of the Senate, in accordance with the committee's procedures for ad hoc funding requests. The Finance Committee will then present the request and its recommendation to the entire Senate for ratification. The Chair of the Senate Finance Committee and Vice President of Finance shall keep a permanent record of all such special funding requests and their final disposition by the Senate.
- F. All provisions that regulate, but that are not codified in the SBA Constitution or the SBA Bylaws, become non-binding recommendations at the end of the term of the Senate that passed the provisions.
- G. The Senate Rules and Constitution Committee of the Student Bar Association Senate is responsible for updating the Bylaws of the Student Bar Association once per month, during the academic year, to record any changes duly enacted.

H. After formal introduction of any piece of legislation that will impact the bylaws or constitution of the SBA but before a binding vote by the Senate on such legislation, the chair of the Rules and Constitution Committee, after consultation with the Committee's members, shall be afforded the opportunity to provide an informal opinion on the constitutionality of the legislation, as well as the likely effect of the legislation on the existing bylaws, constitution, and procedures of the Student Bar Association. This provision shall not affect the rights of the committee chair and any other senators to participate in the general deliberative process, and the time reserved for the Chair of the committee to speak shall not count against the time the Chair has as a member of the Senate during debate.

Bylaw 411 – Veto by the President

- A. The President shall have the right, pursuant to Article I, § 6, clause 1 of the Constitution, to veto any substantive action of the Senate, other than censures and impeachments, within seven (7) days of the Senate having passed said legislation..
- B. Should the President wish to veto an act of the Senate at the Senate's last meeting of the semester, the President must exercise the veto power before the conclusion of the meeting.
- C. The Senators may override a presidential veto should they achieve the requisite two-thirds (2/3) vote.

LEVEL 500 – THE GENERAL ASSEMBLY

Bylaw 501 – Membership

- A. The General Assembly shall comprise all members of the Executive, Legislative, and Judicial branches.

Bylaw 502 – Meetings

- A. The General Assembly shall meet at least once a semester. These meetings shall afford the opportunity for the various governmental departments to provide updates to one another, the Executive Officers, and the Senate.
- B. The President shall preside over meetings of the General Assembly in accordance with Bylaw 202(b).
- C. Meetings of the General Assembly shall be open to the student body, unless when the business is such that the President deems it necessary that a meeting to be closed to students not otherwise members of the legislative, executive, or judicial branches of this government.

LEVEL 600 – STUDENT ORGANIZATIONS

Bylaw 601 – Recognition of Student Organizations

- A. The provisions of any Bylaw notwithstanding, no student organization shall be recognized without a determination by the Senate that the organization has sufficient student interest.
- B. Pursuant to Article I, § 8 of the Constitution, recognition of student organizations shall be the sole province of the Senate of the Student Bar Association and such recognition shall continue only at its pleasure.
- C. Process for official recognition of a student organization.
 - 1) An organization requesting recognized status must contact the Senate Student Organization and Charter Committee with a “statement of interest,” outlining: a) The name of the proposed organization, b) a succinct organization mission statement, c) A brief statement of the goals and purpose of the proposed organization, and d) A list of 20 or more current students of GW Law who would like to be members of the organization. Requirement d) may be waived by a majority vote of the Senate when such a request is brought by a sitting senator.
 - 2) An organization requesting recognized status must draft a proposed constitution in accordance with the required format for student organization constitutions set forth in Bylaw 604, and submit it to the Student Organization and Charter Committee for review and recommendations.
 - i. An organization requesting recognized status may submit only one proposed constitution per semester and, if necessary, only one resubmission following Senate Organization Committee edits and recommendations.
 - 3) Once the student organization's proposed constitution meets the criteria established by the Student Organization and Charter Committee, the organization shall be submitted to the Senate for an official recognition vote. Members of the Senate must receive notice of the official recognition vote at least one week in advance of the Senate meeting in which it will occur, and must be provided with the Student Organization and Charter Committee approved version of the proposed student organization's constitution at that time. A majority vote is required to effect official recognition of a student organization. When recognition votes are not scheduled, official recognition requires a unanimous vote.
 - 4) Whenever a recognition vote is held, the Senate President shall ask if any George Washington University Law School students, faculty, or administrators object to the creation of the student group. In the event that an objection is raised, the Senate may postpone the recognition vote to another date so that an investigation can be performed.
 - 5) Before the Senate votes, the leadership of the proposed student organization shall be given time to make an oral presentation about their organization before the Senate, followed by questions from the members of the Senate, should there be any.
 - 6) Once the Senate officially recognizes a student group, that group shall enter a probationary period, as described in Bylaw 907(b).
 - 7) The Student Organization and Charter Committee's criteria for student organization constitutions shall be limited to constitutional, grammatical, formal, and practical standards. Consideration of the validity of the purpose of the organization shall be the sole province of the Senate.

Bylaw 602 – Requirements for Student Organizations

- A. All recognized student organizations shall:
- 1) Be continuously available for additional membership, activities, and participation by all members of the law school community;
 - a) Membership, activities, or participation premised upon distinction on the basis of class rank or GPA is permissible notwithstanding the requirement that organizations be continuously available for additional membership, activities, or participation by all members of the law school community.
 - b) Organizations may limit the admissions of new members to one period of each academic semester if their national chapter so requires.
 - 2) Openly and widely publicize organizational meetings and all other activities that they sponsor;
 - 3) Submit copies of their reimbursement forms, receipts, attendance records, a copy of all advertising materials produced in compliance with 602(a)(2), and a one page explanation (optional) to the Senate Audit Committee's email address before receiving reimbursement from the Vice President of Finance;
 - 4) Keep on file for their own reference and for the reference of their members a copy of their constitution, together with any applicable by-laws;
 - 5) Provide an electronic copy of their organizational constitution to the Student Organization and Charter Committee for official copy retention; the copy of an organization's constitution on file with the Student Organization and Charter Committee is the official constitution for that organization, and supersedes all other constitutions. Should the Student Organization and Charter Committee not have a constitution on file for an officially recognized student organization, the organization may provide a new one to the Student Organization and Charter Committee for review, approval, and official copy retention;
 - 6) Submit, to the Student Organization and Charter Committee for approval, an electronic copy of the organizational constitution any time revisions are made; approval by the Student Organization and Charter Committee is required before any such revisions take effect;
 - 7) Participate fully in the activities of the Gavel Club;
 - 8) Notify the Student Bar Association Chief of Staff as early as possible, but in all events, no later than one week after any election of organizational officers. The notification shall include the name of each individual elected and the position to which he was elected; and
 - 9) Conduct all activities in a manner consistent with the provisions and spirit of the University Policy on Equal Opportunity, the University Guide to Student Rights and Responsibilities, the organization's own constitution, and the Constitution and Bylaws of the Student Bar Association.
 - 10) Maintain a membership that is at least 80% GW JD or LLM students.
- B. Failure to comply with any portion of this Bylaw will be cause for the Senate to impose by a majority vote, whatever sanctions it deems appropriate, including, but not limited to, censure, impoundment and reclamation of an organization's funds, loss of eligibility for student activities funding, and/or suspension of privileges. The Senate may employ official withdrawal of recognition by a two-thirds (2/3) vote, in accordance with Bylaw 605.
- C. Notice shall be given to all affected organizations when punitive action may be taken by the Senate of the Student Bar Association.

Bylaw 603 – Annual Registration of Student Organizations

- A. In order to maintain their full status, rights and opportunities as SBA-recognized student organizations, all such organizations shall:
 - 1) [Online Registration]: Complete the Student Organization Online Registration Form at least once annually and, in any case, upon any change in organization President, Vice President, or Treasurer. The Form will require organizations to provide a current list of all officers and their contact information, and any other information requested by the Vice President of Finance, the Chair of the Student Organization and Charter Committee, or the Chair of the Finance Committee.
 - 2) [Responsibility Statement]: Provide at least two officers' signatures to the Responsibility Statement, attesting that the organization shall comply with all applicable rules, guidelines, and regulations governing it, particularly those involving finance. The Responsibility Statement shall be designed, implemented, and administered by the SBA Chief of Staff or his/her chosen designee in accordance with this Bylaw and may require additional information and assurances as the Vice President of Finance or Chair of the Student Organization Charter Committee sees fit
 - 3) [Financial Training]: Commit its President and Treasurer to attendance at a mandatory annual Student Organization Orientation to be conducted by the Vice President of Finance in cooperation with the Finance Committee and its chair
- B. The failure by a student organization to comply with any and all provisions of part (a), above, shall result in the imposition of a penalty or penalties, based on the schedule below:
 - 1) Upon failure to meet the deadline or comply with one of the requirements outlined in 603(a), mandatory ineligibility for funding during the SBA's annual budget process.
 - 2) Upon failure to meet the deadline or comply with two or more of the requirements outlined in 603(a), mandatory ineligibility for any SBA funding for at least one academic semester following the offense, but up to two academic semesters, at the sole discretion of the Finance Committee.
 - 3) Upon failure to correct errors warranting the imposition of penalties under 603(b)(1) and 603(b)(2) within a reasonable amount of time, as determined by the Finance Committee, mandatory submission to the SBA Senate, by the Chair of the Finance Committee, of a resolution to terminate official SBA recognition of the student organization in question by a 2/3 vote of the SBA Senate, in accordance with Bylaw 604. The Finance Committee's determination of a "reasonable amount of time" may be appealed to the SBA Supreme Court, under an abuse of discretion standard.

