

Loyola University New Orleans College of Law

Student Bar Association Constitution

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STATEMENT OF PURPOSE

We, the students of Loyola University New Orleans College of Law, in order to strengthen the relationship among students, faculty, and staff; to promote awareness of the responsibilities of law students to society and the legal profession; to enhance the academic and social environment within the College of Law; to support the preparation of students for entry into the legal field; and to serve as a channel of communication among students, faculty, administration, the broader university community, alumni, and the public, hereby establish the Student Bar Association of Loyola University New Orleans College of Law.

The purpose of the Student Bar Association is to foster an inclusive and collaborative community among students, faculty, and staff. The Association is dedicated to promoting student engagement, supporting academic and professional growth, and strengthening the connection between students and the legal profession.

The SBA acts as a liaison between the student body and the law school administration, cultivating a community guided by the values of integrity, service, and justice.

I. MEMBERSHIP

A. Regular Membership

Upon payment of requisite dues, all juris doctor students of Loyola University New Orleans College of Law shall be regular members of the Student Bar Association. All members are encouraged to attend Student Bar Association events and participate in its activities.

B. Dues

All incoming first-year (1Ls) and transfer students shall pay as membership dues a Student Bar Association fee, which is due at the time tuition is paid.

II. ADMINISTRATION

A. Executive Board

The Executive Board shall serve as the governing body of the Student Bar Association. It holds all authority and responsibility for establishing the policies and objectives of the Student Bar Association and shall be the final authority on any matter involving interpretation of this Constitution. The President shall serve as the chief executive officer of the Student Bar Association, responsible for the execution of Executive Board policy and for the general supervision of all committees, Directors, and Chairs.

B. **Membership**

The Executive Board shall be composed of the following elected positions: President, Vice-President, Secretary, and Diversity Chair. Additional Student Bar Association positions include elected Class Representatives, appointed Chairs, and committee members appointed under Article III. The voting members of the Executive Board shall be the President, Vice-President, Secretary, and Diversity Chair. Chairs and committee members appointed under Article III shall serve in a non-voting capacity. A quorum of the Executive Board shall consist of a majority of its voting members.

C. **Powers and Duties**

President

1. The President shall serve as the official spokesperson of the Student Bar Association and presides over meetings of the Executive Board.
2. The President has the power to veto any vote passing the Executive Board. The veto can be overridden by a two-thirds ($\frac{2}{3}$) vote of the remaining Executive Board.
3. The President shall serve as the official Loyola University New Orleans College of Law student representative to the American Bar Association.
4. Supervisory Authority. The President shall serve as chief executive officer of the Student Bar Association and shall have general supervisory authority over all committees, Directors, Chairs, and committee members.
5. Approval Authority. No committee, Director, or Chair shall, without the prior approval of the President: (a) commit, obligate, or expend Student Bar Association funds; (b) execute or agree to any contract, reservation, deposit, or vendor commitment; (c) publicly announce, schedule, or promote an event; (d) represent the Student Bar Association to the administration, another institution, an external organization, the press, or the student body; or (e) create a subcommittee or enter into a partnership with an external organization.
6. Delegated Autonomy. Upon the President's approval of a committee's semester plan and budget, the Director of that committee shall exercise independent discretion over the design, planning, and execution of the committee's programming without further approval. Renewed approval shall be required only upon a material change, meaning a change in date, venue, or scope, or an expenditure exceeding the approved budget line by more than ten percent (10%).
7. Appointments. The President shall approve the assignment of Directorships under Article III and shall appoint all Chairs and committee members upon nomination by the relevant Director.
8. Suspension. The President may suspend any Chair or committee member from their duties pending Executive Board action under Article III, Section E (Removal for Failure to Fulfill Duties).

9. Interim Authority. Between meetings of the Executive Board, the President may act on time-sensitive matters and shall report any such action at the next meeting, where it may be reversed by a two-thirds ($\frac{2}{3}$) vote.
10. Non-Delegation of Approval. The President may delegate any function of the office in writing. Delegation shall not waive the President's approval authority under this Section, which is administrative in nature and is not subject to the override provided in paragraph 2.
11. The President shall perform all other duties specified elsewhere in this Constitution.

