

**Constitution of the**  
**Student Bar Association**  
*of the Paul M. Hebert Law Center at*  
*Louisiana State University*

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**ARTICLE I. Name**

The official name of the student governing organization at the Law Center shall be the Student Bar Association of the Paul M. Hebert Law Center at Louisiana State University (hereinafter “Student Bar Association,” “SBA,” or “the Association”)

**ARTICLE II. OBJECT**

**Section 1.** The Object of the Association shall be to:

- A. Serve as the definitive student governing organization at the Law Center;
- B. Perform the executive, legislative, and judicial functions of the student body;
- C. Represent the issues and interests of the student body to the Law Center administration and faculty and to the community at large;
- D. Foster and encourage the professional competence and the academic achievement of its members;
- E. Implement and promote innovative programming and community service projects throughout the Law Center; and
- F. Provide for the general welfare of its Members.

**Section 2.** The introduction of any motion or course of action that falls outside the Object of this Association shall require a two-thirds vote of officers present and voting at a duly constituted meeting of the Association.

**ARTICLE III. MEMBERS**

**Section 1.** Eligibility of Membership

- A. Any student, regardless of class classification or visiting status, that is currently enrolled in the Law Center and pays student activity fees to the Student Bar Association shall be eligible for membership into the Association.
- B. Any student that is currently enrolled in the Law Center but, because of their enrollment status, does not automatically pay student activity fees of the Association.

**Section 2.** Classes of Members

- A. General Members. General Members shall consist of any eligible, non-visiting student that is currently enrolled in the Law Center as a 1L, 2L, or a 3L. Law Center students visiting other legal institutions or who are enrolled in a joint degree program shall be General Members if they meet the eligibility requirements for membership.

- 38 B. Visiting Members. Visiting Members shall consist of any eligible student that is  
40 visiting the Law Center from another legal institution or any student from  
Southern University involved in the LSU-Southern University Co-Op Program.
- 42 C. Graduate Members. Graduate Members shall consist of any eligible student that  
is enrolled in any graduate program offered by the Law Center.

**Section 3. Rights of Membership**

- 44 A. General Members and Graduate Members shall have the right to attend  
46 meetings of the Association, participate in programs hosted by the Association,  
vote in any officer election or referendum sponsored by the Association, run for  
48 any officer position of the Association pursuant to any governing document  
adopted by the officers of the Association, and carryout any other rights, duties,  
and privileges prescribed I any governing document of the Association.
- 50 B. Visiting Members shall have the right to attend meetings of the Association,  
52 participate in programs hosted by the Association, and carryout any other rights,  
duties, and privileges prescribed in any governing document of the Association.  
54 Visiting Members shall have no right to vote in any officer election or  
referendum sponsored by the Association and to run for an officer position in  
the Association.
- 56 C. Members of the Association shall have the right to present motions before the  
58 officers of the Association by (1) seeking an officer of the Association to  
sponsor the motion or (2) presenting a petition signed by fifty (50) Members of  
60 the Association on the object of the motion to the SBA President before a  
meeting of the officers of the Association.
- 62 D. Members of the Association shall have the right to speak in debated on any  
64 motion presented at a meeting of the officers of the Association; however, the  
presiding officer at the meeting shall be permitted to limit the amount of time of  
debate by its Members.
- 66 E. Members of the Association shall have a right to request any document  
68 produced by any entity of the Association. Such documents shall include the  
minutes to any meeting held by the Association, the financial information of the  
Association, and contact information of officers of the Association.

**Section 4. Fees**

- 70 A. Students shall pay a student activity fee to the Student Bar Association, as  
72 approved by the LSU Board of Supervisors, to be eligible for membership into  
the Association.
- 74 B. Any increase or decrease in the student activity fee to the Student Bar  
Association shall be handled in the form of a referendum, pursuant to Article  
XV of this document.
- 76 C. Upon a simple majority vote, the officers of the Association may assess any  
78 reasonable fee on the Members of the Association for any special program or  
event hosted by the Association in addition to the requisite student activity fee.

**ARTICLE IV. OFFICERS**

- 80           **Section 1.**           The officers of the Association shall consist as follows:
- A. Executive Officers
- 82           1. SBA Executive President
2. SBA Executive Vice President
- 84           3. SBA Executive Secretary
4. SBA Executive Treasurer
- 86           5. SBA Director of Programming
- B. 3L Class Officers
- 88           1. 3L Class President
2. 3L Class Vice President
- 90           3. 3L Class Secretary
4. 3L Class Representative
- 92           5. 3L Class Representative
- C. 2L Class Officers
- 94           1. 2L Class President
2. 2L Class Vice President
- 96           3. 2L Class Secretary
4. 2L Class Representative
- 98           5. 2L Class Representative
- D. 1L Class Officers
- 100          1. 1L Class President
2. 1L Class Vice President
- 102          3. 1L Class Representative of Section 1\*
4. 1L Class Representative of Section 2\*
- 104          5. 1L Class Representative of Section 3\*
- (\*) If the 1L Class has more than three sections, an additional 1L class  
106          representative position shall be added so that each section has at least one class  
108          representative. If the 1L Class has less than three sections, the class  
          representative not assigned to a section shall be elected by the entire first-year  
          class.
- 110          E. Graduate Officer
1. L.L.M. Representative
- 112          **Section 2.**           Voting Rights of Officers

- 114 A. Only 3L Class, 2L Class, 1L Class Officers shall have voting privileges as the  
officers of the Association, and Executive Officers of the Association shall have  
no voting privileges in the officers of the Association.
- 116 B. The LLM Representative, as prescribed in Section 1 of this Article, shall not be  
empowered with the right to vote in the officers of the Association until the  
118 number of LLM students total at least thirty students.

