

# BYLAWS of the Student Bar Association of Vermont Law School

1	<b>ARTICLE 1. DEFINITIONS</b>	
2	<b>Adequate Notice:</b>	Examples of adequate notice include publication in the VLS
3		Forum, notice on the SBA bulletin board, electronic
4		communications to all students (including email and posting on
5		the SBA website), and inclusion in any regularly published
6		schedule of events prepared by the school.
7	<b>Continuing Classes:</b>	Those students advancing in the next academic year to the
8		second and third year classes of the Juris Doctor Program.
9	<b>Funds Eligible Student Group:</b>	A Recognized Student Group that has taken the extra measures
10		to be authorized by the SBA Senate to be eligible to receive
11		funding from the SBA.
12	<b>Official Senate Meeting Times:</b>	Includes all Regular and Special Meetings of the Senate, Budget
13		Meetings, and any and all events designated by the Senate in
14		the Standing Rules or from time to time decides by a majority
15		vote to be official. Includes select board meetings for the Town
16		Liaison.
17	<b>Presiding Officer:</b>	The person who runs a meeting of the Senate and who is
18		responsible for controlling the floor. The Presiding Officer will
19		only vote in the event of a tie vote.
20	<b>Quorum:</b>	The minimum number of members who must be present for the
21		vote to be valid or a meeting to be legally held.
22	<b>Ratification:</b>	The process by which the SBA approves of bylaws changes and
23		amendments. This process is outlined in § 12.2.
24	<b>Recognized Student Group:</b>	Groups on campus that have been recognized under § 4.5 of
25		these Bylaws by the SBA Senate. These groups are eligible to
26		use the name "Vermont Law School" in their title; be assigned
27		space in Vermont Law School buildings and on Vermont Law
28		School grounds for meetings and other sponsored events; and
29		address the Senate as an organization and seek its assistance in
30		all matters relevant to the SBA.
31	<b>Regularly Scheduled Senate Meeting:</b>	The meetings of the Senate that occur on a regular scheduled
32		basis. Traditionally, this is the weekly (or less frequent) meeting
33		scheduled on Tuesday.
34	<b>Special Committee:</b>	Temporary SBA Committees established by the Senate to
35		address specific needs of the SBA and its members.
36	<b>Standing Committee:</b>	Permanent SBA Committees which are authorized by these
37		Bylaws in § 6.3.
38	<b>Student Bar Association (SBA):</b>	All students of Vermont Law School who are enrolled as
39		candidates for the Juris Doctor Degree (J.D.), the Masters of
40		Studies in Environmental Law (M.S.E.L.), the Master of Law
41		(LL.M), and any other degree programs authorized by Vermont
42		Law School.
43	<b>Majority Vote:</b>	More than half of the votes cast excluding abstentions.
44	<b>Super Majority Yes Vote:</b>	Once the quorum is reached, with quorum levels set in the
45		subsections of the Bylaws, two-thirds of the votes cast excluding
46		abstentions.
47	<b>Vermont Law School Community:</b>	The VLS Community includes the SBA, the Faculty, and the
48		Staff.
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# BYLAWS of the Student Bar Association of Vermont Law School

## ARTICLE 2. GENERAL PROVISIONS

### § 2.1 Name

This Association shall be known as the Student Bar Association of Vermont Law School, hereinafter referred to as the "SBA."

### § 2.2 Objectives

The purpose of the SBA is to support and encourage academic excellence and professional growth among students; insure the attainment and preservation of the rights of the individual student to acquire a quality legal education in a just and reasonable manner; and serve as the vehicle for interaction and communication between the students and the faculty, administration, alumni, and the community.

### § 2.3 Antidiscrimination

This SBA shall not discriminate on the basis of ancestry, color, or race; cultural or ethnic background; economic circumstance; ideological, philosophical, or political belief or affiliation; marital or parental status; national or regional origin; physical disability; religion, or religious or denominational affiliation; sex; sexual orientation; gender identity and expression; or age. The SBA shall not encourage or condone discrimination, either implicitly or explicitly, and shall actively discourage discrimination on any such basis.

## ARTICLE 3. MEMBERSHIP

### § 3.1 Regular Membership

All students of Vermont Law School who are enrolled as candidates for the Juris Doctor Degree (J.D.), the Masters of Studies in Environmental Law (M.S.E.L.), the Master of Law (LL.M), and any other degree programs authorized by Vermont Law School, shall be regular members of the SBA. Such members are entitled to the full benefits of membership and to attend all meetings of the Senate.

### § 3.2 Faculty Representation

The Faculty of the Law School may appoint a faculty representative to this SBA, as a non-voting member.

### § 3.3 Administration Representation

The Administration of the Law School may appoint an administrative representative to this SBA, as a non-voting member.

### § 3.4 Membership Dues

Such regular member who is registered for the Fall Semester shall pay to the Treasurer of the Law School, as Annual Membership Dues, a non-refundable fee of not less than seventy-five dollars, due and payable with tuition each September. The amount of the Membership Dues is subject to increase only by a majority vote of the SBA through a referendum ballot. The Finance Committee shall publish adequate notice of the referendum ballot at least ten (10) days prior to the date of a vote.

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## § 3.5 Rights Reserved to the Membership

### A. Referendum

By submitting a petition to the Secretary of the SBA that contains the valid signatures of twenty percent or more current members of the SBA, any member may require a vote by general referendum on any issue regarding the Student Bar Association, including its policies and appropriations. A majority vote on a referendum shall be controlling and conclusive. When in conflict with a vote of the Senate, the referendum shall prevail. The Secretary shall hold such voting within fourteen (14) days (excluding vacation periods) after receipt of the petition. Any dispute regarding referendums shall be submitted to the Elections Committee. An appeal from the Elections Committee shall go to the Honor Code Committee and be bound by its determination.

### B. Recall

The elected Senate Members may be removed from office by the SBA through the process of recall. A recall shall be governed by the same provisions as a referendum, except:

1. A Super Majority Yes Vote is required to recall a voting member of the Senate; and
2. A petition for recall must clearly set forth all charges and must allege at least one of the following:
  - a. A willful violation of any provisions of these Bylaws, or
  - b. Malfeasance, misfeasance, or nonfeasance of office.

### C. Access to Information

All members of the SBA have the right to review and have access to the SBA Handbook, copies of which are to be kept on reserve in the Law School Library and in the SBA Office. Information in the SBA Handbook shall also be published on the SBA website. The SBA Handbook shall include:

1. The SBA Bylaws;
2. Standing Rules and Policy Statements;
3. Judicial hearing procedures;
4. All periodic reports regarding expenditures and allocations made by the Treasurer to the Senate;
5. A reasonably current statement indicating the financial condition of the SBA; and
6. Copies of the minutes of all Senate meetings of the current academic year.

