



STUDENT BAR ASSOCIATION BYLAWS
CHICAGO-KENT COLLEGE OF LAW, ILLINOIS INSTITUTE OF TECHNOLOGY

PREAMBLE

We, the students of Chicago-Kent College of Law, Illinois Institute of Technology (IIT), in order to ensure academic excellence and professional growth among the students, to ensure the attainment and preservation of the right of the individual student to acquire a quality legal education in a just and reasonable manner, to represent the interests of the student body in the administration of the school, and to facilitate interaction and communication between the students, the faculty, and the administration, do establish these bylaws for the Chicago-Kent College of Law, Student Bar Association.

ARTICLE I: **NAME AND INCORPORATION**

This organization shall be named the Student Bar Association of the Chicago-Kent College of Law, Illinois Institute of Technology. These bylaws shall supersede any and all preexisting constitutions and bylaws governing the Student Bar Association.

ARTICLE II: **GENERAL ASSEMBLY**

Section 1: All students enrolled in at least one class at Chicago-Kent College of Law shall be a member of the Student Bar Association. The General Assembly of the Student Bar Association shall consist of the duly elected representatives from the Chicago-Kent College of Law student body. The General Assembly shall act as the representative student government of the Student Bar Association (hereinafter “the Student Body”).

Section 2: The General Assembly shall be composed of the following members, with each member having one (1) vote, except for the President:

- (a) **Officers.** Five (5) elected officers, which shall also be the membership of the Executive Board: President, Vice President of the Day Division, Vice President of the Evening Division, Treasurer, and Secretary.
 - (i) The President and all other officers must have accumulated at least ten (10) credit hours at the time of the election or appointment to be eligible for the position.
 - (ii) The Vice Presidents shall be members of their respective division during their term of service. Should a Vice President leave the division from which they were elected to represent, that Vice President must resign from the General Assembly and another qualified Vice President shall be appointed pursuant to Article II, Section 6(b).
 - (iii) No officer shall hold a board position in another student organization.
- (b) **Representatives.** The General Assembly shall also be composed of the following representatives:
 - (i). **Class Representatives.**



- (A) *1L Representatives.* Two (2) members from each section of the first year day students, as well as two (2) members who are first year night students.
 - (B) *2/3L Representatives.* Four (4) members from the second year day division, and four (4) members from the third year day division.
 - (C) *Evening Division Representatives.* Two (2) members each from the night divisions of second, third, and fourth year students.
 - (D) *LLM Representatives.* Two (2) members from the LLM division.
 - (E) Students elected to represent a specific division and year must be from that respective division and year during their term of service. Should a representative leave the division or year from which they were elected to represent, that representative must resign from the General Assembly and another qualified representative shall be appointed pursuant to Article II, Section 6(a).
- (ii). **Bar Association Representatives.**
- (A) *American Bar Association Representative.* One (1) representative of the American Bar Association Law School Division who is to be elected at large. Within two (2) weeks of taking office, this representative must become a member of the Law School Division of the American Bar Association.
 - (B) *Illinois State Bar Association Representative.* One (1) representative of the Illinois State Bar Association who is to be elected at large. Within two (2) weeks of taking office, this representative must become a member of the Law School Division of the Illinois State Bar Association.
 - (C) *Chicago Bar Association Representative.* One (1) representative of the Chicago Bar Association who is to be elected at large. Within two (2) weeks of taking office, this representative must become a member of the Law School Division of the Chicago Bar Association.

ARTICLE III: ELECTIONS AND APPOINTMENTS

Section 1: Elections for the General Assembly shall be held twice every year. The first election shall be held no later than the third week of September, during which all first-year Representatives shall be elected; and the second election shall be held no later than the fourth week of April, during which all other General Assembly Representatives and Officers shall be elected. Each election shall be held over the course of two days.

Section 2: Candidacy. The Election Process is governed by the Chicago-Kent College of Law “Code of Conduct” and the Student Bar Association Bylaws.

- (a) All members of the Student Body currently enrolled in at least 2 credit hours may stand for election to any position for which they are qualified pursuant to Article II.



Except for LLM representatives, each member must be able to serve a full term. No member of the General Assembly shall hold more than one elected position at the same time.

- (b) Each semester, the Election Committee Chair must select the exact dates on which the elections will take place.
- (c) Each election, the Election Committee Chair shall inform the President of the election dates two weeks before the election is to take place, at which time both the President and Election Committee Chair shall inform the Student Body via school-wide email, the Record, or any other method reasonably calculated to provide the Student Body with adequate notice.
- (d) Each election, the Election Committee Chair must establish a Candidacy Deadline that must be no later than three school days prior to the election. The Election Committee Chair shall inform the Student Body of the Candidacy Deadline via school-wide email, the Record, or any other method reasonably calculated to provide the Student Body with adequate notice.
- (e) All candidates wishing to stand for election to any General Assembly Representative position must submit to the Election Committee Chair by the Candidacy Deadline:
 - (i) a petition with ten (10) signatures of fellow students in good standing as defined by the Chicago-Kent Student handbook; and
 - (ii) a personal statement addressing the student body explaining why the candidate seeks the office by a date and time set by the Election Committee.
- (f) Failure to comply with these rules may subject the candidate to disqualification.
- (g) Unreadable petition signatures or other petition information will not be counted toward the minimum number of signatures required.
- (h) Any candidate with forged or illegible information on their petition will be disqualified and subject to further discipline under the Chicago-Kent “Code of Conduct” and forever ineligible for General Assembly or Executive Board membership.
- (i) All name placements on the ballot shall be determined by lottery.
- (j) To ensure efficiency, fairness, and compliance with the Bylaws, the Election Committee has the discretion to set any additional procedural rules or guidelines governing each election that are not inconsistent with these Bylaws. Any such rules or guidelines must be approved by the President prior to the election and provided to the student body via school-wide email, The Record, or any other method reasonably calculated to provide the student body with adequate notice.
- (k) For purposes of this section, “full term” shall be defined as the entire academic school year from the time of appointment or election through the subsequent Spring semester.