Vice President

1. The Vice President shall assist the President, preside at the Executive Board meetings in the President's absence, and assume the office and duties of the President upon permanent or extended vacancy for the duration of the vacancy.
2. The Vice President shall act as a liaison with Loyola University New Orleans College of Law student organizations, shall serve as Director of a standing committee as provided in Article III and shall report on that committee's progress to the President.
3. The Vice President shall work to track and help recognize a student, an organization, and an outside contributor who goes above and beyond to help the community.
4. The Vice President shall perform all other duties specified elsewhere in this Constitution.

Secretary

1. The Secretary shall maintain and publish an accurate record of all proceedings of the Executive Board's agenda.
2. The Secretary shall maintain an accurate register of all Student Bar Association members.
3. The Secretary shall publish the details of all Student Bar Association events.
4. The Secretary shall be responsible for all official correspondence of the Executive Board.
5. The Secretary shall serve as Director of a standing committee as provided in Article III and shall report on that committee's progress to the President.
6. The Secretary shall perform all other duties specified elsewhere in this Constitution.

Diversity Chair

1. The Diversity Chair shall promote diversity throughout student organizations by ensuring the implementation of at least one diversity initiative.
2. The Diversity Chair shall review communications to ensure that they align with the Student Bar Association's commitment to inclusivity and respect for all individuals.

3. The Diversity Chair shall regularly communicate with student organization leaders to address diversity needs, concerns, and outreach.
4. The Diversity Chair shall serve as Director of a standing committee as provided in Article III and shall report on that committee's progress to the President.
5. The Diversity Chair shall perform all other duties specified elsewhere in this Constitution.

Class Representatives

1. Class Representatives shall represent the students of their class at meetings of the Executive Board.
2. Class Representatives shall be responsible for informing all members of their class as to the Executive Board proceedings and activities.
3. Class Representatives shall provide reasonable assistance in the operation of all activities that the Student Bar Association sponsors.
4. Class Representatives shall attend and work all Student Bar Association events unless permitted otherwise by the President.

III. COMMITTEES

A. Committee Directors

1. The standing committees of the Student Bar Association are the Social Committee, the Wellness Committee, the Community Engagement Committee, and the Diversity Committee. Each is a distinct committee with its own Director, calendar, and budget.
2. Each standing committee shall be led by a Director, who shall be a member of the Executive Board. A Directorship is not attached to any office.
3. At the beginning of each year, each member of the Executive Board shall select the standing committee they wish to direct. Selections are subject to the approval of the President, who shall resolve any competing selections and shall ensure that every standing committee has a Director. The President may reassign a Directorship during the term where a committee is without a Director or where the Executive Board approves the change by majority vote.
4. A member of the Executive Board may direct more than one standing committee, and the President may serve as Director of a committee, only where necessary to ensure every committee is led.
5. Each Director owns the calendar, the budget, the personnel, and the outcomes of their committee, and shall report directly and with the authority of the President.
6. Each Director shall submit a semester plan to the President for approval no later than two (2) weeks before the first day of classes of that semester. The plan shall include the committee's event calendar with dates and identified conflicts; a per-event budget; an attendance goal and the method of measuring it; an inclusion plan addressing

- evening-division students, students under twenty-one (21), students who do not drink, and accessibility; and a communications timeline.
7. Upon approval of the semester plan and budget, the Director shall exercise independent discretion over the execution of that plan without further approval, subject to the material-change rule in Article II.
 8. Each Director shall maintain current committee records in the Student Bar Association's official task system, which shall serve as the official record of committee planning and reporting.
 9. Each Chair shall report to the Director of their committee. Chairs serve as lead organizers: they execute programming and propose initiatives to their Director. Where a standing committee has no appointed Chair, its Director shall perform the functions of the Chair or may nominate a Chair for appointment by the President.

B. **SBA Chair Positions**

Social Chairs

1. There shall be one or more Social Chairs, as the President shall determine.
2. Social Chairs shall plan and organize social events throughout the school year to foster community amongst members.
3. Social Chairs shall collaborate with the Executive Board and promote engagement through all major social events. These major social events include, but are not limited to Bar Reviews, Loynoween, and Barrister's Ball. The Social Chairs shall report to the Director of the Social Committee.