## ARTICLE 4. ORGANIZATION OF THE SENATE

### § 4.1 Role of the Senate

The Senate shall be the governing body of the SBA and shall formulate its policies and supervise its activities. All members of the Senate shall be in good academic standing. It shall have all powers prescribed by and necessary for the proper execution of the Bylaws including, but not limited to the following:

- A. To consider resolutions and policy statements regarding any and all issues of concern to the SBA, generally no sooner than seven days from whence they are proposed, these issues include but are not limited to:
  1. The law school's status/recognition and any plans/planning to improve such status/recognition;
  2. Academic grading issues and testing procedures;

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- 161 3. Professorial evaluations and evaluation follow-up;  
162 4. Posting of grade information; and  
163 5. The efficiency, costs, and availability of services provided, utilized, and needed by the  
164 SBA.  
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166 B. To appropriate all SBA funds;  
167 C. To establish its own procedures consistent with these Bylaws;  
168 D. To establish standing and special committees pursuant to these Bylaws;  
169 E. To ratify or reject by majority vote any student membership to a standing committee;  
170 F. To require reports (written or verbal as directed by these Bylaws, the Standing Rules, or the  
171 Senate) from the standing committees, special committees, and from any organization  
172 receiving appropriations from the SBA;  
173 G. To enter into contracts on behalf of and in the best interest of the SBA or the Law School  
174 according to rules adopted by the Senate in the Standing Rules;  
175 H. To remove from the Senate, as per § 4.4, any elected member who fails to attend seventy-  
176 five percent (75%) of Official Senate Meeting Times.  
177 I. To provide and foster a harmonious academic and social environment amongst members of  
178 the law school community  
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## 180 § 4.2 Structure of the Senate

181 The Senate shall consist of the following:  
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### 184 A. Executive Officers 185

186 In addition to other duties, the executive officers of the SBA shall have the collective power  
187 and responsibility to provide executive direction for the SBA and the Senate to ensure its  
188 smooth operation.  
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#### 190 1. President 191

- 192 a. Vote: the President, when acting as the Presiding Officer, shall vote only in the case  
193 of a tie vote of the Senate.  
194 b. Elected: SBA members in the Continuing Classes elect the President in the Spring  
195 election according to provisions in Article 8. Students in the Continuing Classes are  
196 eligible for the position.  
197 c. Duties and Responsibilities:  
198 i. To possess the chief responsibility of actively pursuing, and ensuring that, issues  
199 of concern to the SBA are addressed by the Senate  
200 ii. To ensure that the Roles of the Senate are actively pursued;  
201 iii. To call to order and act as Presiding Officer of any regular and special meetings  
202 of the Executive Committee, Senate, and/or the SBA;  
203 iv. To read and comply with all provisions of these Bylaws and the Standing Rules;  
204 v. To know and employ in all meetings proper parliamentary procedure as indicated  
205 in Article 10 of these Bylaws;  
206 vi. To meet with VLS Administration on a regular basis, as set out in the Standing  
207 Rules, to discuss and vigorously pursue issues of concern to the SBA;  
208 vii. To appoint chairs of standing and special committees with majority consent of the  
209 Senate unless otherwise specified in Article 6;  
210 viii. To issue instruction to the committees and to ensure that their duties are faithfully  
211 executed;  
212 ix. To approve the signing of SBA checks by the Treasurer;  
213 x. To serve as emergency signor of checks in the absence or death of the  
214 Treasurer. Emergency and absence shall be defined in the Standing Rules;  
215 xi. To chair the Executive Committee;

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- xii. To assign Executive Officers to meet with corresponding Deans and Vice Presidents of the Administration as permitted by the administration and the Standing Rules.
  - xiii. To enforce the findings of the Bylaws committee pertaining to violations of the bylaws or standing rules pursuant to §6.3D.
  - xiv. To keep the SBA informed and to assure access to information regarding the SBA and the Senate;
  - xv. To determine and post the agenda for all Senate subject to the majority's approval upon challenge;
  - xvi. To attend/partake in at least seventy-five percent (75%) of all Official Senate Meeting Times; and
  - xvii. To perform other duties as indicated in the Standing Rules and those that the Senate may assign from time to time.
2. Vice President of Student Affairs and Operations
- a. Vote: the Vice President shall have one vote in the Senate except when acting as proceeding officer.
  - b. Elected: SBA members in the Continuing Classes shall elect the Vice President in the Spring election in accordance with Article 8. Only students in the Continuing Classes are eligible for the position.
  - c. Duties and Responsibilities
    - i. To perform the duties of the President of the SBA in the event of her/his absence;
    - ii. To Succeed to the Presidency, should that office become vacant;
    - iii. To oversee and ensure communication of the IT Coordinator/Webmaster, the Conduct Code, Curriculum, Honor Code, and Faculty Hiring Committees, Career Services Representative, ABA/LSD Representative as provided in the Standing Rules.
      - a. Other representatives of standing committees created by the Law School Administration as may be added in accordance with the Standing Rules of the Senate.
    - iv. To read and comply with all provisions of these Bylaws, Standing Rules and parliamentary procedure;
    - v. To attend/partake in at least seventy-five percent (75%) of all Official Senate Meeting Times; and
    - vi. To perform other duties as indicated in the Standing Rules and those that the Senate may assign to her/him from time to time.
3. Vice President of Student Activities
- a. Vote: the Vice President shall have one vote in the Senate.
  - b. Elected: SBA members in the Continuing Classes elect the Vice President of Student Activities in the Spring election according to provisions in Article 8. Only students in the Continuing Classes are eligible for the position.
  - c. Duties and Responsibilities
    - i. To read and comply with all provisions of these Bylaws and the Standing Rules;
    - ii. To chair the Student Activities Committee and meet with the student leaders to ensure coordination of group events.
    - iii. To attend/partake in at least seventy-five percent (75%) of all Official Senate Meeting Times; and
    - iv. To perform other duties as indicated in the Standing Rules and those that the Senate may assign to her/him from time to time.

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## 4. Treasurer

- a. Vote: The Treasurer shall have one vote in the Senate.
- b. Elected: SBA members in the Continuing Classes elect the Treasurer in the Spring election according to provisions in Article 8. Students eligible for the position include those in the Continuing Classes that also meet the following requirements (possession of which shall be determined by the then current Executive Committee at the advice of the current Treasurer):
  - i. Familiarity with accounting systems and software in use by the Senate for that purpose;
  - ii. Experience using and developing spreadsheets;
  - iii. Familiarity with budgeting processes and account management; and
  - iv. Any particular requirements as the Senate may determine in its Standing Rules.
- c. Duties and Responsibilities
  - i. To advise the Senate, the SBA, and student groups on financial considerations affecting the SBA;
  - ii. To read and comply with all provisions of these Bylaws and the Standing Rules;
  - iii. To have charge and custody of, and be responsible for, all funds of the SBA;
  - iv. To hold the checkbook of and serve as the signor of checks for the Senate;
  - v. To prepare the General and Activity Fund Budgets for presentation to the Finance Committee and Senate according to these Bylaws and the Standing Rules;
  - vi. To pay all bills authorized by the Senate;
  - vii. To deliver funds consistent with the budgeting procedures adopted by the Senate;
  - viii. To keep permanent records of all receipts and expenditures of the Senate;
  - ix. To keep the books open to the membership for examination in his/her presence;
  - x. To ensure the proper application of these Bylaws and the Standing Rules to the fundraising efforts of the SBA and the Senate;
  - xi. To submit a financial statement at all Regular Meetings of the Senate and to provide monthly summaries with copies to all members of the Senate;
  - xii. To prepare an annual report for presentation during the last week of classes in the spring semester;
  - xiii. To deliver funds promptly once they are allocated and requested consistent with the budgeting procedures as adopted by the Senate;
  - xiv. To chair the Finance Committee;
  - xv. To serve as Presiding Officer of the Senate Budget Meetings;
  - xvi. To attend/partake in at least seventy-five percent (75%) of all Official Senate Meeting Times; and
  - xvii. To perform other duties as indicated in the Standing Rules and those that the Senate may assign from time to time.

