



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

ARTICLE I. NAME

The official name of the student governing organization at the Law Center shall be the LSU Law Student Bar Association (hereinafter “Student Bar Association,” “SBA,” or “the Association”).

ARTICLE II. OBJECT

Section 1. Non-Profit Corporation

- A. The LSU Law Student Bar Association is duly organized as a non-profit corporation under the laws of the state of Louisiana. The Association operates on a non-stock basis.
- B. The SBA shall be operated as a Louisiana nonprofit corporation to exclusively further charitable purposes. No part of its net earnings shall inure to the benefit of any private shareholder or individual, nor shall any substantial part of its activities consist of carrying on propaganda, or otherwise attempt to influence legislation; nor shall it participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate of any political office.
- C. The Board of Directors of the LSU Law Student Bar Association shall consist of the five (5) Executive Officers elected each Spring Semester. It shall be the duty of the Executive President to ensure the LSU Law Student Bar Association remains in good standing as a non-profit corporation under the laws of Louisiana.

Section 2. 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 through the Law Center; and
- F. Provide for the general welfare of its Members.

Section 3. 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. Members

- A. Members shall consist of any eligible student that is currently enrolled in the Law Center as a 1L, 2L, 3L, or in a graduate program offered by the Law Center.

Section 3. Rights of Membership

- A. Members shall have the right to attend meetings of the Association, participate in programs hosted by the Association, vote in any officer election or referendum sponsored by the Association, run for any officer position of the Association pursuant to any governing document adopted



by the officers of the Association, and carry out any other rights, duties, and privileges prescribed in any governing document of the Association.

- B. Members of the Association shall have the right to present motions before the 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 the Association on the object of the motion to the SBA Executive President before a meeting of the officers of the Association.
- C. Members of the Association shall have the right to speak on any debatable 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.
- D. Members of the Association shall have a right to request any document 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

- A. Students shall pay a student activity fee to the Student Bar Association, as approved by the LSU Board of Supervisors, for membership in the Association.
- 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 XIII of this document.
- C. Upon a simple majority vote, the officers of the Association may assess any reasonable fee on the Members of the Association for participation in any special program or event hosted by the Association in addition to the requisite student activity fee.

ARTICLE IV. OFFICERS

Section 1. The officers of the Association shall consist as follows:

- A. Executive Officers



1. SBA Executive President
 2. SBA Executive Vice President
 3. SBA Executive Secretary
 4. SBA Executive Treasurer
 5. SBA Director of Programming
- B. 3L Class Officers
1. 3L Class President
 2. 3L Class Vice President
 3. 3L Class Secretary
 4. 3L Class Representative
 5. 3L Class Representative
- C. 2L Class Officers
1. 2L Class President
 2. 2L Class Vice President
 3. 2L Class Secretary
 4. 2L Class Representative
 5. 2L Class Representative
- D. 1L Class Officers
1. 1L Class President
 2. 1L Class Vice President
 3. 1L Class Representative of Section 1*



4. 1L Class Representative of Section 2*

5. 1L Class Representative of Section 3*

(*) If the 1L Class has more than three sections, an additional 1L class representative position shall be added so that each section has at least one class 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.

E. Graduate Officer

1. L.L.M. Representative

Section 2. Rights of Officers

- A. 3L Class, 2L Class, 1L Class Officers, and Executive Officers of the Association other than the SBA Executive President shall have voting privileges as the officers of the Association. The SBA Executive President shall not vote except when a vote is needed to break a tie.
- B. The L.L.M. 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 number of L.L.M. students total at least thirty students.
- C. All 3L Class, 2L Class, 1L Class, and Executive Officers of the Association have the authority to make motions before the Association, except for the officer contemporaneously acting as the presiding officer at a meeting of the Association. This is generally the SBA Executive President but may be another officer serving as presiding officer in the absence of or at the request of the SBA Executive President.

