



SBA
LEWIS & CLARK LAW

**BYLAWS
OF THE
STUDENT BAR ASSOCIATION
OF
LEWIS & CLARK LAW SCHOOL**

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STATEMENT OF PURPOSE

“The Mission of the Lewis & Clark Law School Student Bar Association is to increase the breadth of legal experience available to students, serve as an advocate for the student body in working with law school administration and faculty, and to enhance the quality of student life. In pursuit of these goals, the policy of the Student Bar Association is to make transparency, fairness, and accountability the guiding principles of the association, and to inspire a sense of camaraderie, integrity, and professionalism, both on campus and in the legal community at large.”

Article I. OVERVIEW

Section 1.01 Name

- a) The name of this organization is the “Lewis & Clark Law School, Student Bar Association” (“SBA”).

Section 1.02 Membership

- a) The following representatives are the individual voting members of SBA. The individual members' responsibilities are defined in Article III of these Bylaws.
 - i. The Executive Officers: President, Vice President (“VP”) of Programming, VP of Communications, VP of Student Affairs, VP of Diversity, Equity, Inclusion, and Belonging, Treasurer, and Secretary.
 - ii. Two student representatives to each of the following Law School (external) committees: Academic Enhancement Committee, Admissions Committee, Budget Committee, Curriculum Committee, DEI Committee, Faculty Committee, Faculty Appointments Committee, and Natural Resources Committee,
 - iii. Two student representatives to the following Law School boards: Alumni Association Board of Directors, and the Student Health Advisory Board.
 - iv. One student representative each to both the Transportation Parking Advisory Committee and Student Wellness Committee.
 - v. One student representative to each of the following Lewis & Clark boards: Board of Trustees, Board of Visitors, and the Honor Board
 - vi. One evening division student representative.
 - vii. One representative from each first-year pod.
 - viii. One transfer student representative.
 - ix. Two LLM student representatives.
 - x. One ABA Student Representative

Section 1.03 SBA Community Building Award

This award seeks to acknowledge and highlight students that have been involved members of SBA, as well as provide a positive incentive for students to remain engaged in SBA activities throughout the academic year. The three criteria for students to meet to be granted this award are:

- Compliance with SBA Attendance Policy as set forth in Article I §1.06
- Completion of SBA Mandatory Commitment Requirement as set forth in Article I §1.10
- Successful submission of updated position description to Secretary before April transition meeting as set forth §1.12 of these Bylaws.

SBA members who are removed from office subject to Article I §1.08 will not qualify for the SBA Community Building Award for any academic year regardless of meeting the criteria listed in this section above.

Section 1.04 SBA's Jeff Jones "Nicely Done!"

Professor Jeff Jones exemplified what it meant to teach and lead with compassion. His spirit of generosity, humor, and candor will carry on through generations of attorneys to come.

This award acknowledges the impact that unsung heroes have on our campus community. These are the peers who prioritize students who may fall through the cracks and fill in gaps as they arise. The goal is to celebrate a student who embodies accountability, empathy, and community.

The award recipient will receive \$500.00 as a token of the Student Bar Association's appreciation of their presence and continued efforts to make our community a more inclusive and equitable place. The President shall send out a call for nominations by April 1st, and the recipient shall be announced **April 15**.

Nomination Criteria

Students may nominate one of their peers or self-nominate. Nominees should demonstrate the following characteristics:

- Inclusive attitude and spirit
- Positively engages with peers through empathy and compassion
- A stakeholder in the campus community
- Fun to be around!
- Follows through on commitments
- Accountable

Eligibility

Any Lewis & Clark Law Student is eligible for this award.

Selection Committee

The selection committee will include Professor Jones' wife, Tamara Jones, the President, and prior awardees of the Jeff Jones "Nicely Done!" Award.

Section 1.05 Meetings

- a) The first meeting of the year will be held at the call of the President no later than one month after the fall semester begins.
- b) At the first SBA meeting of the academic year, the general assembly shall vote to set a particular day every month to hold all future SBA meetings for the remainder of the academic year.
- c) The Secretary shall send to all members the scheduled meeting dates, times, and place for the year. The schedule may be changed by a majority vote of the executive officers.
 - i. The Secretary shall send adequate notice to the body regarding the date change and request an affirmation by the body.
- d) A majority of executive officers may call an extraordinary meeting.

Section 1.06 Attendance

- a) External and internal committee officers and all other non-executive members may have the following number of absences during the academic year:
 - i. Two excused absences; and
 - ii. One unexcused absence.
- b) Executive officers may have the following number of absences during the academic year:
 - i. Two excused absences; and
 - ii. Zero unexcused absences.
- c) If an absent member has an agenda item to discuss at the upcoming meeting, the member must delegate another SBA member to discuss the agenda item or send an email to the President with the relevant agenda item information to be discussed.

- d) An excused absence may be procured by giving the Secretary notice of the absence at least 24 hours in advance of the upcoming meeting.
- e) A member who is an intern or extern out of the Portland metro area for a semester may request additional absences from the President.
 - i. The President shall have discretion to determine the appropriateness of the additional absences.
 - ii. The member shall remain responsible for all duties and tasks associated with their position as a member within the SBA.
- f) If a member has more than the allowed number of excused or unexcused absences the President may move the SBA to remove the member according to the provisions set forth in Article I §1.09 of these Bylaws at the following meeting.
 - i. The President may ask the member to step out of the room to allow the other members of SBA to discuss the circumstances surrounding the expulsion and make an anonymous vote for expulsion by ballot.
 - ii. The member has the right to stand before the general assembly to explain the relevant absences and request to remain a member of SBA; and
 - iii. If the member is retained by vote, the member shall automatically be expelled from the SBA if they miss an additional SBA meeting, and that member shall be notified of their expulsion by the SBA Executive Board via email.

Section 1.07 Internal Committees

- a) Each representative, except Executive Board officers, shall serve on at least one Internal Committee, as described in Article IV.
- b) Internal Committee chairs are responsible for scheduling committee meetings; and
- c) Internal Committee chairs have discretion over the attendance of their committee members and may report inadequate attendance to the Secretary and President.

Section 1.08 External Committees

- a) Each SBA representative serving on a Faculty Committee shall be elected by the student body as defined in Article III of these Bylaws unless the SBA representative has been appointed by the President pursuant to Article I §1.02 of these Bylaws, in which case the appointment is subject to confirmation by majority vote in the general assembly.
- b) Responsibilities of all SBA representatives elected to external committees are outlined in Article III Section 3.09 of these Bylaws.

Section 1.09 Removal from Office

- a) Any SBA member may submit, in writing, to the President, a request for expulsion of another member expressly stating the member's failure to fulfill the required duties of their position. The member who submitted the request for expulsion shall hereinafter be referred to as the Requesting Member. The member about whom the request for expulsion was submitted shall hereinafter be referred to as the Accused Member.
 1. Required duties include, but are not limited to:
 - Internal committee attendance and participation;
 - SBA General Assembly meeting attendance;
 - Mandatory Commitments; and
 - Duties of the elected position as described in Article III of these Bylaws.
 - ii. Upon receipt of the first written request for expulsion for any member within the academic year, the President shall execute the duties set forth in Article I §1.09(b).
 - iii. Upon receipt of an additional written request for expulsion for any given member within the academic year, the President shall execute the duties set forth in Article I §1.09(c).
 - iv. Upon receipt of any written request for expulsion, the President shall compel the Vice President of Student Affairs to give the Accused Member written notice of the request for expulsion, an explanation for the grounds of the request, and an

explanation of the procedures as laid out in either Article I §1.09(b) or (c) of these Bylaws (as applicable).

- v. Should a Requesting Member wish to remain anonymous, the Requesting Member shall state this desire in the request for expulsion provided to the President. The President shall then keep the identity of the Requesting Member hidden from all other SBA members.

b) **Discretionary Motion to Expel.** Upon notice by the President to members of the Ethics Committee, as triggered under §1.09(a)(ii), the Ethics Committee shall convene pursuant to Article IV §4.08 to determine if the Accused member's conduct warrants a motion to expel before the general assembly.

