

THE BYLAWS OF THE STUDENT BAR ASSOCIATION,  
CASE WESTERN RESERVE UNIVERSITY SCHOOL OF LAW

**ARTICLE I: Purpose and Definitions.**

Section 1. The purposes of SBA are:

- A. to be the official representative of the students of Case Western Reserve University School of Law to the law school administration, Case Western Reserve University, the faculty, the community, and other persons and organizations;
- B. to coordinate student activities in the law school;
- C. to further academic achievement through participation by law students in the development and revision of legal education;
- D. to promote and protect the legitimate interests of all students of the law school;
- E. to promote and facilitate the free discussion of ideas among the student body;
- F. to become involved with and participate in the organized bar at all levels; and
- G. to promote professional responsibility in the law school and the legal profession.

Section 2. In the Constitution, Bylaws, and Standing Rules the following words have the meanings indicated:

- A. "Bylaws" means the Bylaws of the SBA.
- B. "Committee Chair" means the appointed leader of a Committee.
- C. "Committees" means all standing and special committees, councils, commissions, boards, task forces, and agencies of the SBA.
- D. "Constitution" means Constitution of the SBA.
- E. "Dual-Degree Student" means any student pursuing another graduate-level degree concurrent with a *Juris Doctorate*.
- F. "Executive Board" means the President, Vice-President, Treasurer, Solicitor, Vice-President of Diversity, Equity, & Inclusion, and Secretary.
- G. "Executive Board Member" means the President or any other member of the Executive Board.
- H. "Fall Budget Cycle" means the disbursement of the Law Student Activities Fund to Student Organizations during the Fall semester.
- I. "General Meeting" means a scheduled meeting of the Senate and Executive Board.
- J. "Governing Documents" means, collectively, the Constitution, Bylaws, Standing Rules, and any other procedures adopted and implemented by SBA.
- K. "Law School" means Case Western Reserve University School of Law.
- L. "Law Student Activities Fund" means the money collected from the fee paid by SBA Members to support programing and Student Organizations.
- M. "SBA" means Student Bar Association of Case Western Reserve University School of Law.
- N. "SBA Member" means a student currently enrolled at Law School.
- O. "Seat" means a position on either the Executive Board or Senate.
- P. "Senate" means all elected SBA representatives with voting power.
- Q. "Spring Budget Cycle" means the disbursement of the Law Student Activities Fund to Student Organizations during the Spring semester.
- R. "Spring Start" means any student who starts at Law School in the spring semester.
- S. "Standing Rules" means the Standing Rules of the SBA.
- T. "Student Organization" means any validly existing and organized group of students

- formally recognized by the Law School.
- U. "Transfer Student" means any SBA member with credit hours completed at another ABA accredited institution besides Law School.

## **ARTICLE II: Committees.**

Section 1. The SBA shall have the eleven (11) standing Committees listed below and may form additional Committees. Committees shall work to address specific issues affecting the Law School student body.

- A. Advisory Budget Committee
- B. Commencement Committee
- C. Community Service Committee
- D. Curriculum Committee
- E. Fall Ball Planning Commission
- F. Faculty/Student Advisory Committee
- G. Governing Document Review Committee
- H. Health and Wellness Committee
- I. LLM/SJD Committee
- J. Social Committee
- K. Social Justice and Diversity, Equity, and Inclusion Committee

Section 2. The President shall appoint a Committee Chairs with the consent of a majority of the Senate.

Section 3. Membership in Committees is open to all SBA Members.

Section 4. Each Committee's charge and duties are outlined in the Standing Rules.

Section 5. The President shall propose the creation of Committees as necessary, with the approval a majority of the Senate.

Section 6. Each Senator shall serve on at least two (2) SBA Committees.

Section 7. The President may establish limits on the size of any or all Committees.

Section 8. Committees shall meet at least one (1) time per semester.

## **ARTICLE III: Titles, Duties, and Powers of Each Office.**

Section 1. The executive power of the SBA is vested in the President.

Section 2. The President shall:

- A. act in good faith to support and uphold the Constitution of the SBA;
- B. approve or veto every order, resolution, or vote of the Senate (if the President vetoes an order, resolution, or vote of the Senate, then the Senate may overturn the veto by a three-fourths (3/4) vote);
- C. faithfully execute the orders and resolutions of the Senate;
- D. appoint SBA Members as Committee Chairs with approval of a majority of the Senate;

- E. make any additional appointments required with approval of a majority of the Senate;
- F. oversee all Committees, as well as any appointments;
- G. work with the Executive Board;
- H. preside over sessions of the Senate and General Meetings, but shall have no vote unless the Senate is evenly divided;
- I. attend, or appoint a willing Senator or Executive Board Member to attend as the President's proxy, the American Bar Association Annual Meeting as a voting delegate; and
- J. seek and receive the advice and consent of a majority of the Senate before speaking on, or signing any document pertaining to, a matter outside of the School of Law in his or her official capacity as President or American Bar Association Representative.

Section 3. The Vice-President shall:

- A. ensure Senators and SBA members are informed with up-to-date information on the operations of the SBA;
- B. oversee the actions of Committees;
- C. serve as a Graduate Student Council Representative for the Law School, with the ability to delegate or appoint a stand-in representative;
- D. provide notice to all SBA Members of proposed amendments to the Governing Documents; and
- E. assist the President in any capacities that the President may require and so direct not inconsistent with the Constitution.

