

# BYLAWS RELEVANT TO STARTING A STUDENT ORGANIZATION

## **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) An organization requesting recognized status must first contact the Charter Committee with a draft of its proposed constitution or for assistance in preparing a constitution. The Charter Committee will then review the draft constitution and make recommendations. Once the student organization's constitution meets the criteria established by the Charter Committee, the organization shall be submitted to the Senate for official recognition. Official recognition requires a two-thirds (2/3) vote of the Senate.
- (d) Once the Senate officially recognizes a student group, that group shall enter a probationary period, as described in Bylaw 907(b).
- (e) The 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;
  - (2) Openly and widely publicize organizational meetings and all other activities that they sponsor;
  - (3) Submit, to the Charter Committee for approval, a copy of an organizational constitution that complies with this Bylaw;
  - (4) Submit any revisions of an organizational constitution to the Charter Committee for approval before any such revisions are set to take effect;
  - (5) 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;
  - (6) Place a copy of their organizational constitution in the Student Bar Association office;
  - (7) Participate fully in the activities of the Gavel Club, as described in Bylaw 605;
  - (8) Notify the Student Bar Association Secretary 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.

- (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 604(d).
- (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 – *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) Comply with the provisions and spirit of the University Policy on Equal Opportunity, the University Guide to Student Rights and Responsibilities, and the Constitution and Bylaws.
- (b) Student organization constitutions should be set up in the following format:
  - (1) Preamble
  - (2) Article I - Composition of Organization
  - (3) Officers
    - (i) Elections
    - (ii) Terms of Office
    - (iii) Committees (if any)
    - (iv) Definition of Membership
  - (4) Article II - Duties of Office
    - (i) Beginning Section 1, list each officer, describing their duties, qualifications for election.
    - (ii) List each committee mentioned in Article I, describing their duties and responsibilities.
  - (5) Article III - Removal from Office
    - (i) Section 1 - Processes for removal of officers.
    - (ii) Section 2 - Terms for filling of vacant offices.
  - (6) Article IV - Meetings.
    - (i) Describe the basic rules for calling and running meetings.
  - (7) Article V - Terms for Amendments.
    - (i) Delineate all terms that are needed to effectuate any changes in the constitution or of the bylaws.
    - (ii) All changes of constitutions are contingent upon approval by the Student Bar Association.
  - (8) Article VI – A provision outlining a fundraising plan.
  - (9) 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 Charter Committee may amend or modify the requirements for student organization constitutions as necessary.
- (d) All constitutions must state that they are 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 Constitution and Bylaws.

**Bylaw 604 – *Termination of Student Organization Recognition***

- (a) 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 Charter Committee.
- (b) 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.
- (c) 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.
- (d) The Senate may withdraw recognition of any student organization by a two-thirds (2/3) vote of the Senate.

**Bylaw 605 – *The Gavel Club***

- (a) The Gavel Club shall comprise the Director of the Gavel Club, the Treasurer, the Minority Affairs Committee Director (if such a committee should exist), and the President (or his designee) and Treasurer from each officially recognized student organization.
- (b) The Director of the Gavel Club shall have the power to convene a meeting of the Gavel Club with seventy-two hours notice. All official meetings of the Gavel Club shall be chaired by the Director of the Gavel Club.
- (c) All members of the Gavel Club shall have voting rights within the Gavel Club.
- (d) All student organizations are expected to send at least one representative to each regularly scheduled meeting of the Gavel Club. The Senate, including the Finance Committee, may consider a group's failure to do so when considering that group's funding. The Director of the Gavel Club shall, at the conclusion of each academic year, submit a report to the Finance Committee detailing the attendance record of each group, to be used in the Fall budgeting process.
- (e) The Student Bar Association President or his designee may promulgate any rules and regulations it feels necessary for the successful operation of the Gavel Club. . .

**LEVEL 900 – FINANCIAL PROVISIONS . . .**

**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 of a student organization, that organization shall enter a probationary period. During such a period, a student organization shall not be eligible to receive an annual budget from the Senate. An organization entering its probationary period during the Fall semester, ends its probationary period on July 1<sup>st</sup> that follows. An organization entering its probationary period during the Spring semester, ends its probationary period on the January 1<sup>st</sup> that follows.
- (c) Upon completion of the probationary period, an organization shall be eligible to receive an annual budget unless the Senate determines that the organization has failed to satisfy the requirements of Level 600 of these Bylaws.
- (d) During its probationary period, a student 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.
- (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. . .

**LEVEL 400 – THE LEGISLATIVE . . .**

**Bylaw 410(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 Secretary and Treasurer shall keep a permanent record of all such special funding requests and their final disposition by the Senate. . .