Section 3: Campaigning.

- (a) Campaigning may not begin before 8:00 am the day following the Candidacy Deadline.



- (b) Candidates may post printed posters and/or fliers on bulletin boards located on the third floor, second floor, student lounge, and in the concourse.
- (c) Candidates may post printed material on a student organization's board, but only after receiving written authorization from that organization's executive board.
- (d) Posters and fliers are the only campaign items allowed to be posted at Chicago-Kent.
- (e) No candidate may spend more than \$100 on a campaign (tickets are limited to \$100 per candidate, not to exceed \$250). The Election Committee will determine the fair market value of gratuitous items and items unsupported by documentation.
- (f) Campaigning utilizing a listserv or a specific student-organization email list to deliver a message to the e-mail accounts with the domain name kentlaw.iit.edu is prohibited. Students may, however, contact specific students via email in the hopes of obtaining votes.
- (g) Any student who has knowledge of any candidate or ticket violating any of the election rules should report the violation(s) to the Election Chair immediately.
- (h) Any candidate or ticket, if found to have violated any of these rules, may be removed from the ballot by a unanimous vote of the Election Committee.

Section 4: Voting and Counting.

- (a) Elections must take place within a two-day (48 hour) period, and the Election Committee shall ensure that all students—both day and evening division—have an equal opportunity to vote.
- (b) In the April election, each enrolled member of the Student Body may cast a vote for any of the contested executive board positions and bar association representatives. Each enrolled member of the Student Body may only cast a vote for the class representatives from their respective class and division.
- (c) In the September election, only first-year students may cast a vote. Each first-year student will have two votes and may only vote for the candidates from his or her section.
- (d) After the 48-hour voting period has ended, the Election Committee must review election results. Any candidate or ticket may, by request to the Election Committee Chair, send a representative to observe the counting process.
- (e) Once the counting is completed, the Election Chair must inform the President of the results.
- (f) For each position, the candidates who have the largest number of votes shall be the winners.
- (g) The Election Chair shall disclose the final exact counts to each candidate, and the President shall inform the Student Body via a school-wide email of the names of each of the winners.
- (h) In the event of a tie, the Election Committee Chair must organize and hold a run-off election between the two tied candidates exactly one week after the original election. This run-off election is subject to all relevant rules under these Bylaws.
- (i) Any candidate who wishes to contest the results of any election must inform the Election Committee Chair. The Election Committee Chair will convene a Panel, to



include the Election Committee Chair, the President of the Student Bar Association, the Chair of the Board of Inquiry, the Assistant Dean, and a faculty member chosen by the contesting candidate. The contesting candidate shall be given the opportunity to address the panel, then the panel shall determine by majority vote whether to uphold the election results or overturn them.

- (j) If the results are overturned, the panel shall issue a written decision to the student body explaining their decision and announcing a new election for the position in question, which must occur exactly one week after the decision of the Panel. This election is subject to all relevant rules under these Bylaws.

Section 5: The term of members and officers of the General Assembly shall begin on the second Monday of May at noon, and shall last until the second Monday in May of the following year. The term of office for all newly elected first-year Representatives shall begin immediately following their election, and shall last until the second Monday of the following May. Should the results of an election still be disputed at the time a member is to take office, then the term of office shall begin as soon as the dispute is resolved pursuant to Section 4(i) and (j) of this Article.

Section 6: Vacancies.

- (a) Should the office of a Representative remain or become vacant, the President shall appoint a candidate for replacement. The General Assembly shall grant approval by a majority vote, upon which voting power shall be granted to the appointed member. This vote may not occur electronically.
- (b) Should the office of any officer other than President remain or become vacant, the General Assembly shall elect, by majority vote, a replacement from the current membership of the General Assembly.
- (c) Should the office of President become vacant, the General Assembly shall elect, by majority vote, a member of the Executive Board to fill the vacancy.
 - (i) Secret voting may take place, to be monitored and officiated by the chair(s) of the election committee, who will also determine the procedure in the case of a tie.

ARTICLE IV: REMOVAL

Section 1: Members and officers of the General Assembly should only be removed for serious lapses of judgment; conduct unbecoming the General Assembly; or for being unable to fulfill the duties of a member of the General Assembly. Members and officers of the General Assembly may also be removed for being absent from more than two (2) meetings of the General Assembly within a school year, as determined by the Chair of the Board of Inquiry. For purposes of this Section, “absent” or “absence” shall be defined as a member not arriving to a meeting within 10 minutes of call to order or failing to remain after call to order for the scheduled duration of the meeting.



Section 2: To remove any General Assembly member from office, a member of the Student Body must submit a request to the Chair of the Board of Inquiry detailing the reasons for removal. Removal proceedings of any member for more than two absences may be initiated at the sole discretion of the Chair of the Board of Inquiry. The Chair of the Board of Inquiry will convene the Board of Inquiry pursuant to Article IV, Section 2. Should the Board of Inquiry, by majority vote, forward the petition to the full General Assembly, the General Assembly may remove that member by a two-thirds (2/3) present vote. At least five (5) days must pass between the Board of Inquiry vote and the General Assembly vote, with notice of the pending removal given to all members of the Board of Inquiry.

- (a) Anyone who is the subject of a removal proceeding shall not have a vote in their own removal proceeding in either the Board of Inquiry or the General Assembly, but shall be afforded an opportunity to argue his or her case before the General Assembly.
- (b) None of the voting procedures of this Article may be conducted electronically.
- (c) Where the Board of Inquiry Chair is the subject of a removal proceeding (other than absence), the request for removal must be submitted to the President, who shall act as Acting Chair of the Board of Inquiry.

Section 3: Members and officers of the General Assembly may resign their office at any time. Such resignation shall be effective upon written submission of their intent to the President.

Section 4: Should the President resign, a letter of intent must be submitted to all officers and the General Assembly.