## 5. Secretary

- a. Voting: the Secretary shall have one vote in the Senate.
- b. Elected: SBA members in the Continuing Classes elect the Secretary in the Spring election according to provisions in Article 8. Only students in the Continuing Classes are eligible for the position.
- c. Duties and Responsibilities
  - i. To read and comply with all provisions of these Bylaws and the Standing Rules;
  - ii. To take minutes of all Regular and Special Meetings of the Senate;
  - iii. To post such minutes subject to amendment and approval by the Senate, with copies to the members of the Senate, within five days after approval, including the name and vote of each party;
  - iv. To record attendance at all meetings for inclusion in the minutes;

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- 328 v. To keep on file and reserve all committee reports and all minutes of Senate
- 329 meetings;
- 330 vi. To keep on file and reserve all opinions of the Parliamentarian and/or the Bylaws
- 331 Committee;
- 332 vii. To keep official membership rolls and records of attendance;
- 333 viii. To acquire and keep on file a listing of all students from the Registrar;
- 334 ix. To notify the membership of all meetings;
- 335 x. To handle all correspondence of the Senate;
- 336 xi. To receive and promptly distribute all Senate mail;
- 337 xii. To gather and maintain historical records of the Senate;
- 338 xiii. To coordinate all publicity for the Senate;
- 339 xiv. To chair the Elections Committee;
- 340 xv. To see that all elections/referendums follow the election procedures in these
- 341 Bylaws and the Standing Rules;
- 342 xvi. To ensure that prior to each election candidates have a public forum to express
- 343 their views in a manner determined by the Senate in the Standing Rules;
- 344 xvii. To serve as custodian of the official seal of the SBA;
- 345 xviii. To attend/partake in at least seventy-five percent (75%) of all Official
- 346 Senate Meeting Times; and
- 347 To perform other duties as indicated in the Standing Rules and those that the Senate
- 348 may assign from time to time.

## B. Voting Senate Members

### 1. Juris Doctor Class Senators

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- 353 a. Number: there shall be five Senators elected from each of the three Juris Doctor
- 354 Classes (1L, 2L, and 3L).
- 355 b. Vote: each Senator shall have one vote in the Senate.
- 356 c. Elected: SBA members in each Juris Doctor class elect their respective Juris Doctor
- 357 Senators according to provisions in Article 8. Students in the Continuing Classes are
- 358 eligible for the 2L and 3L Senator positions and are elected in the Spring elections
- 359 prior to the academic year of their terms. Incoming first year students are eligible for
- 360 the 1L Senator positions and are elected in the Fall elections to serve in the
- 361 academic year of their election.
- 362 d. Duties and Responsibilities
- 363 i. To confer with non-voting and voting membership on questions of importance
- 364 before the Senate;
- 365 ii. To read and comply with all provisions of these Bylaws and the Standing Rules;
- 366 iii. To take polls or seek the opinions of their constituents and other members of the
- 367 SBA with regard to proposed SBA legislation, rules, procedure, or proposed or
- 368 considered actions;
- 369 iv. To introduce SBA legislation, suggestions, or criticisms at Regular or Special
- 370 Meetings of the Senate;
- 371 v. To participate as a member of at least one Senate Standing Committee;
- 372 vi. To attend/partake in at least seventy-five percent (75%) of all Official Senate
- 373 Meeting Times; and
- 374 vii. To perform other duties as provided indicated in the Standing Rules and those
- 375 that the Senate may assign from time to time.
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### 2. Non-Juris Doctor Senator(s)

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- 379 a. Number: there shall be one Senator elected from each of the non-Juris Doctor
- 380 programs then in existence at the law school.
- 381 b. Vote: each Senator shall have one vote in the Senate.

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- 382 c. Elected: SBA members in each non-Juris Doctor program shall elect their Senator in
- 383 the Fall election according to provisions in Article 8. Students enrolled in each
- 384 program at time of election are eligible for their respective program's Senate position.
- 385 d. Duties and Responsibilities
- 386 i. To confer with non-voting and voting membership on questions of importance
- 387 before the Senate;
- 388 ii. To read and comply with all provisions of these Bylaws and the Standing Rules;
- 389 iii. To take polls or seek the opinions of their constituents and other members of the
- 390 SBA with regard to proposed SBA legislation, rules, procedure, or proposed or
- 391 considered actions;
- 392 iv. To introduce legislation, suggestions, or criticisms at Regular or Special Meetings
- 393 of the Senate;
- 394 v. To participate as a member of at least one Senate Standing Committee;
- 395 vi. To attend/partake in at least seventy-five percent (75%) of all Official Senate
- 396 Meeting Times; and
- 397 vii. To perform other duties as indicated in the Standing Rules and those that the
- 398 Senate may assign from time to time.
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## 400 3. Town Liaison

- 401 a. Number: there shall be one Town Liaison elected from the membership at-large of
- 402 the SBA.
- 403 b. Vote: the Town Liaison shall have one vote in the Senate.
- 404 c. Elected: SBA members in the Continuing Classes elect the Town Liaison in the
- 405 spring election according to provisions in Article 8. Students in the Continuing
- 406 Classes are eligible for the position.
- 407 d. Duties and Responsibilities
- 408 i. To read and comply with all provisions of these Bylaws and the Standing Rules;
- 409 ii. To serve as representative of the Law School to the South Royalton Board of
- 410 Selectmen, the Town Clerk, the School District, and local merchants within the
- 411 Town;
- 412 iii. To be known to those parties and coordinate with student-town functions in order
- 413 to foster productive community relations;
- 414 iv. To attend regular select board meetings and the annual Town Meeting as a
- 415 representative of the SBA;
- 416 v. To report to the Senate appropriate information, requests, or complaints;
- 417 vi. Otherwise to have the same duties and responsibilities as Senators;
- 418 vii. To attend/partake in at least seventy-five percent (75%) of all Official Senate
- 419 Meeting Times; and
- 420 viii. To perform other duties as indicated in the Standing Rules and those that the
- 421 Senate may assign from time to time.
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## 425 C. Non-voting Senate Members

