

**Student Bar Association By-Laws
Thomas Jefferson School of Law (TJSL)**

**Section 1
Attendance**

- A. As it is recognized that attendance at meetings is absolutely necessary for adequate representation of the Association, Student Bar Association (SBA) Executive Board Members shall be subject to the following restrictions:
1. A member may be excused from attending a regularly scheduled SBA Board Meeting in an emergency situation, if adequate notice is given to the SBA President before the regular meeting has been called to order.
 2. A member who is unexcused from three (3) regularly scheduled SBA Board Meetings OR is unexcused from two (2) consecutive SBA Board Meetings during a semester shall be served with an order to show cause why s/he will not be deemed to have constructively resigned.
 3. This order shall be served by the Parliamentarian at the direction of the President.
 4. A member served with this order shall have seven (7) days from the date of the order to call the SBA President and arrange for a hearing in front of the SBA Executive Committee.
 5. The member will be given a proper hearing before the Executive Committee, at which time a determination will be made as to said member's right to continue to serve as an SBA Board Member.
 6. Failure to respond to the order within one week OR failure to attend a hearing will result in entry of the member's constructive resignation.

**Section 2
Reports**

- A. The chairpersons of each standing and special committee shall submit oral reports at all regularly scheduled SBA Executive Board Meetings regarding the status of their respective committees.
- B. The Executive Committee Members, Chairs, and the ABA-LSD Representative of the SBA Executive Board shall submit written reports to their respective successors and the SBA President-*elect* at the last regularly scheduled SBA Board Meeting in the spring semester. The content of this report shall be provided by the outgoing SBA President.

Section 3
Communications

- A. All SBA Executive Board Members who create any posters or flyers or disseminate email communications in the name of the SBA must seek approval by the Director of Public Relations and President.

Section 4
Finance Committee

- A. The Treasurer shall act as Chair of the Finance Committee.
- B. The membership of the Finance Committee shall consist of the President, Vice-President, Director of Public Relations, Athletic Chair, and the Social Chair.
- C. The duties of the Finance Committee shall be to:
 - 1. Draw up the SBA budget at least one week prior to first SBA Board Meeting of each semester.
 - 2. Submit the SBA Budget for approval by the entire SBA Executive Board at the first regularly scheduled SBA Board Meeting of each semester.
 - 3. Recommend financial policies and funding procedures to the SBA Executive Board and the administration at Thomas Jefferson School of Law

Section 5
Judicial Committee

- A. The Judicial Chair shall act as Chair of the Judicial Committee.
- B. The membership of the Judicial Committee shall consist of six (6) students at TJSL, who shall be appointed by the Judicial Chair.
- C. The names, phone numbers, and e-mail addresses of students appointed to the Judicial Committee shall be submitted to the President no later than one week from the beginning of each semester.
- D. The students appointed to the Judicial Committee must be in good academic standing, and must have completed one semester of study at TJSL.
- E. The President shall submit the names of students appointed to the Judicial Committee to the

Student Services Director so that a determination of the above requirements is made.

- F. The Judicial Chair shall sit in a *non-voting capacity* on the Judicial Committee.
- G. The duties of the Judicial Committee shall be to:
 - 1. Interpret the SBA Constitution or the SBA By-Laws at the request of the President or the SBA Executive Board.
 - 2. Conduct all SBA Elections by preparing the appropriate election ballots, staffing the ballot table, counting all ballots, and posting election results.
 - 3. Investigate and solve all claims and disputes regarding SBA elections and campaigning.
 - 4. Matters submitted by the President shall be submitted to the Judicial Chair in writing. The Judicial Committee shall meet and conduct a hearing. After said hearing, the Judicial Chair shall provide the President with a written report of said hearing and the results of said hearing no later than three (3) days of said hearing. The Judicial Chair shall also give an oral report to the SBA Executive Board at the next regularly scheduled SBA Executive Board Meeting.
- H. The decision of the Judicial Committee shall be binding upon the SBA.

Section 6
Academic Committee

- A. The Academic Chair shall act as Chair of the Academic Committee.
- B. The membership of the Academic Committee shall consist of two (2) students at TJSL, who shall be appointed by the Academic Chair.
- C. The names, phone numbers, and e-mail addresses of the students appointed to the Academic Committee shall be submitted to the President no later than one week from the beginning of each semester.
- D. The students appointed to the Academic Committee must be in good academic standing and must have completed at least one semester of study at TJSL.
- E. The President shall submit the names of students appointed to the Academic Committee to the Student Services Director so that a determination of the above requirements is made.
- F. The duties of the Academic Committee shall be to:
 - 1. Conduct reviews, studies and analysis of all academic policies at the direction and

- discretion of the Academic Chair.
2. Recommend changes in academic policies to the entire SBA Executive Board.