ARTICLE V: POWERS AND DUTIES OF THE GENERAL ASSEMBLY

Section 1: The General Assembly shall have the power to:

- (a) Officially represent the student body to both the Chicago-Kent College of Law administration and to the world at large;
- (b) Formulate policies and positions of the Student Bar Association;
- (c) Pass resolutions to state the policies and positions of the Student Bar Association and the Student Body;
- (d) Raise funds through student fees or other fundraising activities;
- (e) Appropriate funds to both the Student Bar Association and to properly recognized student organizations;
- (f) Make awards in recognition of merit and establish the criteria for such awards;
- (g) Encourage recognized student organizations to hold activities for the betterment of the students of Chicago-Kent College of Law;
- (h) Participate in and cooperate with other organizations to help the students of Chicago-Kent College of Law;
- (i) Participate in public relations for the benefit of the school, its students, and for the benefit of organizations with which the Student Bar Association may be affiliated;
- (j) Recognize student organizations;



- (k) Maintain an SBA Website to provide access to all necessary information; and
- (l) Do any other acts necessary and proper to the implementation of these bylaws or for the betterment of the students of the Chicago-Kent College of Law.

Section 2: By a 2/3 vote of those present, the General Assembly may designate that any resolution passed by the Board is speaking with “the Voice of the Student Body.” Should any resolution be passed without the requisite 2/3, but with more than a majority vote, the resolution shall be deemed passed, but any clauses referring to the “the Voice of the Student Body” shall be eliminated from the final resolution.

ARTICLE VI: OFFICERS

Section 1: The President shall:

- (a) Be the presiding officer of the General Assembly at its meetings pursuant to Article VII, and shall adopt Robert’s Rules of Order as the procedural rules of the General Assembly. Modifications to Robert’s Rules of Order may be made at the President’s discretion, in consultation with the Executive Board, and where such modifications are not objected to by a majority vote of the General Assembly.
- (b) Have a vote at a meeting of the General Assembly only for the purpose of breaking a tie.
- (c) Personally represent the Student Body when the President meets with others on official Student Bar Association business.
 - (i) The President shall, at least once a year, provide a report to the Student Body on the activities and goals for the year.
 - (ii) This address may be written in a school-wide email, the Record, or any other method reasonably calculated to provide the Student Body with adequate notice.
- (d) Report to the student body regarding matters brought to the General Assembly. This may be done by means he or she feels appropriate, including but not limited to school-wide email, the Record, or any other method reasonably calculated to provide the Student Body with adequate notice.
- (e) Appoint the chairs and members of each standing committee.
- (f) Have the power to establish ad hoc committees, and to appoint the chairpersons of those committees.
- (g) Be the student’s representative during meetings of the Chicago-Kent College of Law faculty, and shall vote on behalf of the Student Body at meetings.
- (h) Report any and all activities undertaken in his or her capacity as President to the General Assembly at the next meeting.
- (i) Be an ex officio member of all committees except the Board of Inquiry.
- (j) Initiate any Executive Order that may be necessary to enforce or execute the obligations, duties, and/or policies of the Student Bar Association pursuant to Article VIII.



- (k) Not serve on the executive board of any recognized or unrecognized student organization at Chicago-Kent.

Section 2: The Vice President Day Division and Vice President Evening Division shall:

- (a) In the absence of the President, preside over a meeting of the General Assembly, the Vice President of the Day Division shall preside over the meeting. In the absence of the Vice President of the Day Division, the Vice President of the Evening Division shall preside. While presiding, the Chair shall only have a vote in the event of a tie.
- (b) Closely advise the President, and represent the President at meetings or events where the President cannot attend in person.
- (c) Report any and all activities undertaken in their capacities as Vice Presidents to the General Assembly at the next meeting.

Section 3: The Secretary shall:

- (a) Maintain the minutes and records of all meetings of the General Assembly. These records shall include attendance records of each meeting, as well as the substance of any debate during the meetings, and any positions taken by particular representatives. The Secretary shall release the minutes of the previous General Assembly meeting at least 24 hours prior to the next meeting, and shall submit the minutes of every meeting to the Record and post to the SBA Website.
- (b) Maintain records and other reports from each committee as practicable, except that the Treasurer shall be responsible for maintaining financial records.
- (c) Record the votes of each member in all roll call votes of the General Assembly. The Secretary shall record the number of “ayes” and “nays” in any division of the General Assembly. These records shall be included in the minutes of that meeting.
- (d) Be responsible for maintaining and overseeing the website of the Student Bar Association, and shall also be responsible for publishing announcements from the General Assembly and its members, as well as a weekly calendar of events.
- (e) Be responsible for conveying any resolutions passed by the General Assembly to the appropriate party as designated by the General Assembly. Resolutions should be conveyed by non-electronic means when possible.
- (f) Be responsible for ensuring quorum is present at each meeting.
- (g) Oversee use of the bulletin board space on the Concourse.
- (h) Yearly review Student Organization office space allocation to ensure the equitable distribution of space to all Student Organizations.

Section 4: The Treasurer shall:

- (a) Chair the Finance Committee.
- (b) Maintain financial records of the Student Bar Association, including all money raised and appropriated. The Treasurer shall also maintain the official budget of the Student Bar Association. This includes keeping the SBA website updated with appropriate budget information.



- (c) Submit the final budget approved by the General Assembly to the Chicago-Kent Finance Office, and shall be aware of all the policies and procedures of that Office relevant to Student Organization funding.
- (d) Be prepared to announce the current financial status of the Student Bar Association upon request at any meeting of the General Assembly.
- (e) In conjunction with the Finance Committee, develop the semester budget of the Student Bar Association according to Article X. The budget shall only be effective upon approval by the General Assembly.
- (f) Not approve of any disbursement of Student Bar Association funding beyond any funds approved through the budgeting process or by Executive Order.
- (g) Comply with and enforce Article X of the Student Bar Association Bylaws.
- (h) Report any and all activities undertaken in his or her capacity as Treasurer to the General Assembly at the next meeting.
- (i) Be prepared to explain the budgeting and financing process to any student organization.
- (j) Create and enforce whatever system he or she deems necessary to facilitate supplemental funding requests or reimbursement requests, as outlined in Article X.
- (k) Not serve on the executive board of any recognized or unrecognized student organization at Chicago-Kent.