Bylaw 604 – Required Format for Student Organization Constitutions

- A. All constitutions must:
 - 1) Be typed, with the name of the student organization atop the first page, and with all subsequent pages numbered;
 - 2) Begin with a preamble that clearly states the goals and purposes of the organization; and
 - 3) Contain the following statement of compliance after its preamble: "This constitution is to be construed in compliance with the provisions and spirit of the University Policy on Equal Opportunity, the University Guide to Student Rights and Responsibilities, and the Student Bar Association Constitution and Bylaws."
- B. Student organization constitutions should be set up in the following format:
 - 1) Preamble, followed by required statement of compliance
 - 2) Article I – Composition of Organization

- Section 1 – Officers
- Section 2 – Elections
- Section 3 – Terms of Office
- Section 4 – Committees (if any)
- Section 5 – Definition of Membership
- 3) Article II – Duties of Office
 - Section 1 – Officers, Duties and Qualifications, list each officer, describing their duties, qualifications for election.
 - Section 2 – Committee Duties and Responsibilities, list each committee mentioned in Article I, describing their duties and responsibilities.
- 4) Article III – Removal from Office
 - Section 1 – Process for Removal
 - Section 2 – Terms for filling vacancies
- 5) Article IV – Meetings
 - Section 1 – Rules for Calling and Running Meetings
- 6) Article V – Terms for Amendments
 - Section 1 – Process for Amendments, Delineate all terms that are needed to effectuate any changes in the constitution or of the bylaws.
 - Section 2 – Notice of SBA Student Organization and Charter Committee Approval, include the phrase “All changes of constitutions are contingent upon approval by the Student Bar Association.”
- 7) Article VI – Fundraising
 - Section 1 – Fundraising Plan, outline a fundraising plan

After Article VI, constitutions may include any provisions deemed necessary for the proper governing of the organization.

- C. Subject to approval of the Senate, and notwithstanding section (b) of this bylaw, the Student Organization and Charter Committee may amend or modify the requirements for student organization constitutions as necessary.
- D. A potential student group may use a constitution required by a reputable national or international organization that the proposed student group would be affiliated with. Such constitutions do not have to comply with SBA Bylaw 603. However, when a potential student group submits a mandatory constitution, the potential student group must also submit a memorandum of understanding certifying that the mandatory constitution does not conflict with and will be construed in compliance with the provisions and spirit of the University Policy on Equal Opportunity, the University Guide to Student Rights and Responsibilities, and the Constitution and the Bylaws. Such memorandum of understanding must explicitly state why the mandatory constitution complies with these policies and fill in any substantive gaps. For the purposes of SBA rules and procedures, the mandatory constitution and the memorandum of understanding together are to be treated as the student group’s constitution.
- E. Should an already recognized student organization wish to change or alter its official name in any way, the organization may make this change by amending its constitution, and submitting it to the Senate Student Organization and Charter Committee for approval an

official copy retention, just as it must any time an amendment is made. Once the Student Organization and Charter Committee approves the amended constitution, the name change will become official.

Bylaw 605 – Termination of Student Organization Recognition

- A. The Executive shall promulgate a system to track violations of the bylaws and violations of any other existing SBA policies by student organizations. Upon a threshold of violations by a student organization as determined by the Executive, a report will be delivered by the Executive to the Student Organization & Charter Committee that will request for that student organization's charter to be reviewed. Any such report shall also be delivered to the Senate as a whole for notification purposes.
- B. Should any recognized student organization remain inactive for a period of two semesters, that organization shall, by operation of this Bylaw, automatically have its status as a recognized student organization terminated, along with all the rights and privileges accorded thereto. If any organization disputes that it was inactive during the prescribed period, the Senate shall resolve the issue by a simple majority vote, after hearing from both representatives of the student organization in question, and the Student Organization and Charter Committee.
- C. For purposes of this Bylaw, the term "inactive" means that an organization has done no programming, or has no officers, or has no organized membership.
- D. Once an organization loses its status as a recognized student organization, students wishing to revive the organization must apply for recognition in the same manner as prescribed for new student organizations under these bylaws. Once recognized, such groups must also comply with the probationary period prescribed in Bylaw 907(b) to reestablish eligibility for annual funding.
- E. The Senate may withdraw recognition of any student organization by a two-thirds (2/3) vote of the Senate.

LEVEL 700 – EXTERNAL REPRESENTATIVES

Bylaw 701 – Representative to Law School and University Committees

- A. The President, or their designee, shall announce and publicize to the student body any vacancies arising in Law School Faculty-Student Committees and University Committees. Interested students shall submit applications to the Committee Coordinator. The President shall select students to fill such vacancies in a manner that he prescribes.
- B. The President, or their designee, shall serve as the primary liaison between the Student Bar Association and members of these committees.
- C. Members of these committees are required to regularly attend committee meetings, prepare for committee meetings, and seek out student opinion on issues being discussed in committee.
- D. Chairs of these committees are expected to regularly report committee happenings to the Senate through the President, or their designee.

Bylaw 702 – Student Association Senators

- A. Pursuant to the Constitution of The George Washington University Student Association, the Law School is entitled to elect an apportioned number of law students as Senators in the Student Association Senate. Law students may also run for Graduate-at-Large Senate seats.
- B. Any law students elected as Student Association Senators or Graduate-at-Large Senators shall keep the President and Senate informed of happenings in the Student Association Senate and, as much as is practicable, seek their advice on matters of import to the law school

Bylaw 703 – The SBA Faculty Tenure and Promotion Committee

- A. The President shall appoint a Faculty Tenure & promotion Committee liaison;
- B. The Liaison shall notify the Senate of any considerations of the faculty committee and prepare a report to be certified by the Senate. The Liaison shall collect materials from the online course evaluations, and will make every effort to attend a class regarding the professor under consideration.’

LEVEL 800 – ELECTIONS

Bylaw 800 – Definitions

- (a) A “candidate” is any student presently enrolled at The George Washington University Law School who completes and signs the Candidate Registration Form by the date determined by the Elections Committee (“the Committee”), as provided in Bylaw 803, and thus appears on the official ballot, or any student who publicly holds him or herself out as a write-in candidate by asking fellow students to write his or her name on the ballot.
- (b) A “supporter” is any presently enrolled student of The George Washington University Law School who publicly holds herself out as a supporter of a given candidate by assisting the candidate with campaigning. This includes any endorsements made by student organizations.
- (c) The “campaign staff” of a candidate consists of those presently enrolled students of The George Washington University Law School who agree by mutual consent to aid the candidate in a substantive and official capacity, and publicly hold themselves out to be members of the candidate’s campaign staff. All campaign staff of a candidate are deemed to be supporters of that candidate.
- (d) “Campaigning” includes all activities engaged in by a candidate or supporter for the purpose of earning votes for the candidate. Such activities include, but are not limited to, asking fellow students to vote for a candidate, making announcements in class, tabling on campus, and engaging in social media and Internet outreach to fellow students.
- (e) “Abuse,” as used in these bylaws, means any act or acts, performed knowingly, that violate the spirit of professional, positive, and thoughtful campaigning, and that a reasonable person would find to reflect so poorly on a candidate or the law school as to warrant penalty.
- (f) For the purposes of these bylaws, “promotional materials” refers to signs, posters, fliers, graphic images and text used in online campaigning, or anything used to promote the campaign of a candidate for any elected office.