Section 7
Athletic Committee

- A. The Athletic Chair shall act as Chair of the Athletic Committee.
- B. The membership of the Athletic Committee shall consist of two (2) students at TJSL, who shall be appointed by the Athletic Chair.
- C. The names, phone numbers, and e-mail addresses of students appointed to the Athletic Committee shall be submitted to the President no later than one week from the beginning of each semester.
- D. The students appointed to the Athletic Committee must be in good academic standing and must have completed at least one semester of study at TJSL.
- E. The duties of the Athletic Committee shall be to:
 1. Make recommendations regarding athletic events for student, faculty and staff of TJSL.
 2. Plan and coordinate athletic events in which the Athletic Chair and the SBA Executive Board have determined to be in the best interests of the student body at TJSL.

Section 8
Social Committee

- A. The Social Chair shall act as Chair of the Social Committee.
- B. The membership of the Social Committee shall consist of two (2) students at TJSL, who shall be appointed by the Social Chair.
- C. The names, phone numbers, and e-mail addresses of students appointed to the Social Committee shall be submitted to the President no later than one week from the beginning of each semester.
- D. The students appointed to the Social Committee must be in good academic standing, and must have completed at least one semester of study at TJSL.
- E. The President shall submit the names of students appointed to the Social Committee to the Student Services Director so that a determination of the above requirements is made.

F. The duties of the Social Committee shall be to:

1. Make recommendations regarding social events for the students, faculty and staff of TJSL.
2. Plan and coordinate social events which the Social Chair and the SBA Executive Board have determined to be in the best interests of the student body of TJSL.
3. Plan and coordinate the Annual Barrister's Ball in accordance with Section 9 of the SBA By-Laws.

Section 9
Barrister's Ball Committee

- A. The Social Chair shall act as Chair of the Barrister's Ball Committee.
- B. The membership of the Barrister's Ball Committee shall consist of the Vice-President, Treasurer and the Social Committee.
- C. The duties of the Barrister's Ball Committee shall be to plan and coordinate the Annual Barrister's Ball.

Section 10
Community Committee

- A. The Community Chair shall act as chair of the Community Committee.
- B. The membership of the Community Committee shall consist of two (2) students at TJSL, who shall be appointed by the Community Chair.
- C. The names, phone numbers, and e-mail addresses of students appointed to the Community Committee shall be submitted to the President no later than one week from the beginning of each semester.
- D. The students appointed to the Community Committee must be in good academic standing and must have completed at least one semester of study at TJSL.
- E. The President shall submit the names of students appointed to the Community Committee to the Student Services Director so that a determination of the above requirements is made.
- F. The duties of the Community Committee shall be to:
 1. Make recommendations regarding community events for the students, faculty and staff of

- TJSL.
2. Plan and coordinate community events which the Community Chair and the SBA Executive Board have determined to be in the best interests of the student body of TJSL.

Section 11
Fundraising Committee

- A. The Fundraising Chair shall act as Chair of the Fundraising Committee.
- B. The membership of the Fundraising Committee shall consist of two (2) students at TJSL, who shall be appointed by the Fundraising Chair.
- C. The names, phone numbers, and e-mail addresses of the students appointed to the Fundraising Committee shall be submitted to the President no later than one week from the beginning of each semester.
- D. The students appointed to the Fundraising Committee must be in good academic standing and must have completed at least one semester of study at TJSL.
- E. The President shall submit the names of students appointed to the Fundraising Committee to the Student Services Director so that a determination of the above requirements is made.
- F. The duties of the Fundraising Committee shall be to:
 1. Conduct reviews, studies and analysis of all fundraising policies at the direction and discretion of the Fundraising Chair.
 2. Recommend changes in fundraising policies to the entire SBA Executive Board.
 3. Provide a stated fundraising goal statement to the SBA Executive Board each semester.
 4. Provide reports on fundraising activities throughout each semester.
 5. Work with the *SBA Informer* to provide advertising and financial support.
 6. Assist the Social Chair with the implementation and organization of fundraising for social events.
 7. Assist the Community Chair with the implementation and organization of charitable fundraising events to help the community.

Section 12
SBA Newspaper (*SBA Informer*)

- A. The SBA Newspaper Committee is comprised of the Advisory, Executive and Editorial Boards.
- B. The SBA Newspaper Committee is responsible for maintaining the integrity of the

newspaper as a representation of the students, faculty and staff of TJSL.