**Section 3. Term of Office**

120 Officers shall hold office for a term of one year, starting on May 1<sup>st</sup> of a given year  
and terminating on April 30<sup>th</sup> of the following year, unless the officer has been  
122 removed from office in accordance to Section 8 of this Article.

**Section 4. Qualifications**

- 124 A. All officers of the Association must be General Members or Graduate Members  
of the Association who will be physically attending the Law Center at the time of  
126 their election and throughout their tenure of office.
- 128 B. Only General Members who will be classified as 3Ls by the office of the  
registrar during the Fall semester of the term of the 3L Class Officer position for  
130 which they are seeking candidacy shall be qualified to run for a 3L Class Officer  
position.
- 132 C. Only General Members who will be classified as 2Ls by the office of the  
registrar during the Fall semester of the term of the 2L Class Officer position for  
134 which they are seeking candidacy shall be qualified to run for a 2L Class Officer  
position.
- 136 D. Only General Members who are classified as 1Ls by the office of the registrar  
during the Fall semester of the term of the 1L Class Officer position for which  
138 they are seeking candidacy shall be qualified to run for a 1L Class Officer  
position.
- 140 E. Only Graduate Members who are classified as a graduate student by the office of  
the registrar during the fall semester of the term of the Graduate Class Office  
142 position for which they are seeking candidacy shall be qualified to run for a  
Graduate Class Officer position.
- 144 F The Executive Officer positions may be held by any General Member or Graduate  
Member regardless of class classification. G. The classification of Dual Degree  
students shall be determined by the Law Center Registrar.

146 **Section 5. Nominations**

148 A. A General Member or Graduate Member who meets the qualifications of an office  
may be nominated to the candidacy of an elected office by submitting a Statement of Intent form  
to the SBA Commissioner of Elections during a nomination period designated by the SBA  
150 Commissioner of Elections. B. The nomination period shall extend no later than one week prior  
to the primary election.

152 **Section 6. Elections** C. No one shall be allowed to run for more than one office during the  
same election period.

- 154 A. The election of officers of the Association shall be by a method determined and  
governed by the Election Code.
- 156 B. Votes for officers of the Association shall be by physical ballot, electronic ballot,  
158 or both a physical and electronic ballot unless there is only one candidate for  
office. In cases where there is only one candidate nominated for office at the end  
160 of the nominating period, the sole candidate shall be immediately elected by  
acclamation and no voting shall be held for that position.
- C. Voter Eligibility
- 162 1. Executive Officers. All General Members and Graduate Members of the  
164 Association shall be permitted to vote for candidates for the Executive  
Officer positions.
- 166 2. 3L Class Officers. Only General Members who will be classified as 3Ls by  
the office of the registrar during the first Fall semester of the term of the 3L  
168 Class Officer positions up for election shall be permitted to vote for  
candidates for the 3L Class Officer positions.
- 170 3. 2L Class Officers. Only General Members who will be classified as 2Ls by  
the office of the registrar during the first Fall semester of the term of the 2L  
172 Class Officer positions up for election shall be permitted to vote for  
candidates for the 2L Class Officer positions.
- 174 4. 1L Class Officers. Only General Members who are classified as 1Ls by the  
office of the registrar during the first Fall semester of the term of 1L Class  
176 Officer positions up for election shall be permitted to vote for candidates for  
the 1L Class Officer positions.
- 178 5. Graduate Class Officers. Only General Members who are classified as  
graduate students by the office of the registrar during the first Fall semester  
180 of the term of the Graduate Class Officer position up for election shall be  
permitted to vote for candidates for the Graduate Class Officer position.
- D. Time of Elections
- 182 1. The election of all officer positions, except 1L Class Officers and the  
Graduate Class Officer, shall be held during March of the Spring Semester.
- 184 2. The election of the 1L Class Offices shall occur no later than thirty (30)  
calendar days after the first day of school in the Fall semester.
- 186 3. No later than thirty (30) calendar days from the first day of school in the Fall  
Semester, the SBA Commissioner of Elections shall host a meeting with the  
188 Graduate Members of the Association whereby a Graduate Member shall be  
elected as the L.L.M. Representative, and, unless provided otherwise by a  
190 simple majority vote of the Association, Graduate Members interested in  
running for the L.L.M. Representative position shall not be required to  
192 complete the Statement of Intent form as prescribed in Section 4 of this  
Article.
- 194 4. The timing rules for elections deriving from a petition shall be carried out  
pursuant to Article XV, Section 3©(4) of this document.

- 196 5. Any other election may be called by a two-thirds vote of the officers of the  
Association.
- 198 E. No proxy or absentee votes or write in-candidates shall be permitted in the  
election of officers of the Association.
- 200 F. Teller's Report
- 202 1. Not more than three days after tabulating the votes for an election, the SBA  
Commissioner of Elections shall compile a Teller's Report of the election,  
signed by the Commissioner, outlining the results of the election.
- 204 2. The Teller's Report shall contain the number of votes cast, the number of  
votes necessary for election, the number of votes received by each candidate,  
206 and the number of illegal votes with a brief statement as to the reason of the  
illegality.
- 208 3. The Teller's Report shall be filed in the Admissions Office, and a copy of the  
Report shall be made available to any student at his or her request

210 **Section 7. Holding More than One Office**

212 Officers shall not be permitted to hold more than one officer position; however, in  
the case of a vacancy, an officer may assume the duties of another officer position  
214 until an election to fill the vacant officer position is held or until a qualified Member  
is appointed to the vacant position.

