

**BY-LAWS OF THE STUDENT BAR ASSOCIATION OF**  
**SAN LUIS OBISPO COLLEGE OF LAW**

ARTICLE I: PURPOSE

The purpose of the Student Bar Association (SBA) is to serve as an advocate for San Luis Obispo College of Law (SLOCL) students; to enhance communication between the students, the SLOCL Board of Trustees, and administration regarding student issues; to provide opportunities for participation; and to enhance the students's experience at SLOCL.

ARTICLE II: MEMBERSHIP

All SLOCL students are members of the SBA. A mandatory fee is charged at the beginning of the fall, spring, and summer semesters which are used to finance SBA-sanctioned activities and provide a range of student benefits, including preparation of fall and spring exam packs.

A student's class level (i.e. 1L,2L,3L,4L) shall be based on projected year of graduation, as determined by SLOCL administration.

Honorary Membership: The SBA may, from time to time, designate individuals as non-voting honorary members in recognition of their significant contributions to the SBA.

ARTICLE III: MEETINGS

SBA meetings shall be regularly scheduled and held, at least once per month, if practicable, while classes are in session. Special meetings can be called by the President or any Officer and two Representatives.

ARTICLE IV: EXECUTIVE BOARD OFFICERS

The SBA Board will be comprised of four elected Officers and eleven elected Representatives (see Article V: REPRESENTATIVES, below). All SBA Executive Board Officer terms are for the duration of one school year. No one student may simultaneously hold more than one SBA Board member position.

Executive Board Officer positions are comprised of: President, Vice President, Secretary, and Treasurer. Each Officer must be either a second year (2L), third year (3L), or fourth year (4L) student in good standing. All Officers shall maintain records of their activities and duties in a binder to be passed on to the succeeding office holder to assist in orienting the new officer. Officer responsibilities and duties detailed below are not all-inclusive. All Officers oversee all active committees in the SBA as members of each committee.

**President:** The President shall be the chief executive officer; shall preside at all meetings; shall supervise, direct and administer the business and affairs of the SBA subject to its by-laws.

*Exam Packs:* The President shall be responsible for collecting and organizing the fall and spring semester Exam Packs, which may contain the five most recent previous years' exams, with professor outlines and selected student answers, where available, as provided by the SLOCL Registrar.

**Vice-President:** The Vice-President shall assist the President and, in the absence of the President, act in that capacity. The Vice-President shall be responsible for use, maintenance, and supplies for all machines for which the SBA has contracted: the copy machine, vending machines, water cooler, etc.

*Exam Packs:* The Vice-President shall assist the President with Exam Packs, including preparing and distributing digital copies of Exam Packs to Class Representatives no more than 45 days after the start of each semester.

**Secretary:** The Secretary shall keep record of minutes to all meetings, proceedings, and actions of the SBA and of any committees. The minutes of meetings shall include the time and place that the meeting was held, the name of those present, and a record of actions taken. The Secretary shall ensure that meeting notices are posted on the SBA bulletin board

and on the SBA Website, and are easily attainable by any SLOCL student or administration when requested.

*Communications:* The Secretary shall create and distribute flyers, posters, and any relevant information to all class representatives and SLOCL students for upcoming SBA-sponsored events.

*SLOCL Website:* The Secretary shall be responsible for coordinating with SLOCL administration to help ensure that the SBA portion of the SLOCL website is current and correct regarding SBA Board membership, meeting minutes, and bylaws.

*SBA Website:* The Secretary shall be responsible to ensure that the SBA website is kept current with the SBA Calendar, meeting minutes, events, and bylaws.

*Student ID Cards:* The Secretary shall be responsible for coordinating, organizing, creating, and distributing student ID cards and accounting to Treasurer as necessary.

**Treasurer:** The Treasurer shall keep adequate and correct accounts and records of the SBA's financial transactions. The Treasurer shall make a regular financial report at SBA meetings. Written financial reports, when presented, shall be attached to the meeting minutes. The Treasurer shall deposit funds of the SBA, disburse funds for approved expenditures, and shall obtain the signature of another officer for any disbursement. A review of accounts shall be conducted and reported at the first SBA meeting of the fall and spring semesters, by two other Officers.

#### ARTICLE V: REPRESENTATIVES

The SBA Board will include eleven elected Representatives, consisting of eight Class Representatives and three Student Representatives, as follows:

**Class Representatives:** Each class year's students will elect two (2) Class Representatives to serve as the conduit through which their respective class' concerns and issues will be communicated to the SBA.

1L Class Representatives shall consist of one representative from each of the Seaside and Santa Cruz campuses, respectively. Class Representatives are to keep their respective class advised and current regarding SBA activities and events.

*Exam Packs:* Class Representatives shall be responsible for distributing electronic copies of Exam Packs to all members of their respective classes.

**Student Representatives:** The SLOCL student body will elect three Student Representatives as described in the section below. Each Student Representative must be either a second year (2L), third year (3L), or fourth year (4L) in good academic standing.