Bylaw 801 – The Role of the Elections Committee

- (a) The Committee is comprised of a Director of Elections, an Assistant Director of Elections, and other members.
- (b) All members of the Committee must be nominated by the Executive Branch and confirmed by a majority of the Senate. Once confirmed, the term that each Committee member must serve is two consecutive SBA elections, regardless of any change in SBA administration. After administering two consecutive SBA elections as a member of the Committee, the member may only remain on the Committee by going through the same nomination and confirmation process described in this bylaw.
- (c) The Committee shall administer all Student Bar Association elections, and shall do so in compliance with these bylaws.
- (d) No member of the Committee may run as a candidate for any elected office.
- (e) The Committee may promulgate and enforce any rules that supplement, but do not violate these bylaws, and are deemed necessary for running a successful election.
- (f) The Committee may not restrict campaigning by candidates or their supporters from the time of the start of the campaign – as determined by the Committee, subject to Bylaw 802 – up through and including Election Day, apart from all other restrictions explicitly stated by these bylaws.

- (g) The Committee shall have no jurisdiction over the publication decisions of the Nota Bene, or any other student publication, but may recommend that candidates and their supporters receive an equal opportunity to express their positions in such publications.
- (h) All actions and decisions of the Committee may be appealed to the Supreme Court, pursuant to Bylaw 827.

Bylaw 802 – Publication of the Election Schedule

- (a) The election schedule shall be determined by the Committee, in consultation with the SBA President.
- (b) The Committee shall publish a schedule of election events no later than two weeks in advance of the determined date of any election.
- (c) The time at which the Committee shall publish the names of the candidates marks the start of the election period.
- (d) The Committee, in the interest of encouraging voter turnout, shall, at a minimum:
 - (1) upon determining the date of any election, ensure that it is included on the SBA Calendar and posted on the SBA website;
 - (2) publish the names of all registered candidates by email to the entire student body no less than seven (7) days prior to the spring election;
 - (3) publish the names of all registered candidates by email (4) days prior to the fall election;
 - (4) at least five days prior to an election, post a reasonable number of flyers reminding and encouraging students to vote, and instructing them on how to vote;
 - (5) on the day of an election, post an election reminder on the SBA website and relevant social media, for example on class Facebook pages, and encourage students to vote in the election;
 - (6) on the day of a runoff election, post an election reminder on the SBA website and relevant social media, for example on class Facebook pages, and encourage students to vote in the run-off election.

Bylaw 803 – Mandatory Meeting for Prospective Candidates

- (a) A Candidates Meeting shall be held no later than two (2) weeks before the scheduled date of the spring election OR no later than one (1) week before the scheduled date of the fall election, the exact date to be set by the Committee. The purpose of the meeting is to inform and explain to the candidates the rules and regulations which relate to elections, as set out by these bylaws or promulgated by the Committee.
- (b) All persons wishing to run for an elected position must attend the Candidates Meeting in person or by proxy in order to have her name placed on an official ballot in an election.
- (c) Each candidate shall complete, sign, and submit a Candidate Registration Form within 48 hours following the conclusion of the Candidates Meeting.
- (d) No student may conduct any type of campaigning prior to the submission deadline described in Bylaw 803(c).
- (e) The Committee has the discretion to expedite the Elections Schedule and the time requirements of Bylaw 803 for Fall Elections.

Bylaw 804 – Candidates Forum

- (a) Presidential and Executive Vice Presidential candidates may be required to participate in a Candidates Forum organized by the Committee, during which the candidates shall have an opportunity to present their platforms and constituents shall have an opportunity to pose questions to the candidates.

- (b) The Candidates Forum will be held on an appropriate date as determined by the Committee, but in no event less than two (2) days before the election.
- (c) Candidates participating in the Candidates Forum are not permitted to speak in a manner that is deliberately offensive to other candidates or students, nor speak or act in a manner which can be expected to bring the law school into ill repute.
- (d) The Committee shall strive to provide equal time for each of the candidates to speak during the Candidates Forum.

Bylaw 805 – Campaigns and Campaign Staff

- (a) Candidates are permitted to form a campaign committee and appoint staff.
- (b) All members on a candidate’s campaign committee or staff must agree to be a member by mutual consent.
- (c) Candidates are vicariously liable for anything their campaign staff and supporters do. Candidates may not use their campaign or supporters to do anything that the candidates themselves are not permitted to do. Candidates may be held responsible for the actions of their supporters.

Bylaw 806 – Campaigns for Multiple Offices

- (a) Candidates are permitted to run for multiple offices, but may not run for the offices of President and Executive Vice President simultaneously.
- (b) If elected to multiple offices, they must choose only one (1) office in which to serve. Each candidate must follow the campaign rules set forth pertaining to each position for which they run.
- (c) Candidates who run for multiple offices will have a campaign budget that is the higher of the two available budgets, in accordance with Bylaw 811.
- (d) Candidates who run for multiple offices are not required to actively campaign for both positions. However, they may not run faux campaigns for offices in order to circumvent any of the Elections Bylaws, including but not limited to any circumvention of campaign spending, or giveaway limits set forth by Bylaw 811 and Bylaw 812.
- (e) Candidates who run for multiple positions and who seek to have candidate statements posted on the SBA’s website shall send a separate candidate statement for each position that they are running for.

Bylaw 807 – Candidate Campaigning – Promotional Materials, Size and Content

- (a) Promotional materials distributed by a campaign may reference only that campaign’s candidate, unless a campaign has received express, explicit permission from another candidate to reference her in the former candidate’s promotional materials.
- (b) Candidates may not post any promotional material that is sized larger than 8.5 x 11 inches, with the sole exception that candidates for the office of SBA President may employ free-standing promotional materials in the hard lounge, soft lounge, and student commons areas which do not impede foot traffic. Such free-standing promotional materials must be monitored by the candidate or her staff and must be removed when requested by law school faculty or employees.

Bylaw 808 – Candidate Campaigning – Promotional Materials, Location

- (a) Candidates may only post promotional material on designated trimmed bulletin boards in the law school. Specifically, the buildings where promotional materials may be posted usually

include Lerner Hall, Stockton Hall, the Burns Building (including the library), the E Building, Stuart Hall, Lisner Hall, the LLC, and the Clinics Building.

- (b) Candidates are prohibited from posting on any surface besides the designated trimmed bulletin boards. Specifically, candidates may not post/write promotional materials or statements in/on:
 - (1) walls, glass surfaces, or any other surface;
 - (2) classroom blackboards, whiteboards, or the chalkboard in the first floor lounge;
 - (3) the Aston's public bulletin boards;
 - (4) the mailboxes in the Stockton building, the Aston, or any other mailboxes in the law school;
 - (5) the SBA bulletin board in the Soft Lounge;
 - (6) the Career Center bulletin board on the third floor; and
 - (7) any other surface or area deemed inappropriate by the Committee.
- (c) A candidate may not post more than one copy of her campaign's promotional materials per designated trimmed bulletin board. Candidates who are running for multiple positions remain limited to one copy of promotion material per bulletin board.
- (d) Candidates may not tear down or destroy the promotional materials posted by other candidates, nor may candidates tear down or destroy the promotional materials or fliers for future events hosted by other student organizations.
- (e) The Committee is permitted to post neutral, impartial election-related materials on the SBA bulletin board.

Bylaw 809 – Candidate Campaigning – Promotional Materials, Timing

- (a) Candidates are only permitted to solicit votes or distribute or post promotional materials once the campaign period has begun.
- (b) The Committee shall set and promulgate the official start date and time of the campaign period.
- (c) Candidates in elections are responsible for ensuring that their promotional materials have been removed from the law school within twenty-four (24) hours of the end of the voting period for the election.
- (d) Candidates in run-off elections are responsible for ensuring that their promotional materials have been removed from the law school within twenty-four (24) hours of the end of the voting period for the run-off election.

Bylaw 810 – Candidate Campaigning – Online Campaigning

- (a) No candidate for any election is permitted to campaign through the use of internet or telephonic communication mediums that involuntarily add members and do not allow added members to unsubscribe.
- (b) The only candidates that are permitted to post in an Inn's Facebook page are those that are running to be the Senator for that Inn.
- (c) Candidates cannot email class listservs for campaigning purposes.
- (d) Failure to comply with an unsubscribe request is grounds for receiving one of the penalties outlined in Bylaw 825(f).
- (e) Abuse of social media or the Internet by campaigning in a manner which is not professional and/or may reasonably be expected to bring the law school into ill repute may provide grounds for receiving one of the penalties outlined in Bylaw 825(f).