Section 3. Term of Office

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

Section 4. Qualifications



- A. All officers of the Association must be Members of the Association who will be physically, or remotely when necessitated by action of the Law Center, attending the Law Center at the time of their election and throughout their tenure of office.
- B. Only 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 which they are seeking candidacy shall be qualified to run for a 3L Class Officer position.
- C. Only 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 which they are seeking candidacy shall be qualified to run for a 2L Class Officer position.
- D. Only 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 they are seeking candidacy shall be qualified to run for a 1L Class Officer position.
- E. Only 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 position for which they are seeking candidacy shall be qualified to run for a Graduate Class Officer position.
- F. The Executive Officer positions may be held by any Member regardless of class classification.
- G. The classification of Dual Degree students shall be determined by the Law Center Registrar.

Section 5. Declaration of Candidacy

- A. A Member who meets the qualifications of an office shall declare his intention to seek elected office by submitting a Statement of Intent form to the SBA Commissioner of Elections during an election qualification period designated by the SBA Commissioner of Elections.
- B. The election qualification period shall extend no later than one week prior to the primary election.



- C. No one shall be allowed to run for more than one office during the same election period.

Section 6. Elections

- A. The election of officers of the Association shall be by a method determined and governed by the Election Code.
- B. Votes for officers of the Association shall be by physical ballot, electronic ballot, or both a physical and electronic ballot unless there is only one candidate for office. In cases where there is only one candidate who has declared their intent to seek office at the end of the election qualification period, the sole candidate shall be immediately elected by acclamation and no voting shall be held for that position.
- C. Voter Eligibility
 - 1. Executive Officers. All Members of the Association shall be permitted to vote for candidates for the Executive Officer positions.
 - 2. 3L Class Officers. Only Members who will be classified as 3Ls by the office of the registrar during the first Fall semester of the term of the 3L Class Officer positions up for election shall be permitted to vote for candidates for the 3L Class Officer positions.
 - 3. 2L Class Officers. Only Members who will be classified as 2Ls by the office of the registrar during the first Fall semester of the term of the 2L Class Officer positions up for election shall be permitted to vote for candidates for the 2L Class Officer positions.
 - 4. 1L Class Officers. Only Members who are classified as 1Ls by the office of the registrar during the first Fall semester of the term of the 1L Class Officer positions up for election shall be permitted to vote for candidates for the 1L Class Officer positions.
 - 5. Graduate Class Officers. Only Members who are classified as graduate students by the office of the registrar during the first Fall semester 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

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.
2. The election of the 1L Class Officers shall occur no later than thirty (30) calendar days after the first day of school in the Fall Semester.
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 Graduate Members of the Association whereby a Graduate Member shall be elected as the L.L.M. Representative, and, unless provided otherwise by a simple majority vote of the Association, Graduate Members interested in running for the L.L.M. Representative position shall not be required to complete the Statement of Intent form as prescribed in Section 4 of this Article .
4. The timing rules for elections deriving from a petition shall be carried out pursuant to Article XIII, Section 3(C)(4) of this document.
5. Any other election may be called by a two-thirds (2/3) vote of the officers of the Association.
6. For the purpose of this section of the constitution, "Graduate Member" means any eligible student that is enrolled in any graduate program offered by the Law Center.

E. Teller's Report

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.
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, and the number of illegal votes with a brief statement as to the reason of the illegality.

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.

Section 7. Holding More than One Office

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 until an election to fill the vacant officer position is held or until a qualified Member is appointed to the vacant position

Section 8. Vacancies

A. Vacancy Where Position is Vacant Because No One Sought Election for the Position:

1. Should a class officer position become vacant for any reason not listed in Section 9, the president of the class shall appoint a qualified Member to the 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, subsequently, shall appoint a qualified Member to assume the duties of the class vice president position.
2. Should an executive officer position become vacant for any reason not listed in Section 9 the SBA Executive President shall appoint a qualified Member to the vacant position. If the vacant position is the SBA Executive President position, 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.
3. When the SBA Executive President appoints a member to a vacant officer position, the appointment shall be subject to a vote of the majority of current officers.