Section 4. The Treasurer shall:

- A. manage and be fully accountable for the Law Student Activities Fund and the SBA's own budget in accordance with Governing Documents;
- B. execute and record all disbursements and receipts in accordance with SBA procedures;
- C. keep an updated record that shows all assets, liabilities, and the cash flows of the Law Student Activities Fund to date;
- D. prepare and present the draft budget of the SBA for the disbursement of the Law Student Activities Fund to all eligible Student Organizations and the SBA;
- E. serve as chair of the Advisory Budget Committee;
- F. communicate financial policies and procedures to the leadership of all Student Organizations;
- G. work as a liaison between the SBA and Law School's administration on distributing and executing the Law Student Activities Fund; and
- H. act in any other manner consistent with direction by the President so long as such direction is not inconsistent with the Constitution.

Section 5. The Solicitor shall:

- A. oversee elections held in the name of the SBA;
- B. declare the winners of elections; and
- C. act in any other manner consistent with direction by the President so long as such direction is not inconsistent with the Constitution.

Section 6. The Vice-President of Diversity, Equity, & Inclusion shall:

- A. chair the Social Justice and Diversity, Equity, and Inclusion Committee;
- B. oversee the SBA's efforts to create an inclusive environment;
- C. act in any other manner consistent with direction by the President so long as such direction is not inconsistent with the Constitution.

Section 7. The Secretary shall:

- A. keep, maintain, and regularly publish records of all proceedings of the Senate and e-board, including minutes, absences, and resolutions;
- B. operate as the SBA archivist, creating and maintaining archives and records of SBA activities;
- C. act in any other manner consistent with direction by the President so long as such direction is not inconsistent with the Constitution.

Section 8. The Senators shall:

- A. mindfully and faithfully represent their constituents;
- B. uphold and abide by the Constitution;
- C. attend all scheduled General Meetings; and
- D. refrain from participating in any vote concerning allocations to a Student Organization in which the Senator has a conflict of interest, meaning the Senator serves as an executive board member of the Student Organization seeking funding.

Section 9. Only one person shall serve in each Executive Board Seat.

#### **ARTICLE IV: Elections.**

Section 1. In any election, the Solicitor shall certify the candidate with the highest number of votes is the winner of the election.

Section 2. The Senate shall have the power to adopt election regulations impacting election procedures consistent with Governing Documents.

Section 3. The Solicitor shall draft and release an election report, which shall contain the vote totals of each candidate. The Solicitor shall release this report to all SBA Members no later than three (3) school days after the election.

Section 4. Any SBA Member may be elected by write-in votes. An individual who provisionally wins by write-in must both:

- A. Certify eligibility for office with the Solicitor; and
- B. Notify the Solicitor, in writing, of their acceptance of the election.

Section 5. If two (2) or more candidates tie in an election, then the Solicitor shall host a run-off election. The Solicitor shall:

- A. hold the run-off election no later than seven (7) school days after the original

- election;
- B. limit the run-off election to the candidates who tied; and
- C. certify and release the election results in accordance with this Article.

Section 6. Special Elections. The Solicitor shall hold Special Elections from time to time as required.

#### **ARTICLE V: Budget.**

Section 1. The Senate may allocate funds to all eligible Law School Student Organizations requesting funds from the Law Student Activities Fund through a budgeting process conducted in accordance with Governing Documents and procedures adopted by the Senate.

- A. The Treasurer shall adhere to Governing Documents promulgated by the SBA intended to govern budgetary operations.
- B. The Treasurer shall form an Advisory Budget Committee, which shall draft a budget to be submitted to the Senate for approval.
- C. Each semester the Treasurer shall prepare and present a budget of the SBA's allocation of the Law Student Activities Fund to the Senate for approval.
- D. The budget of the SBA shall include the budgets of all Student Organizations and Committees of the SBA with such exceptions as the Senate may establish.
- E. The budget of the SBA and any Student Organization shall be adopted by majority of the Senate.

Section 2. If a request for funding is made after the Senate has adopted and approved formal budgets, then a majority vote of the Senate is required to approve any allocations from the Law Student Activities Fund.

Section 3. The Treasurer will work closely with the Student Experience Coordinator for the expenditure of all event financials and travel.

#### **ARTICLE VI: Constitutional Interpretation.**

Section 1. A Senator may bring a motion requesting that the Senate interpret any term, clause, or provision of the Governing Documents. In the motion, the Senator shall provide the constitutional language being interpreted and also provide the requesting Senator's interpretation. The motion shall be granted if approved by a two-thirds (2/3) majority of the Senate.

Section 2. The interpretation shall not change the language of the Constitution or other Governing Documents and shall be non-binding on any future SBA.

**ARTICLE VII: Oath of Office** Prior to assuming office, Senators and Executive Board Members shall state the following oath of office:

"I, (name), do solemnly swear (or affirm) that I shall faithfully execute the office of (Position), that I shall support and defend the Constitution of the Case Western Reserve University School of Law Student Bar Association, that I take this obligation freely, without any moral reservation or purpose of evasion, and that I shall faithfully discharge the duties of the office into which I am about to enter."

#### **ARTICLE VIII: Amendment and Ratification of the SBA Bylaws.**

Section 1. The Governing Document Review Committee shall review the Governing Documents of the SBA and the general functions of the SBA annually. The Committee Chair of the Governing Document Review Committee shall report the Governing Document Review Committee's findings to the Senate.

Section 2. Any SBA Member may propose an amendment to these Bylaws at a General Meeting, provided that the SBA Member presented a draft of the proposed amendment, highlighting the differences, to the Vice-President at least three (3) school days before the General Meeting.

Section 3. The President shall call for a vote on the proposed amendment after discussion of the proposed amendment.

Section 4. If two-thirds ( $2/3$ ) of the full Senate votes in favor of the proposed amendment, the amendment passes and is incorporated into these Bylaws.

Section 5. The President has the power to veto proposed amendments, but the President's veto may be overturned by a three-fourths ( $3/4$ ) majority vote of the Senate.