- i. The Ethics Committee Chair shall convene an in-person meeting of the Ethics Committee as soon as possible after receipt of the written request for expulsion. In no case shall the Ethics Committee's ultimate disposition take more than 30 days.
- ii. In determining whether the Accused Member's conduct warrants a motion to expel, the Ethics Committee shall consider any and all aggravating or mitigating circumstances as necessary, including but not limited to the Accused Member's position description, other provisions of these Bylaws, violation of school rules or any other state or federal laws, and any explanation given by the Accused Member. Both the Requesting Member and the Accused Member shall be given reasonable opportunity to address the Ethics Committee, either in person or in writing.
- iii. If the Ethics Committee determines that a motion for expulsion before the general assembly is necessary, then the Ethics Committee Chair shall follow the procedures for expulsion set forth in Article I §1.09(d)–(e).
- iv. Regardless of ultimate disposition, the Ethics Committee shall draft a report of its findings and conclusions. If the Ethics Committee determines that a motion for expulsion is warranted, then the Ethics Committee report shall be read to the general assembly prior to the vote on the motion to expel. The President may appoint any of the Executive Officers or members of the Ethics Committee to read the report to the general assembly. If the Ethics Committee determines that a motion for expulsion is not warranted, then the report shall be kept on file with the Secretary for the remainder of the academic year.

- v. At the end of the academic year, regardless of the ultimate disposition of the Ethics Committee or general assembly, all Ethics Committee reports shall be stripped of any and all personal or private information, as determined by the Secretary, and kept on file with SBA documents for future guidance on Ethics Committee matters.
- c) **Mandatory Motion to Expel.** Upon notice by the President, as triggered under §1.09(a)(iii), the Ethics Committee shall convene pursuant to Article IV §4.08 and shall make a motion to expel the accused member before the general assembly.
- i. The Ethics Committee shall convene an in-person meeting as soon as possible after the President's §1.09(a)(iii) notice.
 - ii. The mandatory motion to expel shall be made to the general membership at the next regularly scheduled general assembly meeting.
 - iii. The Ethics Committee shall draft a report of its findings and conclusions to be read to the general assembly prior to the vote on the motion to expel. The President may appoint any of the Executive Officers or members of the Ethics Committee to read the report to the general assembly.
 - iv. In drafting the report of its findings and conclusions, the Ethics Committee shall consider any and all aggravating or mitigating circumstances as necessary. Both the Requesting Member and the Accused Member shall be given reasonable opportunity to address the Ethics Committee, either in person or in writing.
 - v. At the end of the academic year, regardless of the ultimate disposition of the Ethics Committee or general assembly, all Ethics Committee reports shall be stripped of any and all personal or private information, as determined by the Secretary, and kept on file with SBA documents for future guidance on Ethics Committee matters.
- d) **Notification to the Accused Member.** The Chair of the Ethics Committee must give the Accused Member written notice of the Ethics Committee's final disposition, including the Ethics Committee report, on the written request to expel immediately upon conclusion of the matter by the Ethics Committee.
- e) **Motion to Expel Procedures for the General Assembly Meeting.** At the next regularly scheduled general assembly meeting after the Ethics Committee has concluded that a

motion to expel is warranted, the Secretary shall ensure the first agenda item for that meeting is the motion to expel.

- i. The Chair of the Ethics Committee shall begin the procedure by clearing the room of all non-elected SBA general assembly members. The Chair of the Ethics Committee shall then inform the general assembly of the accusations brought against the accused member.
- ii. The Chair of the Ethics Committee—or the President’s specified designee pursuant to §1.09(b)(iv) (if applicable)—shall read the Ethics Committee Report to the general assembly.
- iii. The Accused Member shall be given the opportunity to address the general assembly and answer any questions the general assembly may have.
- iv. The Accused Member will then be asked to step outside of the room.
- v. The general assembly, upon motion, shall open the room for discussion on the motion to expel.
- vi. After discussion on the motion to expel, an anonymous vote of the members shall be taken on the question of whether expulsion is warranted.
 1. The Secretary shall be tasked with administering and counting all votes.
 2. Removal requires a two-thirds ($\frac{2}{3}$) majority vote of the members in attendance at the meeting.

Section 1.10 Length of Term

- a) All terms of office, from the previous election period, expire on the last day of spring semester finals.

Section 1.11 Mandatory Commitment Requirement

- a) All members of the SBA are required to participate in SBA events for a minimum of two (2) hours per semester (“Mandatory Commitment”).
 - i. The work done to satisfy this requirement must be in furtherance of SBA activities and/or events, whether on-campus or off-campus.
 - ii. If an SBA member participating in an SBA event wishes to use their participation to satisfy the Mandatory Commitment, the SBA event or

activity must fall outside the prescribed requirements of the SBA member's position description.

- b) All SBA members must report, via Google Form (or other electronic means as the Secretary may from time to time designate), Mandatory Commitment participation to the Secretary, who shall keep track of Mandatory Commitment participation for all members.
 - i. In the event that an SBA member does not fulfill the Mandatory Commitment requirement at the end of the fall semester, they shall make up the incomplete hours as well as serve one extra hour during the spring semester.
 - ii. These hours shall be additional to those already required by each member in the spring semester, for a total of five hours required for the year.
 - iii. If a member does not complete their Mandatory Commitment hours for two consecutive semesters,
 - i. The member is not eligible to run for any SBA office the following academic year, and
 - ii. The member is ineligible to receive the SBA Community Building Award as outlined in §1.03 of these Bylaws.

Section 1.12 Requirement to Update Position Descriptions

By the first Monday in March of every calendar year, the Secretary shall issue a notice to all SBA representatives reminding them to update their position descriptions ahead of the Spring SBA elections. This notice shall contain a link to the online repository containing the position descriptions, as well as all the relevant deadlines leading up to the Spring SBA election.

Each SBA member shall submit an updated position description to the online repository by the deadline specified to be eligible to receive the SBA Community Building Award as outlined in §1.03 of these Bylaws.

Article II. ELECTIONS

Section 2.01 Election Administration

- a) The Student Affairs Committee shall conduct all SBA elections.

- b) The Rules Committee shall adjudicate all election disputes.
- c) The Chair of the Rules Committee shall determine pre-election dispute adjudication procedures.
 - i. A minimum of five members, including the chair of the Rules Committee, shall adjudicate post-election disputes.

Section 2.02 Fall Elections

- a) First year pod representatives, transfer student representative, LLM student representative, MSL student representative, evening student representative and any vacated spring elected positions are to be elected in the fall.
 - i. Elected representatives will serve on SBA for the academic year.
 - ii. First-year day and evening students shall elect one representative from their own pod, LLM students shall elect a representative from the LLM student population, and transfer students shall elect a representative from the transfer-student population.
 - iii. A student may only nominate themselves for a position.
 - iv. Vacated spring elected positions shall be voted on by a majority SBA vote.
 - v. Fall elections shall take place after the first SBA Executive Board Meeting of the term, but not later than October 1st.

Section 2.03 Fall Election Procedures

- a) The following timetable in §2.03(b)-(i) contains guidelines that the Student Affairs Committee may take into consideration when conducting fall elections. The Vice President of Student Affairs and the Student Affairs Committee have discretion to reasonably amend these guidelines to accommodate given circumstances.
- b) The Vice President of Student Affairs shall post the information on the duties and responsibilities of first-year representatives, a transfer student liaison, and any vacant spring elected positions, along with a copy of the current SBA Bylaws on the SBA website and make self-nomination forms for all open positions generally available.

- c) Candidates must email a digital copy of the self-nomination form to the Vice President of Student Affairs.
- d) Self-nominations and the ballot will be closed no later than a week before the election date, and candidates' names will be posted publicly. The Student Affairs Committee should conduct the vote throughout the third Thursday and Friday of the fall semester, ensuring both day and evening voting hours on each day.
- e) All eligible first-year students and transfer/LLM students may vote for one candidate from their own section.
- f) All eligible students may vote once per position for the vacant spring elected positions. No cumulative voting shall occur.
- g) The Student Affairs Committee shall announce the results of the elections prior to the last SBA meeting of the academic year (usually April).
- h) If there is a tie within a section, a run-off election shall be held in accordance with §2.09.

Section 2.04 Spring Elections

- a) Spring Elections are elections of executive officers, faculty committee representatives, and board representatives. The VP of Student Affairs and the Student Affairs Committee have discretion to reasonably amend these guidelines to accommodate circumstances.