### 426 1. Student Trustees

- 427 a. Number: there shall be one Student Trustee elected from each of the Continuing
- 428 Classes for a total of two Student Trustees.
- 429 b. Vote: each Student Trustees shall have one vote on the Vermont Law School Board
- 430 of Trustees. They shall be non-voting members of the Senate.
- 431 c. Elected: SBA members in each of the Continuing Classes elect their respective
- 432 Student Trustee in the Spring election according to provisions in Article 8. Students
- 433 in the Continuing Classes are eligible for their respective Student Trustee position.
- 434 d. Duties and Responsibilities
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- i. To represent the SBA as full voting members of the Vermont Law School Board of Trustees;
  - ii. To read and comply with all provisions of these Bylaws and the Standing Rules;
  - iii. To hold two open meetings (one in the Fall prior to the end of November and one in the Spring prior to the end of March) with the SBA to inform the membership and gather information to assist the Trustees in their representation;
  - iv. To keep the Senate informed on a regular basis of the activities of the Board of Trustees and any Committees on which the Student Trustees sit;
  - v. To attend at least one meeting per month of the Senate and additionally as requested by the Executive Committee or the Senate.
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2. Student Members of Vermont Law School Committees
- a. Number: there shall be students elected to each of the then currently existing Vermont Law School Committees. Committee student membership is subject to rules generated by each committee as published by the VLS Administration. At the time of passage of these Bylaws committee membership is:
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    - i. Honor Code Committee: there shall be one representative elected from each of the J.D. classes for a total of three student representatives.
    - ii. Code of Conduct Committee: there shall be one representative elected from each of the J.D. classes for a total of three student representatives.
    - iii. Curriculum Committee: there shall be one representative elected from each of the J.D. classes for a total of three student representatives.
    - iv. Faculty Hiring Committee: there shall be one representative elected from each of the J.D. classes for a total of three student representatives.
  - b. Vote: each Student Member of a Vermont Law School Committee shall have one vote on their respective committees. They shall be non-voting members of the Senate.
  - c. Elected: SBA members in each class shall elect their respective Law School Committee representatives according to provisions in Article 8. Students in the Continuing Classes are eligible for the Law School Committee positions for the 2L and 3L classes and are elected in the spring elections. Incoming first year students are eligible for the Law School Committee positions for the 1L class and are elected in the Fall elections.
  - d. Duties and Responsibilities
    - i. To represent the SBA as members of their respective Committees;
    - ii. To read and comply with all provisions of these Bylaws and the Standing Rules;
    - iii. To keep the Senate informed on a regular basis of the activities of their Committee;
    - iv. To attend at least one meeting per month of the Senate and additionally as requested by the Executive Committee or the Senate.
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3. Parliamentarian
- a. Number: there shall be one Parliamentarian appointed by the President with the approval of the Senate.
  - b. Vote: the Parliamentarian shall be a non-voting member of the Senate.
  - c. Appointed: the President shall appoint a Parliamentarian from the membership at-large of the SBA at the first Regular Meeting of the Senate over which the President presides. The appointment shall be subject to a majority approval of the Senate.
  - d. Duties and Responsibilities
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    - i. To read and comply with all provisions of these Bylaws and the Standing Rules;
    - ii. To resolve ambiguities in, to clarify, and to interpret the Bylaws and Standing Rules;

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- iii. To write opinions on decisions reached under § 4.2(C)(3)(d)(i) which will be binding unless revoked by the Parliamentarian or a Super Majority Yes Vote of all current members of the Senate;
  - iv. To chair the Bylaws Committee;
  - v. To attend/partake in at least seventy-five percent (75%) of all Official Senate Meeting Times; and
  - vi. To perform other duties as indicated in the Standing Rules and those that the Senate may assign from time to time.
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4. ABA/LSD Representative
- a. Number: there shall be one Representative to the American Bar Association/Law School Division appointed by the President with the approval of the Senate.
  - b. Vote: the ABA/LSD Representative shall be a non-voting member of the Senate.
  - c. Appointed: the President shall appoint an ABA/LSD Representative from the membership at-large of the SBA at the first Regular Meeting of the Senate over which the President presides. The appointment shall be subject to a majority approval of the Senate.
  - d. Duties and Responsibilities
    - i. To represent the SBA before the American Bar Association Law School Division;
    - ii. To read and comply with all provisions of these Bylaws and the Standing Rules;
    - iii. To keep the Senate and the SBA informed of the activities of the ABA/LSD;
    - iv. To form and chair the ABA/LSD committee
    - v. To attend at least one meeting per month of the Senate and additionally as requested by the Executive Committee or the Senate; and
    - vi. To perform other duties as indicated in the Standing Rules and those that the Senate may assign from time to time.
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5. Athletic/Outdoor Activities Coordinator
- a. Number: there shall be one Athletic/Outdoor Activities Coordinator appointed by the President with the approval of the Senate.
  - b. Vote: the Athletic/Outdoor Activities Coordinator shall be a non-voting member of the Senate.
  - c. Appointed: the President shall appoint an Athletic/Outdoor Activities Coordinator from the membership at-large of the SBA at the first Regular Meeting of the Senate over which the President presides. The appointment shall be subject to a majority approval of the Senate.
  - d. Duties and Responsibilities
    - i. To inventory and catalog all Vermont Law School and SBA owned athletic equipment;
    - ii. To read and comply with all provisions of these Bylaws and the Standing Rules;
    - iii. To ensure the retention of equipment from one year to the next;
    - iv. To collect and store all equipment during the summer;
    - v. To resolve any conflicts arising from the use of the equipment;
    - vi. To coordinate with appropriate town authorities for the use of town athletic facilities;
    - vii. To sit as a member of the Student Activities Committee;
    - viii. To keep the Senate informed of the condition and location of equipment;
    - ix. To attend at least one meeting per month of the Senate and additionally as requested by the Executive Committee or the Senate; and
    - x. To perform other duties as indicated in the Standing Rules and those that the Senate may assign from time to time.
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6. IT Coordinator/Webmaster

# BYLAWS of the Student Bar Association of Vermont Law School

- 547 a. Number: there shall be one IT Coordinator/Webmaster.  
548 b. Vote: the IT Coordinator/Webmaster shall be a non-voting member of the Senate.  
549 c. Selection: the President on the advice of the then current IT Coordinator/Webmaster  
550 shall select an IT Coordinator/Webmaster for the following year from the membership  
551 at-large of the SBA at the last Regular Meeting of the Senate in February. There is a  
552 need to fill this position as soon as practicable in order that the current IT  
553 Coordinator/Webmaster can have input in the selection and training of their  
554 successor. Requirements for the position include:  
555 i. Familiarity with web design software in use by the Senate for that purpose;  
556 ii. Familiarity with the current SBA website  
557 d. Duties and Responsibilities  
558 i. To be the liaison amongst the SBA, the Senate and the Vermont Law School IT  
559 Department;  
560 ii. To read and comply with all provisions of these Bylaws and the Standing Rules;  
561 iii. To chair the IT Committee;  
562 iv. Maintain SBA website with current information regarding SBA activities and  
563 information;  
564 v. Provide advice to the President about selection of the IT Coordinator/Webmaster  
565 for the following year;  
566 vi. Provide information and training to the incoming IT Coordinator/Webmaster;  
567 vii. To attend at least one meeting per month of the Senate and additionally as  
568 requested by the Executive Committee or the Senate.  
569 viii. To perform other duties as indicated in the Standing Rules and those that the  
570 Senate may assign from time to time.  
571

## 7. Career Services Representative

- 573 a. Number: there shall be one Career Services Representative  
574 b. Vote: the Career Services Representative shall be a non-voting member of  
575 the Senate.  
576 c. Duties and Responsibilities  
577 i. To be the liaison amongst the SBA, the Senate and the Career  
578 Services  
579 ii. To read and comply with all provisions of these Bylaws and the  
580 Standing Rules;  
581 iii. To form and chair the Career Services Committee;  
582 iv. Provide advice to the President about selection of the Career  
583 Services Representative for the following year;  
584 v. Provide information and training to the incoming Career Services  
585 Representative;  
586 vi. To attend at least one meeting per month of the Senate and  
587 additionally as requested by the Executive Committee or the Senate.  
588 vii. To perform other duties as indicated in the Standing Rules and  
589 those that the Senate may assign to her/him from time to time.  
590