**Section 8. Salaries of Officers**

- 216 A. Executive Officers may be paid, according to state regulations, a salary at the  
beginning of the Fall and Spring semesters of their tenure of office. The officers  
218 of the Association shall approve of any salary to executive officers by a two-  
thirds vote.
- 220 B. Salaries of other officers or officials in the Association and any perks received  
by any officer or official of the Association shall be approved by a two-thirds  
222 vote of officers of the Association. Whenever applicable, an officer or official  
that will benefit from the salary or perk shall not be permitted to vote on the  
224 measure.

**Section 9. Vacancies**

- 226 A. Vacancy Where Position is Vacant Because No One Sought Election for the  
Position:
- 228 1. Should a class officer position become vacant for any reason not listed in  
Section 10, the president of the class shall appoint a qualified Member to the  
230 vacant position. If the vacant position is the president of the class, the vice  
president shall assume the duties of the class president position and,  
232 subsequently, shall appoint a qualified Member to assume the duties of the  
class vice president position.
- 234 2. Should an executive officer position become vacant for any reason not listed in  
Section 10 the SBA Executive President shall appoint a qualified Member to the  
236 vacant position. If the vacant position is the SBA Executive President position,

238 the SBA Executive Vice President shall assume the duties of the SBA Executive  
President and, subsequently, shall appoint a qualified Member to assume the  
duties of the SBA Executive Vice President.

240 3. When the SBA Executive President appoints a member to a vacant officer  
242 position, the appointment shall be subject to a vote of the majority of current  
officers.

B. Vacancy As a Result of Removal from Office

244 1. Should an officer position become vacant because the previous holder of the  
246 position is removed from office pursuant to Section 10 of this Article, an  
election shall be held to fill the vacant position if the removal occurred more  
248 than 4 months before a scheduled election. If the removal occurs less than 4  
250 months before a scheduled election, the president of the class or the SBA  
Executive President shall appoint a qualified Member to the vacant class or  
executive position, respectively, in the interim before the scheduled election.

**Section 10.** Removal of Officers

252 A. There shall only be three methods of removing an officer of the Association from  
his/her position: automatic removal, impeachment, and recall.

254 B. Automatic Removal

256 1. Any officer of the Association shall be automatically removed from office by  
the SBA Executive President for failing to maintain any of the qualifications  
of the office pursuant to Section 4 of this Article or by resigning from office.

258 C. Impeachment

260 1. Any officer of the Association shall be removed from office by the passage of a  
262 two-thirds (2/3) vote of officers present and voting at a duly constituted meeting of  
the Association after a trial or fact-finding investigation by the Ethics Committee.  
264 The members of the Ethics Committee shall specify a procedure and time period for  
conducting the trial or fact-finding investigation.

266 2. Grounds for impeachment shall be failing to perform the duties of the office,  
fraud, theft, or engaging in any action tending to injure the Association, disturb its  
well-being, or hamper it in its work.

268 D. Recall

270 Any officer of the Association may be removed from office by a recall of its  
electorate according to the following procedures:

1. Starting the Recall Process

272 a. In the case of class officers, a petition signed by forty percent (40%) of  
274 the respective class must be submitted to the SBA Executive President in  
accordance to Article XV of this document.

- 276                   b. In the case of executive officers, a petition signed by forty percent (40%)  
of the electorate must be submitted to the SBA Executive President in  
accordance to Article XV of this document.
- 278                   c. The officers of the Association may subject any officer to a recall vote of  
its electorate by the passage of a three-fourths (3/4) vote of officers  
280 present and voting at a duly constituted meeting of the Association.
2. Recall Voting Requirements
- 282                   a. The Recall vote must be approved by a two-thirds vote of qualified voters  
in an election.
- 284                   b. A minimum of fifty percent (50%) of the total eligible qualified voters  
must vote in the recall election.
- 286                   3. If a recall vote against an officer fails, another recall vote shall not be  
initiated against the officer until the next academic semester. This rule shall  
288 not limit the ability of the officers of the Association to impeach the officer  
subject to the failed recall vote has failed.
- 290
- E. Any officer who is removed from office shall not be appointed to fill any  
292 vacancy in the Association.
- F. In the event of an officer becoming impeached, notice and reason for the  
294 impeachment shall be given to the impeached officer's electorate.

**ARTICLE V. DUTIES OF OFFICERS**

296                   **Section 1. General Rules**

- 298                   A. All officers shall perform any such other duties applicable to their office as  
prescribed in the parliamentary authority and any governing document adopted  
by the Association.
- 300                   B. All officers of the Association shall make reasonable attempts to assist with  
Association events that are not specifically designated to a particular class or  
302 officer.
- C. The class president of a given class shall:
- 304                   1. Serve as chief administrative officer of the class;
2. Act as a liaison between the class and the Association; and
- 306                   3. Oversee all projects sponsored by the respective class.
- D. The class vice president of a given class shall:
- 308                   1. Serve in the absence of the respective class president and automatically  
succeed the office of the class president in the case of a vacancy in the class  
310 president position; and

- 312 2. Prepare financial statements and report to the SBA Executive Treasurer,  
class officers, and Members of the respective class.
- 314 E. The secretary of a given class shall
- 316 1. Keep record of all decisions made by officers of the class pertaining to  
Association events.
- 318 2. Make meeting decisions available upon request.
- 320 3. In the absence of the SBA Executive Secretary, a class secretary shall  
temporarily assume the duties of the SBA Executive Secretary at meetings of the  
Association. The representatives for each class shall assist the other class officers  
in their duties.