Bylaw 811 – Candidate Spending

- (a) Each candidate is limited to spending the following amount, according to the position she is seeking:
 - (1) President: \$150
 - (2) Executive Vice President: \$75.
 - (3) Senate: \$35.
- (b) Individuals who are candidates for multiple offices can only spend to the maximum amount for the position that has the highest spending limit. Candidates for multiple offices are not permitted to have a budget that combines the maximum spending for both offices.
- (c) All receipts must be saved; the Committee may request to see receipts if there is any question raised as to the amount of money spent by a candidate. If receipts are requested for a specific expenditure but cannot be provided by the candidate, the Committee has discretion to estimate the reasonable, fair market value cost of that expenditure. Expenditures by supporters count toward the spending limits outlined in this bylaw.
- (d) Absolutely no SBA resources may be used in support of any one candidate for office, but SBA resources that aid all candidates equally, for example, posters advertising the election, are permissible.
- (e) Candidates may not combine campaign funds. In the case of joint promotional materials, costs must be evenly split between both candidates.

Bylaw 812 – Campaign Giveaways

- (a) Candidates, their staff, or their supporters may hand out fliers, posters, stickers, buttons, or any other item of de minimus value produced for the campaign.
- (b) Candidates, their staff, or their supporters may not give away food, candy, alcohol, or any item the Committee could reasonably deem to be a bribe.
- (c) The cost of all handouts counts against the spending limits outlined in Bylaw 811.

Bylaw 813 – Tabling

- (a) Candidates and supporters for candidates for President, Executive Vice President, and Senator are permitted to set up campaign tables in the first floor lounges of the main law school building, in a manner that does not substantially impede the use of these areas by law students.
- (b) Tabling materials must be removed when removal is requested by law school faculty or employees.

Bylaw 814 – Endorsements, Generally

- (a) Candidates are permitted to receive endorsements, pursuant to the restrictions in all other Elections Bylaws.
- (b) Candidates are permitted to endorse other candidates for other elected positions.
- (c) Endorsements must be of a positive nature and may not constitute a negative attack against another candidate.
- (d) Members of the Committee are not permitted to endorse any candidate for any office.

Bylaw 815 – Endorsements, Student Organizations

- (a) For purposes of these bylaws, “student organization” is defined as a group that is student-run, including all organizations that are registered and receive funds from the Student Bar Association or the George Washington University Student Association (SA). “Student organization” in these bylaws does not refer to any other GW Law department or programs.

- (b) Student organizations are only permitted to endorse candidates for President and Executive Vice President. Only candidates for President and Executive Vice President are permitted to solicit endorsements from student organizations.
- (c) Student organizations may endorse candidates only through a majority vote by that organization's executive board. Student organizations may also decide to not endorse any candidate for President and Executive Vice President.
- (d) Student organizations are permitted to endorse candidates for President and Executive Vice President through their listservs to students who voluntarily opt to be on that list.
- (e) While student organizations are permitted to endorse candidates and/or make statements about candidates, these endorsements and/or statements cannot be used in a negative fashion about any candidates, consistent with Bylaw 814(c). Violations of this bylaw are chargeable as a violation to the candidate receiving the endorsement.
- (f) Members of the Committee who sit on the Executive Board or other leadership positions in student organizations must recuse themselves from votes on endorsements and from any group endorsements generally.

Bylaw 816 – Endorsements, GW Law Non-Student Organizations

- (a) Endorsements from organizations, programs, or departments that are not student-run and are not considered “student organizations,” as defined by Bylaw 815(a), are not permitted to endorse any candidate.
- (b) Any officer of the GW Law Inns of Court program is not permitted to use the Inns of Court program in any fashion to endorse a particular candidate, though officers may utilize the Inns of Court program to promote debate in a manner in which all candidates are permitted and invited to speak.

Bylaw 817 – Ballots and Voting Procedures

- (a) The voting process shall be made available through the official online voting system approved by the GW Law Director of Information Technology. Paper ballots shall only be used in cases that the Committee deems exceptional to the point of requiring the use of paper ballots instead of online voting. The administration of paper ballots shall be governed by Bylaw 821 and Bylaw 822.
- (b) Candidates' names will appear on the ballot in alphabetical order by last name.
- (c) All ballots shall only include the name of each candidate that is authorized by the Committee to have her name on the ballot. All ballots shall also include a space for a write-in candidate for each office open for election.
- (d) Voting for school-wide elections shall take place at a convenient time for day and evening students as determined by the Committee. Any student who is properly identified as a student by the Records Office shall receive an opportunity to vote.
- (e) The Committee shall designate one of its members and any necessary GW staff members to view election results after the polls close.

Bylaw 818 – Graduating Voters

- (a) Each Third-year full-time student, Fourth-year part-time student, LL.M student, and S.J.D. student shall be afforded a full vote in the Spring Election.
- (b) Each of these voters may vote only for President, Vice-President, Full-Time Division At-Large Senator (if a full-time student) or Part-Time Division At-Large Senator (if a part-time student).

Bylaw 819 – Special Voting Procedures for First-Year Offices in Fall Elections

- (a) Voting by paper ballot distributed in a First-Year section class may be substituted for the voting method described in Bylaw 817 and Bylaw 821, subject to the following requirements:
 - (1) In-class voting shall take place shortly before, during, or shortly after a regularly scheduled class period.
 - (2) No less than three (3) days before the election, the Committee shall post the class, date, and time of in-class elections for each First-Year section. The Committee shall also announce in each First-Year section the scheduled voting time for that section. Voting must take place during the class announced. The Committee shall also post and announce the date and time that a run-off election will be held, should it be necessary.
 - (3) In-class balloting shall be conducted with no fewer than two Committee members present.
 - (4) One (1) ballot shall be distributed directly to and collected directly from each student.
 - (5) No voting will be permitted outside the prescribed voting time.

Bylaw 820 – Write-in Candidates

- (a) Write-in candidates must follow the same guidelines as the other candidates in terms of campaigning and any other rules set forth by the Committee. Write-in Candidates who fail to follow the letter and/or spirit of the election rules and regulations are subject to the same penalties as other candidates.
- (b) Write-in candidates have the same rights of appeal as other candidates.

Bylaw 821 – Paper Ballots

- (a) The Committee shall be available to assist students who encounter any problems while voting. Paper ballots should be made available for students who cannot properly access the voting system. Paper ballots will only be counted upon confirmation that the student who cast the ballot is a current student who did not vote through the online voting system.
- (b) The Committee may employ student volunteers to serve as poll workers during the voting. Poll workers may not campaign for any candidate while on duty. No candidate or candidate's campaign staff member may be a poll worker.
- (c) Ballots shall be numbered consecutively. Following the voting period, the Committee members shall check the number of collected ballots against the number of students present.
- (d) After completing the ballot, the voter shall place it into the ballot box. Once a student has received a ballot from the Committee, no member of the Committee shall handle or touch the ballot until after the close of the polls. Ballots which do not conform to the rules or instructions promulgated by the Committee may be disqualified at the Committee's discretion.
- (e) Under no circumstances shall a ballot be permitted to be removed from the immediate vicinity of the ballot box. If this occurs, the ballot will be deemed invalid.

Bylaw 822 – Counting Paper Ballots

- (a) After the polls are closed by the Committee, the Committee shall tabulate the results.
- (b) All candidates are entitled to send a personal representative to observe the counting of paper ballots for their own races, so long as the personal representative is in possession of a writing signed by the candidate authorizing the individual to act as the candidate's personal representative. Under no circumstances shall these personal representatives be allowed to actually participate in the counting of ballots. No person, other than members of the Committee and those individuals that qualify as personal representatives under this subsection shall be permitted to observe the counting.

- (c) The Committee shall retain the counted ballots until after the Senate ratifies the elections as per Bylaw 824.

Bylaw 823 – Run-off Elections

- (a) For all elections other than Second and Third Year Senators, President, and Executive Vice President, a candidate receiving a plurality of the votes for any office shall be elected to that office, provided that she receives a minimum of forty percent (40%) of the votes cast. In the event that no candidate receives forty percent (40%) of the votes cast, the Committee shall hold a run-off election. The run-off election shall be held the next day, or within a reasonable period of time, between the two candidates receiving the highest number of votes. The anticipated date of a run-off election shall be announced at the time of the Candidates Meeting.
- (b) If there is a tie to *participate* in a run-off, both tying candidates shall be entered into the run-off election. In the case of a run-off tie, the winner shall be determined by a coin flip conducted by the Executive Vice President at the first Senate meeting following the run-off election.
- (b) For Senators, a run-off shall only be held in the case of a tie between two or more candidates. The run-off election will only include the two candidates who tied.
- (c) For President or Executive Vice President, a run-off shall be held between the top two candidates if no candidate receives above fifty percent (50%) of the votes cast in the election.

