

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

PREAMBLE

We, the students of Chicago-Kent College of Law, IIT, in order to insure academic excellence and professional growth among the students, to insure 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, IIT 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.

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 III, Section 6(b).
- (b) **Representatives.**
 - (i) Two (2) members from each section of the first year day students, as well as two (2) members who are first year night students.
 - (ii) Students elected to represent a specific first year section must be from that respective section during their term of service. Should a first year

representative leave the section 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 III, Section 6(a).

- (iii). Four (4) members from the second year day division, and four (4) members from the third year day division.
- (iv). Two (2) members each from the night divisions of second, third, and fourth year students.
- (v). 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 III, Section 6(a).
- (vi). Two (2) members from the LLM division.
- (vii). 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.
- (viii). One (1) representative of the Illinois State Bar Association who is to be elected at large and who has accumulated at least ten (10) credit hours.
- (ix). One (1) representative of the Chicago Bar Association who is to be elected at large and who has accumulated at least ten (10) credit hours.

ARTICLE III: ELECTIONS AND APPOINTMENTS

Section 1: Elections for the General Assembly shall be held twice every year. They shall be held in the second week of September, during which all first year Representatives shall be elected, and the third 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's "Code of Conduct" and the Student Bar Association Bylaws.

- (a) All members of the Student Bar Association 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, meaning that anyone intending to graduate in the winter of the year of service on the General Assembly may not run for any position. No member of the General Assembly shall hold more than one elected position at the same time.
- (b) Each semester, the Election Committee must select the exact dates on which the elections will take place.
- (c) Each election, the Election Committee 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 and the Record.

- (d) Each election, the Election Committee must establish a Candidacy Deadline that must be no later than three school days prior to the election, and the Election Committee Chair shall inform the Student Body of the Candidacy Deadline.
- (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; 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) 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; 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.
- (g) Failure to comply with these rules may subject the candidate to disqualification.
- (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.”
- (i) Unreadable petition signatures or other petition information will not be counted toward the minimum number of signatures required.
- (j) All name placements on the ballot shall be determined by lottery.
- (k) 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 two weeks in advance of the election.

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) Candidate shall not post any printed material on the student organization boards.
- (d) Posters and fliers are the only campaign items allowed to be posted at Chicago-Kent.
- (e) No candidate or ticket may spend more than \$100 on a campaign. The Election Committee will determine the fair market value of gratuitous items and items unsupported by documentation.
- (f) Campaigning utilizing a server to deliver a message to the e-mail accounts with the domain name kentlaw.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 Bar Association may cast a vote for any of the contested positions.
- (c) In the September election, only first-year students may cast a ballot. Each first year student may only vote for any of the candidates from his or her section.
- (d) After the 48 hour voting period has ended, the Election Committee must count the votes. 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 school-wide email of the names of each of the winners.
- (h) In the event of a tie, the Election Committee must 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, with the exception of the fact that the election must only take place over a 24 hour period.
- (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 Assistant Dean, the contesting candidate, and a faculty member chosen by the contesting candidate. The outcome of the challenge shall be determined by a majority vote of this Panel, which may rule to uphold the results or overturn them.
- (j) If the results are overturned, a new election for the position in question must occur exactly one week after the decision of the Panel. This election is subject to all relevant rules under these Bylaws, with the exception of the fact that the election must only take place over a 24 hour period.

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 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 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 Vice-President of the Day Division shall become President. Should the Vice-President Day Division not be available, by choice or incapacity, or should he or she vacate the office of the President at any time in the future, the Vice President Evening Division at the time of the original President's vacancy shall become President. Should neither of the Vice-Presidents take the office of the President, or should the office of the President be vacant after the succession of both of the Vice-Presidents, the Election Committee Chair shall hold a school-wide vote for the office of the President as soon as possible.

ARTICLE V: 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.

Section 2: To remove any General Assembly member from office, a member of the Student Bar Association must submit request must be submitted 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 X, Section (c). 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 in Section 1 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. If the Board of Inquiry is subject to removal pursuant to Article VIII, Section 7, then the President may initiate removal proceedings at his or her discretion.

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 both Vice Presidents.

ARTICLE VI: POWERS AND DUTIES OF THE GENERAL ASSEMBLY

Section 1: The General Assembly shall have the power and responsibility 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;
- (e) Raise funds through student fees or other fundraising activities;
- (f) Appropriate funds to both the Student Bar Association and to properly recognized student organizations;
- (g) Make awards in recognition of merit and establish the criteria for such awards;
- (h) Encourage recognized student organizations to hold activities for the betterment of the students of Chicago-Kent College of Law;
- (i) Participate in and cooperate with other organizations to help the students of Chicago-Kent College of Law;
- (j) 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;
- (k) Recognize student organizations;
- (l) Maintain an SBA Website to provide the Student Bar Association with access to all necessary information; and
- (m) 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 VII: OFFICERS

Section 1: **The President shall:**

- (a) Be the presiding officer of the General Assembly at its meetings pursuant to Article VIII, 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 each meeting in consultation with the Parliamentarian 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 Bar Association 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 Bar Association on the activities and goals for the year.

