

**Student Bar Association Constitution
Thomas Jefferson School of Law (TJSL)**

Article 1

Name

This Association shall be known as the Thomas Jefferson School of Law, Student Bar Association, hereinafter referred to as the “SBA.”

Article II

Purpose and Objectives

The purpose of the SBA is to:

1. Make recommendations to the Faculty and the administration on matters which will improve the academic and administrative quality of TJSL.
2. Coordinate academic, social and educational activities for the student body.
3. Promote an advantageous harmony amongst students, faculty and the administration.
4. Supplement students academic endeavors with the appropriate extra-curricular activities
5. Act as the official student voice to the American Bar Association, Law Student Division, hereinafter referred to as the “ABA-LSD.”
6. Provide a forum by which student grievances may be channeled to appropriate authorities for an expeditious resolution.
7. Distribute funds to student organizations in compliance with the Student Services chartering guidelines and the SBA funding policy.

Article III

Executive Board

Section 1: Membership

Membership on the SBA’s Executive Board shall be comprised of the President, Vice-President, Director of Public Relations, Treasurer, Parliamentarian, Secretary, Academic Chair, Athletic Chair, Judicial Chair, Social Chair, Community Chair, Fundraising Chair, ABA-LSD Representative, Website Director, Editor-in-Chief of the SBA Newspaper, Class Representatives, and a Student Services Advisor.

Section 2: Voting Rights

1. All members of the SBA Executive Board shall be entitled to cast one vote, except the following members:
 - a) The President shall vote only *in case of a tie*, but shall be counted as a voting member to determine a quorum.
 - b) The Judicial Chair, Parliamentarian and the Student Services Advisor shall sit in a *non-voting advisory capacity* only.
2. A quorum consisting of a simple majority of the voting members of the SBA Executive Board shall be necessary for all action requiring a vote of the SBA Executive Board. A majority vote of the quorum shall pass a motion/vote.

3. Proxy votes will not be recognized for voting purposes.

Section 3: Duties and Powers of the Executive Board.

1. All legislative powers of the SBA shall be vested in the Executive Board. The Executive Board shall:
 - a) Study and initiate policies, plans and projects for the SBA.
 - b) Conduct the regular business of the SBA.
2. The SBA Executive Board shall reserve the power to take all necessary and proper action to serve the purposes and objectives of the SBA.
3. The SBA Executive Board shall serve as fiduciaries for all SBA funds and shall reserve the right to allocate or refuse available funds to any properly chartered student organizations or persons requesting said funds.
4. All elected SBA Executive Board Members, except the Student Services Advisor, shall, at the time of election, a) have at least one full year of academic study remaining at TJSL, b) have completed at least one semester of study at TJSL, and c) have a cumulative grade point average of 2.5 or greater for students with 15 units or less after one semester, or d) have a cumulative grade point average of 2.25 or greater for students with 16 or more units after one semester. However, first semester students shall be exempted from section b) when running for 1L Class Representative only.
5. All SBA Executive Board Members shall maintain a cumulative grade point average of at least 2.25 as a concurrently enrolled student at TJSL.
6. All SBA Executive Board Members shall maintain good academic standing throughout his/her term.
7. All SBA Executive Board Members shall serve for a period of one year, unless an SBA Executive Board Member is removed for good cause or resigns from office.
8. All SBA Executive Board Members shall commit to performing four hours of community or school service at the direction of the President. This four hour time commitment does not include attendance at regularly scheduled SBA Executive Board meetings.
9. Shall meet at least three times during the summer. The Attendance Policy, as set forth in the SBA By-Laws, shall be suspended during these summer meetings.

Section 4: Duties and Powers of SBA Executive Board Members.