Bylaw 824 – Certification and Ratification of Elections

- (a) For all elections, the Committee shall submit a full report to the Senate. The report shall contain the full numerical tabulation of both election and run-off election results. The report shall include the exact number of students from each of the 1L, 1LE, 2L, 2LE, 3L, 3LE, 4LE, 2L Transfer, and Post-J.D. (LL.M & S.J.D.) classes who voted for each candidate in each election and run-off election. The report must also list and detail all violations handled by the Committee. It shall furthermore certify the integrity of any electronic procedure employed. It shall also certify that, for elections conducted pursuant to Bylaw 821 and Bylaw 822, each ballot box was in secure physical condition when opened by the Committee, and each ballot was counted. For all elections, the report shall certify that the winner of each office received the greatest number of votes cast for that office.
- (b) Candidates may appeal the validity of the report of the Committee to the Supreme Court via the method discussed in Bylaw 827.
- (c) The certification report of the Committee must be confirmed by the Senate without substantive amendment to effectuate a ratification of the elections. Failure of a particular candidate to win an election is not a valid ground for the Senate to fail to ratify an election. The Senate may only fail to ratify an election if the Senate, by majority vote, finds that there is a bona-fide dispute as to the validity of a contested election. Such a vote by the Senate is subject to review by the SBA Supreme Court on an abuse of discretion standard, via petition from the candidate in question.
- (d) The Committee's report, as prepared and submitted to the Senate, shall be published as part of the publicly available, official Senate record for the meeting in which it is presented, and shall be made readily available to any student upon request. Should any Senator object to publication, a two-thirds (2/3) majority vote is required to withhold the report or any section or subsection thereof from being entered in the official record.
- (e) The Committee shall announce the unofficial results of the elections as soon as practicable after the tabulation of the results. This announcement shall state that the results are still subject to confirmation by the Senate.

Bylaw 825 – Violations of Election Rules

- (a) Violations of the provisions of these bylaws and any regulations set forth by the Committee shall be sufficient grounds for the Committee to bring a complaint and impose a penalty on a candidate.
- (b) The Committee shall enforce all bylaws, rules, and regulations pertaining to the elections. Violations of the bylaws, rules, or regulations shall be met by notice and a complaint from the Committee, acting sua sponte or at the request of a student. The complaint considered by the Committee shall be considered an informal complaint. Informal complaints are adjudicated by the Committee in camera and may result in the imposition of one of the penalties listed in this Bylaw.
- (c) If a party wishes to have the complaint brought against her adjudicated in a formal hearing, that complaint shall then be designated as a formal complaint. Formal complaints of violations of the election rules shall be in writing and shall set forth the information upon which the Committee believes the accused candidate has committed some prohibited act, and must specify the election rule(s) believed to be implicated. Formal complaints about actions by a candidate or supporter during the campaign must be filed as soon as possible but no later than forty-eight (48) hours after the party facing the complaint learns of the alleged violation and opts to have a formal hearing.
- (d) Hearings
 - (1) The Committee shall hold a formal hearing within a reasonable amount of time after a complaint has been designated as a formal complaint.
 - (2) The Committee's hearing on a formal complaint is a formal hearing in which the Committee serves as the trier of fact and as the examiner. The Committee may call any witnesses it believes to have relevant information. The accused candidate shall be permitted to make an opening and closing statement, call his or her own witnesses, and cross-examine all witnesses, including the accuser. The hearing shall be conducted by liberally applying general principles of evidence with the exception that hearsay is admissible, all with the aim of accomplishing substantial fairness.
 - (3) The Committee shall find the accused not guilty of an offense unless the Committee finds there are facts to establish the accused candidate's guilt by a preponderance of the evidence.
 - (4) The Committee shall notify the involved parties of its decision within a reasonable amount of time. The Committee may also notify any other persons that the Committee deems should know of its decision.
- (e) In determining which penalty to issue, the Committee shall consider the following factors:
 - (1) Aggravating Factors
 - (i) Refusal to respond in a timely fashion to violation notification emails from the Director of Elections, the Assistant Director of Elections, and/or other members of the Committee.
 - (ii) A record of several election bylaw violations.
 - (iii) Making false or misleading statements in the course of a Committee investigation or hearing.
 - (2) Mitigating Factors
 - (i) Prompt responses to communications from the Committee.
 - (ii) No record of previous violations of the elections bylaws.

In considering these factors, the Committee retains the discretion to issue the penalty that it deems most appropriate in light of the circumstances of each particular case.

- (f) Upon finding a student guilty of violating the bylaws, rules, or regulations pertaining to the election, the Committee may issue only one of the following penalties, in the spirit of reversing, to the extent possible, the harm actually caused by a violation as determined in a formal hearing (for a formal complaint), or the Committee's in camera review process (for an informal complaint). These penalties are listed in increasing degree of severity:
 - (1) Issue a warning via e-mail to the candidate or supporter regarding the violation.
 - (2) Prohibit the candidate from making any further expenditures for her campaign.
 - (3) Prohibit the candidate from using social media and the Internet for campaign purposes.
 - (4) Prohibit the candidate from further campaigning altogether.
 - (5) Remove the candidate from the ballot.
 - (6) Send a recommendation to the Senate that the candidate be disqualified. Only the Senate, by majority vote, may disqualify a candidate altogether. In the interest of time and efficiency, such a vote by the Senate may occur electronically.
- (g) The failure to comply with the terms of a penalty issued by the Committee in a timely fashion shall be an independent basis for additional penalties from the Committee.
- (h) Complaints alleging election violations must be reported to the Committee during the election period, with the exception of violations to Bylaw 826.
- (i) All formal complaints must be in writing, with the exception of a candidate reporting her own violations. "In writing" includes sending emails to the Director of Elections, the Assistant Director of Elections, or to members of the Committee.

Bylaw 826 – Voter Intimidation

- (a) Candidates are absolutely forbidden from intimidating voters or other candidates.
- (b) Candidates are not permitted to watch students vote.
- (c) Candidates are not permitted to, in any way, induce another candidate or her campaign staff or supporters to break a rule.

Bylaw 827 – Challenges to Committee Decisions

- (a) Any person may file a challenge against a decision of the Committee by serving a written notice and challenge upon the Committee, with a copy furnished to the Supreme Court, if she reasonably believes the Committee to have:
 - (1) failed to enforce the Elections Bylaws in such a manner as to substantially impair or harm an individual's campaign;
 - (2) violated these bylaws intentionally; or
 - (3) reported the incorrect vote totals.
- (b) The Supreme Court shall determine the validity of challenges to decisions by the Committee. The Supreme Court shall review questions regarding the meaning and effect of elections bylaws de novo, while the decisions of the Committee will be reviewed under an abuse of discretion standard.

LEVEL 900 – FINANCIAL PROVISIONS

Bylaw 901 – General Provisions

- (a) Within these Bylaws, the term “allocate” shall refer to the ability to designate how money shall be spent. The term “authorize” shall refer to the ability to actually release money from University accounts via signature and communication to the University finance offices.
- (b) Except as otherwise provided in Bylaw 908 and Bylaw 905(e), the Senate shall have the sole authority to allocate Student Bar Association funds.
- (c) Except as otherwise provided in Bylaw 902 (b) & (c) and in compliance with Bylaw 404 (A) (8) – Audit Committee, the Vice President of Finance shall have the sole authority to authorize the disbursement of funds from the Student Bar Association accounts, as well as the accounts of all officially recognized student groups. Disbursement shall include the expenditure of or reimbursement from funds.