Section 2.05 Spring Election Procedures

- a) No later than the first week of April, the student body shall elect executive officers, faculty committee representatives, and board representatives to SBA. The SBA-elect shall assume the duties and responsibilities of SBA after the conclusion of the term of the current SBA.
- b) The following positions shall be made available in the spring elections:
 - i. Executive officers, with one position each as follows:
President, Vice President of Programming, Vice President of Student Affairs, Vice President of Communications, Vice President of Diversity, Equity, Inclusion, and Belonging, Secretary, and Treasurer.

- ii. Faculty committee representatives with two positions each as follows: Academic Enhancement Committee, Admissions Committee, Budget Committee, Curriculum Committee, DEIB Committee, Faculty Committee, Faculty Appointments Committee, and Natural Resources Committee.
 - iii. Law School Boards with two representatives to each as follows: Alumni Association Board of Directors, and the Student Health Advisory Board.
 - iv. One student representative to the Transportation Parking Advisory Committee and Student Wellness Committee.
 - v. One student representative to each of the following Lewis & Clark boards: Board of Trustees, Board of Visitors, and the Honor Board
 - vi. One evening division student representative.
 - vii. One representative from each first-year pod.
 - viii. One transfer student representative.
 - ix. One LLM student representative.
 - x. One MSL student representative.
 - xi. One ABA student representative.
- c) The Vice President of Student Affairs, with a majority vote of the Student Affairs Committee, shall decide whether the election will be conducted fully online or fully in-person on-campus.
- d) By the Monday preceding the first Friday of April, the Vice President of Student Affairs shall start the election process. The Student Affairs Committee shall make self-nomination forms generally available to the student body.
- e) The Vice President of Student Affairs shall provide the following information, divided by positions on the SBA website:
- i. Information on the duties and responsibilities of all available positions;
 - ii. Any referendum questions in accordance with Article II §2.05 and §2.12; and
 - iii. A copy of the current SBA Bylaws.
- f) Upper Division (2L, 3L, and 4L) students may run for up to two positions.

- i. The student running must use due diligence before self-nominating to be sure there are no obvious scheduling or other conflicts between the positions desired before self-nominating for each position.
- ii. No student may run for more than one Executive Board position.
 1. No student elected to the Executive Board may hold another SBA officer role.
- iii. If elected to more than one non-executive position, the student must attend all required meetings and fulfill all duties of each position to which the student is elected.
- iv. If a conflict arises between the two positions, the student must:
 1. Let the SBA President know within 48 hours of the conflict arising
 2. Attempt to find another SBA member to fulfill the duties of one of the positions of the conflicted-student.
- v. If the student believes a conflict will be ongoing, the student must attempt to find a current SBA Member to replace the student for one of the student's positions and promptly resign from that position.
 1. Any replacement is subject to the SBA President's approval in accordance with §2.11(c).
- g) Candidates should fill out the electronic self-nomination form, monitored by the Vice President of Student Affairs. A student may nominate only themselves for a position.
- h) By the end of the first Friday of April, the self-nomination period will be closed.
- i) Campaigning may commence once a self-nomination form is submitted. All campaigning must cease by the prescribed deadline of the Student Affairs Committee.
- j) Voting shall begin within one week of the closing of the self-nomination period. The Student Affairs Committee will conduct voting electronically, over at least two days.
 - i. All enrolled students at Lewis & Clark Law School may vote once per position. No cumulative voting shall occur.
- k) No later than the second Friday of April, the Student Affairs Committee will announce the results of the spring elections to the SBA, and the President will announce results to the student-body.
- l) If there is a tie within a position, a runoff election shall be held in accordance with §2.09.

- m) Students that will not be attending Lewis & Clark Law School throughout both the fall and spring semesters may not run for a position, but they may volunteer for any open positions remaining after the election has been completed.

Section 2.06 Election Method and Requirements

- a) A plurality of votes is sufficient to elect.
- b) The election method is left to the discretion of the Vice President of Student Affairs and the Student Affairs Committee.
- i. See §2.03 for suggested procedural rules and a timeline for fall elections.
 - ii. See §2.05 for suggested procedural rules and a timeline for spring elections.

Section 2.07 Election Campaigns

- a) Law students may post election campaign materials on the law campus. The law campus is limited to the Legal Research Center (“LRC”), McCarty Classroom Complex, Gantenbein Student Lounge, Boley Law Library, and Wood Hall.
- b) The content and design of any campaign materials is required to be fair and must conform to acceptable practices as determined by the Rules Committee, and:
- i. All posters, signs and other posted campaign material must conform to school policy regarding “Notices and Postings,” as published in the current “What’s What” [available on the webpage of the L&C Law Registrar].
 - ii. Each candidate is responsible for removing their campaign postings, signs and other posted materials. This shall be done within forty-eight hours following the announcement of election results.
 - iii. Candidates and campaigns are not permitted to send emails via listservs maintained by the school for the purpose of campaigning. Such activity will be investigated by the Rules Committee.
 - iv. Candidates may use websites, including social networking websites and assigned Lewis & Clark Websites, to promote their campaign. The content of any website used for campaigning must conform to school and campaign regulations and these Bylaws.

v. If an online election is held, candidates are prohibited from campaigning within the computer labs during such times or on days that votes are accepted.

vi. Any student group, at its will, may choose to offer an endorsement to any candidate and the candidate is free to accept or reject the endorsement offer.

Candidates are prohibited from making a request or petitioning for an endorsement.

c) The Rules Committee has the power to interpret these election provisions. Failure to conform to these Bylaws and the election provisions contained herein shall be considered an election violation.

Section 2.08 Election Violations

a) In the event of an election violation, the Rules Committee will determine the appropriate sanction. Any Rules Committee member with a personal interest in the ongoing election or sanction must recuse himself or herself from the sanctions meeting.

b) Violation of a Rules Committee sanction is an independent election violation. The Rules Committee will determine the appropriate sanction. Sanctions may include reprimand, required corrective action(s), deduction of votes (particularly for email violations), and disqualification.

c) The Rules Committee must notify all candidates and interested parties of its procedures for handling election violations.

d) A candidate may request that the Rules Committee approve a proposed specific campaign action. The Rules Committee shall return an answer within twenty-four hours.

Section 2.09 Runoff Elections

a) In the event of a tie, the Student Affairs Committee will conduct a runoff election.

The Student Affairs Committee has the discretion to determine the appropriate runoff procedure, with the following requirements:

i. Conduct the runoff election within the first school week following the election;

ii. The runoff election shall be open for at least twenty-four hours.

Section 2.10 Appointment

- a) The President shall appoint students to any temporary faculty committees, either from the voting membership of the SBA or the general student body, as the President deems appropriate.
- b) The President, with the approval of the executive board, shall create and appoint temporary positions.
 - i. If it is later found that an appointment violates any of the Bylaws, then that appointment shall be void and have no effect.

Section 2.11 Vacancy

- a) If a vacancy arises during the summer and is a non-executive officer position, the vacancy will be filled during fall elections.
- b) If a vacancy arises and is an executive officer position, the President shall appoint a replacement, or delegate the appointment responsibilities to the Student Affairs Committee.
 - i. The replacement shall serve in an interim capacity until confirmed at the next SBA meeting. A simple majority is needed for confirmation.
 - 1. SBA has the discretion to veto the President's replacement.
 - 2. In the event of a veto, SBA may nominate and confirm a different replacement by a simple majority.
- c) If a non-executive officer position is not filled during spring elections, the President-elect shall nominate a replacement to be confirmed at the next meeting by the SBA-elect members. A simple majority is needed for confirmation.
 - i. The elected members have discretion to veto the President-elect's choice.
 - ii. In the event of a veto, SBA-elect may nominate and confirm a different replacement by a simple majority.

Section 2.12 Initiatives and Ballot Measures

- a) Initiatives are proposed resolutions and amendments to these Bylaws, which are submitted to vote of the Rules Committee and the SBA General Assembly before being placed on the spring election ballot, for law students to enact or reject independently of SBA.