1. President
 - a) Shall determine meeting dates and times of the SBA Executive Board.

- b) Shall preside over SBA Executive Board meetings and direct the activities of the SBA.
 - c) Shall serve as a liaison between the students at TJSL and the administration, through regularly scheduled meetings with the various Deans of the law school, as well as other appropriate law school administrators.
 - d) Shall give a report at all regularly scheduled SBA Executive Board meetings.
 - e) Shall work with the ABA-LSD Representative to coordinate, plan, and implement all activities involving public interest and diversity.
 - f) Shall post minutes of SBA Executive Board meetings within five days of said meetings.
 - g) Shall sign the minutes of SBA Executive Board meetings, prior to posting.
 - h) In the event that there is a vacancy in any elective SBA office, the President shall nominate an eligible student at TJSL for such office. A majority vote of the SBA Executive Board shall be required to confirm the nomination.
 - i) May delegate such duties as necessary in the matters provided for in the SBA Constitution and the SBA By-Laws.
 - j) Shall be a member of the Finance Committee.
2. Vice-President
- a) Shall assist the President in his/her duties and actively further the interests of the SBA.
 - b) Shall be the presiding officer of the SBA in the event the President is absent, or as emergency circumstances warrant.
 - c) Shall serve as a liaison between the students and administration in the Presidents absence.
 - d) Shall preside over and schedule monthly meetings with all Class Representatives.
 - e) Shall be a member of the Barrister's Ball Committee.
 - f) Shall be a member of the Finance Committee.
 - g) Shall give a report at all regularly scheduled SBA Executive Board meetings.
 - h) Shall be the Editor-in-Chief of the SBA Newspaper, and shall ensure its publication and operation as specified in Section 12 of the SBA By-Laws as amended in March of 2005.

3. Director of Public Relations

- a) Shall post flyers throughout the Thomas Jefferson campus regarding meeting dates and times of the SBA Executive Board, at least three days in advance of such meetings.
- b) At the direction of the President, shall coordinate additional public relations activities with the law school's Public Relations Director.
- c) Shall meet regularly with TJSL's Public Relations Director.
- d) Shall be a member of the Barrister's Ball Committee.
- e) Shall be a member of the Finance Committee.

4. Treasurer

- a) Shall receive and disburse all funds held by the SBA Executive Board, at the direction of the SBA Executive Board.
- b) Shall maintain financial accounts in accordance with proper accounting procedures.
- c) Shall prepare and timely file all applicable tax documents.
- d) Shall maintain and collect fees from locker rentals.
- e) Shall give a financial report at all regularly scheduled SBA Executive Board meetings.
- f) Shall turn over all funds, records, and accounts within three (3) days after termination of office to the President, or his/her successor, if known at the time of termination.
- g) Shall act as Chair of the Finance Committee.
 - 1) The Finance Committee shall consist of the President, Vice-President, Director of Public Relations, Athletic Chair, and Social Chair.
 - 2) The duties of the Finance Committee are set forth in Section 4 of the SBA By-Laws.
- h) Shall be a member of the Barrister's Ball Committee.
- i) Shall submit at least two articles per semester to the SBA Newspaper. Each article must contain at least 400 words.

5. Parliamentarian

- a) Shall maintain order at all SBA Executive Board meetings, in accordance with Robert's Rules of Order.

- b) Shall settle all disputes regarding rules and procedure occurring at all SBA Executive Board meetings.
- c) Shall write a letter to all SBA Executive Board Members who have missed three regularly scheduled SBA Executive Board meetings OR two consecutive SBA Executive Board meetings. Said letter should state that the Board member is in violation of the attendance policy set forth in the SBA By-Laws, and that said member shall meet in an informal hearing with the SBA Executive Committee, to show just cause why that member shall not be deemed to have constructively resigned.

6. Secretary

- a) Shall take minutes at all SBA Executive Board meetings and turn them in to the President within three days of said meeting.
- b) Shall sign all minutes of SBA Executive Board meetings prior to the Presidents posting of said minutes.
- c) Shall notify all SBA Executive Board Members of all upcoming SBA Executive Board meetings and other SBA Executive Board event no later than two days prior to each meeting and event.

7. Academic Chair

- a) Shall act as an advocate for all students attending TJSL in all academic matters, and shall take all necessary and proper measures to address and remedy such student concerns.
- b) Shall coordinate, plan, and implement the SBA Executive Board/Entering Student Mentor Program.
- c) Shall give an Academic report at all regularly scheduled SBA Executive Board meetings.
- d) Shall be the sole student representative on the Faculty Academic/Curriculum Committee and the Faculty Library and Technology Committee. The Academic Chair must vote at the direction of the SBA Executive Board while voting at said committee meetings.
- e) Shall act as Chair of the Academic Committee.
 - 1) Shall appoint two students at TJSL each semester to serve on the Academic Committee. Students must be in good academic standing at TJSL and shall serve for one full semester.
 - 2) The duties of the Academic Committee are set forth in Section 6 of the SBA By-Laws.
- f) Shall meet with members of the Academic Committee at least once a month to carry out his/her duties in Section 6(F).