ARTICLE VII: MEETINGS

Section 1: General Meetings

- (a) The General Assembly shall meet at least once every month during the fall and spring semesters. The Secretary shall publish the regular meeting schedule of the General Assembly within three (3) weeks of the start of the Semester.
- (b) The schedule for regular meetings of the General Assembly for the year shall be set at the first meeting of the academic year.
- (c) The President-elect shall call a meeting of the newly elected General Assembly Officers after the announcement of the April election results, but before the reading period of the Spring semester. The outgoing officers shall attend this meeting to ensure a smooth transition of power.
- (d) At his or her discretion, the President may reschedule a meeting after consulting with a majority of the members of the General Assembly.

Section 2: Special Meetings

- (a) The President may call a special meeting by giving at least two (2) school days' notice to all members of the General Assembly.
- (b) The members of the General Assembly may also call a meeting once a member presents a petition to the President signed by at least one-fifth (1/5) of the active membership of the General Assembly. The President shall call a meeting of the General Assembly within a week of being presented with a petition.



- (c) In either case, the Secretary shall inform the student body of the special meeting as soon as practicable.

Section 3: The President and Secretary shall be responsible for creating an agenda for each meeting of the General Assembly. This agenda shall be released to the General Assembly and posted to the SBA website at least twenty-four (24) hours prior to all scheduled meetings of the General Assembly. An agenda for a special meeting must be released as soon as possible prior to the meeting.

- (a) Members of the General Assembly wishing to have an agenda item should submit the substance of the resolution to either the President or the Secretary for inclusion on the agenda at least forty-eight (48) hours prior to the next scheduled General Assembly meeting.
- (b) The General Assembly may modify the agenda as set by the President or the Secretary. Any modifications to the agenda must be approved by majority vote of the present members of the General Assembly at the meeting.

Section 4: Proxy votes shall not be allowed.

Section 5: A quorum shall consist of a majority of the active members of the General Assembly. Any vacancies on the General Assembly shall not be considered in calculating quorum.

Section 6: The Secretary shall maintain records of all absences.

Section 7: Should any member of the General Assembly have more than two (2) absences per school year, the Secretary must report the name of that member to the Chair of the Board of Inquiry. More than two absences is adequate grounds for Removal under Article IV, and Removal proceedings against that member may be initiated pursuant to Article IV, Section 2, or at the discretion of the Chair of the Board of Inquiry.

Section 8: **Open Session.**

- (a) The President may grant reasonable speaking rights to any member of the Chicago-Kent Student Body at large who wishes to be heard. Such a member shall not have a vote.
- (b) All members of the General Assembly shall have speaking rights pursuant to the rules set by the President. Business shall be conducted by majority vote of the General Assembly.
- (c) All meetings must be open to any member of the Student Body, faculty, or staff member who wishes to attend, with the exception of a closed session pursuant to Section 11 of this Article.
- (d) All business of the General Assembly must take place in a transparent, open manner. All final decisions must be disclosed and reported to the Student Body at large.



Section 9: The General Assembly may, from time to time, hold meetings or votes by electronic methods where such meetings or votes are not inconsistent with these bylaws. Such electronic meetings shall be called pursuant to Section 2 of this Article. Any meetings held through electronic means must be real-time. All notice and quorum requirements shall apply to electronic meetings and voting.

- (a) All electronic votes must be called by the President. Such a call shall fully explain the purpose of the vote, as well as the reasoning for voting via electronic means. Members of the General Assembly may also individually submit resolutions to be called by the President for electronic vote.
- (b) The President shall not open the vote to the General Assembly until at least forty-eight (48) hours after announcing the call. During that 48 hours, members are free to discuss or debate the question at hand.
- (c) Should a vote taken via electronic means not attract a quorum of members of the General Assembly, that vote shall not be considered binding or valid.
- (d) The results of the electronic vote shall be submitted to the student body via school-wide email, the Record or any other method reasonably calculated to provide the Student Body with adequate notice.

Section 10: The President of the General Assembly shall chair all meetings of the General Assembly when he or she is present.

- (a) Should the President not be present at a meeting of the General Assembly, the Vice President Day Division shall act as Presiding Officer. If neither the President nor Vice President Day Division is present to chair a meeting, then the Vice President Evening Division shall act as Presiding Officer. If none of these officers are present, the General Assembly shall elect a Presiding Officer from the General Assembly by majority vote.
- (b) The President or Presiding Officer shall only vote in the event of a tie.
- (c) Should the President or Presiding Officer wish to participate in a debate, the Presiding Officer shall appoint a Presiding Officer pro tempore to preside over the General Assembly for the duration of debate on that topic.

Section 11: **Closed Sessions**

- (a) The General Assembly, by majority vote, may move into closed session.
- (b) A closed session will consist only of the elected Representatives and Officers of the General Assembly, and all electronic means of broadcasting the meeting will be shut off. No other individual may be present at closed session.
- (c) Diligent minutes must be kept of each closed session by the Secretary.
- (d) Closed sessions may only take place at the end of the general meeting, after all officers and committee chairs have reported to the General Assembly in Open Session.
- (e) At the end of closed session, the General Assembly must report all final decisions to the student body in the same way as they would in open session; however, the substance of the debate need not be disclosed.



- (f) If any member of the Student Body wishes to obtain the minutes of any closed session, he or she must notify the Secretary, who will move for a vote at the next General Assembly meeting. If a majority of the General Assembly votes to release the minutes, the Secretary shall transmit them directly the requester. A vote to release the minutes of a closed session may not occur electronically. If the General Assembly does not vote to release the minutes, then the member of the Student Body who requested the minutes may appeal that decision to the Assistant Dean.

