

SBA Bylaws
(amended 2008)

I. Finance

A. Dues, as mandated by the SBA Constitution, shall be set in the following amounts, and shall be due upon commencement of school

i. Incoming first year students:

1. \$100.00 per year for 3 years	= \$300.00
\$30.00 one time Orientation fee	= \$30.00
<u>\$20.00 one time Composite fee</u>	<u>= \$20.00</u>
Total due	= \$350.00

2. Incoming first year students subject to the mandatory dues set forth above include all students who previously began attendance at the Law School, and whose attendance ceased for any reason prior to graduation, and had to reapply with the Law School Admission Office prior to being readmitted as a first-year student

ii. Incoming transfer student dues:

1. \$100.00 per year for 2 years	= \$200.00
<u>\$20.00 one time composite fee</u>	<u>= \$20.00</u>
Total due	= \$220.00

iii. L.L.M. students:

1. \$100.00 per year for one year	= \$100.00
<u>\$20.00 one time orientation fee</u>	<u>= \$20.00</u>
Total due	= \$120.00

B. Event Tickets

- i. event tickets shall be sold for students to attend various events sponsored by the SBA
- ii. students shall have the option of purchasing wet tickets or dry tickets
- iii. the price for tickets shall be based on the budget allotted for the event at the discretion of the Vice President

II. Awards

A. The Dean Thomas W. Christopher Award

i. The Dean Thomas W. Christopher Award is an annual SBA award that is presented during the Law Week Awards Ceremony. The award is given to:

1. One non-law student (a faculty member, staff member or alumni). The award for outstanding literary achievement and/or distinguished service through organizational activities is given to a

person who, by gaining recognition, brings honor to or enhances the reputation of the Law School. This person is to receive a plaque.

2. A graduating student who has given outstanding service to the Law School community. This person shall receive a plaque and a \$100 cash award.
 - ii. Nominations are to be solicited from students.
 - iii. The chairperson of the Dean Thomas W. Christopher Awards Committee is to be the SBA President.
 - iv. The President shall appoint at least one senator from each class to serve on the Awards Committee.
 - v. The Awards Committee should have a faculty advisor appointed by the SBA President.
 - vi. The decision of the Awards Committee is to be presented to the SBA Senate for approval prior to the notification of the Awards Day Committee and/or Assistant Dean responsible for the Law Week Awards Ceremony.
 - vii. Student Bar Association Executive officers are not eligible to receive this award.

B. The Student Bar Association Outstanding Faculty Member Award

- i. The criteria for the Student Bar Association Outstanding Faculty Member Award shall be:
 1. Devotion to students both in and out of the classroom
 2. Excellence in teaching
 3. Contributions to the Law School environment
 4. Literary accomplishments
- ii. Nominations may be presented by any third-year student. The SBA Senate shall be responsible for sending all third-year students a letter setting forth the criteria for this award prior to spring elections. The names of the four to five faculty members who receive the most nominations shall be placed on the ballot. In case there is a tie with respect to the fifth place position, all of the teachers in that fifth place position will be placed on the ballot.
- iii. Only full-time faculty members and adjunct faculty members who have taught more than one semester may be nominated.
- iv. Faculty members who have received the award during the previous two years may not be nominated.
- v. The Outstanding Faculty Member will be chosen by the entire third-year class from a vote taken during the SBA spring elections. The faculty member who receives the most votes will receive

the award. Should there be a two-way tie, both faculty members shall be recognized. Should there be a tie between more than two faculty members, those faculty members will be entered into a runoff on the following day.

- vi. The award shall consist of a permanent plaque to be placed in the Law Center. In addition, a plaque or certificate is to be presented to the recipient during the Awards Day Ceremony.

C. Anna C. Curry Leadership Award

- i. The Anna C. Curry Leadership Award is an annual SBA Award that is presented during the Law Week Awards Ceremony. The award is presented to a law student from any class who has shown outstanding leadership and service to the law school.
- ii. The SBA Senate is responsible for nominating and selecting the recipient.
- iii. The award shall consist of a permanent plaque to be placed in the Law Center. In addition, a plaque or certificate is to be presented to the recipient during the Awards Day Ceremony.