B. Vacancy as a Result of Removal from Office



1. Should an officer position become vacant because the previous holder of the position is removed from office pursuant to Section 9 of this Article, an election shall be held to fill the vacant position if the removal occurred more than 4 months before a scheduled election. If the removal occurs less than 4 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 9. Removal of Officers

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

B. Automatic Removal

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.

C. Impeachment

1. Any officer of the Association shall be removed from office by the passage of a 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. The members of the Ethics Committee shall specify a procedure and time period for conducting the trial or fact-finding investigation.
2. Grounds for impeachment shall be failing to perform the duties of the office, fraud, theft, or malfeasance in office.

D. Recall

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



- a. In the case of class officers, a petition signed by forty percent (40%) of the respective class must be submitted to the SBA Executive President in accordance to Article XIII of this document.
 - 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 XIII of this document.
 - 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 present and voting at a duly constituted meeting of the Association.
2. Recall Voting Requirements
- a. The Recall vote must be approved by a two-thirds (2/3) vote of qualified voters in an election.
 - b. A minimum of fifty percent (50%) of the total eligible qualified voters must vote in the recall election.
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 not limit the ability of the officers of the Association to impeach the officer subject to the failed recall vote.
- E. Any officer who is removed from office shall not be appointed to fill any vacancy in the Association.
- F. In the event of an officer becoming impeached, notice and reason for the impeachment shall be given to the impeached officer's electorate.

ARTICLE V. DUTIES OF OFFICERS

Section 1. General Rules



- 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.
- 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 officer.
- C. The class president of a given class shall:
 - 1. Serve as chief administrative officer of the class;
 - 2. Act as a liaison between the class and the Association; and
 - 3. Oversee all projects sponsored by the respective class.
- D. The class vice president of a given class shall:
 - 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 president position; and
 - 2. Prepare financial statements and report to the SBA Executive Treasurer, class officers, and Members of the respective class.
- E. The secretary of a given class shall:
 - 1. Keep record of all decisions made by officers of the class pertaining to Association events.
 - 2. Make meeting decisions available upon request.
 - 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.

Section 2. SBA Executive President

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



1. Serve as the liaison between the officers and the Members of the Association;
2. Serve as the liaison between the officers of the Association and the committees of the Association;
3. Represent the interests of the Members of the Associations to the Law Center faculty and administration;
4. Keep the Members of the Association informed of relevant information on a regular basis;
5. Embody the spirit and principles of the Association as the chief public representative and ceremonial figurehead of the Association;
6. Serve as the presiding officer of the Association;
7. Set administrative procedures for the efficient operation of the Association;
8. Vote as a tie-breaker in the event of a tie in a vote of the officers of the Association;
9. Represent the Law Center as the ABA/LSD Annual Meeting; and
10. 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. The SBA Executive President shall, however, have the authority to note on the record an objection to any action. That objection shall be included in any communication to the Members of the Association on the action taken.

Section 3. SBA Executive Vice President

- A. The duties of the SBA Executive Vice President shall consist as follows:

1. Serve as SBA Executive President in the absence of the SBA Executive President and automatically succeed to the office of the



SBA Executive President in the case of a vacancy in the SBA Executive President position;

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

Section 4. SBA Executive Secretary

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

1. Serve as SBA Executive Vice President in the temporary absence of the SBA Executive Vice President;
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;
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.
4. Serve as the custodian of the records and projects of the Association;
5. Maintain an updated contact list of the officers of the Association;
6. Maintain the email account of the Association;
7. Have a copy of the governing documents and minutes of the Association available at every meeting of the Association;



8. Ensure notice is sent out to the Members and officers of the Association a notice of each meeting of the association.
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;
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;
11. Maintain and oversee the content of the website of the officers of the Association.

Section 5. SBA Executive Treasurer

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

1. Serve as the chief finance officer of the Association;
2. Serve as the custodian of the funds of the Association, keeping careful records of all receipts and making no disbursements without the authority of the officers of the Association;
3. Prepare financial statements and report to the officers of the Association;
4. Prepare a semesterly financial report of spending activities of the Association and publish that report to the Members of the Association;
5. Oversee the financial activities of each class;
6. Advise the officers of the Association in financial planning based on expenditures of the Association in the past;
7. 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; and



8. Provide a compilation of all expenditures from his term to his successor before the end of his term.

Section 6. SBA Director of Programming

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

Section 7. 3L Class Officers

- 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 Spring semester, and planning the various activities that must be completed in connection with the spring commencement ceremony.