322 **Section 2.** SBA Executive President

- A. The duties of the SBA Executive President shall consist as follows;
- 324 1. Serve as the liaison between the officers and the Members of the Association;
- 326 2. Represent the interests of the Members of the Association to the Law Center  
faculty and administration;
- 328 3. Keep the Members of the Association informed of relevant information on a  
regular basis;
- 330 4. Embody the spirit and principles of the Association as the chief public  
representative and ceremonial figurehead of the Association;
- 332 5. Serve as the presiding officer of the Association;
- 334 6. Set administrative procedures for the efficient operation of the Association;
- 336 7. Vote as a tie-breaker in the event of a tie in a vote of the officers of the  
Association.
- 338 8. Represent the Law Center at the ABA/LSD Annual Meeting;
9. Serve as an ex-officio member of all committees of the Association;
- B. The SBA Executive President shall not have the power to veto or line-item  
veto any action adopted by the officers of the Association.

340 **Section 3.** SBA Executive Vice President

- A. The duties of the SBA Executive Vice President shall consist as follows;
- 342 1. Serve as SBA Executive President in the absence of the SBA Executive  
President and automatically succeed to the office of SBA Executive President  
344 in the case of a vacancy in the SBA Executive President position;
- 346 2. Serve as a liaison between the officers of the Association and the committees  
of the Association;
- 348 3. Serve as liaison between the officers of the Association and all Student  
Organizations.

- 350 4. Serve as the presiding officer of the Council of Student Organizations; and
- 352 5. Serve as an ex-officio member of all committees of the Association.
- 352 6. Serve as the liaison between the officers of the Association and Business Office of the law school administration.

354 **Section 4.** SBA Executive Secretary

A. The duties of the SBA Executive Secretary shall consist as follows:

- 356 1. Serve as SBA Executive Vice President in the temporary absence of the SBA Executive Vice President;
- 358 2. Serve as the recording clerk of the Association by taking minutes at all meetings of the officers of the Association and submit them for approval to the officers;
- 360 3. Distribute or make available the minutes of meetings of the Association to the officers and Members of the Association no later than seven (7) calendar days after the meeting;
- 362 4. Serve as the custodian of the records and projects of the Association;
- 364 5. Maintain an updated contact list of the officers of the Association;
- 366 6. Maintain the email account of the Association;
- 368 7. Have a copy of the governing documents and minutes of the Association available at every meeting of the Association;
- 370 8. Ensure notice is sent out to the Members and officers of the Association a notice of each meeting of the association.
- 372 9. Shall make available to the Members of the Association all governing documents and meeting minutes from his term of office as a permanent part of the Association's official history;
- 374 10. Serve as the custodian of the collection of all documents, books, or other written or printed matters of the Association, has custody of these items, -- or at least designates a centralized location for the custody of these items -- and control over the access of such items to officers and Members of the Association;
- 376 11. Maintains and oversees the content of the website of the officers of the Association;
- 380

**Section 5.** SBA Executive Treasurer

382 A. The duties of the SBA Executive Treasurer shall consist as follows:

- 1. Serve as the chief finance officer of the Association;

- 384 2. Serve as the custodian of the funds of the Association, keeping careful  
386 records of all receipts and making no disbursements without the authority of  
the officers of the Association;
- 388 3. Prepare financial statements and report to the officers of the Association;
- 390 4. Oversee the financial activities of each class;
- 392 5. Advise the officers of the Association in financial planning based on  
expenditures of Associations in the past. ;
- 394 6. The SBA Executive Treasurer shall make disbursements no more than the  
total amount authorized by a vote of the majority of the officers of the  
Association.
- 394 7. Provide a compilation of all expenditures from his term to his successor.

**Section 6.** SBA Director of Programming

- 396 A. The duties of the SBA Director of Programming shall consist as follows:
- 398 1. Assist all programming of the Association to ensure that such programs are  
properly and efficiently implemented;
- 400 2. Serve as liaison between the Association and social venues.
- 400 3. Regularly plan social events for members of the Association.

**Section 7.** 3L Class Officers

- 402 A. The 3L Class Officers shall be responsible for the Hats and Canes cocktail party  
and tailgate in the Fall semester, the production of Assault and Flattery in the  
404 Spring semester, and planning the various activities that must be completed in  
connection with the spring commencement ceremony.

**Section 8.** 2L Class Officers

- 406 A. The 2L Class Officers shall be responsible for the planning of the Barrister's  
408 Ball in the Spring Semester.

**Section 9.** 1L Class Officers

- 410 A. The 1L Class Officers shall be responsible for the planning of the Halloween  
Party in the Fall Semester and Family Day in the Spring Semester.
- 412 B. The 1L Class Officers shall elect one of its officers to serve as 1L Class  
Secretary.

**Section 10.** Graduate Class Officer

- 414 A. The L.L.M. Representative shall serve as a liaison to the Association of  
416 issues facing Graduate Members at the Law Center.

418 B. The L.L.M. Representative shall be responsible for hosting a program to  
create a cultural exchange between the international students and non-  
420 international students at the Law Center.

**Section 11. Contracts and Expenditures**

422 All proposed contracts and expenditures shall be approved by a majority of the Officers  
of the Association present and voting at a meeting prior to their execution.

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**Section 12. Town Hall**

426 A. The officers of the Association shall hold one town hall meeting each fall and spring,  
open to all members of the Association.

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**ARTICLE VI. MEETINGS**

430 **Section 1.** The SBA Executive President, at his own discretion or at the request of  
432 five (5) officers of the Association, shall call a regular meeting of the officers of the  
Association, , by issuing a call for the meeting to the officers of the Association at least one  
434 calendar day before the intended date of the meeting. The call shall contain a tentative  
agenda for the meeting and the proposed time, place, and location of the meeting.