D. Student Bar Association Recognition Certificates

- i. Student Bar Association Recognition Certificates shall be presented to those members of the Law School community who, during the preceding school year, have provided exemplary service to the Student Bar Association.
- ii. A committee shall be formed by the President of the SBA, one month prior to the Awards Day Ceremony, for the purpose of ensuring that all persons worthy of recognition will be presented with a certificate. All elected bodies should be involved in the committee's consideration, and shall be allowed to submit the names of candidates whom they deem worthy of recognition.

E. Organization Awards

- i. Organizations sponsoring awards must select award recipients following the requirements articulated in the Law School Organization Guidelines section of these Bylaws (Section V.)

F. Staff Appreciation Lunch

- i. During the Spring Semester, the SBA shall provide a lunch for the staff of the law school in appreciation for their hard work and dedication to the student body.

III. Duties of the Officers

A. Presidential Duties

- i. Informing the incoming first-year class about law school traditions including the following:
 1. Applauding professors on the last day of class.
 2. Homecoming cut-aways.
- ii. Appoint student representatives to Dean's Committees.
- iii. Appoint the Chairperson of the Council of Presidents by the first Tuesday after the first Monday in April.
- iv. Appoint the 3L movie chairperson.
- v. Appoint the 3L graduation party chairperson.
- vi. Appoint the 1L post-exam party chairperson.
- vii. Select bands for the Homecoming festivities no later than June 30 of each year if the Homecoming Chairpersons have not been selected before the end of the Spring semester.
- viii. Announce new school-wide officers at the Law Week Band Party.
- ix. Organize an informal dinner for the newly elected 1L Senators to meet the current Senate and Executive Officers.
- x. Organize new SBA Executive Officer Induction Dinner. Induction Dinner should be held no later than the first Thursday after the first Monday in April.
- xi. Secure football game block seating.
- xii. Assist the Treasurer in preparing a fiscal year budget and a budget for presentation to the SGA Financial Affairs Committee.
- xiii. Serve as the SBA's representative to the Law School Council of Presidents.

B. Vice Presidential Duties

- i. Zap photography coordination including pick-up and distribution of all orders.
- ii. Formulation, distribution and compilation of an interest form to be distributed to all law students within the first three weeks of the fall semester. The interest form shall allow students to indicate their respective willingness to become SBA committee chairpersons and members.
- iii. Shall have as a primary responsibility all SBA events including but not limited to Homecoming, 3L graduation party, 1L post-exam party and Law Week Committees and provide assistance to those

Committees as deemed necessary by the SBA President.

- iv. Coordinate distribution and assignment of student lockers.
- v. Shall have the discretion to institute new student events sponsored by SBA with the prior approval of the other Executive Officers.

C. Treasurer's Duties

- i. Compose a budget for presentation to the Student Government Association of the University of Alabama Financial Affairs Committee, for the purpose of procuring funding for law school organizations. Please refer to Article IV. of these Bylaws for further clarification of the organization budgeting process.
- ii. Maintain a file containing each law school organization's constitution and bylaws.
- iii. Purchase the SBA President's plaque to be presented to the outgoing SBA President at the installment of new executive officers, which shall read:

*"Presented to
(name of SBA President)
in grateful appreciation of (his/her)
service to the students of the
University of Alabama School of Law as
Student Bar Association President
(term years)"*

- iv. Be available during Orientation to direct merchandise sales and collect dues payment.
- v. Produce a cost-breakdown analysis of SBA and law school activities to be included in the package mailed to all incoming 1L's.

D. Secretarial Duties

- i. Coordination of scheduling the use of the SBA meeting room.
- ii. Responsibility for ensuring the timely production of a directory of law students' phone numbers and any other pertinent information which may be useful to students of the law school.
- iii. Formulate and maintain a distribution list of SBA officers and organization presidents.
- iv. Post and keep current a list of student lockers.
- v. Retrieve from the Assistant Dean for Students Office, an electronic listing of all enrolled students' names by class year. This list shall be used as the official voter list, ticket sales list, and for any other function that requires a student list. For most purposes, the box list in the student lounge, maintained by the

aforementioned Assistant Dean will be suitable for this purpose.

- vi. Maintain an orderly SBA bulletin board.
- vii. Maintain an orderly calendar of events to be posted on the SBA bulletin board.
- viii. Produce and distribute to all SBA officers a calendar of meetings and official SBA events.
- ix. Produce a list of SBA executive officers and senators to the webmaster.
- x. Have access to and update the UA website calendar.

E. Chief Justice's Duties

- i. Informing the students about the availability of prior year's teacher evaluations in the Records Office. This notification should be distributed to the entire school by the day the schedule for the following semester is released.
- ii. Maintain an orderly Honor Court bulletin board.