- i. An initiative must be proposed by submitting a proposed change via the Bylaws Proposed Change [Google Form](#) on the SBA website.
 - ii. To be considered prior to the final general meeting of the year, all proposed changes and initiatives shall be submitted no less than one week before the first day of Spring Break.
 - iii. A complete initiative petition shall include the full text of the proposed resolution or, if it proposes an amendment to the Bylaws, the full text of the original Bylaws provision and its proposed amendment.
- b) Ballot measures are non-binding proposals, opinion polls, or recommendations to the Faculty or Administration.
- i. Ballot measures may be created by:
 1. faculty request;
 2. submitting the change to the Ballot Initiatives Google Form or
 3. resolution of SBA.
 - ii. To be considered prior to the final general meeting of the year, all proposed changes and initiatives shall be submitted not less than one week before the first day of Spring Break for inclusion in the spring elections.
 - iii. A complete ballot measure shall include the full text of the proposal, poll, or recommendation. The Vice President of Student Affairs shall publicize to the student body and faculty a call for initiatives, referendum petitions, and ballot measures in Ballot Initiative Google Form form made generally available to the student body via the SBA website.
 - iv. The SBA Spring Election form shall contain all petitions received that meet the requirements of initiatives to be included in the election, as outlined in §2.12(d) of these Bylaws.
- c) The Vice President of Student Affairs shall place a copy of all proposed initiatives and ballot measures online at the start of the election, with a public comments section included. Anyone with a Lewis & Clark email address may place a statement in the comments section. The ballot measure section shall feature a prominent disclaimer noting that the SBA does not generate or endorse any of the pro or con statements. Where the comment section is public, the Vice President of Student Affairs shall

monitor the ballot measure page and may at their discretion remove any inappropriate content.

- d) Each ballot measure:
 - i. Shall include the text of the initiative or ballot measure at issue;
 - ii. Shall state, in the case of ballot measures that it is merely an opinion poll;
 - iii. Shall contain a statement, written by the Rules Committee collectively, of the effects of approval and rejection of the measure; and
 - iv. Shall include a disclaimer noting that SBA does not advocate approval or rejection of the measure.
- e) SBA shall maintain a policy of neutrality toward any item on the ballot in its official communications and in the formulation of ballots.
- f) A ballot measure shall become effective immediately after it is approved by a majority of the votes cast thereon. The President shall report the results of any initiatives to the student body no later than seven school days after elections.
 - i) Ballot measures directed at faculty or administration will be posted to the SBA website and then delivered by the SBA President on SBA letterhead to the Dean of the Law School and the Dean of Faculty.
- g) Approved ballot measures that rescind parts of resolutions or acts of SBA shall not rescind or impair other parts of those resolutions or acts from becoming effective.
- h) The Honor Code shall apply to all petition signatures, signature gatherers, and pro or con statements.

Article III. RESPONSIBILITIES OF THE SBA OFFICERS

All SBA members listed in this section are expected, as part of their elected duties, to attend all monthly SBA general assembly meetings, all committee meetings to which they are members, and to fulfill the Mandatory Commitment requirement (see §1.09 for reference).

Section 3.01 Office of the President

- a) The President is the official representative of the law student-body in its collective relations with the faculty, administration, other law schools, members of Lewis & Clark

Board of Trustees; as well as administration, and student-governments of Lewis & Clark undergraduate and graduate schools.

- b) The President shall preside over and propose the agenda for SBA meetings. The President has the discretion to appoint others to chair the SBA meetings.
- c) The President shall schedule the first SBA meeting of the year and shall ensure that SBA votes on all subsequent meeting times and places.
- d) The Secretary shall also be responsible for distributing via email the meeting agendas to all representatives no later than five days prior to each meeting.
- e) The President shall retain the discretion to make revisions to the agenda during the five-day period preceding the meeting when necessity requires.
- f) The President shall sit on the Board of Trustees committee.
- g) The President shall serve as Chair of the Ethics Committee pursuant to Article IV §4.08.

Section 3.02 Office of Vice President of Student Affairs

- a) In the event that the President vacates the office, the Vice President of Student Affairs will assume the duties of the President.
- b) The Vice President of Student Affairs shall preside over meetings when the President is absent or otherwise designates.
- c) The Vice President of Student Affairs shall chair the Student Affairs Committee.
- d) The Vice President of Student Affairs is responsible for conducting all SBA elections.
- e) By the fourth week of fall semester, the Vice President of Student Affairs will meet with all newly elected representatives to explain the details of the positions and these Bylaws.
- f) The Vice President of Student Affairs will meet with first-year representatives at least once a month throughout the academic year.
- g) The Vice President of Student Affairs shall serve as a member of the Ethics Committee pursuant to Article IV §4.08.
- h) The Vice President of Student Affairs shall serve as a member of the Internal Travel and Budget Committee pursuant to Article IV §4.04.

Section 3.0 Office of Vice President of Programming

- a) The Vice President of Programming is responsible for overseeing SBA social events and programs contributing to student life on and off-campus.
- b) The Vice President of Programming shall chair the Programming Committee. The Vice President of Programming shall have the option of enlisting aid from other SBA representatives in fulfilling this task.
- c) The Vice President of Programming, working with the Executive Council, shall coordinate with the Secretary to ensure that adequate volunteer opportunities are made available for SBA representatives to fulfill the Mandatory Commitment Requirement as outlined §1.11 of these Bylaws.

At the discretion of the Vice President of Programming and the Secretary, Law Student Organizations may submit volunteer opportunities for approval towards satisfying the Mandatory Commitment Requirement as outlined §1.11 of these Bylaws.

Section 3.04 Office of Vice President of Communications

- a) The Vice President of Communications shall be responsible for public relations, communications, press releases and disseminating information via social media about SBA events, meetings, and news updates.
- b) The Vice President of Communications shall be responsible for maintaining the SBA website as well as maintaining communications on any available social media platform where the SBA disseminates content, and through printed material.
- c) The Vice President of Communications shall maintain records of SBA documentations such as flyers for events, marketing materials, and any other materials that may help the successive administration.
- d) The Vice President of Communications shall chair the Communications Committee.

Section 3.05 Office of the Vice President of Equity & Inclusion

- a) The Vice President of Equity & Inclusion shall chair the Equity & Inclusion committee.

- b) The Vice President of Equity & Inclusion shall provide institutional support to the law student affinity organizations.
- c) The Vice President of Equity & Inclusion shall routinely receive reports from the two SBA representatives to the Law School DEI Committee
- d) The Vice President of Equity & Inclusion shall be aware of the climate on campus and respond to needs as they arise.
- e) The Vice President of Equity & Inclusion should proactively identify institutional inequities and work with SBA leadership, law school administration, the External DEI committee, the SBA E&I committee, relevant faculty, staff, and students to address those inequities.
- f) These responsibilities may change over time in order to reflect the emerging and changing needs of diverse students.
- g) The Vice President of Equity and Inclusion, working with the Executive Council, shall ensure that adequate volunteer opportunities are made available for SBA representatives to fulfill the Mandatory Commitment Requirement as outlined §1.11 of these Bylaws.
 - . At the discretion of the Vice President of Equity and Inclusion, Law Student Affinity Organizations may submit volunteer opportunities for approval towards satisfying the Mandatory Commitment Requirement as outlined §1.11 of these Bylaws.

Section 3.06 Office of the Secretary

- a) The Secretary shall record the minutes of the meetings and post copies, within seven days, on the SBA bulletin board and web page.
- b) The Secretary shall be responsible for creating and maintaining an email list that contains all current SBA representatives.
- c) The Secretary shall chair the Rules Committee.
- d) The Secretary shall coordinate and facilitate intra-office communication between members of SBA via bi-monthly email updates to SBA and maintaining the SBA calendar.
- e) The Secretary, as Chair of the Rules Committee, shall serve as a member of the Ethics Committee pursuant to Article IV §4.08.

- f) The Secretary shall issue a notice to all SBA representatives reminding them to update their position descriptions ahead of the Spring SBA elections by the first Monday in March of every calendar year pursuant to Article I §1.12.
- g) The Secretary shall send to all members the scheduled meeting dates, times, and place for the year pursuant to Article I §1.05.

Section 3.07 Office of the Treasurer

- a) The Treasurer shall keep the financial records of SBA and shall chair the Internal Budget Committee.
- b) The Treasurer shall be the student liaison to the Business Office.
- c) The Treasurer shall review, approve, amend and/or deny submitted SBA event forms.

Section 3.08 External Committee Officers

- a) SBA representatives serve on external faculty committees, which address specific facets of law school operations. Elections for the External Committee Officers are detailed in Article II.
- b) If an SBA representative serving on an external faculty or institutional committee is unable to attend a committee meeting, the Representative shall:
 - notify the President or a member of the Executive Board at least 48 hours in advance of that meeting so a temporary replacement may represent the SBA in the Representative's stead
 - Email the Chair of the external committee at least 24 hours in advance of that meeting to notify them of the SBA representative's absence, and to request the minutes or notes of the meeting.
- c) Each SBA representative shall confer with the President or a delegated member of the Executive Board before a meeting with a faculty committee if the SBA representative is expected to or has been asked to present law student body opinion at the faculty committee meeting.