436 **Section 2.** Special Meetings of the officers of the Association may be called at any  
time by the SBA Executive President, at his own discretion or at the request of five (5)  
officers of the Association.

438 **Section 3.** All meetings of the officers of the Association shall be open to the public,  
unless the meetings are in Executive Session. A motion to enter Executive Session shall  
440 be voted upon affirmatively by three-fourths of Officers present and voting.

442 **Section 4.** In order to conduct business, a quorum of the officers of the Association  
must be present. A quorum shall consist of a simple majority of the voting officers of the  
Association.

444 **Section 5.** All officers of the Association shall have a duty to attend all of the  
scheduled meetings of the officers of the Association; however, if an officer is unable to  
446 attend a meeting, that officer shall inform the SBA Executive President of his inability to  
attend as soon as practicable. Any officer having more than two absences per semester  
448 may be subject to removal from office pursuant to Art. IV Section 10(C) of this document.

450 **ARTICLE VIII. COMMITTEES**

**Section 1.** The Standing Committees of the Association shall consist as follows:

452 A. Ethics Committee

1. The duties of the Ethics Committee shall consist as follows:

- 454 a. Interpret this document and any governing document adopted by the  
Association;
- 456 b. Declare any action of the officers of the Association unconstitutional when  
such actions violate the text and spirit of this document;
- 458 c. At the request of the Vice Chancellor of Academic Affairs, adjudicate all  
460 matters relating to a violation of the Student Code of Professional  
Responsibility;
- 462 d. Adjudicate any disputes that may arise involving officers and Members of  
the Association and elections administered by the Association;
- e. Certify the voting results of elections held by the Association.
- 464 2. Composition
- a. The Ethics Committee shall consist of nine (9) members, appointed by the  
466 officers of the Association.
- b. The members of the Ethics Committee shall elect one of its members to  
468 serve as Chair of the Committee.
- c. Members of the Ethics Committee shall not also be officers of the  
470 Association but may serve as a representative in the Council of Student  
Organizations.
- 472 d. The officers of the Association and the Council of Student Organizations  
474 shall strive to have an Ethics Committee whose composition shall be  
reflective of the diversity of the Members of the Association.
- B. Elections Committee
- 476 1. An Elections Committee may administer all officer elections of the Association  
and general voting on any referenda.
- 478 2. The Elections Committee may be chaired by the SBA Commissioner of  
Elections, who shall be appointed by the SBA Executive President.
- 480 3. The Committee may recommend that adoption of special rules concerning the  
administration of elections to the officers of the Association.
- 482 4. Members of the Elections Committee shall not serve on the Ethics Committee  
nor can they be a candidate for office for any election that they preside.
- 484 C. Athletics Committee
1. The Athletics Committee shall oversee the programming of the athletic  
486 activities of the Association.
2. The Chair of the Athletics Committee shall be appointed by the SBA Executive  
488 President.
- D. Academics Committee
- 490 1. The Academics Committee shall recommend policies relating to registration,  
academic support and tutorial services, course topics, grading and any general

492 issue involved in academic affairs to the Vice Chancellor for Academic Affairs  
and the faculty.

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496 2. The Academics Committee shall establish and maintain a 1L Mentor Program  
for incoming students. The Chair of the Committee shall be appointed by the  
498 SBA Executive President. The Chair may appoint a Vice-Chair at his  
discretion.

**Section 2.** Special Committees of the Association may be created by a simple  
500 majority vote of the officers of the Association as needed to address specific concerns and  
issues.

**Section 3.** Term of Office and Removal of Committee Members

502 A. The term of office for any member of a Committee of the Association shall be  
504 consistent with the term of office for officers of the Association pursuant to Art.  
IV, Section 3 of this document.

506 B. Committee Members appointed by the officers of the Association may be removed  
508 by the passage of a two-thirds (2/3) vote of officers present and voting at a duly  
constituted meeting of the Association. Committee members appointed by the  
510 Council of Student Organizations may be removed by the passage of a two-thirds  
(2/3) vote of representatives present and voting at a duly constituted meeting of the  
Council.

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#### **ARTICLE IX. RELATIONSHIP WITH THE AMERICAN BAR ASSOCIATION / LAW STUDENT DIVISION**

514 **Section 1.** The Student Bar Association of the Paul M. Hebert Law Center at  
Louisiana State University may commit two official voting delegates to the Assembly of  
516 the American Bar Association-Law Student Division (hereinafter "ABA/LSD"), consisting  
of the SBA Executive President and another delegate appointed by the SBA Executive  
518 President.

**Section 2.** The delegates may attend the ABA /LSD Annual Meeting and any other  
520 ABA/LSD functions as requested by the LSU Law Chancellor, the LSU Law Vice  
Chancellor of Student Affairs, any other executive agent of the ABA/LSD, including the  
522 governor of the ABA/LSD 13<sup>th</sup> Circuit, or at the request of the officers of the Association.

**Section 3.** If the SBA Executive President or the ABA Representative cannot attend a  
524 meeting or function of the ABA/LSD, the officers of the Association may designate  
another officer or Member to attend the meeting or function.

#### **ARTICLE X. FINANCES**

##### **Section 1 BUDGET**

528 A. The Association shall strive to make a budget for each Association event, based  
on available funds, expenditures of previous years on similar events, and any  
530 other factors deemed relevant by the Association.

532       **Section 2**       The SBA Executive Treasurer shall distribute or make available to the  
534       officers and Members of the Association a financial report of the finances of the  
Association at each regular meeting of the SBA.

**ARTICLE XI. ELECTRONIC COMMUNICATIONS**

536       **Section 1.**       Voting by Email or Over the Telephone. Any entity of the Association  
538       shall be permitted to vote by email or by conference call, unless otherwise provided by a  
rule of the officers of the Association. A record shall be produced of all votes taken, and  
540       rule concerning the distribution of the record shall be in accord with the provisions on the  
distribution of minutes as prescribed throughout this document.