F. Career Services Board Chairperson's Duties

- i. Coordination of the permanent graduate composite.
- ii. Coordination of the photography session conducted for the permanent graduate composite and CSO facebook.
- iii. Develop and distribute a brochure outlining the different "tracks" in law school.
- iv. Conduct a forum to explain curriculum to 1L's in the Spring semester, prior to registration.

G. Council of Presidents Chairperson's Duties

- i. Coordination of annual Get-On-Board Day, which shall be held no later than the second week of September each year. The SBA Senate shall be presented with this date and shall have the final authority on its approval.
- ii. Assist the SBA Treasurer with his/her duties in developing the organization budget to be presented to the SGA Financial Affairs Committee.
- iii. Conduct a meeting of the Council no later than the third week after the beginning of Fall semester classes.
- iv. Update the law school webmaster with the names of the incoming officers of law school organizations.

IV. Student Bar Association Elections

A. Elections Committee

- i. The Elections Committee shall be formed in accordance with the SBA Constitution, Article

III, Section I, as construed by the Honor Court in its September 19, 2007 Advisory Opinion. The committee shall be composed of:

1. Two students per class which are appointed by a majority vote of the Senate
 - a. Committee members may not be
 - i. students holding positions elected under the SBA Constitution
 - ii. students running for positions elected under the SBA Constitution
 - iii. students who have been appointed to another position by the SBA Senate
 2. A faculty/staff representative
- ii. The committee shall:
 1. enforce all election procedure rules outlined in Section IV(D)
 2. disqualify any candidate that has violated any Election Procedure rule
 - a. Violations will be determined by a hearing on the alleged violation by the Elections Committee.
 - b. All decisions by the Elections Committee are final. A candidate affected by any adverse decision of the Elections Committee may appeal such decision to the Dean of the School of Law only on the grounds that the actions of the Committee were arbitrary and capricious.
 3. request a list of eligible voters from the SBA Secretary
 4. operate a site to distribute and collect ballots on election day from 10 a.m. until 2 p.m.
 5. count the ballots and announce the results of the elections

B. Election Timing

- i. 1L Elections
 1. An election of the 1L Senators, Associate Justices, and members of the Career Services Board shall be held in the fall semester no earlier than 10 days nor later than 30 days after the first day of class
- ii. 2L and 3L Elections
 1. School-wide offices
 - a. The General Election for school-wide offices shall be held on a Tuesday near Law Week each year.

b. The Run-Off Election for school-wide offices shall be held on the day following the General Election for school-wide offices.

2. Class-wide offices

a. The General Election for class-wide offices shall be held on the Tuesday of the week following school-wide office elections. If the week after school-wide office elections falls on the week of Spring Break, the Tuesday of the week following Spring Break shall be when the General Election for class-wide offices is held.

b. The Run-Off Election for class-wide offices shall be held on the day following the General Election for class-wide offices.

C. Declaration of Candidacy

i. School-wide offices

1. Declaration of candidacy for school-wide offices shall take place beginning on the Monday of the week prior to the elections and concluding no time before 5:00 p.m. on the Wednesday of that same week.

2. A candidate declares his or her candidacy for office by signing his or her name on the list posted by the Elections Committee.

ii. Class-wide offices

1. Declaration of candidacy for class-wide offices shall take place beginning on the Monday of prior to the elections and concluding at no earlier than 12:00 p.m. on the following Friday

2. A candidate declares his or her candidacy for office by signing his or her name on the list posted by the Elections Committee

D. Election Procedure Rules

i. Campaigning

1. For purposes of this subsection, the term campaigning shall refer to all forms of typical political office advertising (i.e.: distribution of brochures, speech making, sidewalk chalking, e-mail messaging, phone trees, etc.)