1. The Advisory Board shall be comprised of the Assistant Dean for Academic Affairs and the Director of Student Services and shall work with the SBA Executive Board and Editorial Board to ensure a quality publication and shall sit in an advisory capacity on policy decisions.
 - a) The Advisory Board has editorial power over publication of articles deemed to be in violation of the ethical standards specified in the Student Handbook of TJSL.
 - b) The duties of the advisory board shall be to:
 - 1) Attend the first meeting of each semester and any other meetings as necessary, at the request of the SBA Vice-President.
 - 2) Review articles to ensure proper content.
 - 3) Maintain communication with the SBA Vice-President.
 - c) The Advisory Board has the power to hold the SBA Vice-President accountable for any violations of any ethical standards and has the power to execute any of the proceedings in Appendix D of TJSL's Student Handbook if the SBA Vice-President or staff knowingly, willfully or negligently violates the ethical standards.
2. The Executive Board shall be comprised of the Editor-in-Chief and the Executive Editor of the *SBA Informer*.
 - a) The duties of the Executive Board shall be to:
 - 1) Oversee editorial board meetings and be available to any board member concerning article submissions.
 - 2) Mediate any disputes within the editorial board
 - 3) Submit a written report to the successor SBA Vice-President at end of term.
 - 4) Submit at least two articles per semester to the *SBA Informer*.
 - b) The SBA Vice-President is the Editor-in-Chief and shall appoint the Executive Editor. The Editor-in-Chief shall oversee progress of the Executive Editor.
 - c) Title will be passed to the new Editor-in-Chief upon the election of the SBA Vice-President in the spring semester or through appointment in the event the position is filled after the SBA election process.

- d) The Executive Editor must be in good academic standing and must have completed at least one semester of study at TJSL.
 - e) The duties of the Executive Editor shall be to:
 - 1) Appoint the Assistant Editor and Staff Editors.
 - 2) Schedule and run the editorial board meetings.
 - 3) Submit an article to the *SBA Informer* for each publication.
3. The Editorial Board shall be comprised of the Assistant Editor and all Staff Editors.
- a) The Assistant Editor and Staff Editors be in good academic standing and must have completed at least one semester of study at TJSL.
 - b) Shall attend all Editorial Board meetings.
 - c) Shall edit submissions of the students, faculty and staff of TJSL.
 - d) Shall submit at least one article per issue.
- B. Any editor of the SBA Newspaper Committee may be recalled. Recall proceedings may be brought pursuant to Article VII of the SBA Constitution and Section 13 of the SBA By-Laws.

Section 13 **Removal of Officers**

- A. A motion to remove any elected or appointed officer shall be considered only upon presentation of a petition signed by a majority of all elected and appointed officers possessing voting power.
- 1. The removal petition must state reasons for the proposed removal.
 - 2. The removal petition must be presented at a regularly scheduled meeting of the SBA Executive Board.
 - 3. The person or persons who have been made subject to recall by such removal petition must be given written notice of the removal petition no less than three (3) days before the regularly scheduled SBA Executive Board Meeting where the removal petition will be presented, but not argued.
- B. Upon proper receipt of a removal petition, signed by a majority of all elected and appointed officers possessing voting power, a recall hearing shall be scheduled only upon approval of a majority of those officers present at the regularly scheduled SBA Executive Board Meeting at which the removal petition is properly presented.
- C. Upon a vote of a majority of officers as described in section (B), the President shall notify the affected party or parties of the scheduling of a recall hearing by writing, within three (3)

days of the vote taken.

1. A recall hearing must be scheduled no earlier than three (3) days, nor later than fifteen (15) days after the regularly scheduled SBA Executive Board Meeting at which the removal petition was properly received and voted upon.
 2. If the recall hearing required under section (C) is not held within fifteen (15) days of the regularly scheduled SBA Executive Board Meeting, at which the removal petition was properly received and voted upon, no action may later be instituted against the same party for the same cause.
 3. The recall hearing shall be chaired by the Judicial Chair.
- D. At the recall hearing required under section (C), the affected officer subject to removal shall be afforded a reasonable opportunity to respond to specific allegations contained within the removal petition, and shall be afforded a reasonable opportunity to present witnesses and evidence in his/her behalf.
- E. A affirmative vote of two-third (2/3) of elected and appointed officers possessing voting power, required under section (C), shall be required to recall any officer. The decision reached by the officers at this recall hearing shall be final, and may not be reconsidered upon any motion at any later date.

Section 14

Effective Date and Amendments

- A. The SBA By-Laws shall become effective immediately upon their adoption. Amendments to the SBA By-Laws shall become effective immediately upon their adoption UNLESS the SBA Executive Board in adopting them provides that they are to become effective at a later date.
- B. Amendments to the By-Laws may be proposed by a two-third (2/3) vote of a quorum of the SBA Executive Board.
- C. Notice shall be posted on the SBA bulletin board of the proposed amendment and the date of the vote to be taken by the SBA Executive Board regarding the proposed amendment.
- D. Such vote shall be taken at the next regularly scheduled board meeting.
- E. An affirmative vote of two-third (2/3) of a quorum of the SBA Executive Board shall carry the proposed amendment.

Certificate of Adoption

I, the undersigned, do hereby certify:

1. That I am the Judicial Chair of the Student Bar Association at Thomas Jefferson School of Law, San Diego, California.
2. That the foregoing constitutes the By-Laws of the SBA that were amended in March of 2005 by the SBA Executive Board.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 26th day of March, 2005, in San Diego, California.

TARA CHEEVER
SBA Judicial Chair
2004-2005 Academic Year