ARTICLE VIII: EXECUTIVE ORDERS

Section 1: The President shall initiate any Executive Order that may be necessary to enforce or execute the obligations, duties, and/or policies of the Student Bar Association, where such Executive Orders are not inconsistent with these Bylaws.

- (a) Appropriation of Student Bar Association funds may only be made in cases where time does not allow for full approval of the General Assembly.
- (b) Abuse of this authority shall be sufficient grounds for any member of the Student Bar Association to initiate removal proceedings against any or all Officers according to Article IV.
- (c) Executive Orders may not be used to pass a full semester budget.
- (d) Executive Orders may not be used to initiate removal proceedings according to Article IV.
- (e) Executive Orders may not be used to empower a member appointed to a vacancy pursuant to Article III, Section 6 to become a full voting member without approval of a majority of the General Assembly.

Section 2: An Executive Order becomes binding only after written approval by a majority of the Executive Board. Written approval may be via either signature or electronic means.

Section 3: The President and Secretary must keep a record and notify the General Assembly of any executive orders. The General Assembly must ratify all executive orders at their next meeting, or through electronic ratification prior to the next scheduled meeting. Any executive orders not ratified by the General Assembly shall be revoked as much as practicable; and if any money has already been spent, then the General Assembly must, as a group, reallocate money within the budget to cover that expenditure.

ARTICLE IX: COMMITTEES

Section 1: Unless specified otherwise in this Article, all committees shall be composed of at least three (3) members of the General Assembly, to be appointed by the President with the advice and consent of the General Assembly. At least one General Assembly member on each committee must serve as Chairperson (Chair) at the selection of the President. At the discretion of each Chair, up to six (6) students may also be selected to serve on the committee as ad hoc members, where such selection is not inconsistent with these Bylaws.



Section 2: Standing Committees. The President shall appoint members of all permanent standing committees according to Section 1 of this Article.

(a) Finance Committee

- (i) The Treasurer shall always serve as the Chair of the Finance Committee.
- (ii) The Committee shall be composed of seven (7) members of the General Assembly. The Treasurer shall select two (2) students at large to serve on the committee as well.
- (iii) Any committee members who are officers in a Student Organization must abstain from votes pertaining to that Student Organization.
- (iv) Any committee members who have a conflict of interest related to a particular funding request must disclose the conflict to the other members of the Finance committee prior to the vote. By majority vote, the Committee may decide in the interest of fairness whether abstention is required.
- (v) The Finance Committee shall be responsible for drawing up a proposed budget for the Student Bar Association every year pursuant to Article X, and shall have the authority to disburse funds to student organizations.

(b) Election Committee

- (i) The Chair of the Election Committee shall be responsible for ensuring that all forms, rules, and updates regarding every election is posted on the SBA website, and shall ensure with the help of the committee that all students are aware of the election dates and election process. The Chair shall also be responsible for setting dates, times, and deadlines for each election pursuant to Article III.
- (ii) The Election Committee shall conduct, supervise, and certify all elections and referenda of the Student Bar Association.
- (iii) The Election Committee shall be responsible for communicating the results of the election to all candidates and the General Assembly.
- (iv) The Election Committee shall consider any amendments and revisions to the Bylaws necessary to make the election process easier for students.

(c) The Board Inquiry

- (i) No officer may be a member of the Board of Inquiry.
- (ii) The President shall only nominate the Chair of the Board of Inquiry at the beginning of the school year. No other committee members shall be appointed.
- (iii) All allegations concerning members of the General Assembly shall be submitted to the Chairperson of the Board of Inquiry in writing, along with any information, documentation, and/or list of witnesses that will help the committee reach a just recommendation. Should the Chairperson of the Board of Inquiry be the subject of the allegations, the information should be submitted to the President, and the President shall serve Acting Chair of the Board of Inquiry.



- (iv) Upon receipt of allegations, the Chair shall convene the Board of Inquiry as follows: as soon as possible by whatever means is convenient, each class, consisting of 1L, 2L, 3L, Evening, and LLM students, shall nominate and appoint one (1) member of the respective classes of the Board of Inquiry to investigate the charges. The Chairperson cannot be appointed as a class representative. The accused member(s) shall not have any part in the appointment process.
- (v) The Chairperson shall inform the accused member(s) of the allegations two (2) weeks before the Board of Inquiry meets and ask the accused to submit any information, documentation, and/or list of witnesses that will help the committee reach a just recommendation.
- (vi) The Chairperson shall convene a meeting of the Board of Inquiry as soon as possible after receiving information from both the accusing party and the accused party. The accused member must be given at least three (3) days to respond to any allegations before the Board of Inquiry is convened to consider evidence.
- (vii) Both parties shall be allowed, but not required, to present testimony to the Board of Inquiry before the committee deliberates.
- (viii) The Board of Inquiry may forward accusations to the full General Assembly, pursuant to Article IV, only upon a majority vote. The Committee may also dismiss any and all allegations by majority vote.
- (ix) By majority vote, the Board of Inquiry may vote to censure the member if the accusations are meritorious. A censured member may appeal the decision to the General Assembly. If the Board of Inquiry's decision is so appealed, the Chairperson shall turn all evidence and information gathered in the investigation over to the members of the General Assembly.
- (x) If a majority of the Board of Inquiry votes to remove the member, then the General Assembly must vote to remove the member by a 2/3 vote. This vote may not be conducted electronically. If the vote fails, the member retains his or her position as a voting member.
- (d) **Social Committee**
 - (i) The Social Committee shall be responsible for organizing at least one (1) social event per semester for the members of the Student Bar Association.
 - (ii) Attempts should be made by the Committee to accommodate members in both the Day and Evening Divisions when organizing events.
- (e) **Barristers Ball Committee**
 - (i) The Barristers' Ball Committee is responsible for proposing a budget for the event not later than October, to be approved by the General Assembly.
 - (ii) The Barristers Ball Committee shall have full authority to plan and execute an annual Barrister's Ball, which must be open to the entire Student Body.
- (f) **Curriculum Committee**