- (ii) This address may be written in the commentator or Record, or may orally given at a well-publicized event.
- (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 the Chicago-Kent Record, the Chicago-Kent listserv, or the Chicago-Kent Commentator.
- (e) Appoint the chairs and members of each standing committee, with the advice and consent of a majority of the General Assembly.
- (f) Have the power to establish ad hoc committees, and to appoint the chairpersons of those committees, with the advice and consent of a majority of the General Assembly.
- (g) Be the student's representative during meetings of the Chicago-Kent College of Law faculty, and shall vote on behalf of the Student Bar Association 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 IX.
- (k) Not serve on the executive board of any recognized or unrecognized student organization at Chicago-Kent.

Section 3: The Vice President Day Division and Vice President Evening Division

- (a) In the absence of the President to 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) The Vice Presidents shall closely advise the President, and represent the President at meetings or events where the President cannot attend in person.
- (c) The Vice Presidents shall report any and all activities undertaken in their capacities as Vice Presidents to the General Assembly at the next meeting.

Section 4: 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.
- (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.

Section 5: 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 all 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 XI 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 XI 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) Not serve on the executive board of any recognized or unrecognized student organization at Chicago-Kent.

ARTICLE VIII: 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 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, except for meetings approving the semester budget of the Student Bar Association or when amendments to these bylaws are being considered. Any vacancies on the General Assembly shall not be considered in calculating quorum.

Section 6: The Secretary shall maintain records of all absences, and whether they were excused or not.

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 Chairperson of the Board of Inquiry. More than two absences is adequate grounds for Removal under Article V, and Removal proceedings against that member may be initiated pursuant to Article V, Section 2, or at the discretion of the Chair of the Board of Inquiry.

Section 8: Open Session.

- (a) The President shall grant reasonable speaking rights to any member of the Chicago-Kent Student Bar Association 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 and the Parliamentarian pursuant to Article VII, Section 1(a). Business shall be conducted by majority vote of the General Assembly.

- (c) All meetings must be open to any member of the Student Bar Association, 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 Bar Association 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 Bar Association at large through the Record immediately following the vote.

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 Bar Association wishes to obtain the minutes of any closed session that occurs after these bylaws are ratified, 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.

ARTICLE IX: 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 approve 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 V.
- (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 V.
- (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.

ARTICLE X: 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 at large may also be selected to serve on the committee, 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) The Finance Committee shall consider any amendments and revisions to the Bylaws necessary to make the funding process easier for student organizations, and recommend them to the General Assembly.
 - (v) The Finance Committee shall be responsible for drawing up a proposed budget for the Student Bar Association every year pursuant to Article XI, and shall have the authority to disburse funds to student organizations.
- (b) **Election Committee**
 - (i) The Election Committee shall conduct, supervise, and certify all elections and referenda of the Student Bar Association.
 - (ii) The Election Committee shall be responsible for communicating the results of the election to all candidates and the General Assembly.
 - (iii) The Election Committee shall be consider any amendments and revisions to the Bylaws necessary to make the election process easier for students.
 - (iv) Set dates, times, and deadlines for each election pursuant to Article III.
 - (v) 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.
- (c) **The Board of 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 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: at the next meeting of the General Assembly, each class, consisting of 1L, 2L, 3L, and Evening 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 within three (3) days of receiving the allegations and ask the accused to

submit any information, documentation, and 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 and removed by majority vote of 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.
 - (iii) The Social Committee Chair must appoint at least two (2) at large members to the committee.
- (e) **Barristers Ball Committee**
- (i) The Barristers Ball Committee shall plan and execute an annual Barrister's Ball, which must be open to the entire Student Bar Association.
 - (ii) The Barristers' Ball Committee is responsible for proposing a budget for the event in the first month of the year, to be approved by the General Assembly no later than the second meeting of the year.
- (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 be responsible for administering and disbursing the SBA Scholarship set forth in Article XI, Section 9 through the creation of a Selection Committee.
 - (A) The Selection Committee shall be responsible for collecting petitions from the student body who wish to receive the scholarship