542       **Section 2.**       Association Website. The officers of the Association shall host and  
maintain a website that is easily accessible and publicized to the Members of the  
544       Association. At the minimum, the website shall contain contact information for all officers  
of the Association, minutes to meeting of the officers of the Association, the governing  
546       documents of the Associations, a listing of events hosted by the Associations, and the  
budget and any additional financial information of the Association.

**ARTICLE XII. PROVISIONAL STUDENT ORGANIZATIONS AND ORGANIZATIONS**

548       **Section 1.**       General Rules

550           A. A group of students seeking official recognition from the officers of the  
Association shall first become a Provisional Student Organization, then a  
552           recognized Student Organization by following the provisions in this Article.

554           B. Membership in any Provisional Student Organization or Organization shall be  
open to all Members of the Association.

556       **Section 2.**       Provisional Student Organizations

560           A. To become a Provisional Student Organization , a group of students shall submit a  
Proposal for Provisional Charter Status to the SBA Executive Vice President  
562           stating:

- 564           1. That the group has at least eight or more members;
- 566           2. That the membership in the group is open to all members of the Associations;
- 568           3. That the group has a leader and include the name of the leader;
- 570           4. That the group has undertaken creative activities that promote educational,  
social, or charitable endeavors that contributes to the Law Center or the  
community at large;
- 572           5. That the group will abide by any decision of the Ethics Committee and any  
legislation, policy, or rule adopted by the officers of the Association and the  
Council of Student Organizations;
- 574           6. The group's purpose, goal, and needs; and
- 576           7. Any other additional requirements by the officers of the Association.

578           B. The SBA Executive Vice President shall submit the group's Proposal for  
Provisional Charter Status to the officers of the Association for approval. Upon a

572 simple majority vote of the officers of the Association, the group of students shall  
be given a Provisional Charter as a Provisional Student Organization. .

C. Rights, Duties and Privileges of Provisional Student Organizations

574 After 1 year of maintaining the requirements to become a Provisional Student  
576 Organization, the officers of a Provisional Student Organization may submit a  
request to the officers of the Association to become an official Student  
578 Organization. The requirements of a Provisional Student Organization must be  
met in order to obtain the status of Student Organization.

580 **Section 3.** Student Organizations

582 A. Once a Provisional Student Organization has obtained the status of Student  
Organization, the Student Organization shall have a duty to:

- 584 1. Maintain a membership consisting of at least eight members;
- 586 2. Submit a list of all information required to become a student organization upon  
the request of the Executive Vice President, and include contact information  
for all officers of the Organization.
- 588 3. Hold at least one meeting of the Organization per semester;

B. Rights, Duties, and Privileges of Student Organizations

- 590 1. A Student Organization may apply to the officers of the Association for an  
organizational email account and webspace hosted by the Law Center;
- 592 2. A Student Organization shall be bound to abide by any decision of the Ethics  
Committee and any legislation, policy, or rule adopted by the officers of the  
Association of the Council of Student Organization.

594 C. Organizations failing to meet any of the requirements prescribed in Letter B of this  
596 Subsection shall be considered inactive and shall not enjoy any privilege or perk  
associated with being a Student Organization in the Association. Any Student  
598 Organization having inactive status for two consecutive academic years shall have  
its Student Organization Charter automatically revoked by the SBA Executive  
600 Vice President and must re-initiate the requisite procedures to become a Student  
Organization.

602 **Section 4.** Funding Groups of Students, Provisional Student Organizations , and  
Student Organizations

604 A. The officers of the Association, at its own discretion, may fund any group of  
students, Provisional Student Organization , or Student Organization consistent  
with the provisions of this Section.

606 B. General Criteria for Funding

- 608 1. The officers of the Association shall not fund from the student activity fees:
  - a. Events, projects or programs that are not open to all Members of the Associations;

- 610 b. Groups of students, Provisional Student Organizations, and Student Organizations  
that not open to all Members of the Association;
- 612 c. Alcoholic beverages, , for any event, project, or program hosted by the officers of  
the Association or any group of students, Provisional Student Organizations, or  
Student Organization;
- 614 2. In considering funding to any group of students, Provisional Student  
616 Organization or Student Organization, the officers of the Association may  
consider:
- 618 a. The history and track record of the activity being hosted by the group of students,  
Provisional Student Organization, or Student Organization;
- 620 b. The participation of the S Provisional Student Organizations or Student  
Organization in the Council of Student Organizations;
- 622 c. The compliance of the group of students, Provisional Student Organizations, and  
Student Organization to policies of the officers of the Association and the Council  
of Student Organizations; and
- 624 d. The inclusiveness of the activity being hosted by the group of students,  
626 Provisional Student Organizations, or Student Organization, and the opportunity  
for participation of the entire law school community in the activity.
- 628 C. The officers of the Association may develop additional funding restrictions and  
procedures to those listed in this Section.

**ARTICLE XIII. Council of Student Organizations**

630 **Section 1. Purpose**

632 The Purpose of the Council of Student Organizations (hereinafter “Council”) is to increase  
the participation and input of student organizations into the projects and policies of the  
634 Association by creating a forum where the leaders of Provisional Student Organizations  
and Student Organizations can discuss issues that affect them.