- (i) The Curriculum Committee shall be responsible for ensuring the quality of the academic programs at Chicago-Kent College of Law, as well as any student concerns with academic programs. This Committee shall also be responsible for scheduling issues of classes or finals.
- (ii) The Curriculum Committee shall consider whether to create a competitive scholarship for the student body.
 - (A) The committee shall determine the parameters of the scholarship should they decide to offer a scholarship.
- (g) **Technology Committee**
 - (i) The Technology Committee shall be responsible for ensuring that Chicago-Kent College of Law meets the technological needs of its students, and shall work closely with the Center for Law and Computers and technology librarians to ensure the same.
 - (ii) The Technology Committee, working with the Secretary, shall be responsible for ongoing maintenance of the SBA website.
- (h) **Talent Show Committee**
 - (i) The Talent Show Committee shall be responsible for a talent show in the second semester of every year.
 - (ii) Attempts should be made by the Committee to ensure that as many members of the Student Body are able to attend as possible.
- (i) **Diversity Committee**
 - (i) The Diversity Committee shall be responsible for the promotion of diversity at Chicago-Kent.
 - (ii) The Committee shall plan an annual “Diversity Week,” which showcases the diverse organization at Chicago-Kent. Efforts should be made to coordinate this week with the ABA’s Diversity Day.
- (j) **Philanthropy Committee**
 - (i) The Philanthropy Committee shall be responsible for the promotion of Philanthropic activity at Chicago-Kent College of Law.
 - (ii) The Philanthropy Committee shall organize at least one philanthropic event each semester.
- (k) **Career Development Committee:** The Career Committee shall promote the career advancement of all students at Chicago-Kent College of Law, and shall work closely with the Chicago-Kent Administration to ensure the same.
- (l) **School Relations Committee**
 - (i) The School Relations Committee shall be chaired by either the Vice President Day Division or the Vice President Evening Division, and shall consist of at least four (4) other General Assembly members.
 - (ii) The School Relations Committee shall be responsible for the promotion of student’s access to resources at Chicago-Kent College of Law. The School Relations Committee Chair shall do this through assigning a member of the Committee to Spak, the Library, the Bookstore, and the Student Services Office.



- (iii) The School Relations Committee shall directly interface with the Law School or IIT, where necessary, to address valid concerns of any member of the Student Body, and shall take special note of any concern brought to the Committee by any member of the General Assembly.
- (iv) The School Relations Committee shall release yearly a survey to the entire student body to collect feedback and concerns from students to help the SBA prioritize its efforts.
- (m) **Parliamentarian:** A parliamentarian shall be appointed by the President to ensure procedure in meetings. The parliamentarian shall recommend and write any changes to the Bylaws that are necessary to make the business of the General Assembly more efficient.
- (n) **Student Bar Association Awards Committee**
 - (i) The Student Bar Association Awards Committee shall be responsible for awarding the Student Bar Association Awards and recommending students for entry into the Bar and Gavel Society.
 - (ii) The Student Bar Association Awards Committee need not be appointed until spring semester.
 - (iii) The Student Bar Association Awards Committee shall consist of at least three (3) people, none of whom may be candidates for the award. The Chairperson of the Committee shall be a member of the General Assembly, but shall have no vote in committee deliberations except in cases of a tie. The Chair shall appoint a faculty adviser, who shall serve in an ex officio capacity on the committee.
 - (iv) **Awards**
 - (A) *Student Bar Association Awards.* Every spring semester, the Committee shall seek nominations from the Student Body for the following awards: Staff Member of the Year, Adjunct Professor of the Year, Professor of the Year, Ralph Brill Award (which may only be awarded to a staff member, faculty member, or alumnus/alumna who has graduated at least 10 years before the award is given and has shown exemplary service and accomplishment), and Student Organization of the Year.
 - (B) *Nominations for Awards.* Nominations shall consist of a letter to the Chairperson stating the reasons for the nomination, specifically referring to the candidate's law school activities, outside legal activities, and service. Based on this information, the Committee shall select up to three nominees to be considered for the award. Once the nominations are selected, the Student Body shall vote.
 - (D) *Bar and Gavel Society.* The Committee must also seek nominations every Spring for any student graduating in the current school year for the Bar and Gavel Society.
 - (I) The Committee may select up to twelve (12) of the nominees for induction into the Bar and Gavel Society in



- recognition of their outstanding service to the law school, the community, and the legal profession.
- (II) The Bar and Gavel Society Committee may request a resume from each person nominated.
 - (E) *Nominations for Bar and Gavel Society.* Nominations shall consist of a letter to the Chairperson stating the reasons for the nomination, specifically referring to the candidate’s law school activities, outside legal activities, and service. Based on this information, the Committee shall select individuals for induction into the Bar and Gavel Society.
 - (v) The Committee shall plan and host an event at which the awards are announced. All nominees shall be invited, as well as all members of the Student Body, faculty, and staff.

Section 3: All appointments to standing committees shall be made prior to the second general meeting of the General Assembly of any year.

Section 4: Assignments to all committees shall be valid until the end of the current term unless the President revokes the assignment or the member resigns the committee.

Section 5: The President may appoint the student members of all faculty committees where the students have a seat.

Section 6: Ad Hoc Committees. The President may create ad hoc committees to deal with specific issues with the advice and consent of a majority of the General Assembly. The General Assembly may also create an ad hoc committee by resolution. Such committees shall terminate, at the latest, at the end of the current term.

Section 7: The President and General Assembly may refer any matter to either an appropriate standing committee or an ad hoc committee by majority vote. If a matter is referred to a committee, that committee shall meet before the next scheduled meeting of the General Assembly to consider the issue so referred and, if necessary, create and implement a plan of action to resolve the issue or propose action by the General Assembly.

ARTICLE X: THE BUDGET

Section 1: This Article aims to create a streamlined budgeting process by providing rules and regulations for the distribution of any Student Bar Association funds (the “Budget”). The total Budget shall consist of the General Operating Fund, the Supplemental Fund, and the Initial Budget.