2. Campaigning for Student Bar Association offices by or on behalf of any candidate is strictly forbidden, except for the

Candidate Information Sheet and as provided herein:

- a. Each candidate running for a school-wide office will be allowed to address the student body the week prior to the week of elections for a period of no longer than three (3) minutes at a time and location approved by the SBA Senate. This is not a mandatory event.
3. Candidate Information Sheet
 - a. The only printed material a candidate may produce shall be limited to one 8.5 x 11 "candidate information" sheet of paper, inclusive of any photograph
 - b. The candidate information sheet may contain any information about a candidate's qualifications the candidate wishes to publicize
 - c. The candidate information sheet shall be due to a place designated by the Elections Committee Chairperson or the SBA President by 12:00 p.m. on Friday of the week when sign-ups are held
 - d. Any candidate information sheets that exceed the space limitation set forth within this subsection shall not be posted
 - e. Any candidate information sheets that are received after the deadline set forth in this subsection shall not be posted unless written consent is granted by every opponent of that candidate
4. No candidate shall send any electronic mail message by distribution list, to the students of the law school as a whole or to a particular law school class as long as that student is a candidate for a law school office unless prior written consent is granted by every opponent of that candidate. This provision shall apply to official law school or law school organization business as well as personal messages
5. No candidate shall distribute any message or memorandum to the students of the law school as a whole or to a particular law school class with his or her name included in the message or memorandum through the boxes in the student lounge as long as that student is a candidate for a law school office unless prior written consent is

granted by every opponent of that candidate. This provision shall apply to official law school or law school organization business as well as personal messages

6. Candidates are forbidden from loitering in the area where votes are being cast on the day of an election
7. Candidates are forbidden from participating in the administration of the election (i.e.: working at the election table, counting ballots, etc.)

ii. Election to office

1. School-wide offices

- a. For school-wide offices, the number of votes necessary for election shall be a majority of the votes cast for that office
- b. In the event no candidate receives the votes necessary for election, the two candidates receiving the greatest number of votes shall meet in a runoff election not later than one week after the election

2. Class-wide offices

- a. Each voting student may cast as many votes as there are positions available, both in the General Election and in the Run-Off Election (if necessary)
- b. For class-wide offices, any candidate receiving more than half as many votes as there are ballots returned is elected without a runoff. For example:

- i. if two positions are available for class senators, then each voting student will have two votes
- ii. No cumulative voting is allowed (i.e.: voting for the same candidate more than once is not allowed)
- iii. The two with the highest vote totals shall be declared the winners in an election for two class-wide offices if there are four or fewer candidates seeking election.

- c. Runoff candidates will consist of those not receiving a majority of ballots in the first round, up to a

number double the number of positions still available, if the number of candidates is fewer than double the number of positions available. For example:

- i. if no candidate receives a majority of the votes cast, and there are two positions available, the four candidates with the highest vote totals reach the run-off, the two with the highest vote totals in the run-off would be elected, regardless of the number of votes
 - ii. if 100 students cast ballots for two positions, a maximum of 200 votes exist. The two candidates who receive over 50 votes win the race without a runoff. If more than two candidates receive more than 50 votes, the candidate with the greatest number of votes is elected and a run-off is held for the second position among the remaining candidates with over 50 votes. Thus, plurality would be sufficient to be elected.
- d. If there is a tie for the last position (for election), those candidates will have a runoff.

V. Law School Organization Guidelines

- A. The SBA Senate shall use these guidelines, when it considers groups for funding.
- B. The SBA Senate shall only fund those groups or organizations that are designated SBA "recognized" groups or organizations.
- C. The SBA Senate shall seek to fund those projects that could have a high appeal to the majority of the Law School student body.
- D. An SBA "recognized" group or organization must only have in its membership law students, law professors, and/or law faculty advisors. (i.e. no non-law student members)

- E. In order to be deemed an SBA "recognized" group or organization, the group or organization must accept and abide by the annual guidelines set forth in subsection N. of this Section. The SBA Treasurer is to promulgate a list of the recognized groups to the SBA Senate.
- F. The SBA shall only recognize those groups for funding purposes, which have a law-related purpose, meet all criteria set forth in the SBA Constitution and Bylaws, and have as their main goal, the improvement of legal education or maintaining the high standard of legal education.
- G. Funded groups must not be in violation of any of the University of Alabama procedure for chartering groups.
- H. Any group or organization found to have funneled SBA funds to any outside group not included in this direction or used SBA funds for purposes other than those herein stated, shall have forfeited their rights to funding until such time as the SBA Senate shall again deem the group to be "recognized."
- I. By virtue of their respective offices, each organization president shall be a voting member of the Law School Council of Presidents, as long as their respective organization follows the Annual Organization Guidelines as provided in these Bylaws.
- J. No organization may send school-wide e-mails to events not open to all students. A message to a distribution list of all eligible members is allowed.
- K. Students graduating in December may not serve as an organization president during the year that student is to graduate.
- L. Each organization officer must be a member in good standing with the Student Bar Association.
- M. A student may not concurrently serve as President of more than one student organization.
- N. Annual Organization Guidelines
 - i. Organization Presidents must provide the SBA Treasurer with an updated copy of his or her organization's Constitution and Bylaws by April 5th of each year. If a copy of the organization's Constitution and Bylaws are on file and no amendments have been made to either, a letter signed by the incoming organization president

stating that no amendments were made to the documents shall be sufficient for this requirement.