**Section 2. Composition**

- 636 A. The Council of Student Organizations shall be composed of one representative from  
each Provisional Student Organization and Student Organization at the Law Center.
- 638 1. Each Provisional Student Organization shall have one non-voting representative  
640 on the Council, and each Student Organization shall have one voting  
representative on the Council.
- 642 2. Each Provisional Student Organization and Student Organization shall  
determine its own rules for designating one of their members to serve as a  
Representative in the Council.
- 644 3. If one person represents multiple Provisional Student Organization and/or  
646 Student Organizations, that person shall retain all voting privileges of the  
Provisional Student Organizations and/or Student Organization that he  
represents.
- 648 B. The SBA Executive Vice President shall preside over the meetings of the Council.

650 C. The Council shall elect a recording secretary, called the Clerk of the Council, who  
shall serve as the recording clerk of the Council.

**Section 3. Duties**

652 A. The Council shall be empowered to carryout the following duties:

- 654 1. Provide input to the officers of the Association on any policy, initiative of  
project considered for discussion at a meeting of the officers of the Association.
- 656 2. Provide a recommendation to the officers of the Association on any group of  
students seeking a Provisional Charter or a Student Organization Charter;
- 658 3. Share powers with the officers of the Association in adopting any policy,  
initiative, or project dealing with Provisional Student Organization and Student  
660 Organizations, especially when the policy, initiative, or project pertains to  
fundraising by, publicizing events of, allocating office space to, distributing  
662 email account to, and providing for the general welfare of Provisional Student  
Organizationsand Student Organizations.
  - 664 a. The Council and the officers of the Association shall not be required to gain  
approval from the officers of the Association and the Council, respectively,  
when adopting a policy, initiative, or project dealing with Provisional  
666 Student Organizationsand Student Organizations, although such a  
concurrence may be ideal as a matter of practice.
  - 668 b. If there is a conflict between the Council and the officers of the Association  
over a policy, initiative, or project dealing with Provisional Student  
670 Organizations and Student Organizations, the policy, initiative, or project of  
the officers of the Association shall have preeminence.
  - 672 c. Unless otherwise provided by a simple majority vote of the officers of the  
Association, the officers of the Association shall have the executive power  
674 to:
    - 676 i. Allocate funds to groups of students, Provisional Student Organization,  
and Student Organizations;
    - 678 ii. Approve of Provisional Charters to Provisional Student Organizations  
and Student Organization Charters to Student Organizations;
- 680 4. Host at least one project per semester that involves the collaborative effort of  
the student organizations.

**Section 4. Meetings**

682 A. The SBA Executive Vice President, at his own discretion, at the request of the  
officers of the Association after a simple majority vote, or at the request of thirty-  
684 percent (30%) of the representatives of the Council, shall call a regular meeting of  
the Council, at least onceper semester, by issuing a call for the meeting to the  
686 ranking officers of the Provisional Student Organizations and Student Organizations  
at the Law Center at least one calendar week before the intended date of the meeting.  
688 The call shall contain a tentative agenda for the meeting and the proposed time,  
place, and location of the meeting.

690 B. Special meetings of the Council may be called at any time by the SBA Executive  
692 Vice President, at his own discretion, at the request of the officers of the Association  
after a simple majority vote, or at the request of thirty-percent (30%) of the  
representatives of the Council.

694 C. All meetings of the Council shall be open to the public, unless the Council is in  
696 Executive Session. The rules for Executive Session shall be determined by the  
officers of the Association.

698 D. Only the Representatives of the Council shall be empowered with the right to present  
700 motions for discussion and speak in debate on any motion presented at a meeting of  
the Council. This provision shall be an exception to the rule prescribed in Article III,  
Section 3(D) of this document.

702 E. In order to conduct business, a quorum of the representatives in the Council must be  
present. A quorum shall consist of representatives from one-third (33%) of the total  
voting representatives of the Council.

704 **Section 5.** The Council, upon the passage of a two-thirds vote of Representatives  
706 voting at a duly constituted meeting of the Council, may adopt any special rules of  
procedure consistent with and complementary to the provisions of this document.

#### ARTICLE XIV. Self-Assessed Fees

708 **Section 1.** A self-assessed fee is a fee that is voted on by the students upon  
710 themselves and their successors at the Law Center. Any proposal for a self-assessment shall  
712 first be submitted to the Chancellor of the Law Center for initial approval before being  
submitted to the Members of the Association for voting. For the purposes of the timeline  
prescribed in Article XV concerning petitions, the approval of the Chancellor shall be  
obtained when the SBA Executive President determines the feasibility of the petition.

714 **Section 2.** All proposals for self-assessment shall include a complete justification for  
the proposed assessment, a projection of annual revenues generated by the fee, anticipated  
716 expenditures of the fee, and the term of the assessment. If the proposal derives from a  
petition by the Members of the Association, the requisite information prescribed in this  
718 Section shall be submitted by the petitioner when the petition is submitted to the SBA  
Executive President, and this requisite information need not be included or attached to the  
720 actual petition when the petitioner seeks the signatures of supporters.

722 **Section 3.** All self-assessed fees adopted by the Members of the Association shall be  
subject to a recall referendum by the Members of the Association if the fee is not used to  
724 secure bonded indebtedness. Fees used to secure bonded indebtedness shall remain  
irrevocable until final payment of the bonds.

726 **Section 4.** All self-assessed fees shall require the approval of the LSU Board of  
Supervisors before the self-assessment is implemented.

#### ARTICLE XV. REFERENDUMS & PETITIONS

728 **Section 1.** A referendum is the power to send an “issue” to a direct vote of the  
Members of the Association. “Issues” shall include:

730 A. Approving or rejecting any action or legislation adopted by the officers of the  
Association or the representatives of the Council;

- 732 B. Making amendments to this document or any governing document adopted by the  
officers of the Association or the representatives of the Council;
- 734 C. Proposing new rules and policies of the Association;
- 736 D. Creating or rescinding self-assessed fees or modifying the monetary amount of self-  
assessed fees;
- E. Recalling an officer of the Association.