Section 2: Definitions. For the purposes of this Article only, the Definitions are:



- (a) **Allocate or Allocation:** This refers to the action the Student Bar Association takes to distribute any available funds to qualifying Student Organizations.
- (b) **Travel Expenditures:** This refers to the release of funds from the Office of Administration and Finance to individuals for amounts spent on authorized Student Organization travel. No personal expenses, including per diem, can qualify for Reimbursable Travel Expenditures.
- (c) **Initial Budget:** This refers to the annual budget considered and approved by the General Assembly which consequentially governs the Allocation of funds for that semester.
- (d) **Student Activity Fee:** This refers to the fee paid by all students pursuant to Section 12.3 of the Chicago-Kent Student Handbook.
- (e) **Student Organization:** This refers to a group recognized by the Student Bar Association as an eligible organization to receive funding. In order to be eligible for Student Bar Association funding, a Student Organization must yearly submit a copy of their bylaws, containing an election procedure with a method to challenge election results, and a budget to the Student Bar Association; register online with the Student Services Office; and, if then in existence, attend the President/Treasurer Meeting that is to be held at the beginning of the year by the Treasurer.
- (f) **Supplemental Funding Request:** This refers to a request for additional funds by a Student Organization after the Initial Budgets have been approved, and prior to the Funding Deadline. This additional allocation is drawn from the Supplemental Fund pursuant to Section 6 of this Article.
- (g) **Requesting Student Organization:** This refers to a student organization that has made a request to the Treasurer for money from the Supplemental Fund.
- (h) **Funding Deadline:** The day at the end of the semester selected by the Treasurer after which no additional funding appropriations will be available for student use.

Section 3: The Student Activity Fee is the primary source of funds that are distributed by the General Assembly. It is the duty of the general assembly to approve the preliminary budget and, at the time of approval, to address any concerns so that all line-item allocations adequately meet the needs for which the funding is planned. After all, the General Assembly acts on behalf of the entire student body to ensure accountability for the funds allocated and to promote the fiscal responsibility of Student Organizations.

Section 4: Initial Budget.

- (a) No more than thirty percent (30%) of the total revenue of the Student Bar Association may be appropriated to the Initial Budgets of the Student Organizations.
- (b) At the beginning of every school year, the Treasurer must hold a general meeting for all student organizations to answer questions about the budget. All Student Organizations present at the meeting are eligible for funding.



- (c) Each year, the Treasurer must create an Initial Budget for each active Student Organization that should be reasonably consistent with the budget they received in the past. Any Student Organization is allowed to make requests to the Treasurer to approve a change in Initial Budget.
- (d) The Treasurer must report the Initial Budgets for each organization to the Finance Committee, who must approve it by majority vote.
- (e) Once approved by the Finance Committee, the Initial Budgets must be approved by the General Assembly. No reimbursement may be made during the school year unless and until the General Assembly approves the Initial Budgets.
- (f) Each Student Organization's Initial Budget is the total amount the Student Organization may spend during the school year that will automatically qualify for Student Bar Association reimbursement.
- (g) The Initial Budget shall be fully discretionary; however, all spending of student money must ultimately comply with Chicago-Kent College of Law and IIT rules. The General Assembly and the Treasurer are not responsible for reimbursement if a Student Organization spends its Initial Budget on any event or item that is not ultimately approved by the school.

Section 5-1: Reimbursement Procedure. Account numbers are distributed by the Office of Administration and Finance. Any Student Organization that chooses to keep an account must petition the Treasurer to set up an account with the Office of Administration and Finance.

- (a) If a Student Organization chooses to charge its members student membership dues, they can be deposited in the Office of Administration and Finance in Suite 265 in a non-SBA account.
- (b) Student Organizations are prohibited from maintaining private accounts outside the Office of Administration and Finance to hold funds for the Student Organization. This regulation was put in place to insulate Student Organizations from liability that arises from maintaining a private account.
- (c) To be reimbursed for any expenditure within the Initial Budget, an individual from the Student Organization should complete the appropriate form and submit it to the Student Bar Association Treasurer, or if the Treasurer is not available, to the Student Bar Association President, for approval.
- (d) The requestor must comply with the policies and procedures of the Office of Administration and Finance throughout this process. Any questions on these policies should be directed to the Treasurer.
- (e) The Treasurer shall under no circumstances approve a check request for himself or herself – the President must approve check requests payable to the Student Bar Association Treasurer. Similarly, the Student Bar Association President may not approve a check request for herself or himself – the Treasurer must approve check requests payable to the Student Bar Association President. Should the President or Treasurer, approve a check request in violation of Article X, he or she shall be referred to the SBA Board of Inquiry immediately.



- (f) IIT is tax-exempt organization, and is not subject to sales tax. Therefore, Student Organizations will NOT be reimbursed for sales tax.
- (g) No reimbursements will be issued for unsubstantiated expenditures or for expenditures that violate federal, state, or local laws; IIT rules and regulations; or the Student Bar Association Constitution or Bylaws.

Section 5-2: Travel expenditures. All travel funds requested from and approved by the Student Bar Association may include a stipulation that the Student Organization may be asked to submit a detailed report to the Student Bar Association after the trip. The report should list who traveled, where they went, when, why, what was accomplished by going, how the trip benefited the student body, and how much the trip cost. Travel reimbursements shall be made in similar fashion as all other appropriations.

Section 6: The Supplemental Fund.