Bylaw 902 – Authorization of Disbursements

- (a) As provided in Bylaw 901(c), the Vice President of Finance shall have the sole authority to authorize the disbursement of funds from the Student Bar Association accounts, as well as the accounts of all officially recognized student groups.
- (b) The Vice President of Finance shall not authorize disbursements to himself. If money is to be disbursed to the VPF, the President shall authorize such a transaction.
- (c) In the event that the Vice President of Finance is unavailable, or at the direction of the VPF, the Deputy Vice President(s) (DVVPF) of Finance and/or Comptroller(s) shall have the authority to authorize the disbursement of money from Student Bar Association and student organization accounts. In the event that the VPF, the DVVPF(s) and the Comptroller(s) are unavailable, the authority to authorize disbursements shall pass first to the President, then to the Executive Vice President. Should the Comptroller or DVVPF authorize the disbursement of funds in violation of this Bylaw, he will have committed a violation of these Bylaws and provide just cause for his dismissal. Should the President or Executive Vice President authorize the disbursement of funds in violation of this Bylaw, they will have committed a violation of this Bylaw, subject to the disciplinary proceedings described in Level 1100 of these Bylaws.
- (d) When any officer other than the Vice President of Finance authorizes the disbursement of funds in accordance with Bylaw 902(c), that officer shall report the action to the VPF as soon as possible. Failure to do so is a violation subject to the disciplinary proceedings described in Level 1100 of these Bylaws.
- (e) The Vice President of Finance shall process only those requests for disbursement made on the proper forms and supported by proper documentation. The proper forms shall be designed and maintained by the VPF, and shall request all information that the VPF deems necessary to process the request. Proper documentation shall include, but is not limited to, original receipts and invoices.
- (f) The Vice President of Finance shall not reimburse any student organization until forty-eight hours after the organization has attested that it has submitted all of the required documentation under 602(a)(3) to the Senate Audit Committee, unless the Committee Chair gives special instruction or exigent circumstances exist, as determined by the Vice President of Finance.
- (g) Under no circumstances may student organization or Student Bar Association officers, other than the Vice President of Finance or his designee, request disbursement of funds

directly from the University finance office. Violations of this bylaw may result in the forfeiture of budgeted funds. Repeated violations of this Bylaw by a student organization will result in the initiation of sanctions in accordance with Bylaw 602(b).

- (h) Disbursements taking the form of reimbursements shall only be made to the individual who incurred the expense.
- (i) No disbursement shall be made that violates Federal, State, or local law, University rules and regulations, or the Student Bar Association Constitution and Bylaws.

Bylaw 903 – Deposits

- (a) All funds raised by either student organizations or the Student Bar Association, be they cash, check, or credit card authorizations, shall be deposited with the Vice President of Finance or Comptroller(s) within seventy-two hours of their receipt.
- (b) All student organizations and Student Bar Association officers responsible for fundraising events are highly encouraged to inform the Vice President of Finance of upcoming events to make arrangements for the timely deposit of funds raised.
- (c) Funds may be deposited directly with the University finance office only if the Vice President of Finance and Comptroller(s) are not available. Immediate notification of the VPF via e- mail is required if this emergency exception is invoked.

Bylaw 904 – Accounts

- (a) All accounts, including those held by both the Student Bar Association and the several student groups, are subject to the rules and regulations established by the University and the Law School.
- (b) Student Bar Association Accounts
 - (1) For purposes of these Bylaws, and in accordance with greater University policy, the Student Bar Association shall have access to three accounts: the C Fund, the R Fund, and the Student Association Allocation.
 - (2) The C Fund refers to the money allocated to the Student Bar Association from the Dean at the beginning of each year. In accordance with University policy, any money not disbursed from the C Fund by July 1st of a given year is reclaimed by the Deans. No deposits may be made into this fund.
 - (3) The R Fund refers to the rollover account held by the Student Bar Association. All money raised by the Student Bar Association is deposited into this fund and is not subject to reclamation by the Deans.
 - (4) The Student Association Allocation refers to the money allocated to the Student Bar Association from the Student Association Senate during the annual budgeting process. In accordance with Student Association policy, any money not disbursed by the freeze date established annually by the Vice President of Financial Affairs is subject to reclamation by the Student Association.
- (c) Student Organization Accounts
 - (5) All officially recognized student organizations must maintain both a C Fund and R Fund account with the University finance offices. Access to these accounts may only be achieved via the Student Bar Association Vice President of Finance.
 - (6) The C Fund refers to the money allocated to a student organization by the Student Bar Association through the annual budgeting process outlined in Bylaw 909. The use of the C Fund is restricted to the provisions established by the Student Bar Association Senate outlined in Bylaw 910. Each year, the Vice President of

Finance shall announce a freeze date for the C Fund at the end of the Spring Semester, after which all monies still in the C Fund shall be reclaimed by the Student Bar Association.

- (7) The R Fund refers to the rollover account held by a student organization. All money raised by a student organization is deposited into this fund. The use of the R Fund is not restricted to the provisions established by the Student Bar Association Senate outlined in Bylaw 910. The R Fund is not subject to reclamation during the annual freeze process; however, this provision shall not be construed to limit the authority of the Senate to impound and reclaim an organization's funds as outlined in Bylaw Level 600.
- (8) Officially recognized student organizations may not maintain a separate bank account not associated with the University finance office.

Bylaw 905 – Allocation of Funds

- (a) At the end of every academic year, the Student Bar Association shall allocate funds from the Student Bar Association Accounts to the several groups for use in the following academic year (“Organizational Budget”). The allocation process for the several student groups is outlined in Bylaw 909. The Finance Committee, as described in Bylaw 906, shall be charged with proposing a budget for the disbursement of the Student Bar Association C Fund to the several groups.
- (b) The Finance Committee shall use the most recent actual C Fund allocation amount as an estimate for its budget cap in proposing the Organizational Budget for the upcoming academic year. As such the Finance Committee shall, upon the actual disbursement of the C Fund that following year, hold a meeting, draft, and present a proposal to the Senate to resolve any discrepancies between the estimated and actual C Fund amounts.
- (c) At the beginning of every academic year, the Student Bar Association shall allocate funds from the Student Bar Association Accounts to the Student Bar Association itself for use that academic year. The President and Vice President of Finance shall be charged with proposing a budget for the disbursement of the Student Bar Association R Fund and Student Association Allocation.
- (d) In accordance with Bylaw 908, the Senate shall, at its discretion, allocate funds to the Organization Oversight Preparedness Supplement (OOPS) fund.
- (e) The Senate shall allocate \$1,000.00 to the Vice President of Finance as a discretionary fund to supplement the normal operation of the Student Bar Association.

Bylaw 906 – The Finance Committee

- (a) In accordance with Bylaw 404(b) there shall be a standing Finance Committee in the Senate to oversee the financial and budgeting activities of the Student Bar Association.
- (b) The Executive Vice President shall appoint members to this committee within the three week period following Senate ratification of the Spring- and Fall-election results. Appointees in each period shall be from among those elected or re-elected in that election. Whether to add additional committee members in the Fall shall be at the Executive Vice President's discretion.
- (c) The voting and non-voting members of the Finance Committee shall be as follows:
 - (1) The voting members of the Finance Committee shall be Senators appointed by the Executive Vice- President who has responsibility for committee assignments; and

- (2) The Vice President of Finance, DVPF(s), and Comptroller(s) will serve as non-voting members of the Finance Committee.
- (d) The term of each voting member will run concurrently with their elected term and the term of nonvoting members shall run concurrently with their appointments.
- (e) The Finance Committee shall:
- (1) Review all budget requests submitted to the Student Bar Association by eligible student organizations;
 - (2) Propose a budget for disbursement of funds to the various eligible student organizations;
 - (3) Hear all requests for ad hoc funding requests made by members of the student body and recommend to the Senate whether the Senate should approve;
 - (4) Make recommendations to the Senate on possible financial sanctions for violations of the financial Bylaws and regulations of the Student Bar Association;
 - (5) Initiate legislation related to the financial and budgeting activities of the Student Bar Association and student organizations;
 - (6) Support legislative initiatives of other Senators and standing committees by proposing financing alternatives; and
 - (7) Execute other duties as assigned by the Executive Vice-President or the Senate.
 - (8) Publish a Financial Policy to guide, facilitate, and govern the responsibilities above. This Financial Policy shall specify the standards, regulations, and operating procedures under which the Finance Committee shall execute these duties. At no times shall this Financial Policy supersede the Constitution or the Bylaws.
 - (9) Exceptions to the Financial Policy will be laid out in the Financial Policy itself or be made pursuant to the sound discretion of the Finance Committee. When the finance committee's recommendation for allocation of funds includes such an exception, the exception will be made explicit in the Finance Committee's presentation of its recommendation to the entire senate.
 - (10) In the event that there are revisions to the Financial Policy referred to in subsection (8), the FC will announce those revisions at least two weeks prior to their implementation. This shall be accomplished by posting of the revised Financial Policy and a list of all changes in a public forum, as well as communicating it to the SBA Senate and treasurers of SBA organizations.
 - (11) Present the Financial Policy referred to in subsection (8) to the treasurers of each student group at least seven days prior to the deadline for annual budgeting applications.
- (f) Chair of the Finance Committee
- (1) After the annual committee assignment process, the voting members of the Finance Committee will elect a Chair of the Finance Committee from amongst themselves.
 - (2) The Chair of the Finance Committee shall:
 - (i) Oversee and manage the activities of the Finance Committee. This includes coordinating all requests for ad hoc funding;
 - (ii) Maintain a calendar of budget hearings and ad hoc funding hearings;

- (iii) Assist the Vice President of Finance and President to prepare an executive budget for the Student Bar Association; and
- (iv) In conjunction with the Audit Committee Chair, regularly audit the financial records of the Student Bar Association and all activities funded by the Student Bar Association, and report immediately any improprieties to the Senate.