- d) Each SBA representative serving on a faculty committee shall provide a report after each meeting with a faculty committee, to the General Assembly during the next General meeting.
- e) The President and Secretary shall set up an online repository to maintain notes, drafts, minutes, and other external committee documents through the academic year. Representatives must share notes, drafts, and minutes with the Executive Board by uploading documents to the online repository routinely.
- f) Each SBA representative shall confer with the Executive Board— and attain the Executive Board’s approval— before presenting any proposal to faculty committees. Each Representative shall solicit feedback from the Executive Board during the drafting and debating process. The Executive Board may additionally request that the Representative solicit feedback from the General Assembly.
- g) If a proposal to faculty committees drafted by a SBA representative does not garner Executive Board’s approval, it may still be presented to the faculty committee if the SBA representative facilitates a survey of the General Assembly at a subsequent SBA General Meeting, and garners 3/5th majority of those present and voting.
- h) No SBA Representative shall put forward a proposal to faculty committees that has not been approved by the Executive Board or in the alternate, as laid out in Section 1.08(g) of these Bylaws.
- i) In addition to the responsibilities outlined in §3.09 (b)-(h), Article III §3.10 - §3.29 describes the responsibilities of the SBA External Committee Officers.

Section 3.10 Academic Enhancement Committee

- a) Two elected SBA officers shall serve on the Academic Enhancement Committee.
- b) The Academic Enhancement Committee is a subcommittee of the admissions committee.
- c) The committee reviews applications for admission from applicants whose statistical indicators may not, for varying reasons, accurately reflect the applicant’s potential to

succeed in law school and whose background and experiences will enrich the experience of the entire student body.

- d) Each member of the committee, including the student members, reads application files each week and reports on those applicants making admission decision recommendations to the committee.
- e) Members of the committee are asked to participate in various recruiting events such as contacting admitted students, attending a reception with alumni, and/or helping with the Law School Preview.

Section 3.12 Admissions Committee

- a) Two elected SBA officers shall serve on the Admissions Committee.
- b) The Admissions Committee reviews applications for admission and makes admission decisions designed to produce a class of talented, motivated students from a variety of disciplines and backgrounds.
- c) Each member, including the student members, reads application files each week and reports back to the committee with recommendations as to admission, denial, or holding an applicant for later review.
- d) Members of the committee are asked to participate in various recruiting events such as contacting admitted students, attending a reception with alumni, and/or helping with the Law School Preview.
- e) The committee begins meeting in January and meets weekly throughout the spring semester.

Section 3.13 Alumni Association Board

- a) Two elected SBA officers shall serve on the Alumni Association Board of Directors.
- b) The Alumni Association Board of Directors mission is to strengthen the connections between Law Alumni, the Law School and Law Students through a variety of outreach activities and events and encourage Law Alumni to remain involved in the continued success of the Law School.
- c) The Alumni Association Board provides on-going input and support of the many programs and services administered by Lewis & Clark Law School.

- d) The board meets three times a year and conducts much of its business through the work of the Alumni Engagement, Distinguished Honors, Governance, and Scholarship Committees.
 - i. The Alumni Engagement Committee assists the Office of Alumni Relations with planning and implementing events that further the mission of the board. The SBA representatives to the Alumni Board serve on the Alumni Engagement Committee.
 - ii. The Distinguished Honors Committee is responsible for the solicitation and selection of the Distinguished Graduate and the Distinguished Honorary Graduate.
 - iii. The Governance Committee is responsible for the solicitation and selection of new board members.
 - iv. The Scholarship Committee is responsible for the solicitation and selection of the Alumni Board Scholarship recipient.

Section 3.14 Board of Trustees

- a) One elected SBA officer shall serve on the Board of Trustees. The President also serves on the Board of Trustees with this SBA representative. These positions are non-voting positions.
- b) The Board of Trustees meets three to four times a year.
- c) The SBA Officer and President must comply with any Board of Trustee bylaws including requirements of confidentiality.
- d) The Board of Trustees is the body with ultimate fiduciary and executive responsibility for the entire institution.
 - i. The Board of Trustees is responsible for hiring, evaluating, and negotiating terms of employment for the president of the college.
 - ii. The Board of Trustees votes on and approves the Law School budget for the forthcoming academic year, every academic year.

- iii. The Board of Trustees also votes on institutional and structural upgrades to the law campus.
- e) The Board has many subcommittees and at each meeting of the full board, the subcommittees meet. Some committees meet at other times of the year.

Section 3.15 Board of Visitors

- a) One elected SBA officer shall serve on the Board of Visitors. This position is a non-voting position.
- b) The Board of Visitors is a group of advisors to the law school made up of alumni and friends of the law school.
- c) The Board does not have fiduciary or executive responsibilities as does the Board of Trustees.
- d) The Board of Visitors meets twice a year, hears reports on current issues at the law school, including admissions, new curriculum initiatives, and fundraising goals and plans.
- e) Members of the Board of Visitors assist in admissions recruiting outreach by calling admitted students, and hosting and attending receptions for prospective and admitted candidates.

Section 3.16 Budget Committee (External)

- a) Two elected SBA officers shall serve on the External Budget Committee.
- b) The Budget Committee reviews the administration's budget proposal and submits a proposed budget to the law school faculty for its approval, after which it is submitted to the Board of Trustees.
- c) There are intensive meetings in the fall semester during which the committee determines what programs will be supported at what level, whether the number of faculty will be expanded, what the tuition should be, how much should be expended on scholarships, how much should be expended on faculty research, what size class the admissions committee is attempting to recruit, and all other aspects of revenue and expenditure that make up the law school budget.
- d) Programs that are supported by outside grants (examples are the Small Business Legal Clinic, Animal law Clinic, and others) are reviewed to the extent that the law school makes in-kind or actual revenue contributions to the program.

- e) In normal years, the work of the committee is concluded in the fall semester but may extend into the spring.

Section 3.17 Curriculum Committee

- a) Two elected SBA officers shall serve on the Curriculum Committee.
- b) The Curriculum Committee determines the courses for the upcoming academic year, including the next summer's classes.
- c) The Curriculum Committee reviews proposals for new courses and reviews enrollments to see what courses need additional sections or should be offered less often.
- d) The Curriculum Committee also takes up specific projects from time to time such as reviewing the first-year curriculum, establishing summer externships, and providing guidance for the law school's various Legal clinics (examples are the Animal Law Clinic, Small Business Clinic, and the Low Income Taxpayer Clinic).
- e) The Curriculum Committee's decisions go to the full faculty as recommendations to be voted upon by the faculty.
- f) The committee meets throughout the year, usually twice a month.

Section 3.18 DEI Committee

- a) Two elected SBA officers shall serve on the Lewis & Clark Law School E&I Committee.
- b) The two elected SBA officers shall routinely check in with the Vice President of Diversity, Equity, Inclusion & Belonging regarding meetings, projects, and developments on the DEIB Committee.
- c) The DEIB Committee seeks to promote diversity throughout the law school among students, staff, and faculty.
- d) The DEIB Committee looks at a variety of issues each year and in the past has surveyed students, held focus groups, drafted policies and procedures, organized faculty workshops, and pursued research on creating a classroom environment that is inclusive as well as academically challenging.
- e) The DEIB Committee advises other law school committees and administrators and can make recommendations to the full faculty for implementation by the school.

- f) The DEIB Committee meets three or four times a semester, depending on the issues it is considering.
- g) The DEIB Committee coordinates its efforts with those of the institutional wide committee on diversity, which is described on the Diversity Committee website.