- (a) The Initial Budget shall set aside a dollar amount to be used as a Supplemental Budget.
- (b) When any Student Organization wishes to obtain additional funding, it must notify the Treasurer in whatever system or manner the Treasurer has prescribed.
- (c) Once a Supplemental Funding request is received, the Treasurer must convene the Finance Committee within a week of receiving a Student Organization's request for funding.
- (d) The Committee shall decide whether or not to grant the request by majority vote. The Committee also has the discretion to grant a partial or conditional request.
- (e) The Committee may hear the requests of more than one Student Organization at any given meeting.
- (f) A representative of the requesting Student Organization must be permitted to attend the meeting and must be given a reasonable amount of time to address the Committee before the Committee votes.
- (g) The Treasurer must notify the requesting Student Organization of the Committee's decision with 24 hours of the vote.
- (h) When deciding whether to grant a Supplemental Funding Request, the Treasurer may only vote to break a tie.
- (i) Once the request is granted, the Student Organization may only be reimbursed for the amount voted upon by the Committee and only for the purpose for which the Supplemental Funding Request was originally made. The President and the Treasurer have the discretion to deny or retract the reimbursement if it is discovered that the Student Organization used the money for a different purpose.
- (j) **Limitations.** The Finance Committee may grant a Supplemental Funding Request for any reason, except:
 - (i)
 - (ii) to fund social gatherings limited to the members of the organization;
 - (iii) to fund an unreasonably high travel expenditure or other expenditure that is limited to an unreasonably small number of students;



- (iv) to fund any event that is not welcoming to the entire student body, or that discriminates based on race, color, sex, religion, family or marital status, disability, military status, sexual orientation, sexual identity, economic status, or political viewpoint; or
 - (v) any purpose that would conflict with the rules, regulations, and/or policies of Chicago-Kent College of Law or IIT.
- (k) Any supplemental fund decision may be appealed once at the following meeting.

Section 7: General Operating Fund.

- (a) All Student Bar Association revenue not appropriated into the Initial Budgets or Supplemental Fund shall constitute the General Operating Fund (GOF). The GOF may be used for any purpose, except:
 - (i) to fund promotional material for an individual Student Organization, including but not limited to: t-shirts, buttons and flyers(unless such material is advertising a particular event);
 - (ii) to fund any event that is not welcoming to the entire student body, or that discriminates based on race, color, sex, religion, family or marital status, disability, military status, sexual orientation, sexual identity, economic status, or political viewpoint; or
 - (iii) any purpose that would conflict with the rules, regulations, and/or policies of Chicago-Kent College of Law or IIT.
- (b) The Treasurer must disclose to the Student Bar Association all line-item appropriations from the GOF on the Student Bar Association Website. Failure to do shall subject the Treasurer to review by the Board of Inquiry.
- (c) The General Assembly may vote to “earmark” any portion of the GOF for a specific purpose. Earmarked money may not be spent on any purpose other than the purpose for which it was appropriated unless:
 - (i) the General Assembly reverses the earmark by majority vote; or
 - (ii) the event or purpose for which the money was earmarked has already occurred.

Section 8: Based on the recommendation from the Barristers’ Ball Committee, the General Assembly must approve by majority vote an allocation from the GOF to be set-aside for the Barristers’ Ball. This vote must be taken at the beginning of the year.

Section 9: After the spring Funding Deadline, any dollar amount remaining in the Supplemental Fund or Initial Budgets shall revert to the GOF. The dollar amount in the GOF at the end of the school year will remain in the Budget for the following school year.

Section 10: Penalties.

- (a) Any General Assembly member found to be misusing any Student Bar Association funds will be referred immediately to the Board of Inquiry and subject to removal.



- (b) Any Student Organization that is not in compliance with this Article may be sanctioned including the suspension of funding, a fine, or any other appropriate penalty. Any penalty levied against a Student Organization must be proposed by the Finance Committee and approved by a vote of the General Assembly.

ARTICLE XI: STUDENT ORGANIZATIONS

Section 1: The General Assembly shall have the exclusive power to recognize student organizations at Chicago-Kent College of Law.

Section 2: Only student organizations recognized by the General Assembly, with a faculty sponsor, may receive funding from the Student Bar Association. As required in Article X, Section 2(e), each year student organizations must submit their by-laws, with an election procedure that allows the challenging of election results to the Student Bar Association; register online with the Student Services Office; and, if then in existence, attend the President/Treasurer Meeting that is to be held at the beginning of the year by the Treasurer.

Furthermore, if student organizations want to have a website, they must consult with Chicago-Kent’s Library (no outside domains should be registered or free services used, the purpose being to allow better support and transitions from year to year).

Any organization with a website that has not been updated in more than 3 years, or at the request of the SBA General Assembly by majority vote, will have their site archived and removed from public display until someone is able to provide more current information.

Section 3: Each year the President, with the advice and consent of the Executive Board, must adopt a formal written Student Organization Approval policy detailing *inter alia* the materials that must be submitted to the Student Bar Association in order for an organization to be considered for approval. The policy must be sent to the Student Body via school-wide email, the Record or any other method reasonably calculated to provide the Student Body with adequate notice.

Section 4: Upon receiving the appropriate materials, the President must present all documents to the General Assembly for a vote.

Section 5: Student organizations shall only be deemed recognized by the Student Bar Association after the General Assembly approves an application by majority vote.

Section 6: The General Assembly may revoke an organization’s recognition by a two-thirds (2/3) present vote. Any student organization whose recognition is revoked must wait one (1) academic year before applying for recognition again.



Section 7: Any recognized student organization shall be deemed inactive if they fail to sponsor at least one event with Student Bar Association funding. Inactive organizations must submit a new application to be eligible for funding from the Student Bar Association. A student organization that has failed to meet the appropriate requirements as described herein may not be recognized within the academic calendar year, or so long as the same individuals remain executive officers at the time that the organization was not in compliance.

ARTICLE XII: **AMENDING THE BYLAWS**

Section 1: To amend the Bylaws:

- (a) Any member of the General Assembly must present to the General Assembly a specific, written amendment 48 hours in advance of the meeting at time which the amendment is to be considered; or
- (b) Any member of the General Assembly may orally propose the generic content or purpose of an amendment at any meeting. If a majority of the General Assembly votes to support the proposal, the Parliamentarian shall draft the amendment language to be voted upon at the next meeting of the General Assembly.

Section 2: Amendments on the floor may themselves be amended by majority vote of the General Assembly.

Section 3: To approve the actual amendment in its original form or as amended requires a vote of two-thirds (2/3) present of the General Assembly.

Section 4: None of the votes in Article XII may be conducted electronically.