## § 4.3 Removal

- 591  
592  
593 A. The Senate shall have the authority to remove from the Senate by a Super Majority Yes Vote  
594 of the total number of voting members currently holding office any of the following:  
595  
596 1. any Executive Officer, Voting Senate Member, and/or Parliamentarian who has been  
597 absent from more than twenty-five percent (25%) of all Official Senate Meeting Times;  
598  
599 2. any Student Member of Vermont Law School Committees that either fails to fulfill the  
600 duties of that committee or fails to attend at least one meeting per month of the Senate  
601 and other meetings as requested by the Executive Committee or the Senate; and/or  
602

## BYLAWS of the Student Bar Association of Vermont Law School

- 603                   3. any ABA/LSD Representative, IT Coordinator/Webmaster, and/or Athletic/Outdoor  
604                    Activities Coordinator who fails to attend at least one meeting per month of the Senate  
605                    and additionally as requested by the Executive Committee or the Senate.  
606  
607                   B. Absence is defined as not attending a Regular or Special Meeting of the Senate, Budget  
608                    Meetings or any other meeting determined to require attendance by the Senate in the  
609                    Standing Rules. The Senate may define other events in the Standing Rules as Official  
610                    Senate Meeting Times and require a defined level of participation therein.  
611                   C. Seven (7) days prior to any removal vote the SBA Secretary shall post adequate notice to the  
612                    individual, the Senate, and the SBA.  
613

### § 4.4 Vacancies

614                   Except where provided for within these Bylaws, vacancies shall be filled according to the  
615                    following procedures:  
616  
617

#### A. Elected Positions:

- 618  
619  
620  
621                   1. The Senate will decide by majority vote whether to fill such vacancies by majority vote or  
622                    declare that a special election shall be held of the SBA. Vacancies in the following  
623                    positions may only be filled by a special election: President, Vice President, Treasurer,  
624                    Secretary, and Board of Trustees Representatives.  
625                   2. Class specific positions shall only be filled with members of the respective class.  
626                    Executive Committee positions shall only be filled with members of the then current 2L  
627                    and 3L classes. Other positions shall be filled from the SBA at-large.  
628                   3. Adequate notice of vacancy shall be issued to the Senate and the SBA that describes the  
629                    vacancy and the election procedures that will be followed in filling the position.  
630                   4. Vacancies shall be filled by a vote taken at a regular meeting of the Senate, or through  
631                    special election, no sooner than seven days from issuing the notice of vacancy.  
632                   5. The President may make special temporary appointments to fill vacancies of Student  
633                    Members of Vermont Law School Committees when the Senate is not in session. Upon  
634                    return to session, the Senate shall promptly fill the position as above.  
635

#### B. Appointed or Selected Positions:

- 636  
637  
638                   1. The President shall appoint or select a replacement to fill such vacancies as soon as is  
639                    possible from the SBA at-large.  
640                   2. Appointments and selections shall be official upon the approval of the Senate pursuant to  
641                    position descriptions in § 4.2.  
642                   3. The President may make special temporary appointments or selections to fill vacancies  
643                    when the Senate is not in session. The Senate shall approve or decline such  
644                    appointments or selections as soon as is possible.  
645

### § 4.5 Student Groups

646                   Student Groups may be approved as a Recognized Student Group. Once approved as a  
647                    Recognized Student Group, that group may seek approval as a Funds Eligible Student Group in  
648                    order to receive SBA funding. Groups receiving academic credit from Vermont Law School,  
649                    including but not limited to Academic Moot Courts, Vermont Law Review and Res Communes,  
650                    shall be exempt from governance by these rules. Student Groups that were recognized prior to  
651                    the passage of this section (Spring 2002) shall re-apply for recognition under this new format,  
652                    except that they will not be required to exist for the sixteen week period for Funds Eligible status  
653                    as in § 4.5(B)(2) below (as long as their recognition petition is received during the Spring 2002  
654                    semester).  
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#### A. Recognized Student Groups

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# BYLAWS of the Student Bar Association of Vermont Law School

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1. Privileges: A Recognized Student Group may:
  - a. use the name "Vermont Law School" in its title;
  - b. be assigned space in Vermont Law School buildings and on Vermont Law School grounds for meetings and other sponsored events; and
  - c. address the Senate as an organization and seek its assistance in all matters relevant to the SBA.
2. Recognition: A group seeking recognition shall give proper notice as provided in the Standing Rules and present to the Parliamentarian, as chair of the Bylaws committee, at a regularly scheduled Senate meeting a print and electronic copy of the group's bylaws (including a mission statement of purpose and goals), a list of officers (including a president, vice president, treasurer, and secretary or their equivalents), and a statement of how the group will provide for the interest and needs of the SBA in a way not currently satisfied by existing groups. A majority vote of the Senate shall be required for approval of recognition after initial approval by the Bylaws Committee as provided for in the Standing Rules.
3. Continued Recognition: To remain recognized a group will comply with these Bylaws and the Standing Rules. The group shall submit an updated copy of their bylaws and current list of officers to the Bylaws Committee at the beginning of the Fall Semester each year. Failure to comply with the provisions of these Bylaws and the Standing Rules will result in the group falling out of recognition.

## B. Funds Eligible Student Groups

1. Privileges: A Funds Eligible Student Group may:
  - a. have all the privileges as a Recognized Student Group; and
  - b. apply for SBA funding pursuant to these Bylaws and the Standing Rules.
2. Recognition: Any Recognized Student Group that has existed for sixteen weeks in which the J.D. Program is in session may submit a petition to the SBA Secretary (providing proper notice pursuant to the Standing Rules) at a regularly scheduled Senate meeting outlining the general purpose for seeking SBA funding and how the funding of the group will enhance the SBA. A majority vote of the Senate shall be required for approval of recognizing a group as Funds Eligible. Funds Eligible Student Groups may then apply for funding during the next semester budget process.
3. Continued Recognition: To remain funds eligible a group will comply with these Bylaws and the Standing Rules. The group shall submit an updated copy of their bylaws and current list of officers to the SBA Secretary prior to each Fall Semester's budget application due date. Group Treasurers will also keep on file and open to examination accurate records of the group's finances. Failure to comply with the provisions of these Bylaws and the Standing Rules will result in the group falling out of Funds Eligible status. Groups must wait one complete semester before petitioning for funds eligibility in the future.

## ARTICLE 5. MEETINGS OF THE SENATE

### § 5.1 Frequency

The Senate must meet at a regularly scheduled day and time at least twice per month during the months of September through November, and February through April. All meetings of the Senate shall be open to the members of the Student Bar Association to attend.

### § 5.2 Quorum Requirement for Official Meetings

## BYLAWS of the Student Bar Association of Vermont Law School

713 A quorum shall exist when one more than half the voting members are present. The Secretary  
714 shall inform the President or Presiding officer when a quorum is present at the beginning of  
715 meetings of the Senate and from time to time if a quorum question is raised.

716  
717 § 5.3 Scheduling

718  
719 At least one meeting a month shall be scheduled during regular school hours.  
720

721 § 5.4 Special Meetings

722  
723 Special meetings may be called at the request of the Dean of the Law School, the President of  
724 the Student Bar Association, or at least seven voting members of the Senate.