738 **Section 2.** A referendum may be initiated by the officers of the Association or by the  
Members of the Association.

- 740 A. A referendum initiated by the officers of the Association shall require a two-thirds  
742 vote of officers present and voting at a duly constituted meeting of the officers of the  
Association.
- 744 B. A referendum initiated by the Members of the Association shall require the filing to  
the SBA Executive President of a petition meeting the following signature  
requirements and any other requirements prescribed in this document:
- 746 1. A referendum concerning self-assessed fees shall require signatures at least equal  
to thirty-five percent (35%) of the Members of the Association on the petition;
- 748 2. A referendum to recall an officer of the Association shall require signatures at  
least equal to forty-percent (40%) of the electorate on the petition, pursuant to  
750 Art. IV, Section 10(D) of this document;
- 752 3. All other referendums shall require signatures at least equal to twenty-five  
percent (25%) of the Members of the Association on the petition.

**Section 3.** Petitions

- 754 A. In order to be valid, a petition shall contain the printed name, signature, class  
756 classification, phone number, and email address of each qualified Member of the  
Association in support of the issue of the petition and the date the qualified Member  
signs the petition. The petition shall be an original and not a photocopy.
- 758 B. Issue of a Petition
1. A petition shall not contain more than one issue;
- 760 2. The issue of a petition must be clearly stated at the top of each page of the  
petition where there are signatures;
- 762 3. Wording of the Issue
- a. The issue must specifically state the wording to be used on the voting ballot;
- 764 b. An issue shall not include or exclude qualified Members of the Association  
who are entitled to vote on the issue or change the specified percentage of  
766 votes necessary for the approval or disapproval of the issue.
- C. Procedures for Petitions
- 768 The following procedures shall be used to verify and execute petitions:
1. A completed petition shall be submitted to the SBA Executive President;

- 770 2. Within seven calendar days of receiving the completed petition, the SBA  
772 Executive President shall submit the petition to the Chair of the Ethics  
774 Committee for verification. The Ethics Committee shall ensure that the petition  
776 meets the requirements for petitions as prescribed in the document, and the  
778 Committee shall not consider the merits concerning the issue of the petition. If  
the petition does not meet the prescribed requirements, the Chair of the Ethics  
Committee shall return the petition to the SBA Executive President and include a  
statement as to why the petition is invalid. The SBA Executive President shall  
then return the petition and statement from the Ethics Committee to the  
petitioner.
- 780 3. However, if the petition is successfully verified by the Ethics Committee, the  
782 Ethics Committee returns the petition to the SBA Executive President for  
784 execution. The SBA Executive President shall have seven calendar days to  
786 consider the feasibility of the petition before submitting the petition to the SBA  
Commissioner of Elections for execution. If the issue is deemed infeasible, the  
SBA Executive President shall invalidate the petition and submit a statement to  
the petitioner outlining the reasons for the invalidation. The petitioner may  
appeal the decision of the SBA Executive President to the Ethics Committee.
- 788 4. However, if the SBA Executive President determines that the issue of the  
790 petition is feasible, then the petition shall be submitted to the SBA  
792 Commissioner of Elections, who shall then place the issue on ballot for an  
794 election, which shall be held within twenty (20) class days from the Committee's  
receipt of the petition by the SBA Executive President. The SBA Commissioner  
of Elections shall be permitted to only make typographical or grammatical  
revisions to the petition issue.
- 796 D. Failure to follow the timelines outlined in this Section shall cause the petition to  
automatically move to the next stage in the process, even if the petition has not been  
approved or verified by the officers and entities prescribed in this Section.

798 **Section 4.** Elections & Issues

- 800 A. If the provisions of two or more issues approved at the same election conflict, the  
provisions of the issue receiving the highest affirmative vote shall prevail.
- 802 B. Any issue initiated and approved by the Members of the Association shall not be  
804 repealed by the officers of the Association, unless the provisions of the issue allow  
the officers of the Association to repeal the provision. However, the officers of the  
806 Association shall be permitted to amend issues initiated and approved by the  
Members of the Association – with the exception of successful recalls of officers,  
808 amendments to this document and any governing document of the Association, and  
issues involving self-assessed fees – as long as the amendment does not substantially  
undermine the spirit of the issue.

**ARTICLE XVI. PARLIAMENTARY AUTHORITY**

810 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall  
812 govern the Association in all cases to which they are applicable and in which they are not  
inconsistent with this document and any special rules of order the Association may adopt.

**ARTICLE XVII. AMENDMENTS**

814 **Section 1.** Amendments to this document may be proposed by a two-thirds vote of  
816 officers present and voting at a duly constituted meeting of the Association or by a  
referendum signed by twenty-five percent (25%) of Members of the Association.

818 **Section 2.** Proposed Amendments shall become part of this document after  
ratification by a simple majority vote of Members of the Association voting in an election.

**ARTICLE XVIII. MISCELLANEOUS PROVISIONS**

820 **Section 1.** Distribution Rules

822 A. At least one copy of this document shall be placed in the Chancellor’s Office and the  
Office of Admissions.

824 B. The SBA Executive President shall ensure that this document and any governing  
document adopted by the Association shall be easily accessible to the Members of  
the Association at all times.

826 **Section 2.** Adoption of Bylaws

828 A. The officers of the Association and with the representatives of the Council may  
adopt additional rules consistent with and complementary to the provisions of this  
document.

830 B. This document shall supersede any governing document adopted by the Association  
or by any other Provisional Student Organization or organization at the Law Center.

832