**Student Representative to the SLOCL Board of Trustees (Board):** A Student Representative will attend meetings of the Board as a non-voting member with all rights and duties. The tasks of the Student Representative will be to maintain a dialogue between the Board, SBA officers, and Class Representatives and student body in general by keeping the Board abreast of student concerns and initiatives, lending support to a Board as a member wherever possible and reporting back to and participating in SBA meetings on a regular basis.

**Student Representative to the San Luis Obispo County Bar Association (SLOBA):** The Student Representative to the SLOBA shall serve a full calendar year (i.e. beginning in the spring semester); however, transition and coordination with the outgoing Student Representative begins following election in the fall.

The Student Representative to the SLOBA is the sole SLOCL student body representative to the SLOBA, requiring the highest levels of professionalism and respect, and is to be a voice for SLOCL, to lobby for the future lawyers of the San Luis Obispo Bay area. The Student Representative's top priority is to foster relationships between the SLOBA and the

SLOCL student body.

The Student Representative must attend all SLOBA monthly meetings, and has the same voting rights as all members of the SLOBA, and is required to be a member of the SLOBA (\$25 annual fee). The Student Representative must sit on one of the SLOBA's standing committees and participate in those meetings (usually every other month; sometimes by email, sometimes in person).

The Student Representative is also responsible for organizing SLOCL student volunteers for SLOBA events, and for posting notices of SLOBA events and job postings of potential interest to SLOCL students. This is an active position on the SLOBA board, and is a stepping stone to a lot of opportunities, and can be what the Student Representative makes of it.

For general guidelines regarding the Student Representative's rights and responsibilities, refer to the Student Representative to the SLOBA position description (above) for potentially analogous descriptions.

Student Representative to the San Luis Obispo County Bar Association (SLOBA): The San Luis Obispo College of Law will coordinate with the San Luis Obispo County Bar Association in regards to receiving a Student Representative to the SLOBA as either a voting or non-voting participant. This relationship will be reviewed and documented in future bylaw revisions.

#### ARTICLE VI: ELECTIONS

Elections for all SBA Board Member Positions will be held in the fall semester. Nominations will begin on the second Monday of the fall semester, during which time debates, forums, and campaigns may be conducted. Votes will be cast no later than the third Thursday of the fall semester. Transfer of power will occur as soon as is reasonably practicable.

**Election Committee:** Election-related activities will be conducted under the auspices of an Election Committee. The Election Committee will be comprised of at least three student volunteers, none of whom shall be running for office. The Election Committee shall be appointed by the SBA Officers at the Officer's discretion, and will serve until the election results are finalized.

The Election Committee will be responsible for informing all classes of the SBA election process; gathering nominations for all offices and representative positions; preparing and distributing ballots; tabulating and announcing results.

**Vacancy:** In the event of a vacancy or resignation of an SBA Board Member, the President shall direct an Election Committee to hold a special election to be held open to the entire school for the vacant office no later than 30 days after the President had been notified of such vacancy or resignation. The newly elected Officer or Representative shall serve the remainder of the effective term of the Officer or Representative.

#### ARTICLE VII: VOTING MEMBERS

The SBA Board has fourteen regular voting members: Vice-President, Secretary, Treasurer, Student Representative to the SLOCL Board of Trustees, Student Representative to the SLOBA, and two Class Representatives from each class year. SBA Board Members must be present to vote or submit a written proxy. In the event of a tie, the President will cast the deciding vote.

#### ARTICLE VIII: REMOVAL OF AN SBA BOARD MEMBER

An SBA Board Member shall be removed from office when approved by three-fourths ( $\frac{3}{4}$ ) of the voting SBA Board Members who are present at the meeting. If an SBA Board Member is removed, a special election shall be held to elect a replacement according to the Vacancy procedures.

SBA Board Members shall be removed only for good cause. Failure to adequately perform the obligations of the

office or position shall constitute good cause for removal and may be evidenced by any of the following:

- Failure to attend three consecutive regular SBA meetings.
- Failure to attend at least one-half of all meetings in one semester.
- Failure to carry out the duties or responsibilities of the office or position.
- Expulsion or suspension from SLOCL.

SBA Board Members shall be removed only following notice and an opportunity to be heard at a regularly scheduled SBA meeting.

#### ARTICLE IX: RULES OF ORDER

Parliamentary Authority: The Modern Rules of Order, 4th edition governs the proceedings of each meeting, and in the case of the Annual Meeting Assembly, in conjunction with any Standing Rules.

#### ARTICLE X: QUORUM

The SBA shall adhere to the Robert's Rules of Order's guidelines on quorum. A quorum shall consist of three-fourths ( $\frac{3}{4}$ ) of the voting membership.

#### ARTICLE XI: AMENDMENTS TO THE BYLAWS

Amendments to the Bylaws shall be proposed in advance in writing and voted upon at the next regular SBA meeting. Three-fourths of voting members present must approve the changes. If attendance is a constant issue for the collective board members, the SBA E-board consisting of the President, Vice-President, Secretary, and Treasury can approve any bylaw revisions with a unanimous vote.