725  
726 § 5.5 Notice

727  
728 Notice of a meeting shall be given at least three days prior to Regular Meetings of the Senate,  
729 and at least twenty-four hours prior to Special Meetings. The agenda shall be posted  
730 electronically and on the SBA bulletin board at least seventy-two hours before a Regular Meeting  
731 and twenty-four hours before a Special Meeting. All members of the SBA are encouraged to  
732 submit issues for discussion at and to participate in meetings of the Senate.

733  
734 § 5.6 Proxy

735  
736 A Voting Member of the Senate or an Executive Officer who plans to be absent from a meeting  
737 may provide written notice to the Secretary prior to any meeting that they have given their proxy  
738 to vote to another Voting Member or Executive Officer pursuant to guidelines established by the  
739 Senate in the Standing Rules. Proxies do not contribute to any quorum requirement. The  
740 Executive Officers may not vote more than two (2) proxies per Executive Officer and the  
741 Executive Officers as a group may not vote more than four (4) proxies.

742  
743  
744 **ARTICLE 6. COMMITTEES**

745  
746 § 6.1 Board of Trustees

747  
748 One student from each of the Continuing Classes shall be elected to serve on the Board of  
749 Trustees of Vermont Law School. Student Trustees serve on an equal basis with other members  
750 of the Board of Trustees and have full voting rights in all matters before the Board. Elected  
751 pursuant to the provisions of Article 7 and the Standing Rules adopted by the Senate, Student  
752 Trustees shall serve a term of one year during which the Board meets every three months. As  
753 student liaisons between the student body and the Board of Trustees, the Student Trustees shall  
754 seek to represent the views of the SBA before the Board. The Student Trustees shall attend at  
755 least one meeting a month of the Senate in order to apprise the SBA of their activities and to  
756 learn of the SBA's views immediately prior to each scheduled Board of Trustees meeting.

757  
758 § 6.2 Vermont Law School Committees

759  
760 Members of the SBA shall be elected, as per § 4.2(C)(2), to serve on the student/faculty/staff  
761 committees of the Law School. The Student Handbook and/or the Dean shall determine the title  
762 and purpose of the Law School Committees. Student members of the Law School Committees  
763 shall attend at least one meeting a month of the Senate to report on committee activities, and  
764 when requested by the Executive Committee or a majority of the Senate.

765  
766 § 6.3 SBA Standing Committees

767

## BYLAWS of the Student Bar Association of Vermont Law School

- 768 Where not expressly identified the President shall appoint the chair of the committee and its  
769 Senate representatives. The Chair may add other people to that committee as is deemed  
770 appropriate to accomplish its purpose unless otherwise noted. Every class Senator shall serve  
771 on at least one Standing Committee. Non-Juris Doctor Senators need only sit on one committee  
772 each. The Executive Committee must provide to newly elected Senators, promptly after they are  
773 elected, a list of all Standing and Special Committees (with names of current chairpersons and  
774 members) and must offer them reasonable opportunity to be appointed to a committee(s) of their  
775 choice.
- 776
- 777 A. Executive Committee – The Executive Committee shall be composed of the President, Vice-  
778 Presidents, Secretary, and Treasurer. Membership is restricted to these specific individuals.  
779 The Executive Committee shall assist the President in guiding the direction of the Senate and  
780 developing the agenda. It shall meet on a regular basis at least as often as the Regularly  
781 Scheduled Senate Meetings and as indicated in the Standing Rules. It shall also recommend  
782 people to the Senate for recognition in the spring semester of each year [Student Bar  
783 Awards].
- 784
- 785 B. Audit Committee – The Audit Committee shall be composed of one Senate representative  
786 from each of the three J.D. classes, to be appointed by the President and subject to approval  
787 by the Senate. Its purpose will be to review the books of the SBA each winter prior to the  
788 spring elections and again prior to the last Regular Senate Meeting and report its findings to  
789 the Senate.
- 790 C. Finance Committee – The Finance Committee shall be composed of one Senate  
791 representative from each class and will be chaired by the Treasurer. Its purpose will be to  
792 review requests for funds and recommend allocation of available funds to be approved by the  
793 Senate. The committee chair may add additional members of the SBA.
- 794 D. Bylaws Committee – The Bylaws Committee shall be composed of one Senate  
795 representative from each class and will be chaired by the Parliamentarian. Its purpose will be  
796 to review the Bylaws and determine if any recommended changes to it are required. The  
797 committee will review standing rules to determine if any recommendations for additions or  
798 revisions should be made. It shall also hear any grievance pertaining to alleged violations of  
799 the Bylaws or Standing Rules by officers, members, and committees of the Senate, or by any  
800 recognized student organization. The committee's findings and recommendations shall be  
801 enforced by the President of the SBA.
- 802 E. The committee chair may add additional members of the SBA subject to prior approval by a  
803 majority of either the Executive Committee or the Senate.
- 804 F. Elections Committee – The Elections Committee shall be composed of one Senate  
805 representative from each class and will be chaired by the Secretary. The purpose of the  
806 Elections Committee will be to hold spring elections for the Continuing Classes  
807 representatives and committee members, fall elections to elect new class representatives  
808 and committee members and to fill any vacancies that arise after the spring elections; and to  
809 hold special elections as they are needed. The committee chair may add additional members  
810 of the SBA subject to prior approval by a majority of either the Executive Committee or the  
811 Senate.
- 812 G. Student Activities Committee – The Student Activities Committee shall be composed of one  
813 Senate representative from each class and will be chaired by the Vice President of Student  
814 Activities. Its purpose will be: to coordinate the calendar of activities of all recognized student  
815 organizations and ensure that a schedule of events is maintained on the bulletin board and  
816 the VLS web site; to oversee the planning and execution of all SBA sponsored activities,  
817 including periodic opportunities for meetings among class representatives and their  
818 constituents; and to enforce the policy for use of SBA controlled public bulletin boards. The  
819 membership of this committee will be revised as necessary after each election. The  
820 committee chair may add additional members from the SBA at large.
- 821 H. IT Committee – The IT Committee shall be composed of at least three members of the SBA  
822 membership at large and will be chaired by the IT Coordinator/Webmaster. Its purpose will

# BYLAWS of the Student Bar Association of Vermont Law School

- 823 be to review the IT concerns of the SBA and work with the VLS IT Department to maximize IT  
824 performance.  
825 I. Careers Services Committee - the Committee will be chaired by the Career Services  
826 Representative and composed of at least one representative from each of the classes. The  
827 Committee shall act as a liaison between the Office of Career Services and the SBA.  
828 J. ABA/LSD Committee - ABA/LSD Committee-- the Committee will be chaired by the ABA/LSD  
829 Representative and composed of at least one representative from each of the classes. The  
830 Committee shall act as a liaison between the ABA student division and the SBA  
831

## 832 § 6.4 SBA Special Committees

833 The Senate shall create special committees as needed to address specific needs of the SBA and  
834 its members. Each special committee shall stand until dissolved by the Senate by a majority  
835 vote. Appointments to Special Committees may be made by the Senate when the committee is  
836 created or the Senate may delegate to the Executive Committee or to the President the authority  
837 to make such appointments at their discretion.  
838