Section 3.19 Evening Student Representative

- a) One elected SBA officer shall serve as the Evening Student Representative.
- b) The task of the evening student representative is to facilitate dialogue among the evening students of the law school, and to receive and air their concerns to the SBA.
- c) The evening representative is expected to work with the Vice President of Programming and the Programming Committee to plan and host events for evening students to meet and network with fellow evening students and daytime students.
- d) The evening student representative shall be a member of the SBA Internal Programming Committee

Section 3.20 Faculty Appointments Committee

- a) Two elected SBA officers shall serve on the Faculty Appointments Committee. Depending on the hiring needs of the law school in a given academic semester or year, the number of SBA representatives on this committee may be expanded following consensus between the SBA President, SBA Faculty Appointments Committee Representatives, and the Law School Administration
- b) In any year when the law school is hiring new faculty, the committee reviews applications, determines who will be interviewed at the annual AALS hiring conference in Washington DC (held in Oct/Nov), interviews candidates in DC, determines who will be invited back to the law school for full interviews and job talks, and recommends to the full faculty those candidates it feels should be considered for offers of employment.
- c) The Faculty Appointments Committee officers participate fully in the review of applications; one of the two travels to Washington DC for the interviews; and both are responsible for ensuring student attendance at job talks and student interview sessions.
- d) The Faculty Appointments Committee officers participate in all discussion and votes on who to interview and who to recommend to the faculty for hiring.
- e) This committee is most active in the fall, with some work continuing into the early part of the spring semester.

Section 3.21 Faculty Committee

- a) Two elected SBA officers shall serve on the Faculty Committee.
- b) Elected SBA officers who serve on the Faculty Committee attend faculty meetings, typically once a month on the second Tuesday of each month, throughout the year.
- c) The faculty vote on recommendations from the other committees, such as budget and curriculum, campus policies and procedures and on issues raised by individual faculty members.
- d) SBA officers have full voting rights in the faculty meetings except for matters of tenure and promotion of faculty.
- e) Faculty meetings are often attended by staff as well as faculty; however, only full-time faculty have voting rights in the faculty meetings.

Section 3.22 First-Year Day and Evening Representatives

- a) First-year day and evening students shall elect up-to two 1L representative from their own pod.
- b) The 1L Representatives represent the concerns of their class to the SBA body.
- c) The 1L Representatives organize individual pod events throughout the year, including one event per semester for all 1Ls.
- d) The 1L Representatives will meet with the Vice President of Student Affairs once a month.

Section 3.23 Honor Board Committee

- a) The Honor Board representative serves on any honor committee convened by the Dean in the academic year in which the student serves.
- b) On average there are two honor committees a year, although some years there are none and some years there are as many as three or four.
- c) Each honor committee is made up of two faculty members appointed by the dean and the SBA student member.
- d) Details on the procedures of the honor committee can be found on the web in the student handbook, What's What.

- e) The Honor Board representative shall serve as a member of the Ethics Committee pursuant to Article IV §4.08.

Section 3.24 LLM Student Representative

- a) One elected SBA officer shall serve as the LLM Student Representative.
- b) The LLM Representative's duty is to make sure that all LLM students have access to a network of peers on the Lewis & Clark Law School campus.
- c) The LLM Representative is responsible for attending all SBA meetings and bringing the concerns and needs of the transfer students to meetings.
- d) The LLM Representative is also responsible for organizing weekly or bi-weekly social events throughout the year. This can include, inter alia, happy hours, hikes, and general meeting times to discuss timely matters.

Section 3.25 Natural Resources Committee

- a) The Natural Resources Committee ("NRC") reviews the natural resources and environmental law curriculum and recommends the courses for continuation and new courses for consideration by the curriculum committee.
- b) The NRC also reviews all environmental and natural resources courses for the three-year plan, and recommends to the curriculum committee courses for continuation and how frequently the courses should be taught.
- c) The NRC designs and approves conferences, distinguished environmental visitors, and other official activities to be undertaken by the law school as part of the environmental and natural resources law program.
- d) The NRC works on sustainability issues for the law school.
- e) The NRC determines the recipients of the Manas, O'Rourke, and Natural Resources Law Institute Leader awards, and chooses each year's Distinguished Environmental Graduates.
- f) The NRC also handles academic issues relevant to the LL.M. and joint degree programs, and to the J.D. environmental and natural resources certificate, including requirements for the certificate, requirements for LL.M. and joint degree program participants, and LL.M. and joint degree admission requirements.

- g) The NRC meets monthly throughout the school year (except in December).
- h) Students elected to the NR Representative position will be responsible for attending monthly NRC meetings, as well as any sustainability meetings.
 - i. The sustainability requirement will be in lieu of one internal committee responsibility.
 - ii. Additionally, NR Representatives should strive to coordinate student involvement in Lewis and Clark's sustainability initiative by maintaining an open dialogue with the Environmental Law Caucus and other interested student groups.

Section 3.26 Transfer Student Representative

- a) One elected SBA officer shall serve as the Transfer Student Representative.
- b) The Transfer Representative's duty is to ensure that all transfer students have access to network of peers on the Lewis & Clark Law School campus, much like the 1Ls have.
- c) The Transfer Representative is responsible for attending all SBA meetings and bringing the concerns and needs of the transfer students to meetings.
- d) The Transfer Representative is also responsible for organizing weekly or bi-weekly social events throughout the year. This can include, inter alia, happy hours, hikes, and general meeting times to discuss timely matters.

Section 3.27 ABA Student Representative

- a) The ABA Student Representative is the liaison between the Lewis & Clark Law School SBA and the ABA Law Student Division, as well as the ABA itself.
- b) The ABA Student Representative should maintain close contact with their respective Division Circuit Governor and assist the Circuit Governor in disseminating information to any ABA Law Student Division members at Lewis & Clark Law School.
- c) The ABA Student Representative shall contribute to the ABA Representative list serve as moderated by the ABA Law Student Division Vice Chair.
- d) The ABA Student Representative shall allocate ABA Student Representative funds to projects that benefit the SBA as the ABA Representative deems appropriate;
 - i. ABA Student Representative funds shall be determined by the Internal Budget Committee at the first Internal Budget Committee

meeting of the school year; and The Internal Budget Committee shall review and approve all proposed expenditures of allocated funds to the ABA Student Representative.

- e) The ABA Student Representative shall report to the SBA governing body all activities and programs relating to the ABA and the ABA Student Representative's position;
 - i. Activities and programs include but are not limited to, upcoming ABA event, ABA Law Student Division circuit meetings, ABA Law Student Division open positions, and the ABA annual meeting.
- f) The ABA Student Representative shall, immediately after appointment, register with the ABA as the Lewis & Clark Law School ABA Representative for the following school year;
- g) The ABA Student Representative shall be responsible for increasing membership in the ABA at Lewis & Clark Law School;
- h) The ABA Student Representative shall attend the ABA annual meeting, which is typically held in the first or second week of August;
- i) The ABA Student Representative shall be responsible for all other duties as outlined by the ABA's Roles and Responsibilities of the ABA Student Representative; and
- j) The ABA Student Representative shall be responsible for duties as assigned by the SBA President, with the advice and consent of the SBA governing body.
- k) The President in their ABA representative capacity is responsible for:
 - i. Serving as the Chief Executive Officer of the Lewis & Clark chapter of the ABA/LSD
 - ii. Coordinating and distributing ABA/LSD literature and materials;
 - iii. Increasing Lewis & Clark membership in the Law Student Division;
 - iv. Implementing ABA/LSD programs and competitions at the local level;
 - v. Representing Lewis & Clark at Twelfth Circuit regional meetings and at the ABA/LSD annual convention; and
 - vi. Reporting periodically to SBA concerning ABA/LSD programs and activities.

Section 3.28 Transportation & Parking Advisory Committee

- a) One elected SBA officer shall serve on the Transportation & Parking Advisory Committee.
- b) The Transportation & Parking Advisory Committee serves as an advisory group to the Vice President of Programming of Business & Finance/Treasurer in making recommendations regarding Lewis & Clark transportation and parking issues.
- c) The Transportation & Parking Advisory Committee focuses on coordinating alternatives to single-occupant autos and providing access to efficient and effective transportation and parking services.
- d) The Transportation & Parking Advisory Committee manages the shuttle bus service to provide easy access to downtown Portland so that students, staff, and faculty of Lewis & Clark will have a viable alternative to reliance on their automobiles.
- e) The Transportation & Parking Advisory Committee also ensures that there are enough off-street parking spaces to meet the parking demand of the Lewis & Clark community, including visitors, without reasonable access to alternative transit.
- f) The Transportation & Parking Advisory Committee meets once a month to review, analyze & discuss transportation and parking related issues and projects.

Article IV. INTERNAL COMMITTEES

Section 4.01 Internal Committees

- a) SBA body may create or disband additional internal committees that are not included in this Article.
- b) Additional internal committees must select a member to create a description of the scope of responsibility and the description must be posted on the SBA website no later than one week after the conclusion of spring elections.