Wellness Chairs

1. There shall be one or more Wellness Chairs, as the President shall determine.
2. Wellness Chairs shall promote member wellbeing by planning events and providing students with resources to benefit mental and physical health.
3. Wellness Chairs shall host an annual Wellness Week, which includes a Wellness Panel.
4. Wellness Chairs collaborate with the Executive Board to advocate for wellness initiatives and workshops to support members' mental and physical health. The Wellness Chairs shall report to the Director of the Wellness Committee.

Community Engagement Chairs

1. There shall be one or more Community Engagement Chairs, as the President shall determine.
2. The Community Engagement Chairs shall foster connections between the Student Bar Association, student organizations, and the Loyola University New Orleans College of Law community.

3. The Community Engagement Chairs shall organize volunteer opportunities and partnerships with local organizations to promote civic involvement amongst members.
4. The Community Engagement Chair shall maintain and ensure that each school organization follows policies and procedures regarding mandatory community engagement events. The Community Engagement Chairs shall report to the Director of the Community Engagement Committee.

c. **General Committee Guidelines**

1. The Executive Board shall have the authority to establish and maintain any and all committees necessary or beneficial to the Student Bar Association.
2. The committees shall be designated as either *ad hoc* or permanent. Permanent committees must be created upon a two-thirds vote of the Executive Board and shall be governed in accordance with established By-Laws.
3. The President, or the Vice President at the President's direction, shall review the progress and necessity of all committees at least once per month.
4. Each committee shall report to the President not less than weekly, and shall report to the Executive Board no less than once per month.
5. No committee shall create a subcommittee, enter into a partnership with an external organization, or conduct any fundraising activity without the prior written approval of the President.

d. **Disciplinary Committee**

Composition

The Disciplinary Committee shall consist of Class Representatives from each year and a Sergeant-at-Arms, who shall head the committee.

Duties

The Disciplinary Committee shall investigate misconduct and determine disciplinary action against Executive Board members.

Disciplinary Actions

1. **Abusive Language:** If the Disciplinary Committee finds an Executive Board member guilty of the excessive use of abusive language directed towards another member of the student body by a two-thirds ($\frac{2}{3}$) vote, the Disciplinary Committee shall draft a formal letter of reprimand.
 - a. If the Executive Board member receives three formal reprimands, the Executive Board member shall be expelled from the Board and the organization.
2. **Sexual Misconduct:** If the Disciplinary Committee finds an Executive Board member guilty of sexual harassment by a two-thirds ($\frac{2}{3}$) vote, the Disciplinary Committee shall

draft a formal letter of reprimand and expel the Executive Board member from the Board and the organization.

3. **Assault or Battery:** If the Disciplinary Committee finds an Executive Board member guilty of assault or battery by a two-thirds ($\frac{2}{3}$) vote, the Disciplinary Committee shall draft a formal letter of reprimand and expel the Executive Board member from the Board and the organization.
4. **Theft:** If the Disciplinary Committee finds an Executive Board member guilty of stealing property by a two-thirds ($\frac{2}{3}$) vote, the Disciplinary Committee shall draft a formal letter of reprimand and expel the Executive Board member from the Board and the organization.
5. **Honor Code Violation:** If the Executive Board member has been found guilty of an Honor Code violation by the Honor Board, the Disciplinary Committee shall draft a formal letter of reprimand and expel the Executive Board member from the Board and the organization.

E. **Removal for Failure to Fulfill Duties**

The Executive Board shall have the authority to remove any Student Bar Association Chair or Class Representative who fails to fulfill the duties of their position. This authority extends to committee members appointed under Article III.

A removal may be initiated by any Executive Board member and must be approved by two-thirds ($\frac{2}{3}$) vote of the Executive Board. The President may suspend the individual from their duties pending the Executive Board's vote.

Before removal, the individual shall be notified in writing of the alleged failure and shall be given the opportunity to respond and present an explanation to the Executive Board.

Grounds for Removal

1. Failure to attend Student Bar Association required events without reasonable excuse;
2. Repeated failure to complete assigned responsibilities or duties;
3. Conduct unbecoming of a representative of the Student Bar Association that does not rise to the level of misconduct governed by the Disciplinary Committee.

IV. MEETINGS AND PROCEDURES

The Executive Board shall host one meeting each semester that is open to all law students. The meeting logistics are at the discretion of the Executive Board. The meeting shall last approximately thirty minutes to one hour and give law students the opportunity to speak directly with the Executive Board.

