

**BYLAWS
OF THE
STUDENT BAR ASSOCIATION OF
UNIVERSITY OF THE PACIFIC, MCGEORGE SCHOOL OF LAW**

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ARTICLE 1
ORGANIZATION

Section 1.01 Name. The name of this organization is STUDENT BAR ASSOCIATION (“SBA”) OF UNIVERSITY OF THE PACIFIC, MCGEORGE SCHOOL OF LAW (“Pacific McGeorge”).

1.02 Purposes and Limitations. SBA has been formed under the American Bar Association (“ABA”) consistent with recommendations from the American Bar Association, Law Student Division.

- (a) SBA is operated solely for the benefit of the students of Pacific McGeorge.
- (b) The purpose of SBA is to provide a means for responsible and effective participation in the governance of student participation on campus; provide an official voice through which students’ opinions may be expressed; foster awareness of these opinions on campus, local, state, national, and international communities; assist in the protection of the rights and interests of the individual student and the student body; provide services and programs as deemed necessary by SBA to meet the needs of the student and campus communities; and stimulate the educational, social, physical, and cultural well-being of the Pacific McGeorge community.
- (c) Additionally, SBA shall receive contributions and make donations to, dispense contributions to, and otherwise aid and support those organizations, which are organized and operated in a way that accomplishes the above-stated purposes.

Section 1.03 Dissolution. SBA shall be dissolved when:

- (a) A referendum for dissolution of SBA is authorized by a two-thirds (2/3) vote of the Board Members then in office or proposed by means of a petition bearing the signatures of twenty-five percent (25%) of the Membership, which shall be collected in ten (10) consecutive academic days during a single semester;
- (b) The vote for a dissolution may be part of a general election or held as a special election specifically for the purpose of the referendum; and
- (c) The referendum must be approved by two-thirds (2/3) of the current Membership consistent with Section 3.01 of these Bylaws.

Any referendum to dissolve SBA passed under this section shall take effect at the end of the academic year in which the election was held, at which time SBA shall cease to exist as an entity and SBA fee shall cease to exist.

ARTICLE 2
OFFICES

Section 2.01 Offices. The SBA Office is located on the Pacific McGeorge campus, on the second floor of the Student Center at 3141 Donner Way, Sacramento, CA 95817.

Section 2.02 Mailing Address. SBA's mailing address is 3200 5th Ave., Sacramento, CA 95817. All mail should be addressed to the Student Bar Association at Pacific McGeorge.

ARTICLE 3
MEMBERSHIP

Section 3.01 Qualifications of Membership. SBA shall have a voting Membership ("the Membership") comprised of all students currently enrolled at Pacific McGeorge during an academic year that have paid the SBA fee.

Section 3.02 Membership Dues, Fees, and Assessments. The Membership must pay, within the time and on the conditions set by Pacific McGeorge, the SBA fee in amounts to be fixed. The SBA fee shall be increased or decreased subject to referendum when:

- (a) A referendum for the increase or decrease of the SBA fee is authorized by a two-thirds (2/3) vote of the Board Members then in office or proposed by means of a petition bearing the signatures of twenty percent (20%) of the Membership, which shall be collected in ten (10) consecutive academic days during a single semester;
- (b) The vote for the increase or decrease of the SBA fee may be part of a general election or held as a special election specifically for the purpose of the referendum; and
- (c) The referendum must be approved by a simple two-thirds (2/3) of the Membership consistent with Section 3.01 of these Bylaws.

If a referendum for the increase or decrease of the SBA fee is passed by the Membership, the SBA fee change request must be sent to the University's Board of Regents, for approval, by April of the year proceeding the year the fee change will take effect.

Section 3.03 Rights of Membership. The Membership shall have the right to vote, as set forth in these Bylaws, on the election of Executive Officers ("EOs") and Representatives, membership dues, fees, and assessments, and on any election to dissolve SBA. In addition, the Membership shall have the right to:

- (a) Hold office as EOs or Representatives of SBA, provided that the individual also satisfies all eligibility and qualification requirements set forth in these Bylaws and Policies; and

- (b) Attend all Board Meetings and Committee Meetings with a right to public comment as set forth in these Bylaws and Policies;
- (c) Be admitted to and be allowed to participate in all activities funded in part or in whole by SBA, subject to conditions as may be established by SBA;
- (d) Be able to use the equipment owned by SBA subject to conditions established by SBA in these Bylaws and Policies; and
- (e) Bring matters to the attention of the SBA Board or it's committees at any meeting through public comment, resolution, or petition.