- (B) The Selection Committee shall select ten (10) student to receive five hundred dollars (\$500) each who display exceptional service to the community and the school. Any student must be in his or her 2L, 3L, or 4L year to be eligible for the scholarship. Any student who is eligible shall not be receiving any additional scholarship monies.
 - (C) The Selection Committee members shall consist of: The Curriculum Committee Chair, the Assistant Dean (for Student Affairs), a staff member from the Admissions office, a faculty member to be selected by the President, a day student to be selected by the Vice President of the Day Division, and an evening student to be selected by the Vice President of the Evening Division.
 - (D) Members of the Selection Committee are not eligible for the scholarship.
 - (E) No officer of the General Assembly shall be eligible for the 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 to ensure the same.
 - (ii) The Technology Committee 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) The Committee must ensure that as many members of the Student Bar Association 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 Career Services Office 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 a concern of any member of the Student Bar Association, and shall take special note of any concern brought to the Committee by the Complaint Coordinator.
- (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.
- (m) **Bar and Gavel Society Committee**
 - (i) The Bar and Gavel Society Committee shall be responsible for recommending students for entry into the Bar and Gavel Society.
 - (ii) The Bar and Gavel Society Committee need not be appointed until spring semester.
 - (iii) The Bar and Gavel Society 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 shall serve in an ex officio capacity on the committee.
 - (iv) Every spring semester, the Bar and Gavel Society Committee shall seek nominations from the Student Bar Association for the following awards: Staff Member of the Year, Adjunct Professor of the Year, Professor of the Year, Alumna/Alumnus of the Year, the Ralph Brill Award (*which may only be awarded to a staff member, faculty member, or alumnus/alumna who has either been employed by Chicago-Kent for 10 years or has graduated at least 10 years before the award is given and has shown exemplary service and accomplishment*), and Student Organization of the Year. 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 Bar Association at large shall vote.
 - (v) The Committee must also seek nominations every spring for any student graduating in the current school year for the Bar and Gavel Society. The Committee must select up to twelve (12) of the nominees who have demonstrated tremendous leadership and service to the school as award recipients.

- (v) The Bar and Gavel Society Committee may request a resume from each person nominated.
 - (vi) Once all award recipients are decided, 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 Bar Association, faculty and staff. Efforts should be made to include Chicago-Kent alumni as well.
- (n) **The Complaint Coordinator.**
- (i) The President must appoint a Complaint Coordinator. The CC must regularly check the Student Bar Association email address to field complaints and concerns of members of the Student Bar Association.
 - (ii) The CC is responsible for submitting a biweekly question to the Dean, who will publish an answer to the question on the Record.
 - (iii) The CC must forward all relevant concerns to the School Relations Committee Chair.

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. At least one student seat on each faculty committee shall be reserved for members of the General Assembly.

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, by the end of the current term of the General Assembly.

Section 7: The 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 XI: THE BUDGET

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

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

- (a) **Allocate or Allocation:** This refers to the action the Student Bar Association takes to distribute the 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 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 SBA as an eligible organization to receive funding. To qualify, a Student Organization must have a Constitution ratified by its membership on file with the SBA, a Faculty Advisor, and elected officers. The SBA itself is considered a Student Organization and must comply accordingly
- (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 SO:*** 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 source of all funds that are distributed by the General Assembly. The General Assembly is vested with the responsibility of assessing each Student Organization's annual budget to ensure that each organization is well funded while at the same time ensuring that enough money is fairly distributed to all student organizations. Additionally, it is the responsibility of the General Assembly to ensure that the Student Bar Association has an adequate operation budget to use for the benefit of the whole Student Bar Association. 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) 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.
- (b) Each year, the Treasurer must create an Initial Budget for each active Student Organization (SO) that should be reasonably consistent with the budget they received in the past. Any SO is allowed to make requests to the Treasurer to approve a change in Initial Budget.
- (c) Beginning in the Fall 2012 semester, no more than thirty percent (30%) of the total revenue of the Student Bar Association may be appropriated to the Initial Budgets of the SOs
- (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 SO's Initial Budget is the total amount the SO 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 is ultimately approved by Chicago-Kent College of Law and the Illinois Institute of Technology. The General Assembly and the Treasurer are not responsible for reimbursement if an SO 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 & Finance. Any Student Organization which chooses to keep an account must petition the Treasurer to set up an account with the Office of Administration & 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.
- (b) Student Organizations are PROHIBITED from maintaining private accounts 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 other than a Travel Expense, a requester from the individual from the SO should complete FORM A from the SBA Website and submit it to the SBA Treasurer, or if the Treasurer is not available, to the SBA President, for approval. FORM A must be attached to an original receipt at all times and must be signed by the Treasurer or President, who will submit it to the Office of Administration and Finance.
- (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 SBA Treasurer. Similarly, the SBA President may not approve a check request for herself or himself– the Treasurer must approve check requests payable to the SBA President. Any Officer, including the President or Treasurer, who approves a check request in violation of Article XI 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. Remember to use the IIT Tax Exempt ID letters (FORM B on the SBA Website) to avoid paying sales tax.
- (f) NO REIMBURSEMENT WILL BE ISSUED FOR UNSUBSTANTIATED EXPENDITURES OR FOR EXPENDITURES THAT VIOLATE FEDERAL, STATE, OR LOCAL LAW, IIT RULES AND REGULATIONS, OR THE SBA CONSTITUTION AND BYLAWS.