The Executive Board shall meet weekly during the academic year at a time set by the President, who shall set the agenda for each meeting. Committees shall meet biweekly with their respective Director. The SBA executive board and cabinet shall meet monthly, preferring an in-person session. No vote shall be taken in the absence of a quorum as defined in Article II.

V. STUDENT ORGANIZATIONS

A. Requirements for Maintaining Charter Status

All student organizations must:

1. Have a legally-related purpose and/or goal.
2. Have a faculty advisor. Every registered student organization at Loyola University New Orleans College of Law is required to have an advisor who is a current full-time faculty member. Faculty advisors must approve every student org event.
3. Have a constitution and bylaws registered with the Assistant Dean of Student Affairs and posted to the Student Organization website.
4. Have one public service event per academic year. This event can occur in the Fall or Spring semester. Organizations can work together to co-sponsor a public service event. Student organizations must email event details to the SBA Community Engagement Chair at sba@loyno.edu. The Assistant Dean of Student Affairs will review and approve events as they are received.
 - a. Please review section F. under this Article for more information on Public Service Events.
5. All student organization elections must be fair and equal (i.e. all votes have equal power and are counted accurately). Each student org must have a president, vice president, and secretary. Some larger organizations may choose to have more positions, social chair, community service chair, etc., but these positions are not required.
6. No student organization may allow 1Ls to serve in executive board positions.

B. Chartering a New Student Organization

1. Parties interested in starting a new student organization must reach out to the Assistant Dean of Student Affairs with a formal proposal, including a constitution and by-laws.

2. Prospective student organizations must hold one general meeting to assess student interest and obtain at least 25 signatures of interested students.
3. After holding an initial meeting and obtaining the requisite signatures of support, the prospective organization would then hold an executive board election.
 - a. All elections must be fair and equal (i.e. all votes have equal power and are counted accurately). Each student org must have a president, vice president, and secretary. Some larger organizations may choose to have more positions, social chair, community service chair, etc., but these positions are not required.
 - b. First year students (1Ls) **are not** allowed to hold E-Board positions in any student organization.

c. **Student Organization Support and Budgeting**

1. Student organizations are funded from a common pool of funds. These funds support student life. These funds are not utilized to purchase individualized items for student organizations (shirts, office supplies etc.).
2. The Law Student Affairs Office can assist with planning, advertising, and food purchases for an on or off campus event. Purchases such as decorations, lighting, alcohol, entertainment, staff, etc. must be covered by the student organization and must be coordinated with the Assistant Dean of Student Affairs directly.
3. Direct Reimbursements to students for student organization purchases **are not** permitted. Please coordinate with the Assistant Dean of Student Affairs to make any purchases for your student organization.
4. Loyola does not utilize any dues organizational dues system. The College of Law requires all student organizations to be open to students without cost. If your organization is connected to a national organization with required dues, please contact the Assistant Dean of Student Affairs for assistance before collecting any funds.

d. **Event Requests**

The student organization event approval process runs through faculty advisors and the Law Student Affairs Office. We have prepared the guidelines below to allow student organizations to safely meet and enjoy community with one another.

1. All Loyola-affiliated student organization events must be approved by the Law Student Affairs Office and your faculty advisor. Please remember that you must calendar all events, even if they are being held off campus.
2. Each student organization must fill out a Student Organization Events Form to begin the calendar planning and approval process. One form per event is required.

- a. Each event must be approved by the Student Org's faculty advisor using the Faculty Advisor Event Approval Form.
3. If you plan to host a guest speaker at your event, you must complete the Guest Speaker Approval Form two weeks prior to your event.
 - a. Guest speakers will not be financially compensated. If your organization would like to give a non-Loyola affiliated speaker a Loyola-related gift, please see the Assistant Dean of Student Affairs.
 - b. If your approved guest speaker requires a parking place, you must submit the person's name and license plate number and state with the form.
 - i. Unless the guest speaker is a judge or senior political official, the guest will receive a general one-day permit to park in any of the College of Law lots where a spot is available. If your guest is a judge or senior political official, we will provide a reserved spot with a name sign.
4. Each organization is allowed to plan a maximum of two events for the Fall semester and two events for the Spring semester (one of which must be a general election meeting). We highly encourage organizations to co-sponsor events in an effort to pool resources and increase attendance.
5. All student orgs must complete an event attendance sheet for all ON CAMPUS events. Preferably, your organization's secretary should complete and certify the attendance sheet; however, any E-Board member can do so. You must submit a certified attendance sheet to the Dean's Suite Coordinator (hard copy or via email) within 24 hours after your event has concluded. The Assistant Dean of Student Affairs will review attendance sheets so that we can best manage future catering requests. If we do not receive an organization's event attendance form within the timeframe mentioned above, we will not provide lunch funding for the organization's future events.
6. All student organizations must submit any requisite forms by the published deadline. All student organization events must conclude by the published deadline, as well.