Section 8. 2L Class Officers

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

Section 9. 1L Class Officers

- 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; and
- B. The 1L Class Officers shall elect one of its officers to serve as 1L Class Secretary.

Section 10. Graduate Class Officer



- A. The L.L.M. Representative shall serve as a liaison to the Association of issues facing Graduate Members (as defined in Article IV § 6(D)) at the Law Center.
- B. The L.L.M. Representative shall be responsible for hosting a program to create a cultural exchange between the international students and non-international students at the Law Center.

Section 11. Contracts and Expenditures

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.

Section 12. Town Hall

The officers of the Association shall hold one town hall meeting each Fall and Spring, open to all members of the Association.

ARTICLE VI. MEETINGS

- Section 1.** The SBA Executive President, at his own discretion or at the request of 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 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.
- 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.
- Section 3.** All meetings of the officers of the Association shall be open to the public, unless the meetings are in Executive Session or in the event of a natural disaster, declared state of emergency, or other circumstance resulting in the closure of the Law Center. A motion to enter Executive Session shall be voted upon affirmatively by three-fourths (3/4) of Officers present and voting. The officers of the Association may adopt additional procedures for facilitating meetings during emergency circumstances as needed.



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.

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 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 may be subject to removal from office pursuant to Art. IV Section 10(C) of this document.

ARTICLE VII. COMMITTEES

Section 1. Purpose, Composition, and Selection of Membership for All Committees

- A. All standing and special committees serve as subsidiary groups of the larger Association tasked with providing support in areas of specific and narrow focus.
- B. Unless otherwise provided for in this constitution, standing and special committees serve at the direction of the Officers of the Association and shall not act independently or in any way that is in opposition to the purposes of the Association or exceeds the scope of the committee's duty unless directed to do so by a majority vote of the officers of the Association.
- C. Unless otherwise provided for in this constitution, no standing or special committee shall have more than seven (7) members, inclusive of the chair, co-chair, and vice-chair where applicable.
- D. Unless otherwise provided for in this constitution, the chairman of each standing or special committee shall be appointed by the SBA Executive President. At the discretion of the SBA Executive President, a co-chair may be appointed for each standing or special committee.
- E. Any appointment of the chairman of a standing or special committee by the SBA Executive President may be denied by the objection of a simple majority of the Executive Officers of the Association (excluding the SBA Executive President). Any such objection shall be made within twenty-four (24) hours of the moment when notice of the appointment is given. Notice of the appointment shall be given, by an appropriate mechanism, to the Executive Officers of the Association by the SBA Executive President within



twenty-four (24) of determination of the appointment. In the event that an appointment by the SBA Executive President is denied, the SBA Executive President shall make a new appointment subject to the same procedure outlined in this provision.

- F. Unless otherwise provided for in this constitution, the chair of any standing or special committee may elect to appoint a vice-chair to assist in the duties of organizing said committee.
- G. Unless otherwise provided for in this constitution, the membership of any standing or special committee shall be appointed by the SBA Executive President working in conjunction with the chair of that committee.

Section 2. The Standing Committees of the Association shall consist as follows:

A. Elections Committee

- 1. An Elections Committee may administer all officer elections of the Association and general voting on any referenda.
- 2. The Elections Committee may be chaired by the SBA Commissioner of Elections, who shall be appointed by the SBA Executive President.
- 3. The Committee may recommend the adoption of special rules concerning the administration of elections to the officers of the Association.
- 4. Members of the Elections Committee shall not serve on the Ethics Committee nor can they be a candidate for office for any election over which they preside.

B. Athletics Committee

- 1. The Athletics Committee shall oversee the programming of the athletic activities of the Association.
- 2. The Chair of the Athletics Committee shall be appointed by the SBA Executive President.