Section 4.02 Internal Committee Attendance

- a) Each Internal Committee shall meet two times a semester, at minimum.
- b) The chair of the internal committee has the discretion to grant an excused absence to a committee member.

- c) The Internal Committee Chair may report absences to the Secretary if a member's absences are deemed unacceptable by the Internal Committee Chair's discretion.
- d) If a member's internal committee absences are reported to the Secretary, the member's position with the SBA will be reviewed under Article I §1.05 .
- e) The Chair of an Internal Committee may submit a request for removal from office to the President in the event of a member's failure to fulfill the required duties of their position on the Internal Committee, in keeping with Section 1.09 of these Bylaws.

Section 4.03 The Student Affairs Committee

- a) Shall consist of no fewer than three SBA members, including the Vice President of Student Affairs and the Vice President of Programming.
- b) The Student Affairs Committee is responsible for
 - i. Overseeing and administering SBA Elections every academic year
 - ii. Organizing the Student Organization Fair at the start of every academic year
 - iii. Addressing ad-hoc issues that pertain to the affairs of the student body in general, including general student engagement and advancement

Section 4.04 The Internal Budget and Travel Committee

- a) Shall consist of no fewer than three SBA members and no more than twelve SBA members including the Treasurer, the Vice President of Student Affairs, and no fewer than two first-year representatives.
- b) Attendance at budget committee meetings is mandatory.
- c) The Treasurer shall chair the Internal Budget Committee.
- d) The Internal Budget Committee shall follow the procedures set out in Article V and VI of these Bylaws.

Section 4.05 The Rules Committee

- a) Shall consist of no fewer than five SBA members and shall be chaired by the Secretary.
- b) The Rules Committee shall be an advisory committee to all other internal committees.

- c) The Rules Committee shall receive, review, and publicize proposed resolutions and proposed amendments to these Bylaws prior to presentation at SBA meetings.
- d) The Rules Committee shall adjudicate any elections disputes.
- e) The Rules Committee must review these Bylaws and correct inaccuracies, internal inconsistencies, typographical errors, and propose amendments to SBA.
 - i. The review must take place during the spring semester.
- f) Shall write a statement of the effects of approval and rejection of each ballot measure pursuant to Article II §2.12.

Section 4.06 The Programming Committee

- a) Shall consist of no fewer than three SBA members and shall be chaired by the Vice President of Programming.
- b) The Evening Student Representative shall hold one of the positions on this committee.
- c) The Programming Committee is responsible for organizing and publicizing SBA- sponsored guest speaker appearances, open forums, and social events.
- d) The Programming Committee shall comport to the guidelines for using SBA funds for student events, as laid out in §5.06.

Section 4.07 The Equity and Inclusion Committee

- a) Shall be chaired by the Vice President of Equity and Inclusion, and consist of the two student representatives of the DEI Committee and other members of the General Assembly chosen by the Vice President of Equity and Inclusion at the time of internal committee sign-ups.
 - i. Shall meet approximately four times a semester, depending on the current needs on campus
 - ii. Shall fulfill the following mission: The Equity and Inclusion Committee serves to educate, engage, and empower students to be agents in a well-informed shift of campus culture. As an organizing platform, the E&I Committee seeks to amplify the voices of the marginalized, thereby building

power from within the student body. By openly acknowledging the history and context of systemic oppression, Lewis & Clark Law students, faculty, staff, and administration will more readily cultivate the required cultural shift. The E&I Committee recognizes that diversity is not merely an idea; it necessitates action from all members of the community, working collaboratively and accountably to foster an environment welcoming to every race, gender, sexuality, class, mental or physical ability, or other marginalized identity.

Section 4.08 The Ethics Committee

- a) The Ethics Committee shall consist of:
 - i. The President of SBA;
 - ii. The Vice President of Student Affairs;
 - iii. Secretary;
 - iv. The Honor Code Representative; and
 - v. One 1L pod representative appointed to the Ethics Committee by the President.
- b) The President shall serve as Chair of the Ethics Committee.
 - i. In the event the President is the Accused or Reporting Member under Article I §1.07, the Vice President of Student Affairs shall serve as Chair of the Ethics Committee.
- c) The Ethics Committee shall only meet when convened under Article I §1.09 of these Bylaws except:
 - i. The Ethics Committee may convene a meeting outside the bounds of 1.09, such as for the purpose of discussing revisions to the Student Honor & Conduct Code and soliciting feedback from Ethics Committee members on proposed revisions.
- d) The Ethics Committee shall follow the procedures under Article I §1.09 and any other relevant provisions of these Bylaws.
- e) In order to protect the privacy of those involved, all Ethics Committee meetings are closed meetings, and therefore only open to Ethics Committee members, Lewis & Clark

faculty, and those individuals the Ethics Committee deems necessary for the swift disposition of Ethics Committee matters.

- f) The disposition of Ethics Committee matters shall be by simple majority of all Ethics Committee members. The Accused Member, as defined in Article I §1.09(a) of these By-laws, shall be given the benefit of any ties in Ethics Committee votes.
- g) In the event one of the Ethics Committee members is the Accused Member, as defined in Article I §1.09(a) of these Bylaws, then the Chair of the Ethics Committee shall appoint an interim Ethics Committee member from the SBA general assembly to replace the Ethics Committee Accused Member. The interim member must be confirmed by a majority of remaining Ethics Committee members.

Section 4.09 The Communications Committee

- a) The Communications Committee shall be chaired by the Vice President of Communications and consist of a minimum of three members.
- b) The Communications Committee is responsible for supporting communications of the SBA through channels such as:
 - a. The SBA Newsletter
 - b. Social media (i.e. help with other org sharing on our socials, etc.)
 - c. Creation of posters, flyers, and other marketing material for SBA events
 - d. Creation and maintenance of SBA marketing and branding material
 - e. Creation of student surveys

Article V. BUDGET

Section 5.01 SBA Funding

- a) SBA does not fund any activity or service that does not directly benefit the law school student body. Historically, SBA funded student groups directly. This was changed in the Fall of 2023, wherein the Student Affairs office took over the responsibility. Now, SBA, though their own budget, will only fund activities or services that primarily benefit the law school student body, and will not allocate the budgets of other student organizations.

- b) The SBA shall not directly fund any student clerks, clerkships, externships, internships, or other employment activity.

The President and the Treasurer shall work with the Office of Student Affairs to promote the interests of students and student organizations in the student org budgeting process.

Section 5.02 Budget and Funding Procedures

- a) SBA Funding Procedures:

- i. The SBA Treasurer shall make a line item for each SBA initiative including: Diversity, Equity, and Inclusion, Travel, the Presidential Reserve and the General Reserve.

- b) Internal Budget and Travel Committee

- i. No later than the second Friday of the semester and monthly thereafter, the Internal Budget and Travel Committee shall conduct open hearings.
- ii. The Internal Budget Committee shall oversee allocation of travel awards on a monthly, ad hoc basis.
- iii. At the monthly open hearing, the Internal Budget Committee will hear requests for travel stipends from students.

- c) Travel Fund Procedure

- i. At the closed hearing for travel funding requests, the Internal Budget Committee shall draft an e-copy of findings and recommendations, including an analysis of the costs versus benefits of their decision.
- ii. The Treasurer will present the Internal Budget Committee's findings and recommendation to the general assembly, as well as to the requesting party, for an approval or denial on the Internal Budget Committee's recommendations, without floor debate.

Section 5.03 Allocations

- a) SBA Travel Fund Allocation

- i. All requests to the Internal Budget and Travel Committee for Travel Funds must include the following information:

1. Exact amount requested;
2. Conference or event the funding will be used for;
3. Cost breakdown of conference attendance per individual;

Students must disclose all efforts to receive funding, and the success of those efforts, including: student group funding, outside organization funding, the Dean's discretionary funding, or any other funding;
4. Total out-of-pocket costs incurred per individual;
5. Importance of this particular conference, and its benefit to the greater student body;
6. Whether or not each individual has attended this conference in previous years;
7. Whether or not each individual has previously benefited from the use of SBA funds to attend any conference in this or previous academic years;
8. Whether or not your request complies with SBA Expenditure Guidelines, and if not, why an exception should be made; and
9. Any other relevant factors

b) The Travel Fund shall not be used to bring outside speakers to the law school.

Student groups may not use their general budget allocation to provide a travel stipend for speakers, nor may they pay speaking fees or honorariums.