E. Food and Beverage Requests

1. All food requests must be made to the Dean's Suite Coordinator via email 5 business days prior to the event. When placing a food order via email, please supply the following information.
 - a. Restaurant name. We will only be working with restaurants that are on the EZ Cater website.
 - b. Exact food items requested with prices showing the total amount.
 - c. The time, date & location of your event.

- d. Indicate whether the order will be delivered or picked up and the preferred delivery or pick up time.
 - e. Your contact information (phone number) so the restaurant can call you when the food order has arrived on campus.
- 2. Student Org events with 20 guests or fewer will have a food budget of \$200.00. Student Org events with 21-29 guests will have a food budget of \$250.00. Student Org events with 30 or more guests will have a food budget of \$300.00.
 - a. We only cover food costs for student organization events. Students are asked to bring their own beverages. Most of us have reusable water bottles now, so please encourage your members to take advantage of using our filtered water stations. If you will have a guest speaker or panelists, we'll make sure to have bottled water available for all speakers.
 - b. Student organizations with fewer than 50 members shall supply the Dean's Suite Coordinator with an RSVP list (to certify expected attendance) when placing a food order.
- 3. We will continue using the student organization event supply cabinet this semester. This cabinet is located outside of Room 345 (just across from the Dean's Suite), in the alcove to the right of the table and chairs. The cabinet is stocked with reusable tablecloths, utensils, napkins, cups, paper plates, and small plastic cups (in case any of your members don't have a water bottle).
- 4. Alcohol is not permitted at any student organization event. In the case of symposia, banquets, and galas, student organizations must work with the Assistant Dean of Student Affairs to have alcohol requests approved and to have the appropriate police detail present if necessary.

F. Public Service Event

- 1. Complete at least one (1) qualifying community engagement project during each academic year, in the Fall or Spring semester, in accordance with the following:
 - a) Qualifying project. A qualifying community engagement project is a project in which members of the organization personally perform service, in person, for the benefit of individuals, groups, or partner organizations outside the College of Law. Members must participate directly in the delivery of the service.
 - b) Minimum participation. A qualifying project shall include the participation of not fewer than three (3) members of the organization, or twenty-five percent (25%) of its active membership, whichever is greater, and shall consist of not less than two (2) hours of service for each participating member.
 - c) Activities that do not satisfy this requirement. The following do not, standing alone, satisfy the community engagement requirement: placing a collection box, bin, or receptacle on campus; conducting a donation, food, clothing,

book, or supply drive in which members do not personally participate in the delivery or distribution of the items collected; making or soliciting a monetary donation unaccompanied by member service; hosting an event whose participants and beneficiaries are drawn solely from the College of Law community; and social, networking, or professional development events.