## 839 § 6.5 Committee Member Duties and Responsibilities

840 All elected and appointed committee chairs shall attend at least one meeting a month of the  
841 Senate in order to apprise the SBA of their activities and to learn of the SBA's views, and when  
842 requested by a majority of that body. It is the responsibility of the Chair of each standing and  
843 special committee to make minutes of the meetings (or have someone act as the committee  
844 Secretary for this purpose) and it is the Chairs' responsibility to submit minutes to the Secretary  
845 either by email or delivery at a Senate Meeting (noting at least the attendance, time, and place  
846 and matters discussed and any votes taken or recommendations by consensus). The committee  
847 members shall attend all committee meetings unless there is a valid reason not to attend which  
848 should be so reflected in the committee minutes. The committee members shall strive to insure  
849 that the interests of the members of the SBA are properly represented.  
850

## 851 **ARTICLE 7. APPROPRIATIONS**

852 The Treasurer will receive Student Membership Dues from the Business Office at the beginning  
853 of the fall semester to be divided into two accounts: eighty percent (80%) to the Student Activity  
854 Fund and twenty- percent (20%) to the General Fund. Fifty percent (50%)of each fund will be  
855 budgeted for allocation in the fall fiscal semester (October 1 – January 31), with the balance to be  
856 allocated in the fiscal spring semester (February 1 – September 30).  
857

## 858 § 7.1 Finance Committee

859 The Finance Committee shall have the following duties and responsibilities:  
860

- 861 A. Aid and assist the Treasurer in the preparation of the General Fund and Activity Fund  
862 Budgets for approval by the Senate;  
863 B. Require all Funds Eligible Student Groups to submit a budget application at the beginning of  
864 each semester according to these Bylaws and the Standing Rules;  
865 C. To convene to review funding requests and to invite group representatives to explain the  
866 levels of funding sought pursuant to these Bylaws and the Standing Rules;  
867 D. To meet as needed to determine the status of the financial condition of the SBA;  
868 E. To make recommendations to the Senate on the recognition of Funds Eligible Groups;  
869 F. To recommend to the Senate particular levels of funding for each Funds Eligible Group; and  
870 G. To make recommendations to the Senate regarding the Finance section of the Standing  
871 Rules.  
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## BYLAWS of the Student Bar Association of Vermont Law School

### 879 § 7.2 General Fund 880

- 881 A. The Senate shall approve the General Fund Budget pursuant to these Bylaws and the  
882 Standing Rules  
883 The Senate may decide to fund any activity or purchase that will promote the intellectual,  
884 physical, or social development of the Vermont Law School Community and/or the Town of  
885 Royalton.  
886 B. The General Fund Budget shall be approved prior to the second regularly scheduled Senate  
887 meeting of each semester.  
888 C. Any Orientation events funded by the SBA shall be budgeted out of the previous year's  
889 Spring General Fund.  
890

### 891 § 7.3 Student Activity Fund 892

#### 893 A. Generally

- 894  
895 1. The Senate shall approve all funding requests pursuant to these Bylaws and the  
896 Standing Rules.  
897 2. The Senate may decide to fund any activity that will promote the intellectual, physical, or  
898 social development of the Vermont Law School Community and/or the Town of Royalton.  
899 3. The SBA funds activities of Funds Eligible Student Groups. The SBA does not  
900 necessarily fund groups.  
901 4. If the Senate attaches any conditions to the allocation of funds, the Finance Committee  
902 shall ensure that the group is aware of the conditions and that the conditions are met.  
903 5. Funds Eligible Student Groups may appeal Finance Committee recommendations to the  
904 Senate. The Senate shall act on the appeal in a timely fashion.  
905 6. The Senate may not consider budget applications submitted after the date of the Finance  
906 Committee meeting that is set by the Treasurer to review and recommend budgets based  
907 on such applications.  
908 7. All allocations of SBA monies voted by the Senate shall remain in the treasury until  
909 groups receiving such allocation actually incur expenses or until proper documentation is  
910 provided showing that funding is needed prior to the actual occurrence of the expense.  
911 8. In order to be reimbursed, all requests for disbursement and accompanying receipts are  
912 due to the Treasurer prior to the last meeting of the Senate at the end of the fall and  
913 spring semesters.  
914 9. Reallocation of funds must receive approval from the Treasurer and/or the Senate as  
915 specified in the Standing Rules prior to the expenditure or request for check  
916 disbursement. Reallocation after the publication of approved budgets to a newly created  
917 budget purpose shall require a super majority yes vote of the Senate.  
918 10. No Senate has the authority to approve an expenditure of funds that will occur  
919 subsequent to the end of its term of office, except as provided for in the Standing Rules.  
920 11. No Senate has the authority to approve an expenditure of funds that occurred prior to the  
921 beginning of its term of office.  
922 12. The Treasurer pursuant to the Standing Rules shall invest the entire portion of the  
923 Student Activity Fund that remains unspent at the end of the academic year.  
924 13. During April of each year, all Funds Eligible Student Groups shall submit to the Finance  
925 Committee a budget report accounting for expenditures during the current year and a  
926 preliminary request for funding for the subsequent year.  
927 14. Prior to the regularly scheduled semester Senate Budget Allocation Meeting, Funds  
928 Eligible Student Groups may request money for initial administrative and operating costs.  
929 Such requests will be based on actual reasonable costs incurred and will be part of the  
930 group's semester request. Such requests shall be limited to \$100.00 per group and  
931 require approval by a majority of the Senate.  
932 15. Each group receiving SBA funds must have a treasurer whose records are subject to  
933 review by the SBA Treasurer within ten days of a request for review. All requests for

## BYLAWS of the Student Bar Association of Vermont Law School

934 funds will be made by the group's treasurer and funds will be disbursed to the group only  
935 through its treasurer.

936 16. All groups and their activities using SBA funds must be open to all students and must be  
937 prominently advertised.

938

939

### B. The SBA Speaker Program

940

941 1. Between twenty-five percent (25%) and forty percent (40%) of each semester's Student  
942 Activity Fund (as determined in the Standing Rules) shall be allocated to the SBA  
943 Speaker Program as determined by the Senate in the Standing Rules.

944 2. The SBA Speaker Program shall be established and governed by the Senate as detailed  
945 in the Standing Rules.

946

947

# BYLAWS of the Student Bar Association of Vermont Law School

## 948 **ARTICLE 8. ELECTIONS OF THE SENATE**

### 949 § 8.1 Elections Committee

950 The Elections Committee shall have, at a minimum, the following duties and responsibilities:

- 951 A. Conduct all regular elections, special elections, and referenda pursuant to these Bylaws and
- 952 the Standing Rules.
- 953 B. Inform the SBA and the Senate when elections and referenda must occur.
- 954 C. Establish polling places (which may include electronic voting), count votes, and post the
- 955 results pursuant to guidelines established by the Senate in the Standing Rules.
- 956 D. In the event that the Chair of the Elections Committee prefers not to serve during any election
- 957 due to a potential conflict of interest, or to avoid the appearance of impropriety, the chair may
- 958 appoint a temporary replacement chair who can serve only after approval by the Senate.
- 959