8. Athletic Chair

- a) Shall coordinate, plan, and implement all athletic events for and/or between students, faculty, and administrators at TJSL.
 - 1) Each athletic activity shall be presented for approval to the SBA Executive Board.
 - 2) A majority vote will carry said motion.
- b) Shall give an athletic report at all regularly scheduled SBA Executive Board meetings.
- c) Shall act as Chair of the Athletic Committee.
 - 1) Shall appoint two students at TJSL each semester to serve on the Athletic Committee. Students shall be in good academic standing at TJSL and shall serve for one full semester.
 - 2) The duties of the Athletic Committee are set forth in Section 7 of the SBA By-Laws.
- d) Shall meet with members of the Athletic Committee at least once a month to carry out his/her duties in Section 7(E).
- e) Shall be a member of the Finance Committee.
- f) Shall submit at least two articles per semester to the SBA Newspaper. Each article must contain at least 400 words

9. Judicial Chair

- a) Shall act as Chair of the Judicial Committee.
 - 1) Shall appoint six students of TJSL each semester to serve on the Judicial Committee. Students shall be in good academic standing and shall serve for one full semester.
 - 2) The duties of the Judicial Committee are set forth in Section 5 of the SBA By-Laws.
- b) If any matter referred by the President is taken up by the Judicial Committee, the Judicial Chair shall give a report regarding the Judicial Committee's decision at the next regularly scheduled SBA Executive Board meeting.
- c) Shall otherwise be excused from attendance at regularly scheduled SBA Executive Board meetings to promote an impartial and objective inquiry and judicial process.

10. Social Chair

- a) Shall coordinate, plan and implement at least three social activities, per semester, for and/or between students, faculty and administrators at TJSL.
 - 1) Each social activity shall be presented for approval to the SBA Executive Board.
 - 2) A majority vote will carry said motion.

- b) Shall serve as Chair of the Social Committee.
 - 1) Shall appoint two students of TJSL each semester to serve on the Social Committee. Students shall be in good academic standing and shall serve for one full semester.
 - 2) The duties of the Social Committee are set forth in Section 8 of the SBA By-Laws.
- c) Shall serve as Chair of the Barrister's Ball Committee.
 - 1) This committee shall consist of the Vice-President, Treasurer, and the members of the Social Committee.
 - 2) The duties of the Barrister's Ball Committee are set forth in Section 9 of the SBA By-Laws.
- d) Shall give a social and/or Barrister's Ball report at all regularly scheduled SBA Executive Board meetings.
- e) Shall be a member of the Finance Committee.
- f) Shall submit at least two articles per semester to the SBA Newspaper. Each article must contain at least 400 words.

11. Community Chair

- a) Shall coordinate, plan, and implement charitable events for and/or between students, faculty, and administrators at TJSL.
 - 1) Each charitable activity shall be presented for approval to the SBA Executive Board.
 - 2) A majority vote will carry said motion.
- b) Shall give a Community report at all regularly scheduled SBA Executive Board meetings.
- c) Shall act as chair of the Community Committee.
 - 1) Shall appoint two students at TJSL each semester to serve on the Community Committee. Students shall be in good academic standing and shall serve for one full semester.
 - 2) The duties of the Community Committee are set forth in Section 10 of the SBA By-Laws.
- d) Shall meet with members of the Community Committee at least once a month to carry out his/her duties in Section 10(F).
- e) Shall submit at least two articles per semester to the SBA Newspaper. Each article must contain at least 400 words.