- d) Collection drives. A collection drive satisfies this requirement only where members of the organization personally participate in the sorting, delivery, or distribution of the items collected, on site with the receiving partner organization, and that participation is documented under subsection (f).
- e) Co-sponsorship. Two or more student organizations may co-sponsor a qualifying project, and a student organization may satisfy this requirement by participating in a project sponsored by the Student Bar Association. Each co-sponsoring organization shall independently satisfy the minimum participation requirement of subsection (b). Lending an organization's name, logo, or endorsement to a project in which its members do not participate does not satisfy this requirement.
- f) Deadline. The project shall be completed and documented no later than April 1 of the academic year in which it is required.
- g) Probationary status. An organization that has not completed and documented a qualifying project by April 1 shall be placed on probationary status. While on probation, the organization is ineligible to receive funding, to reserve rooms, or to obtain event approval, except for activities undertaken to cure the deficiency.
- h) Failure to fulfill this requirement of having one public service event per academic year will result in the members of the executive board of their respective student organization in violation to lose the right of a graduation cord.
- i) Graduation cords. Each member of the executive board of an organization that remains out of compliance at the close of the academic year shall forfeit the graduation cords of that organization and shall not wear the cords, stoles, or other regalia of that organization at commencement. The Community Engagement Chair shall provide the list of non-compliant organizations to the Assistant Dean of Student Affairs not later than fourteen (14) days before commencement.
- j) Cure. An organization may cure a deficiency by completing and documenting a qualifying project. Upon cure, probationary status shall be lifted and eligibility for graduation cords restored, provided that the cure is completed not later than fourteen (14) days before commencement.
- k) Appeal. Within ten (10) days after a determination of non-compliance, an organization may appeal that determination in writing to the Assistant Dean

of Student Affairs, whose decision shall be final. The penalties provided in subsections (k) and (l) shall be stayed pending appeal.

- l) Loss of charter. An organization that remains out of compliance for two (2) consecutive academic years shall lose charter status and must re-charter under the procedures set forth in this Article.

VI. FINANCES

A. Dues

Members of the association shall be required to pay a membership fee as determined by the Executive Board during the first semester of law school. No further membership fee shall be required from a student during their entire tenure at the College of Law.

B. Funding Procedures

Funds allocated to student organizations must be spent in connection with any of the following

1. An academic event;
2. A service oriented event;
3. A social event only if it follows either a or b above;
4. Or an event designated to promote the goodwill between the faculty and the student body or the community and the student body of Loyola College of Law.

The event must be open to the entire College of Law.

All activities conducted in connection with another sponsoring organization or group will be eligible to receive up to 2x the standard event budget.

C. Expenditure Approval and Contracting

1. All expenditures of Student Bar Association funds require the prior written approval of the President and/or the Office of Student Affairs.
2. Any expenditure involving a new vendor, or exceeding [amount needed by Dean Tori], requires three (3) written quotes submitted to the President before any commitment is made.
3. No person other than the President, or a written designee of the President, may sign or agree to any contract, deposit, guarantee, or minimum on behalf of the Student Bar Association.

4. Any commitment containing a headcount minimum, spending minimum, or guarantee requires the written approval of the President and shall be based on a documented, conservative attendance estimate.
5. Each Director is responsible for the budget of their committee. Every funding request originating in a committee shall be routed through its Director, with quotes attached, before it is submitted to the President or to the Office of Student Affairs.

VII. ELECTIONS

A. Elected Positions

Executive Board Officers

1. President
2. Vice President
3. Secretary
4. Diversity Chair

All members of the SBA are eligible to vote in the elections for President, Vice-President, Secretary, and Diversity Chair. To be elected to one of these positions, a candidate must receive a majority of the votes cast for the position sought. A runoff election shall be held only in the event of a tie among candidates remaining eligible to assume a position. The candidate receiving the largest number of votes in a runoff election shall be elected to the position.

Class Representatives

1. One Class Representative from each year's Evening Division
2. Two Class Representatives from each year's Day Division

Only members of the SBA in the class to be represented shall vote in the election of Class Representatives. Voters shall cast votes for the number of candidates as there are positions available. The number of candidates receiving the most votes, corresponding to the number of positions available, shall be elected to the position. A runoff election shall be held only in the event of a tie among candidates remaining eligible to assume a position. The candidate receiving the largest number of votes in a runoff election shall be elected to the position. Any Class Representative who changes their status (i.e. evening to day division) shall immediately report this change to the Secretary and vacate their seat. Any vacancy in a Class Representative seat shall be filled by appointment by the President, with the approval of a majority of the voting members of the Executive Board, from among the members of the class to be represented, and the appointee shall serve the remainder of the term. A vacancy in the office of Vice-President, Secretary, or Diversity Chair shall be filled in the same manner.

