



STUDENT BAR ASSOCIATION

CONSTITUTION As amended February 9, 2021

PREAMBLE

We, the students of the Thomas Jefferson School of Law, do establish this Constitution for the Student Bar Association of Thomas Jefferson School of Law to provide students with a representative voice and to promote and address the concerns and well-being of the students.

Article 1 Name

This Association shall be known as the Student Bar Association of Thomas Jefferson School of Law (TJSL), hereinafter referred to as the "SBA."

Article II Purpose and Objectives

The SBA is a group of dedicated and enthusiastic student-leaders committed to improving student life at our law school and among the legal community, acting as the official student voice to the American Bar Association, Law Student Division ("ABA-LSD"). The SBA seeks to contribute to the community outside of TJSL through fundraising, community service, and volunteerism.

The SBA will meet and organize with Student Services to distribute funds to student organizations in compliance with the Student Services chartering guidelines and the SBA funding policy. In addition to working with TJSL's various student organizations, the SBA works to address the student body's concerns by providing a forum by which student grievances may be channeled to appropriate authorities for an expeditious resolution. The SBA makes recommendations to the faculty and the administration on matters that will improve the academic, administrative, and social quality of TJSL. It is the goal that this will result in advantageous harmony amongst students, faculty, and the administration.

The SBA is responsible for planning a handful of academic, social, and educational events and is responsible for the *Jeffersonian*, the student-run newspaper. The SBA has an open-door policy on all ideas and suggestions.

Article III
SBA Executive Board, SBA Advisory Members, Student Bar Representatives, and Class Representatives.

Section 1: SBA Membership

- A. To be considered for an elected position, potential SBA members shall:
 - i. Have at least one full year of academic study (24 units) remaining at TJSJL at the time of their election, unless there is an urgent need to fulfill a position, in which case there needs to be a unanimous exception granted by the Executive Board.
 - ii. Except for the 1L Class Representative, the candidate must have completed at least one semester of study at TJSJL
 - iii. Have a cumulative grade-point average of 2.5 or greater for students with 15 earned units or less
 - iv. Have a cumulative grade-point average of 2.25 for students with 16 earned units or more
 - v. Adhere to the Ethics Policy at TJSJL
- B. Once elected, members shall, at a minimum, maintain good academic standing according to the TJSJL handbook.
- C. All SBA positions start June 15 and end June 14 of the following year, unless there is a vacant position that needs to be filled at any time (see Section 1, "H").
- D. All SBA positions will commit to community or school service at the direction of the SBA President
- E. All SBA Members will be required to meet at monthly meetings and meetings throughout the Summer
- F. All SBA Members will be subject to the SBA Attendance policy outlined in the SBA Bylaws
- G. All SBA positions are held by-election unless they are unfilled after the Spring General Election
- H. If positions become vacant during a given election term, positions may be filled by a majority vote of the SBA Executive Board

Section 2: SBA Executive Board Membership

- A. Membership on the SBA's Executive Board is comprised of the President, Vice-President, Treasurer, & Secretary.
- B. All members of the SBA Executive Board shall be entitled to cast one vote.
- C. All legislative powers shall be vested in the SBA Executive Board, who shall notify the student body and initiate policies, plans, and projects and conduct the SBA's regular business.
- D. The SBA Executive Board shall reserve the power to take all necessary and proper action to serve the SBA's purposes and objectives.
- E. The SBA Executive Board shall serve as fiduciaries for all SBA funds and reserve the right to allocate or refuse available funds for projects, events, and organizations.
- F. The duties of each Executive Board Member are described herein.

1. President

- i. At the time of elections, must have successfully completed *at least* a full year of study and have one year of study (24 units) remaining at TJSJL.
- ii. Shall determine all meeting dates and times.
- iii. Shall maintain order at all SBA meetings.
- iv. Shall preside over SBA Executive Board, General SBA, and Deans meetings and direct the SBA activities.

- v. Shall serve as a liaison between the students and Student Organizations at TJSJL and the administration through regularly scheduled meetings with the various Deans of the law school and other appropriate law school administrators.
- vi. Shall give a report at all scheduled SBA meetings.
- vii. If there is a vacancy in any elective SBA office, the President shall interview the eligible students, and the eligible student must present a speech to the SBA Board. After a speech is presented to the SBA Board, the President will nominate an eligible student at TJSJL for such office. A majority vote of the SBA Board shall be required to confirm the nomination.
- viii. May delegate such duties as necessary in the matters provided for in the SBA Constitution and the SBA By-Laws.
- ix. Shall listen to and address student, administration, faculty, and staff concerns quickly, efficiently, and professionally.

2. Vice-President

- i. Shall assist the President in his/her duties and actively further the interests of the SBA.
- ii. Shall be the presiding officer of the SBA if the President is absent or as emergency circumstances warrant.
- iii. Shall help plan and direct Barristers Ball.
- iv. Shall be the Editor-in-Chief of the SBA Newspaper and shall ensure its publication and operation
- v. May delegate such duties as necessary in the matters provided for in the SBA Constitution and the SBA By-Laws with majority approval of the SBA Executive Board
- vi. Shall report to, advise, and be available for other tasks at the SBA President's direction.

3. Treasurer

- i. Shall receive and disburse all funds held by the SBA Executive Board at the SBA Executive Board's direction.
- ii. Shall maintain financial accounts under proper accounting procedures.
- iii. Shall turn over all funds, records, and accounts within three (3) days after the termination of office to the President, or his/her successor, if known at the time of termination.
- iv. Shall turn in all reimbursements in a reasonable time.
- v. Shall report to, advise, and be available for other tasks at the SBA President's direction.