Section 5.04 SBA Reserve Funds

a) General Reserve Fund

- i. The SBA shall withhold seven-and-one-half percent of total available SBA General funds as a General Reserve Fund
- ii. Requests of up to seventy-five dollars (\$75.00) may be approved by a simple majority of the Internal Budget Committee, if the Treasurer determines that the request is urgent.
- iii. Requests of over seventy-five dollars (\$75.00) must be approved by a simple majority of the SBA General Assembly at an SBA meeting.

1. The student making the request must either be present at the SBA meeting or have a representative present on their behalf at the SBA meeting.
 2. The student, or the representative, should be prepared to make a short, concise presentation summarizing the information required below in §5.04(a)(iv).
- iv. All requests for General Reserve Funds, either to the Internal Budget Committee or to the SBA, must include the following information:
1. Exact amount requested;
 2. Benefit of the event to the entire student body
- b) President's Discretionary Fund
- i. The SBA shall withhold no more than one thousand dollars (\$1,000.00) as a President's Discretionary Fund.
 - ii. The President's Discretionary Fund shall be used for any SBA administrative expenses, and other immediate needs, as determined by the President.
- c) SBA Diversity, Equity, Inclusion & Belonging (DEIB) Fund
- i. The SBA shall withhold four percent of total SBA funds for funding of the DEIB Committee.
 - ii. The funds for the DEIB Committee shall be used to promote the mission of the Committee, including for the planning of events to promote and foster diversity at Lewis & Clark.
 - iii. Any expenses of more than seventy-five dollars (\$75.00) from the DEIB Committee Fund account must be approved by a simple majority of the SBA DEIB Committee.

Section 5.05 Budgetary Guidelines For Events Planned via the Programming Committee

- a) Except as otherwise provided, expenditures and ticket pricing for events sponsored by SBA must be approved through the following guidelines before payment is made, or a contract is entered into:

- i. The Internal Budget Committee will review a detailed request for SBA general funds and vote whether to approve. The request shall include the following information:
 1. The amount being requested;
 2. What the amount requested is for (including a breakdown of what is being spent as an up-front cost (i.e., deposits); and
 3. If the expenditure is subject to a contract with a business, what the provisions of the contract are (including clauses for incidentals, service fees, etc.).
 - ii. Following a vote by the Internal Budget Committee, the expenditure request will go to a full vote in front of the SBA General Assembly.
- b) These rules are not subject to amounts that do not exceed one hundred dollars (\$100.00), provided the SBA General Assembly has approved forgoing these rules.
- c) Failure to comply with these guidelines will result in zero liability for the SBA for funds spent, unless the SBA General Assembly votes, notwithstanding the failure to comply, to approve the funds spent.
- i. Noncompliance: Noncompliance with these guidelines includes:
 1. Failure to approve the expenditures through a vote of the Internal Budget Committee, prior to payment or contracting;
 2. Failure to approve expenditures through a vote of the SBA, prior to payment of contracting; or
 3. Unilateral changes to requests, subsequent to their approval by the Internal Budget Committee and SBA, without further approval by the Internal Budget Committee and SBA.
 - ii. Zero Liability: Costs incurred beyond the approved requests will be the responsibility of the student who incurred such expenditures, absent retroactive approval by the SBA General Assembly.

Article VI. SBA PROCEDURES

Section 6.01 Quorum

- a) A quorum shall consist of at least fifty-one percent of the elected representatives of the SBA. A quorum is a majority of all voting members.

Section 6.02 Proxy Votes

- a) Members may vote by proxy under the following conditions:
- i. An absent member has authorized another member to vote on behalf of the absent member; and
 - ii. Prior to the meeting in question, the absent member has acquired consent from a fellow member to act as a proxy and obtained a written authorization for the member that contains the absent member's vote for each issue before SBA.
 - iii. The proxy must notify the President and Secretary of the proxy vote prior to or upon arrival to the meeting, or, if the absent member has been in attendance at the meeting, the absent member must leave the meeting or must temporarily leave the room.
 - iv. Proxy does not count towards attendance, but counts as an excused absence.

Section 6.03 Motions

- a) Unless otherwise specified, passage of any motion requires a majority of all voting members (in person and by proxy).

Section 6.04 Meeting Access

- a) All meetings of the SBA are open to the greater Lewis & Clark community. An SBA meeting may be closed to non-SBA-members upon:
- i. A motion approved by a majority of all voting members, provided that notice of the closed meeting has been communicated to all members, at least 48 hours prior to the meeting, or to a majority of all members.

Section 6.05 Notice of Meeting Agenda and Materials

- a) Students must submit items to be considered on the agenda by the Monday prior to the monthly meeting to the SBA Secretary.

- i. For each monthly SBA general assembly meeting, the Agenda and all supplemental materials to be discussed at the general meeting shall be distributed to each SBA member at least 24 hours in advance of the scheduled meeting.

Section 6.06 Voting Procedures

- a) Voting will take place by Google Form or other e-voting procedure unless otherwise determined by a plurality of the SBA E-Board. Voting by Google Form or other e-voting procedure will be allowed for all SBA business including internal committee decisions.
- b) The process for voting by Google Form shall be as follows:
 - i. The Vice President of Student Affairs or appropriate committee head shall provide at least 72 hours notice to committee members that the vote will take place and indicate when voting will open.
 - ii. The Vice President of Student Affairs or appropriate committee head will dictate the time window allowed for voting, with a minimum of 72 hours time before the vote.
 - iii. The committee head may not amend the proposal after voting has begun without restarting the 72 hour voting period.
 - iv. Results of the vote will be reported to the SBA Membership no later than 48 hours after voting has closed. Results of any vote may be communicated via email.

Section 6.07 Meeting Accessibility

- a) All meetings of the SBA shall be conducted in a fashion so as to allow maximum accessibility for members and students. Hybrid, online, and in person meetings may all be utilized with a preference to giving membership discretion in choosing how they wish to attend and making hybrid options preferable.
- b) For meeting that take place online or in a hybrid fashion, recordings will only be made in extenuating circumstances by a majority vote of the General Assembly

Section 6.08 Resolutions

- a) Any student may propose a resolution.

- b) Resolutions must be submitted in writing through the online portal at least one week before a scheduled meeting to be considered.
- c) The Executive Board shall meet once per month to review all resolutions submitted, unless an earlier electronic discussion and review is deemed appropriate by the SBA President.
- d) Resolutions approved by a simple majority of the Executive Board will be advanced for discussion and voting to the Rules Committee for review.
- e) The Rules Committee may return resolutions to the proposer with suggestions for revision if not approved.
- f) On approval, the proposed resolution will be advanced to the General Assembly for vote.
- g) All resolutions shall be presented and discussed at the meeting following their submission, or an opportunity to discuss shall be made available electronically.
- h) A resolution shall be considered passed if it receives a simple majority (over 50%) of the votes from members present at the meeting. E-voting is permitted.
- i) Without the need for formal amendments or a subsequent vote, the Chair of the Rules Committee may alter passed resolutions solely to correct Scrivener's errors and/or factual inaccuracies in any successfully passed resolutions.
- j) The President shall be responsible for overseeing and/or reviewing the implementation of passed resolutions, and shall provide updates on the progress of implementation at subsequent meetings.

Article VII. STUDENT GROUPS AND STUDENT AFFAIRS

Section 7.01 Student Groups and Expenditures

- a) SBA shall receive a list from Lewis & Clark Law School Student Affairs, as to what groups they believe to be active and their Presidents and contact information.
- b) SBA shall receive a full accounting of the expenditures from the Supplemental Student Group Fund.
- c) SBA shall receive a full accounting of the funds that were swept on April 15 of each year, by 01 September of the following year.

Article VIII. BYLAW AMENDMENTS

Section 8.01 Proposed Amendments

- a) Amendments to these Bylaws may be proposed by the following:
 - i. Any member;
 - ii. The Rules Committee; or
 - iii. An initiative petition as set out in Article II §2.12.

Section 8.02 Consideration of proposed amendments

- a) Any amendment proposed by either a member or the Rules Committee must be considered by the SBA general body at its next General Assembly Meeting
- b) The proposed amendments shall be sent out with the agenda prior to the general body meeting at which they will be voted on.
 - i. Any member not attending the meeting may place their vote(s) by proxy.
- c) An amendment will be ratified with a simple majority vote of the SBA.
 - i. Any amendment proposed by initiative petition is governed by the provisions contained in Article II of these Bylaws.