C. Academics Committee



1. The Academics Committee shall recommend policies relating to registration, academic support and tutorial services, course topics, grading and any general issue involved in academic affairs to the Vice Chancellor for Academic Affairs and the faculty.
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 SBA Executive President. The Chair may appoint a Vice-Chair at his discretion.

D. Diversity and Professionalism Student Committee

1. The duties of the Diversity and Professionalism Student Committee shall consist as follows:
 - a. Strive to help minority students succeed, foster camaraderie among all students, and promote better understanding of one another's cultures and experiences by addressing the recommendations promulgated in the Report and Recommendations of the Diversity Task Force in September 2015;
 - b. Collaborate with the Diversity and Professionalism Faculty Committee to address diversity and professionalism issues through educational programming and the development of resources to address the needs of diverse students.
2. Composition
 - a. The Diversity and Professionalism Student Committee shall consist of nine (9) appointed members, three (3) from each class, and at large members consisting of Members of the Association.
 - b. The Diversity and Professionalism Student Committee shall be chaired by the Diversity and Professionalism Student Committee Chair, who must be a 2nd or 3rd year student. The Student Committee Chair shall be appointed by the SBA Executive President after taking applications in the spring semester. The officers of the Association shall



appoint the remaining eight (8) members in collaboration with the Diversity and Professionalism Student Committee Chair in the fall semester.

- c. In the event there are minimal applicants for the Diversity committee and seats remain vacant after the initial appointments, the application period will be extended for two (2) weeks to allow existing committee members the opportunity to provide student recommendations to fill the vacant seats. In making the above recommendations, priority will be made to maintain equal representation of three (3) members per grade. I.E. three 1Ls, three 2Ls, three 3Ls. However, if any seat remains vacant after the two (2) weeks period and if determined to be the best interest of the committee, the open positions will become available to any student interested and qualified to fill the empty seat, regardless of student classification (1L, 2L, 3L). Selections to fill these positions will be made using this article's default selection process.
- d. The nine (9) appointed members will serve as student liaisons and attend meetings of the Diversity and Professionalism Faculty Committee. The Diversity and Professionalism Student Committee will also operate independently and endeavor to engage participation from all interested Members of the Association.
- e. The officers of the Association shall strive to have a Diversity and Professionalism Student Committee whose composition shall be reflective of the diversity of the Members of the Association.

Section 3. Special Committees of the Association may be created by a simple majority vote of the officers of the Association as needed to address specific concerns and issues. Special Committees of the Association may likewise be dissolved by a majority vote of the officers of the Association for any reason, including, but not limited to when they are no longer needed or have served their purpose.

Section 4. Term of Office and Removal of Committee Members



- A. The term of office for any member of a Committee of the Association shall be consistent with the term of office for officers of the Association pursuant to Art. IV, Section 3 of this document.
- B. Committee Members appointed by the officers of the Association may be removed by the passage of a two-thirds (2/3) vote of officers at a duly constituted meeting of the Association.

ARTICLE VIII. RELATIONSHIP WITH THE AMERICAN BAR ASSOCIATION/ LAW STUDENT DIVISION

- 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 the American Bar Association-Law Student Division (hereinafter “ABA/LSD”), consisting of the SBA Executive President and another delegate (known as the ABA Representative) appointed by the SBA Executive President.
- Section 2.** The delegates may attend the ABA/LSD Annual meeting and any other 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 governor of the ABA/LSD 13th 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 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 IX. ELECTRONIC COMMUNICATIONS

- Section 1.** Voting by Email or Over the Telephone. Any entity of the Association 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 rule concerning the distribution of the record shall be in accord with the provisions on the distribution of minutes as prescribed throughout this document.
- 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 Association. At the minimum, the website shall contain contact information for all officers of the Association, minutes to meetings of the officers of the Association, the governing documents of the Associations,



a listing of events hosted by the Association, and the budget and any additional financial information of the Association.

ARTICLE X. PROVISIONAL STUDENT ORGANIZATIONS AND ORGANIZATIONS

Section 1. General Rules

- A. A group of students seeking official recognition from the officers of the Association shall first become a Provisional Student Organization, then a recognized Student Organization by following the provisions in this Article.
- B. Membership in any Provisional Student Organization or Organization shall be open to all Members of the Association.

