

# STUDENT BAR ASSOCIATION

*at the  
Paul M. Hebert Law Center  
Of  
Louisiana State University*

## BYLAWS

### I. PURPOSE

- A. The mission objectives of the Student Bar Association at the Paul M. Hebert Law Center of Louisiana State University are the same as outlined in Article II, Section II of the Constitution of the Student Bar Association.

### II. GENERAL DUTIES OF ALL OFFICERS

- A. In addition to the duties allocated to the officers of the Association, all officers shall
1. Assist with any tableing required for an event hosted by the Student bar Association for at least 2 hours a week (as applicable);
  2. Assist fellow officers throughout the year as needed (i.e. Barrister's Ball, Merchandise Sale, etc.).
  3. Volunteer to assist the 2L Class Officers with locker distribution during 1L Orientation;
  4. Promote to the student body any event sponsored or administered by the Student Bar Association;
  5. Provide the student body with coffee and snacks during the applicable study period prior to finals.

### III. DUTIES OF THE EXECUTIVE OFFICERS

#### A. Executive Presidential Duties

1. Inform the incoming first-year class about the law school traditions.
2. Appoint the chairperson of the SBA Committees as outlined in ARTICLE VII the Constitution of the Student Bar Association.
3. Organize a dinner for the Officers of the Student Bar Association at the beginning of the Fall Semester, and to build camaraderie and trust between the executive officers and the class officers of the Student Bar Association.
4. Secure football game block seating.
5. Assist the treasure in preparing a fiscal year budget.

#### B. Executive Vice Presidential Duties

1. Coordinate the distribution of the SBA office keys.
2. Maintain a file containing each law school organization's constitution and Bylaws.
3. Formulate and maintain a distribution list of SBA officers and organization presidents with contact information.
4. Collect the mail for the Student Bar Association and the Student orgs.

5. Facilitate communications between main campus and the student organizations of the Paul M. Hebert Law Center.
6. Coordinate with the Administration of the Paul M. Hebert Law Center to conduct the first meeting of the council of student organizations.

**C. Treasurer's Duties**

1. Prepare a fiscal year budget.
2. Prepare and distribute templates of expenditure forms.
3. Gather accurate information on financial accounts related to the Student Bar Association.

**D. Secretarial Duties**

1. Schedule the room for SBA meetings.
2. Coordinate the management of SBA office with the Executive President.
3. Send meeting minutes and agenda prior to each SBA meeting.
4. Manage the Student Bar Association's social media accounts.

**E. Director of Programming**

1. Responsible for planning and executing the 100 day and 50 day parties for the 3L Class, in conjunction with the 3L class officers.
2. Responsible for organizing the 3L Class float for the Baton Rouge Saint Patrick's Day Parade.
3. Responsible for organization of the annual Christmas party.
4. Responsible for organizing and planning the SBA GIFs.

**IV. CLASS OFFICERS' DUTIES**

**A. 3L Class Officers**

1. Shall be responsible for the Hats & Canes event in the fall semester, including
  - a. the Friday evening reception/cocktail party,
  - b. the Saturday tailgate, and
  - c. the Saturday Toast/Ceremony.
2. Shall be responsible for the Assault & Flattery production & logistics in the spring semester.
  - a. The planning shall begin in the fall semester.
3. Shall be responsible for the various activities associated with the spring commencement ceremony.
4. Shall be responsible for organizing and planning the 3L class gift.
5. Shall be responsible for planning the 100 day & 50 day parties for the 3L Class.
6. Shall be responsible for the cleanout of the refrigerators in the student lounge at the end of the fall semester.
7. Shall be responsible for the decision of creating a yearbook for the law center.
  - a. If it is decided to have a yearbook for the law center, the 3L Class shall be responsible for the execution of the yearbook.

**B. 2L Class Officers**

1. Shall be responsible for coordinating & maintaining the lockers located in the locker room of the Law Center, including
  - a. Keeping a running list of students assigned to each locker,
  - b. Planning the distribution of lockers to the 1L Class at 1L orientation,
  - c. Maintaining a google voice number to assist in unlocking lockers when needed.
2. Shall be responsible for the SBA merchandise sale in the fall semester.
3. Shall be responsible for the cleanout of the refrigerators in the student lounge at the end of the spring semester.
4. Shall be responsible for the Barrister's Ball event in the spring semester.
5. Shall volunteer as needed to assist with Hats & Canes activities.

**C. 1L Class Officers**

1. Shall be responsible for the Halloween Party in the fall.
2. Shall be responsible for the 1L Family Weekend in the Spring.
3. Shall be responsible for the 1L toast on the steps at the end of the fall & spring semesters.
4. Shall volunteer as needed to assist with Hats & Canes activities.

**V. SBA EXECUTIVE OFFICES**

- A.** The office space assigned to the Student Bar Association by the law school shall be used exclusively for SBA business. Any Exceptions to this rule shall be approved by the Executive President.

**VI. SOCIAL MEDIA**

- A.** The Student Bar Association may create social media accounts, groups, and pages to better facilitate sharing information with the students and helping the students communicate with each other.

**VII. AMENDMENTS**

- A.** Amendments to these Bylaws may be proposed by any Student Bar Association Executive Officer or Class Officer.
- B.** Amendments to these Bylaws shall be incorporated into the text of the Bylaws by a simple majority vote of the voting officers.

**VIII. SEVERABILITY**

- A.** Any bylaws conflicting with provisions of the SBA Constitution shall be null to the extent that they conflict with the SBA Constitution.
- B.** If any part of the Bylaws is to any extent invalid, illegal, or incapable of being enforced, or goes against the Student Code of Conduct, Constitution of the Student Bar Association at the Paul M. Hebert Law Center of Louisiana State University, or the University Rules and Regulations such part shall be excluded only to the extent of such invalidity, illegality, or unenforceability, all other parts hereof shall remain in full force and effect.