4. Secretary

- i. Shall take minutes at all SBA and Dean's meetings and turn them in to the President within three days of said meeting. If not sent within three days, then within a reasonable time if the President is informed about the delay in minutes prior.
- ii. 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 before each meeting and event.
- iii. Shall report to, advise, and be available for other tasks at the SBA President's direction.

Section 3: SBA Advisory Members

- A. Membership of the SBA Advisory Members shall consist of the Parliamentarian, Student & Alumni Relations Director, Social Events & Public Relations Director, and Diversity Inclusion Direction.
- B. All SBA Advisory Members shall be entitled to cast one vote.
- C. The duties of each Advisory Member are described herein:

1. Parliamentarian

- i. Interpret the SBA Constitution or the SBA Bylaws at the President's request or the SBA Executive Board.
- ii. Conduct all SBA Elections by preparing the appropriate election votes, staffing the ballot table, counting all votes, posting election results, or electronic media.
- iii. Investigate and solve all claims and disputes regarding SBA elections and campaigning.
- iv. Shall otherwise be excused from attendance at regularly scheduled SBA meetings to promote an impartial and objective inquiry and judicial process.
- v. Shall write a letter to all SBA Members who have missed three regularly scheduled SBA meetings OR two consecutive SBA meetings. Said letter should state that the Board member violates the attendance policy outlined in the SBA Bylaws. That said member shall meet in an informal hearing with the SBA Executive Board to show just cause why that member shall not be deemed to have constructively resigned.
- vi. Shall report to, advise and be available for other tasks at the SBA President's direction as long as those tasks do not disturb the ethical nature of the Judicial Directors independently placed position within the SBA.

2. Student & Alumni Relations Director

- i. 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.
- ii. At the SBA President's Direction, shall coordinate, plan, and implement the SBA Academic Activities and Projects in conjunction with the Dean of Academics.
- iii. Shall attend TJSL Alumni Events, School Alumni Meetings, and voice student and SBA concerns, ideas, and events at said functions.
- iv. Shall create and establish a relationship with the TJSL Alumni Department and various Alumni networks.
- v. Shall report to, advise, and be available for other tasks at the SBA President's direction.

3. Social Events & Public Relations Director

- i. Shall create fliers and informational guides for posting on SBA Social Mediums regarding meeting dates and times of all SBA Events.
- ii. Shall help plan and promote all SBA social, educational, and professional events.
- iii. At the Direction of the SBA Executive Board, shall head up the Barristers Ball planning and coordinating.
- iv. Shall create the weekly newsletter to be sent to all students. The weekly newsletter should be submitted by Sunday at 5:00 pm every week for Monday morning distribution.

- v. Shall report to, advise, and be available for other tasks at the SBA President's direction.

4. Diversity Chair

- i. Shall promote a diverse study body and make sure everyone feels heard.
- ii. Shall coordinate with the Vice-President and Class Representatives to brainstorm student events and methods to nurture a diverse school environment.
- iii. Shall make sure events are well-rounded to bring together students of all backgrounds.
- iv. Shall monitor school events to make sure they are inclusive.
- v. If there is an issue with diversity on campus, the Diversity Chair shall work with the administration to come up with a solution in a reasonable time.

Section 4: Bar Association Representatives

1. American Bar Association (ABA) Representative

- i. Shall voice and address all ABA-LSD concerns, projects, and conferences to the SBA Members.
- ii. Shall coordinate, plan and implement ABA-LSD membership drives.
- iii. Shall regularly attend monthly ABA events
- iv. Shall report to, advise, and be available for other tasks at the SBA President's direction.

2. San Diego County Bar Association (SDCBA) Representative

- i. Shall voice and address all SDCBA concerns, projects, and conferences to the SBA Members
- ii. Shall coordinate, plan and implement SDCBA membership drives.
- iii. Shall regularly attend monthly SDCBA events
- iv. Shall report to, advise, and be available for other tasks at the SBA President's direction.

Section 5: Class Representatives

- A. There shall be three (3) class representatives; one (1) for each class
- B. Each class representative shall report to the SBA Vice-President
- C. Shall voice and address all student concerns for their respective classes to the SBA Executive Board.
- D. Shall make announcements at the beginning of classes regarding the activities of the SBA Executive Board whenever possible
- E. Shall perform other duties as directed from the SBA President and determined by the SBA Executive Board.

Section 5: Voting

- 1. A simple majority of the SBA Executive Board's voting members shall be necessary for all activities requiring a vote of the SBA Executive Board. A majority vote of the quorum shall pass a motion/vote.
- 2. Proxy votes for the Executive Board will not be recognized for voting purposes, unless approved by the Parliamentarian.
- 3. SBA Executive Board Members, Advisory Members, Student Bar Representatives, and Class Representatives shall be entitled to one vote on all matters brought during General Meetings.

Article IV
Constitutional Ratification and Amendments

- A. Shall be submitted in writing and require the approval of the SBA Executive Board by a majority vote.
- B. After approval by the SBA Executive Board, the proposed amendment shall be submitted for approval by the student body. The Parliamentarian shall set a deadline to submit the vote, only votes that are submitted by the deadline will be counted. The majority result of the votes will determine whether the Amendment to the Constitution has passed.
- C. A majority of all votes cast by the student body shall pass the amendment. After approval by the SBA Executive and General Board, and the voting students, the new Constitution shall be published.
- D. The SBA Constitution may be amended or repealed, and a new SBA Constitution adopted by the affirmative vote of a majority of the voting students.

Article V
Integration

- A. The SBA Constitution and the SBA By-Laws shall be the complete embodiment of the SBA of TJSJ located in San Diego, California, enacted on November 27, 2002 and amended on February 9, 2021.
- B. Material enacted prior to February, 2021, not specifically appearing in these documents, shall be deemed revoked by these instruments.