Section 2. Provisional Student Organizations

- 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 stating:
 - 1. That the group has at least eight or more members;
 - 2. That the membership in the group is open to all members of the Association;
 - 3. That the group has a leader and include the name of the leader;
 - 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;
 - 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;
 - 6. The group's purpose, goal, and needs; and
 - 7. Any other additional requirements by the officers of the Association.



- 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 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

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

Section 3. Student Organizations

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

1. Maintain a membership consisting of at least eight members;
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;
3. Hold at least one meeting of the Organization per semester.

B. Rights, Duties, and Privileges of Student Organizations

1. A Student Organization may apply to the officers of the Association for an organizational email account and webspace hosted by the Law Center;
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 Organizations.

- C. Organizations failing to meet any of the requirements prescribed in Letter A of this Subsection shall be considered inactive and shall not enjoy any



privilege or perk associated with being a Student Organization in the Association. Any Student Organization having inactive status for two consecutive academic years shall have its Student Organization Charter automatically revoked by the SBA Executive Vice President and must re-initiate the requisite procedures to become a Student Organization

Section 4. Funding Groups of Student, Provisional Student Organizations, and Student Organizations

- 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.
- B. General Criteria for Funding
 - 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 Association;
 - b. Groups of students, Provisional Student Organizations, and Student Organizations that are not open to all Members of the Association;
 - 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 Organizations;
 - 2. In considering funding to any group of students, Provisional Student Organization or Student Organization, the officers of the Association may consider:
 - a. The history and track record of the activity being hosted by the groups of students, Provisional Student Organization, or Student Organization;



- b. The participation of the Provisional Student Organizations or Student Organization in the Council of Student Organizations;
 - 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
 - d. The inclusiveness of the activity being hosted by the group of students, Provisional Student Organizations, or Student Organization, and the opportunity for participation of the entire law school community in the activity.
- C. The officers of the Association may develop additional funding restrictions and procedures to those listed in this Section.

ARTICLE XI. COUNCIL OF STUDENT ORGANIZATIONS

Section 1. Purpose

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

Section 2. Composition

- A. The Council of Student Organizations shall be composed of one representative from each Provisional Student Organization and Student Organization at the Law Center.
 - 1. Each Provisional Student Organization shall have one non-voting representative on the Council, and each Student Organization shall have one voting representative on the Council.
 - 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.



3. If one person represents multiple Provisional Student Organizations and/or Student Organizations, that person shall retain all voting privileges of the Provisional Student Organizations and/or Student Organization that he represents.
- B. The SBA Executive Vice President shall preside over the meetings of the Council.
- 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

- A. The Council shall be empowered to carry out the following duties:
 1. Provide input to the officers of the Association on any policy, initiative, or project considered for discussion at a meeting of the officers of the Association;
 2. Provide a recommendation to the officers of the Association on any group of students seeking a Provisional Charter or a Student Organization Charter;
 3. Share powers with the officers of the Association in adopting any policy, initiative, or project dealing with Provisional Student Organization and Student Organizations, especially when the policy, initiative, or project pertains to fundraising by, publicizing events of, allocating office space to, distributing email account to, and providing for the general welfare of Provisional Student Organizations and Student Organizations.
 - 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 Student Organizations and Student Organizations.
 - 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 Organizations and Student



Organizations, the policy, initiative, or project of the officers of the Association shall have preeminence.

- 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 to:
 - i. Allocate funds to groups of students, Provisional Student Organizations, and Student Organizations;
 - ii. Approve of Provisional Charters to Provisional Student Organizations and Student Organization Charters to Student Organizations.
- 4. Host at least one project per semester that involves the collaborative effort of the student organizations.