12. Fundraising Chair

- a) Shall be responsible for the organization of a fundraising committee to raise discretionary funds for the SBA.
- b) Shall be responsible for soliciting advertising for the SBA Newspaper.
- c) Shall work with other officers of the SBA Executive Board to ensure that fundraising goals are being met.
- d) Shall submit written fundraising goals and shall report status of fundraising efforts at all regularly scheduled SBA Executive Board meetings.
- e) Shall act as Chair of the Fundraising Committee.
 - 1) Shall appoint two students at TJSL each semester to serve on the Fundraising Committee. Students shall be in good academic standing and shall serve for one full semester.
 - 2) The duties of the Fundraising Committee are set forth in Section 11 of the SBA By-Laws.
- f) Shall meet with members of the Fundraising Committee at least once a month to carry out his/her duties in Section 11(F).
- g) Shall submit at least two articles per semester to the SBA Newspaper. Each article must contain at least 400 words.

13. ABA-LSD Representative

- a) Shall voice and address all ABA-LSD concerns to the SBA Executive Board.
- b) Shall coordinate, plan and implement ABA-LSD membership drives with the SBA.
- c) Shall work with the SBA President to coordinate, plan and implement all activities involving public interest and diversity.

14. Class Representatives

- a) Shall voice and address all student concerns for their respective classes to the SBA Executive Board.
- b) Shall make announcements at the beginning of classes regarding the activities of the SBA Executive Board whenever possible.
- c) Shall attend Class Representative meetings once a month.
- d) Shall attend all appropriate New Student Orientation functions at the direction of the President.

- e) Shall staff and disburse information at all “ASK the SBA” Days, and other Table Days at the direction of the President.
- f) Each class shall have four representatives; two of whom will be full-time students and two of whom will be part-time students.
- g) First-year representatives shall be elected in March and September, and shall take office immediately to provide representation for their respective classmates who entered in the previous January or the previous August, respectively.
- h) First-year representatives elected in either March or September shall hold office until May of the following year.
- i) Shall be exempted from the requirement that one semester of study at TJSL be completed.

15. Website Director

- a) Shall maintain the SBA Website of TJSL.
- b) Shall coordinate with the Editor-in-Chief of the SBA Newspaper to post an electronic version of the Newspaper.
- c) Shall perform other duties as directed from the President and determined by the SBA Executive Board.

Article IV
Executive Committee

The SBA Executive Committee shall consist of the President, Vice-President, Director of Public Relations, Treasurer, Secretary, and Parliamentarian. The SBA Executive Committee shall meet at the following times:

- 1. Attendance review hearings for SBA Executive Board Members who have violated the attendance policy set forth in the SBA By-Laws.
- 2. At the discretion of the President.

Article V
Constitutional Amendments

- A. Shall be submitted in writing and require the approval of the SBA Executive Board by a 2/3 majority vote.
- B. After approval by the SBA Executive Board, the proposed amendment shall be submitted for ratification by the entire student body.
- C. A majority of all votes cast by the student body shall pass the amendment.

Article VI
Referendum

May be submitted on any matter upon a filing of an appropriate petition to the SBA Executive Board. The petition must include a minimum of 15% of signatures by the students in good standing enrolled at TJSL, OR the petition must be approved by a minimum of two-third (2/3) of votes cast by ballot the SBA Executive Board.

Article VII
Recall

- A. Any SBA Executive Board Member may be brought to a recall upon petition submitted to the SBA Executive Board. The petition must contain the following:
 - 1) Stated grounds on which the recall is sought.
 - 2) Signatures of one-third (1/3) of the SBA Board Member's constituents.
- B. The SBA Executive Board shall call a recall petition election after the proper submission of the above petition.
- C. The SBA Executive Board Member subject to recall shall be voted on by the students he/she represents.
- D. The SBA Executive Board Member subject to recall shall be recalled if a majority vote of the students that the SBA Executive Board Member represents is in favor of recall.

Article VIII
Ratification and Amendments

The SBA Constitution shall become effective upon ratification by a two-third (2/3) affirmative vote of the voting student body. The SBA Constitution may be amended or repealed, and a new SBA Constitution adopted by the affirmative vote of two-third (2/3) of the voting student body.

Article IX
Rules of Order

All SBA Executive Board meetings shall be governed by Robert's Rules of Order.

Article X
Integration

- A. The SBA Constitution and the SBA By-Laws shall be the complete embodiment of the SBA of TJSL located in San Diego, California, enacted on November 27, 2002 and amended in March of 2005.
- B. Material enacted prior to November 27, 2002, not specifically appearing in these documents, shall be deemed revoked by these instruments.