Bylaw 907 – Funding Student Organizations

- (a) No organization shall be eligible for funding unless that organization is an officially recognized student organization.
- (b) Immediately upon official recognition (“charter”) of a student organization, that organization may receive funding through the ad hoc process set forth in Bylaw 410(e) and from the OOPS fund, as set forth in Bylaw 908.
- (c) If an organization is chartered in the Fall and the Senate has determined they have satisfied the requirements of Level 600 of these Bylaws, that organization shall be eligible to apply for a budget during the next budget season.
- (d) If an organization is chartered in the Spring and the Senate has determined they have satisfied the requirements of Level 600 of these Bylaws, that organization shall be eligible to apply for a budget during the next academic year.
- (e) All officially recognized student organizations must open all financial and related records to inspection or audit upon the request of authorized University and Student Bar Association officials.
- (f) Every officially recognized student organization must hold at least one fundraising event or activity per academic year to maintain eligibility for funding. The anticipated revenue of such a fundraiser shall be considered in the budget allocation process.

Bylaw 908 – The Organizational Oversight Preparedness Supplement Fund

- (a) During the annual budgeting process, the Senate shall, at its discretion, allocate funds to the Senate Finance Committee for the Organizational Oversight Preparedness Supplement (OOPS) fund.
- (b) Money from this fund may be disbursed by the Finance Committee in extraordinary circumstances. A majority vote of the Finance Committee shall be required to allocate money from this fund. The Finance Committee shall report on any allocations from this fund at the subsequent Senate meeting.
- (c) The purpose of this fund is to finance unforeseen, immediate, and necessary expenses incurred by the Student Bar Association or the several student organizations where the Senate is unavailable to vote on the issue.
- (d) This is a declining balance fund and can only be replenished by subsequent legislation.

Bylaw 909 – Student Organization Annual Budget Process

- (a) A student organization is eligible to receive annual funding only if it has satisfied the requirements set forth in Level 600 of these Bylaws and Bylaw 907(f).
- (b) The Organizational Budget (see Bylaw 905) for the following academic year shall be presented and voted upon at the second to last Senate Meeting of the Academic Year (“Organizational Budget Meeting”).
- (c) The total budget cap used in this proposed Organizational Budget shall be estimated utilizing the most recent actual C Fund Allocation.
- (d) The Chair of the Finance Committee shall set a due date for annual budget proposals at

least two (2) weeks prior to the scheduled Organizational Budget Meeting. . The Finance Committee Chair in conjunction with the Vice President of Finance shall give all eligible student organizations written notice at least ten (10) days before such proposals are due. Failure to submit a budget proposal by the date and time indicated may result in ineligibility for funding.

- (e) Upon receiving all recognized student organization annual budget proposals, the Finance Committee shall meet individually with member(s) of each organization, preferably with the President and Treasurer, for the purpose of discussing any budgetary issues or concerns deemed relevant by the Committee.
 - (1) The Finance Committee shall record a written explanation of the factors considered, including, but not limited to those contained in Section 909(e) of these Bylaws.
 - (2) The Finance Committee shall compile these explanations into a report that shall be submitted with the proposed budget to the Senate, in accordance with 906(e)(2).
- (f) The Finance Committee shall submit this report to the Senate for its approval in accordance with Bylaw 410. The Senate may debate and amend the proposed budget and the final budget shall be approved by a two-thirds (2/3) vote of the Senate.
- (g) The Finance Committee shall be vested with the authority to create additional rules governing the allocation and budget process as it deems necessary and beneficial. Should the Finance Committee exercise its authority under this section, any and all rules must be distributed to the recognized student organizations before such rules can take effect. Nothing in the section shall be construed as preventing the Senate from exercising its plenary power with respect to student activity funds and the allocation of said funds in the budgetary process.
 - (1) The Finance Committee Chair in conjunction with the VP of Finance must distribute the budget guidelines written under this Bylaw and the Treasurer's Guide to all student groups at least 10 days before student organization budgets are due. This shall include in the budget guidelines, any factors considered by members of the Finance Committee during the previous year's budget allocation process, as well as the factors enumerated in subsection 909(e) of the Bylaws.
- (h) Any decisions of or rules promulgated by the Finance Committee may be appealed to the Senate. Upon a challenge to any such decision or rule, the Senate shall either affirm or reverse the Finance Committee by a majority vote.

- (i) After the Senate votes to pass the annual budget, the Finance Committee shall distribute a survey to the student organization leaders.
 - (1) The Finance Committee shall construct the survey in such a way that it can gauge the student organization leaders' opinions on:
 - i. The transparency of the annual budget process;
 - ii. The overall fairness of the annual budget process;
 - iii. The scheduled deadlines and amount of time allotted to prepare documentation approaching and during the annual budget process;
 - iv. Any other element of the annual budget process that the student organization leaders wish to comment on, positively or negatively.
 - (2) Responses to the survey shall be voluntary and anonymous.
 - (3) The Finance Committee shall submit a report to the Executive Vice President recording the responses to the survey.
 - (4) The Executive Vice President shall publish the report for the student body on the SBA website, and maintain a cumulative record of the reports for future reference.

Bylaw 910 – Restrictions on the Use of Student Bar Association Allocated Funds

- (a) The restrictions detailed in this Bylaw apply to all Student Bar Association accounts, as well as all monies allocated by the Student Bar Association, irrespective of an account.
- (b) All programs, activities, or services, whether partially or wholly funded by the Student Bar Association, must be open to and adequately advertised to the entire student body of the Law School. This provision does not apply to funds used by the Student Bar Association itself and for its own purposes.
- (c) All programs, activities, or services, whether partially or wholly funded by the Student Bar Association, must be directed within and for the Law School community or the activity must substantially involve members of the Law School community.
- (d) No Student Bar Association monies may be allocated or disbursed for the direct or indirect efforts of the political campaigns of individuals, nor may any Student Bar Association monies be used in support of, or to intervene in, any campaign for public or campus office.
- (e) No organization may expend funds in a manner grossly inconsistent with its budget as submitted to the Finance Committee.
- (f) No money shall be allocated, or authorized for disbursement, by the Student Bar Association for participation in external competitions, or any related expenses, unless requested by an organization on behalf of a student that has received prior approval from the school administration official in charge of external competitions.
- (g) The Vice President of Finance may not authorize any budget overruns without the express approval of the Finance Committee.
- (h) As the University is a tax-exempt organization, all student organizations are strongly encouraged to minimize the cost of sales tax by making arrangements in advance and with vendors who recognize the University's sales tax exemption. The Vice President of Finance shall provide access to the University's taxpayer identification number upon request to all organizations eligible under Bylaw 907.
- (i) All programs, activities, or services, whether partially or wholly funded by the Student Bar Association, must adhere to overall George Washington University Policies as well as all the Law School's policies. Such policies include, but are not limited to, those set forth by the Dean's Office and George Washington Center for Alcohol & other Drug Education (CADE) Office. In the event that a violation does occur, the organization or person will be held responsible for the violation.

Bylaw 911 – Contracts

- (a) A copy of any contract with a vendor, either within the University or without, must be

provided to the Vice President of Finance.

- (b) Any contract with an outside vendor must be reviewed by the Vice President of Finance prior to signing.

(1) Failure to comply with the provisions of this Bylaw is a sanctionable violation. Any officer of the Student Bar Association that commits such a violation is subject to the disciplinary proceedings described in Level 1100 of these Bylaws. Any student organization that commits such a violation is subject to the initiation of sanctions in accordance with Bylaw 602(b).

Bylaw 912 – Budget Transparency

- (a) At the first Senate meeting following the Student Organization Annual Budget Process, the Vice President of Finance shall present a report to the Senate of the entire SBA budget.