- ii. Organizations must elect officers for the following year before April 15. The outgoing President of an organization is charged with the responsibility of informing the SBA Treasurer for the following year of the name of the organization's new President.
- iii. Organization Presidents must submit to the SBA Treasurer an updated official University of Alabama Office of Student Life list of officers for the following school year by the last day of classes in the spring semester. The form shall be made available from the SBA Treasurer and upon completion delivered to the University of Alabama Office of Student Life by the SBA Treasurer.
- iv. To be eligible for an SBA funding allocation, organizations must provide the SBA Treasurer with a proposed budget for the following year, formulated within the guidelines listed below, by April 20 of each year.
 - 1. Each budget must be as specific as possible.
 - 2. Budgets may not include amounts for food and beverages for regular meetings. Food and beverages may be included in amounts for annual banquets or special occasions where such is necessary.
 - 3. Each organization is limited to \$200 per year for travel expenses related to a regional convention and \$400 per year for travel expenses related to a national convention.
 - 4. Cash awards and scholarships are not eligible for funding.
 - 5. Awards, other than those presented at Awards Day during Law Week, are not eligible for funding.
 - 6. Expenses for postage, printing and supplies are generally funded.
- v. Organizations must use their SBA funding allocation by April 10 of each year or forfeit any remaining balance to the SBA thereafter. SBA funding allocations are only available from October 1 of the budget submission year through April 10 of the following year.
- vi. Organizations not complying with this subsection shall have their "recognized" status suspended for one fiscal year, or until the provisions of this subsection are attained.

O. Organization Awards

- i. Organizations may sponsor awards to be distributed during the annual Law Week Awards Day.
- ii. The President of each respective law school organization shall present the award being sponsored by his or her organization.
- iii. Elected officers for the current academic year of an organization are not eligible to receive the award sponsored by the organization they serve.
- iv. Organizations sponsoring awards must provide a list of eligible students for each respective award to every student eligible to vote or nominate students for any award. If the eligible students constitute an entire class, such a designation may be used only if accompanied by a list of those students (organization officers) not eligible for the award.

VI. Special Purchases

- A. Goods and services not covered in the SBA budget and costing over \$50 must be approved by the Student Bar Association Senate before purchase.
- B. Gifts for Students and Student's Family for Sickness/Death
 - i. An appropriate gift or donation to be determined by the SBA Senate shall be purchased for the family of a student who has experienced a death in the immediate family or for a student who has been admitted for treatment in a hospital or experienced an injury that required treatment in a hospital.
 - ii. Such a gift or donation shall not exceed \$25.
 - iii. For purposes of this subsection, a student's immediate family shall include the student's spouse, child, mother, father or sibling.
 - iv. A sympathy card shall be sent to the family on behalf of the SBA for any other family member's death.
 - v. Hospitalization of a student's relative other than the student's spouse or child does not constitute an occasion for disbursement of SBA funds.
- C. Gifts for Individuals in Recognition and for Appreciation

- i. An appropriate gift or donation to be determined by the SBA Senate shall be purchased for an individual when the SBA Senate determines such a gift is in order. (i.e.: retirement of a professor, exceptional performance of a committee chairperson, etc.)
- ii. Such a gift or donation shall not exceed \$50.

VII. SBA Executive Offices

- A. The office space assigned to the Student Bar Association by the law school shall be used exclusively for SBA business.
- B. Only SBA Executive Officers shall be assigned keys to the SBA office. Graduating 3L Executive Officers and 2L Executive Officers who do not seek or are not elected to an executive office must relinquish assigned office keys immediately upon installation of new officers.

VIII. Any bylaws conflicting with provisions of the SBA Constitution shall be null to the extent that they conflict with the SBA Constitution.

IX. Amendments

- A. Amendments to these Bylaws may be proposed by any Student Bar Association Executive Officer or Senator.
- B. Amendments to these Bylaws shall be incorporated into the text of the Bylaws by a majority vote of the Senate.