### 960 § 8.2 Elections

- 961 A. Elections for Executive Committee, Board of Trustees Representatives, Law School
- 962 Committee Representatives for the continuing classes, and Town Liaison members shall be
- 963 held by the first Friday in April.
- 964 B. Elections for J.D. Senators from the continuing classes shall be held at the same time as or
- 965 within 10 days of the elections listed in § 8.2(A).
- 966 C. Elections for the Master's Program Senator(s), J.D. Senators from the 1L class, Law School
- 967 Committee Representatives for the 1L class, and any vacancies from elections held pursuant
- 968 to § 8.2(A) and/or (B) shall be elected no later than four full weeks after the start of the Fall
- 969 Semester.
- 970 D. A student may run for two positions concurrently, except that a student may only run for one
- 971 of the following: President, Vice President, Treasurer, or Secretary. Upon election to two
- 972 positions, the student shall choose, be selected for, and sit only in one position. An election
- 973 to fill positions not taken shall be held promptly thereafter. Running concurrently for more
- 974 than one position will only occur under provisions established by the Senate in the Standing
- 975 Rules.
- 976 E. All elections and referendum votes shall be by secret ballot.
- 977 F. SBA members shall be required to sign a voter roll before voting in any election.
- 978 G. Elections shall follow all other guidelines set forth in the Standing Rules.
- 979

### 980 § 8.3 Referendum

- 981 A. Referenda are governed by § 3.5 (A) of these Bylaws.
- 982 B. Once the Secretary of the SBA has received a petition that contains the valid signatures of
- 983 twenty percent or more current members of the SBA, a vote by general referendum shall be
- 984 held on the issue.
- 985 C. The Secretary shall hold such voting within fourteen (14) days (excluding vacation periods)
- 986 after receipt of the petition and posting of adequate notice.
- 987 D. SBA members shall be required to sign a voter roll before voting in any referendum.
- 988 E. A majority vote on a referendum shall be controlling and conclusive. When in conflict with a
- 989 vote of the Senate, the referendum shall prevail.
- 990 F. Any dispute regarding referendums shall be submitted to the Elections Committee. An
- 991 appeal from the Elections Committee shall go to the Honor Code Committee and be bound
- 992 by its determination.
- 993

### 994 § 8.4 Bylaws Amendments

- 1000 A. Bylaws Amendments are governed by Article 12 of these Bylaws.
- 1001 B. Once the Secretary of the SBA has received a petition for amendments to the Bylaws that
- 1002 contains the valid signatures of seventy-five or more current members of the SBA OR the
- 1003

# BYLAWS of the Student Bar Association of Vermont Law School

- 1004 Senate has approved the amendments by a majority vote, a ratification vote shall be held on  
1005 the issue
- 1006 C. The Secretary shall hold such voting between fourteen (14) and thirty (30) days (excluding  
1007 vacation periods) after receipt of the petition or the majority vote of the Senate.
- 1008 D. Adequate notice shall be posted at least one week prior to the vote.
- 1009 E. SBA members shall be required to sign a voter roll before voting in any ratification vote.
- 1010 F. The quorum requirement for a ratification vote is two-thirds of the current membership of the  
1011 SBA. A ratification vote passes with a super majority yes vote.

## 1012 § 8.5 Third Year Students and Non-Juris Doctor Program Students

- 1013 A. May not run for any office to become effective after March 1 of that academic year;
- 1014 B. May vote in referendums, but may not vote in elections after March 1 of that academic year;  
1015 and
- 1016 C. Every elected voting member of the Senate shall retain voting rights through the last regular  
1017 meeting of the Senate during that academic year.

## 1018 § 8.6 Absentee Ballots

1019 Absentee ballots shall be available to all currently enrolled students who are not in residence  
1020 during the semester in which an election is held. Absentee ballots shall also be available upon  
1021 request to the Secretary of the SBA to those students who will be absent from the Law School  
1022 campus on the day of elections. Absentee ballots shall be transmitted by e-mail to each eligible  
1023 member who makes a timely request. They shall be returned by regular mail or by e-mail to a  
1024 special secure mail account, created for the sole purpose of elections, prior to the closing of the  
1025 election period. Absentee balloting shall be conducted pursuant to such additional rules and  
1026 procedures as provided for in the Standing Rules.

## 1027 **ARTICLE 9. HONOR CODE AND CODE OF CONDUCT**

1028 These Bylaws incorporate by reference the current versions of the VLS Honor Code and VLS  
1029 Code of Conduct which shall be posted on the SBA website and available at the library circulation  
1030 desk.

## 1031 **ARTICLE 10. PARLIAMENTARY AUTHORITY**

1032 The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall govern  
1033 the Senate and the SBA, so long as they are not inconsistent with these Bylaws or Standing  
1034 Rules adopted by the Senate.

## 1035 **ARTICLE 11. STANDING RULES OF THE SENATE**

### 1036 § 11.1 Generally

1037 The Standing Rules shall be the rules under which the Senate and its Committees shall operate.  
1038 The Standing Rules shall define the rules, guidelines, and procedures for awards, meetings,  
1039 finances, attendance, elections, committees, vacancies, and any other activity of the Senate or  
1040 SBA.

### 1041 § 11.2 Adoption and Amendments

1042 Any member of the Senate may propose additions, changes, and deletions to the Standing Rules  
1043 at a Regular Senate Meeting. A vote on the additions, changes, and/or deletions shall then take  
1044 place between seven and twenty-one days from the date of proposal. Adequate notice of the  
1045 pending vote shall be posted at least seventy-two (72) hours prior to the vote. The quorum

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1059 requirement for a vote is two-thirds of the current voting membership of the Senate. Additions,  
1060 changes, and/or deletions shall take effect immediately upon a Super-majority Yes Vote.

## 1061 1062 **ARTICLE 12. BYLAWS AMENDMENTS**

### 1063 1064 § 12.1 Procedure

1065 Any member of the SBA may propose amendments to the Bylaws.

- 1066  
1067
- 1068 A. Proposed amendments shall be submitted in writing to the Senate at a Regular Senate
  - 1069 Meeting.
  - 1070 B. In order for proposed amendments to be voted on by the SBA
  - 1071 1. the proposed amendments shall also include a petition containing the valid
  - 1072 signatures of seventy-five current members of the SBA, OR
  - 1073 2. receive a majority vote of approval by the Senate.
  - 1074 C. Timing of Vote
  - 1075 1. A vote of the SBA shall take place between fourteen and thirty days from the date of
  - 1076 submission at a Regular Senate Meeting as in 12.1.B above.
  - 1077 2. Adequate notice of the vote shall be posted at least one week prior to the vote.

### 1078 1079 § 12.2 Ratification

1080 Adoption of proposed amendments occurs only by a vote of the current membership of the SBA.  
1081 The quorum requirement for a ratification vote is two-thirds of the current membership of the SBA.  
1082 Ratification passes with a super majority yes vote.

## 1083 1084 1085 1086 **ARTICLE 13. EFFECTIVE DATE**

1087 These Bylaws take effect immediately upon ratification by the SBA and replace all other Constitutions  
1088 and/or Bylaws.

## 1089 1090 1091 **HISTORY OF BYLAWS**

- 1092
- 1093 2002 April 2. Complete Redrafting of Bylaws: passed a unanimous vote of Senate and presented
  - 1094 to the SBA for ratification vote beginning on April 17, 2002.
  - 1095 1999 Full Update of Bylaws Passed by Student Bar Association vote
  - 1096 1985 Full Update of Bylaws Passed by Student Bar Association vote