The report shall include the following items:

- (1) the amount of money appropriated to each student group,
 - (2) the recommended guidelines used by the Finance Committee when deliberating along with the report required under Section 909(d)(2),
 - (3) a statement explaining and clarifying that:
 - (i) the published report does not include funds that come from any source other than SBA appropriation;
 - (ii) such alternative sources of funding include but are not limited to membership dues and fundraising;
 - (iii) groups have the right to keep these alternative sources of funding private; and
 - (iv) the Senate considers the availability of these alternative sources when making its final appropriation decisions.
 - (4) the total amount of money appropriated to the SBA by the Deans and the George Washington University Student Association,
 - (5) the current balance of the SBA's accounts,
 - (6) the Executive Branch's proposed annual budget, and
 - (7) an accurate financial statement from the preceding academic year.
- (b) The Vice President of Finance shall issue a reconciled financial statement of every student group's C Fund twice each year: the first reconciled financial statement shall be issued before the start of the second semester and the second reconciled financial statement shall be issued before graduation.
- (c) This Bylaw does not grant a new basis for appealing any decision made by the Senate during the Student Organization Annual Budget Process or during any subsequent funding request.
- (d) At the first Senate meeting of the Spring semester, the Vice President of Finance shall present a reconciled financial statement to the Senate that includes:
 - (1) An itemized list of all SBA executive expenditures up to the last day of the Fall semester, including the amount spent and the type of expenditure and
 - (2) The current balance contained in all SBA accounts.
- (e) Upon request, and at the discretion of the President of the SBA, current GW Law students may view information required to be disclosed by bylaws 912(a), 912(b), and 912(d). Additionally, following the Student Organization Annual Budget Process in the fall, the Vice President of Finance shall publish a report to the student body that outlines

the Executive Branch's proposed annual budget. The outline need only contain categories of proposed expenditures, but may also contain more detailed lists of proposed line item expenditures. The report may not contain any numerical figures, unless the Vice President of Finance is authorized by the President to include them. The report may be published in a timely fashion as an addendum to Senate meeting minutes or independently on the SBA website.

LEVEL 1000 – REFERENDA & INITIATIVES

Bylaw 1001 – Scope of this Level

- (a) The provisions of this Bylaw apply to the referenda and initiatives of the Student Bar Association.

Bylaw 1002 – Promulgation of Referenda & Initiative Rules

- (a) The Elections Committee may promulgate and enforce any rules that supplement, but do not violate these Bylaws, and are deemed necessary for running a successful referendum or initiative.

Bylaw 1003 – Right and Method of Petition for Referenda and Initiatives

- (a) The rights to referenda and initiatives shall be exercised in accordance with Article I, § 7 of the Constitution.

Bylaw 1004 – Ballots and Voting Procedure

- (a) Referenda and initiatives shall be placed on the ballot, paper or electronic, in the order in which their respective petitions were received by the Chief of Staff of the Student Bar Association.
- (b) Every referendum or initiative shall be described in full on the ballot unless such description would exceed 150 words in length; in which case a short summary of the issue shall appear on the ballot. Each polling site shall provide, for voter review, complete versions of every referendum or initiative appearing on the ballot.
- (c) The provisions of Bylaws 817 and 821 shall otherwise govern voting and balloting procedures for referenda and initiatives.

Bylaw 1005 – Ballot Counting

- (a) Ballot counting procedures shall follow the provisions of Bylaw 822
- (b) For paper and provisional ballots, the parties responsible for collecting the petitions to place a referendum or initiative on a ballot may send a personal representative to observe the counting of ballots for any vote on which that referendum or initiative was considered. Under no circumstances shall these personal representatives be allowed to actually participate in the counting of ballots. No person, other than members of the Elections Committee and those individuals that qualify as personal representatives under this subsection shall be permitted to observe the counting.
- (c) Challenges to any aspect of the referendum or initiative shall be handled according to the provision of Bylaw 827.

Bylaw 1006 – Certification and Ratification of Referenda and Initiatives

- (a) For all elections, the Elections Committee shall submit a full report to the Senate. The report shall contain the full numerical tabulation of election results and detail all violations handled by the Elections Committee. It shall furthermore certify the integrity of any electronic procedure employed; that for paper and provisional ballots each ballot box was in valid
- (b) Petitioners may appeal the validity of the report of the Elections Committee to the Supreme Court via the method discussed in Bylaw 827.
- (c) The certification report of the Elections Committee must be confirmed by the Senate without amendment to effectuate a ratification of the referendum or initiative. Disagreement

with the results of a referendum or initiative is not a valid ground for the Senate to fail to ratify the results of a referendum or initiative. The Senate may only fail to ratify a referendum or initiative if there is a bona-fide dispute as to the validity of a contested vote.

Bylaw 1007 – Ratification of Constitutional Amendments by Referendum

- (a) A Constitutional Amendment taking the form of a referendum will only be considered approved pursuant to the terms of Article V of the Constitution.

LEVEL 1100 – DISCIPLINARY PROCEDURES

Bylaw 1101 – Impeachment of Senators, Executive Officers, and Judges

- (a) Pursuant to Article I, § 5 of the Constitution, Senators shall be impeached for malfeasance in office, corruption, dereliction of duty, or other high crimes and misdemeanors.
- (b) Pursuant to Article II, § 5 of the Constitution, Executive Officers shall be impeached for malfeasance in office, corruption, dereliction of duty, or other high crimes and misdemeanors.
- (c) Pursuant to Article III, § 4 of the Constitution, Judges shall be impeached for malfeasance in office, corruption, dereliction of duty, or other high crimes and misdemeanors.
- (d) Impeachment shall proceed as outlined in Article I, § 2, clauses 6, 7, and 8 of the Constitution.
- (e) Conviction in an impeachment proceeding shall result in removal from office.

Bylaw 1102 – Initiation of Impeachment

- (a) A party who believes that a Senator, Executive Officer, or Judge is guilty of malfeasance in office, corruption, dereliction of duty, or other high crimes and misdemeanors shall present a written complaint to the Executive Vice President. Such a complaint shall describe, in as much detail possible, the reasons supporting the claim.
- (b) If the complaint alleges malfeasance in office, corruption, dereliction of duty, or other high crimes and misdemeanors by the Executive Vice President, the complaint shall be presented in writing to either of the Division Senators.
- (c) The Executive Vice President (or the appropriate Division Senator) shall, within one week of receipt, submit the complaint to the Senate for its consideration in accordance with Article I, § 2, clause 6 of the Constitution. Notwithstanding the provisions of Bylaw 406(a), the individual receiving the complaint shall have the authority to call a special meeting of the Senate.
- (d) The Senate shall take a vote on whether or not to impeach. As per Article I, § 2, clause 6 of the Constitution, a majority of the elected Senators are required to institute an impeachment hearing.

Bylaw 1103 – Impeachment Hearings

- (a) Within two weeks of impeachment, the Senate shall conduct an impeachment hearing in accordance with Article I, § 2, clause 7 of the Constitution. The hearings shall be fact-finding in nature, rather than confrontational.
- (b) The complainant and accused shall each have the right to appear before the Senate and make a statement in support of their case.
- (c) The complainant and accused may each identify as many as three witnesses that shall be called. The Senate may summon any additional witnesses at its discretion. Witnesses may be added to the case at any point in the investigation; however, the Senate shall notify both the complainant and the accused of the names of all of the witnesses in the case.
- (d) The Senate shall have the authority to ask questions of the witnesses.
- (e) The complainant and the accused may only be present at the Senate's discretion. No persons other than the presiding officer and the elected members of the Senate are permitted to attend the hearings.
- (f) At the conclusion of the impeachment hearings, the Senate shall vote on the complaint. As per Article I, § 2, clauses 7 and 8 of the Constitution, two-thirds of the elected Senators are required to convict. The presiding officer shall produce a written decision summarizing the

evidence presented to the Senate and outlining the reasons for the disposition. The decision shall not include the numerical tally of the votes, nor shall the names of the Senators be associated with the way in which they voted. The decision shall be released to the Law School community.

- (g) An individual Senator may disclose his vote; however, disclosure of how another Senator voted shall constitute malfeasance punishable by impeachment.

Bylaw 1104 – Inferior Executive Officials

- (a) In accordance with Bylaw 201(c), the Executive Officer overseeing a particular committee or position shall have the power to remove any individual serving on such a committee or in such a position, for just cause.
- (b) Any individual believing that his due process rights have been violated has a claim actionable in the Supreme Court.