B. **Election Guidelines**

1. No candidate may run for or hold more than one position at a time.
2. All SBA members may vote in the Executive Board elections.
3. Only members of a class may vote for their Class Representative.
 4. One designated Representative from each student organization may be chosen by the organization they represent; such selection, however, shall be subject to the by-laws of the Student Bar Association.
 5. Officers shall hold office for a term of one year, starting on the day of election and terminating on the day of election of the following year, unless the officer has been removed from office.
 6. 1L Class Representatives shall be elected during the first week of October each Fall semester. They shall hold office until the day of election in the following Spring semester, during the second week of April

C. **Election Timeline**

1. Fall Semester: Thursday during the first week of October.
2. Spring Semester: Thursday during the second week of April.

D. **Eligibility and Requirements**

1. A candidate must be an SBA member in good academic standing.
2. A candidate must remain in good standing throughout their term.
3. A candidate must request a petition from the SBA Secretary (via email at sba@loyno.edu) to run for elected office. The petition must be filed in the name of the candidate and position sought. A complete petition must be signed, as a showing of support for the candidate, by 50 SBA members (day division students) / 25 SBA members (evening division students) for the candidate to get onto the ballot for the election. The candidate must submit the completed petition and requisite signatures to the SBA Secretary (via email at sba@loyno.edu) by the filing deadline set forth in the initial election announcement.

E. **Campaign Regulations**

1. Online and Social Media Campaigning
 - a) Candidates may use the Loyola College of Law “Admitted Students...” Facebook page to advertise their candidacy. Candidacy may be advertised only twice on the page prior to the election.
 - b) Candidates may set up an online presence, including pages, events, or groups created on social networking sites.
 - c) Candidates may use text messages, text message groups, or group messaging apps (e.g., GroupMe, etc.) to campaign.
 - d) No candidate may message the class using their school email accounts.

2. Campaigning at the College of Law (Broadway Campus)

- a) Candidates may not solicit votes or post campaign materials in the library.
- b) Candidates may not announce their candidacy before, during, or after class time.
- c) No student organization may campaign or announce sponsorship for any candidates. No candidate may campaign at a student organization meeting or event.
- d) Candidates may give away food, drinks, and small trinkets as part of the campaign.
- e) If a candidate would like to table in the 1st floor elevator lobby or the front foyer of the BAC, the candidate must meet with Asst. Dean Tori Luwisch-deLaurel to set a tabling date/time.
- f) No candidate shall remove the campaign materials of another candidate.**
- g) Candidates may post flyers/posters on the bulletin boards on the 1st, 3rd, and 4th floors of the College of Law building and in the BAC, with the following exceptions:
 - (1) The Academic Success board on the 4th floor between rooms 405 and 401.
- h) Candidates may place flyers on the tables in the BAC, but may not use these flyers to cover up the flyers of another candidate.
- i) Candidates **may not** post flyers/posters in the following locations:
 - (1) On classroom whiteboards, walls, or doors.
 - (2) In or outside of the elevators.
 - (3) On the doors of or within academic/administrative office spaces or restrooms.
 - (4) On hallway walls.
 - (5) On entrance or exit doors to the College of Law building / BAC.
 - (6) Outside of the College of Law or BAC.
- j) All postings must be removed/taken down as soon as possible following the election.
- k) SBA will have two volunteer poll-watchers monitoring the campaign process; these individuals will report any campaign regulation violations to the Assistant Dean of Student Affairs for further investigation.

F. **Challenge of Election Results**

If any candidate for office or SBA member wishes to challenge election results, an email of formal complaint must be sent to the SBA Executive Board (via email to sba@loyno.edu) and to the Assistant Dean of Student Affairs within 24 hours of election results being released. The SBA Executive Board shall make an initial determination regarding the merits of the complaint, namely, if the complaint meets the definition of “Improper Conduct.” If the Executive Board determines that the complaint has merit, it is referred to the Assistant Dean of Student Affairs for final review and adjudication.

VIII. RATIFICATION, AMENDMENTS, & BY-LAWS

A. **Ratification**

This Constitution shall become binding and effective upon ratification by a $\frac{2}{3}$ vote of the SBA membership in a referendum. Ratification of this Constitution shall operate as a revocation of any pre-existing Constitution.

B. **Amendment**

Amending this Constitution shall be proposed by a $\frac{2}{3}$ vote of a quorum of the Executive Board and shall become binding and effective upon ratification by a $\frac{2}{3}$ vote of the SBA membership in a referendum.

C. **By-laws**

By-laws shall be established or altered by a $\frac{2}{3}$ vote of a quorum of the Executive Board.