Section 4. Meetings

- A. The SBA Executive Vice President, at his own discretion, at the request of the SBA Executive President, at the request of officers of the Association after a simple majority vote, or at the request of thirty- percent (30%) of the representatives of the Council, shall call a regular meeting of the Council, at least once per semester, by issuing a call for the meeting to the 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. The call shall contain a tentative agenda for the meeting and the proposed time, place, and location of the meeting.
- B. Special meetings of the Council may be called at any time by the SBA Executive Vice President, at his own discretion, at the request of the SBA Executive President, at the request of officers of the Association after a simple majority vote, or at the request of thirty-percent (30%) of the representatives of the Council.
- C. All meetings of the Council shall be open to the public, unless the Council is in Executive Session or in the event of a natural disaster, declared state of emergency, or other circumstance resulting in the closure of the Law Center. The rules for Executive Session shall be determined by the officers of the Association. The officers of the Association may adopt additional



procedures for facilitating meetings during emergency circumstances as needed.

- D. Only the Representatives of the Council shall be empowered with the right to present 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.
- 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.

Section 5. The Council, upon the passage of a two-thirds vote of Representatives 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 XII. SELF-ASSESSED FEES

Section 1. A self-assessed fee is a fee that is voted on by the students upon themselves and their successors at the Law Center. Any proposal for a self-assessment shall first be submitted to the Chancellor of the Law Center for initial approval 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.

Section 2. All proposals for self-assessment shall include a complete justification for the proposed assessment, a project of annual revenues generated by the fee, anticipated 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 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 actual petition when the petitioner seeks the signatures of supporters.

ARTICLE XIII. REFERENDA & PETITIONS



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

- A. Approving or rejecting any action or legislation adopted by the officers of the Association or the representatives of the Council;
- B. Making amendments to this document or any government document adopted by the officers of the Association or the representatives of the Council;
- C. Proposing new rules and policies of the Association;
- D. Creating or rescinding self-assessed fees or modifying the monetary amount of self-assessed fees;
- E. Recalling an officer of the Association.

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

- A. A referendum initiated by the officers of the Association shall require a two-thirds vote of officers present and voting at a duly constituted meeting of the officers of the Association.
- 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:
 - 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;
 - 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 Art. IV, Section 10(D) of this document;
 - 3. All other referenda shall require signatures at least equal to twenty-five percent (25%) of the Members of the Association on the petition.



Section 3. Petitions

- A. In order to be valid, a petition shall contain the printed name, signature, class 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.
- B. Issue of a Petition
 - 1. A petition shall not contain more than one issue;
 - 2. The issue of a petition must be clearly stated at the top of each page of the petition where there are signatures;
 - 3. Wording of the Issue
 - a. The issue must specifically state the wording to be used on the voting ballot;
 - 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 votes necessary for the approval or disapproval of the issue.
- C. Procedures for Petitions

The following procedures shall be used to verify and execute petitions:

- 1. A completed petition shall be submitted to the SBA Executive President;
- 2. Within seven calendar days of receiving the completed petition, the SBA Executive President shall submit the petition to the Chair of the Ethics Committee for verification. The Ethics Committee shall ensure that the petition meets the requirements for petitions as prescribed in the document, and the 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.

3. However, if the petition is successfully verified by the Ethics Committee, the Ethics Committee returns the petition to the SBA Executive President for execution. The SBA Executive President shall have seven calendar days to 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.
 4. However, if the SBA Executive President determines that the issue of the petition is feasible, then the petition shall be submitted to the SBA Commissioner of Elections, who shall then place the issue on ballot for an 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.
- 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.

Section 4. Elections & Issues

- 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.
- B. Any issue initiated and approved by the Members of the Association shall not be 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 Association shall be permitted to amend issues initiated and approved by the Members of the Association – with the exception of successful recalls of officers, 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 XIV. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall 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 XV. AMENDMENTS

Section 1. Amendments to this document may be proposed by a two-thirds vote of 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.

Section 2. Proposed Amendments shall become part of this document after ratification by a two-thirds (2/3) majority vote of Members of the Association voting in an election. A minimum of fifty percent (50%) of total eligible qualified voters must vote in the election.

ARTICLE XVI. MISCELLANEOUS PROVISIONS

Section 1. Distribution Rules

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

Section 2. Adoption of Bylaws

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