Section 5-2: Travel expenditures. All travel funds requested from and approved by the SBA include a stipulation that the Student Organization may be asked to submit a detailed report to the SBA 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, except FORM C shall be used instead of FORM A.

Section 6: The Supplemental Fund.

- (a) At the first meeting of each semester, the Finance Committee shall recommend a dollar amount to be set aside as the Supplemental Fund in addition to the Initial Budgets.
- (b) The Supplemental Fund will be set aside for Student Organization use only.
- (c) The General Assembly must vote to approve the Supplemental Fund by majority vote. Once this vote occurs, the Supplemental Fund is considered “activated.”
- (d) When any SO wishes to obtain additional funding, it must notify the Treasurer.
- (e) If the Supplemental Fund has been activated, the Treasurer must convene the Finance Committee within a week of receiving an SO’s request for funding.
- (f) 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.
- (g) The Committee may hear the requests of more than one SO at any given meeting.
- (h) A representative of the requesting SO must be permitted to attend the meeting and must be given a reasonable amount of time to address the Committee before the Committee votes.
- (i) The Treasurer must notify the requesting SO of the Committee’s decision with 24 hours of the vote.
- (j) When deciding whether to grant a Supplemental Funding Request, the Treasurer may only vote to break a tie.
- (k) Once the request is granted, the SO 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 the reimbursement if it is discovered that the SO used the money for a different purpose.
- (l) **Limitations.** The Finance Committee may grant a Supplemental Funding Request for any reason, except:
 - i. to fund promotional material for an individual SO, including but not limited to: t-shirts, buttons, flyers, blogs, and websites (unless such material is advertising a particular event)
 - 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.

- v. Any purpose that would conflict with the rules, regulations, and/or policies of the Illinois Institute of Technology or Chicago-Kent College of Law.

Section 8: 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 SO, including but not limited to: t-shirts, buttons, flyers, blogs, and websites (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.
 - iii. Any purpose that would conflict with the rules, regulations, and/or policies of the Illinois Institute of Technology or Chicago-Kent College of Law.
- (b). Either on March 1, 2012, or upon the ratification of these Bylaws—whichever is later—the Treasurer must thenceforward disclose to the Student Bar Association all appropriations from the GOF on the SBA 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 9: The General Assembly shall set aside five thousand dollars (\$5,000) of the GOF every semester pursuant to Article X, Section 2(f)(ii).

Section 10: 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 11: 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 20: 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 SO that is not in compliance with this Article XI 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 XII: REFERENDA

Section 1: Either the General Assembly or members of the Student Bar Association may call for a question to be submitted to the membership of the Student Bar Association through referendum. A majority of votes cast in favor of an issue presented through referendum shall be presumed to show affirmative support for the issue and shall therefore require the General Assembly to convene as soon as practicable to take a formal, binding vote on the matter.

Section 2: The General Assembly may, by majority vote, submit a question for referendum if the motion is passed by the General Assembly at least one (1) week prior to the election. If the General Assembly wishes the vote to be binding, it must be approved by the General Assembly by 2/3 vote. If such a referendum is approved, an affirmative referendum vote shall be binding on the Student Bar Association and the General Assembly.

Section 3: Any member of the Student Bar Association may petition the General Assembly to include a referendum on the next ballot. A petition for referendum must include signatures from at least 10% of the membership of the Student Bar Association, and must be presented to the President at least one (1) week prior to the election. Such a referendum shall be binding on the Student Bar Association and the General Assembly.

Section 4: Any referendum properly and timely introduced to the President shall be included on the next scheduled election for the Student Bar Association. Notice of the proposed referendum shall be communicated to the student body through either website notice or through electronic methods.

ARTICLE XIII: STUDENT ORGANIZATIONS

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

Section 2: Only student organizations recognized by the General Assembly may receive funding from the Student Bar Association.

Section 3: In order to be recognized, student organizations must submit an application to the President or Secretary, including:

- (a) A brief description of the organization, including its official name, purpose, and benefit to the Chicago-Kent community.
- (b) A constitution or bylaws ratified by its membership to govern the organization;
- (c) A list of proposed elected officers; and
- (d) A faculty advisor.

Section 4: Upon receiving a completed application, the President or Secretary 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 its recognition by a two-thirds (2/3) present vote. Any student organization with its recognition 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.

ARTICLE XIV: **AMENDING THE BYLAWS**

Section 1: To amend the Bylaws:

- (a) Any member of the Student Bar Association 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 4: 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 5: None of the votes in Article XIV may be conducted electronically.