Section 3.04 Termination of Membership. An individual of the Membership shall terminate their membership when SBA receives written notification from the individual stating that they are withdrawing from membership, or when the individual is no longer enrolled at Pacific McGeorge. In the event that an individual's membership is terminated the SBA fee will not be refunded.

Section 3.05 Transfer of Membership. Membership shall be granted on an individual basis and no membership or right arising from membership shall be transferred.

Section 3.06 Annual Elections. There will be two (2) annual elections each academic year. An election shall be held during the spring semester at such time and place as the Elections Committee may determine. EOs and Representatives shall be elected at this election, with the exception of First Year Day and Evening Representatives. An election shall be held during the fall semester at such time and place, as the Elections Committee may determine. First Year Day and Evening Representatives shall be elected at this election.

Section 3.07 Manner of Voting, Number of Votes. Voting may be by either physical or electronic ballot, but not by both in any single election. Each individual of the Membership is entitled to cast one (1) vote on each matter submitted to that individual. The simple majority of votes cast on any matter shall be deemed the act of the Membership.

ARTICLE 4 **STUDENT BAR ASSOCIATION BOARD**

Section 4.01 Powers and Responsibilities. Subject to the provisions and limitations of any applicable laws, and subject to any limitations in these Bylaws and Policies, the activities and affairs of SBA shall be managed and exercised by, or under the direction of, SBA. SBA shall be responsible for, among other things: (i) adopting an annual budget, (ii) adopting policies and positions concerning the affairs of SBA, and (iii) adopting resolutions regarding issues affecting the Membership. SBA may delegate the management of the activities of SBA to any person or persons, management company, or committee, provided that the activities and affairs of SBA shall be managed under the ultimate discretion of SBA.

Without prejudice to these general powers and subject to the same limitations, SBA, in addition to the other powers enumerated in these Bylaws and Policies, shall have the power to:

- (a) Change the office from one location to another on the Pacific McGeorge campus subject to administrative approval; change the office from one location to another within 5 miles of the Pacific McGeorge campus; cause SBA to conduct its activities within the State of California; and with approval of the SBA Board by a simple two-thirds (2/3) vote designate any place within the State of California for holding any meeting of Board Members.
- (b) Review, approve, and cause to be executed and delivered, the annual operating budget.
- (c) Borrow money and incur indebtedness on behalf of SBA.
- (d) Conduct, manage, and control the affairs and activities of SBA and to make such rules and regulations therefore consistent with any applicable laws or these Bylaws and Policies, at their discretion.
- (e) Appoint, consistent with these Bylaws and Policies, committees and delegate to such committees powers and authority of SBA in the management of the activities and affairs of SBA, except the power to adopt, amend, or repeal Bylaws or Policies, and except as otherwise set forth herein.
- (f) Advocate on behalf of the Membership to Pacific McGeorge, the State Bar of California, and the ABA concerning matters that directly affect the welfare and interests of the Membership.
- (g) The Board Members may override an Executive Order issued by the President by a two-thirds (2/3) vote of the Board Members then in office. The effect of any override of an Executive Order regarding expenses already incurred shall be prospective and shall not be retroactive.

Section 4.02 Board Composition. The authorized number of Board Members shall be thirteen (13) consisting of six (6) EOs and seven (7) Representatives. The Board must include at least one sitting, duly elected Board Member, at all times. SBA shall be comprised of the following:

- (a) Six (6) EOs representing the Membership:
 - (1) President
 - (2) Day Vice President
 - (3) Evening Vice President
 - (4) Secretary
 - (5) Treasurer
 - (6) Representative at Large

- (b) One (1) Representative representing each of the seven (7) cohorts of the Membership:

- (1) First year day (1D)
- (2) First year evening (1E)
- (3) Second year day (2D)
- (4) Second year evening (2E)
- (5) Third year day (3D)
- (6) Third year evening (3E)
- (7) Fourth year evening (4E)

The Board Members shall be elected by the Membership consistent with these Bylaws and Policies. Any qualified registered and enrolled student of Pacific McGeorge may seek election to and hold any Board Member position pursuant to those qualifications and procedures established by these Bylaws and Policies.

Each Board Member shall have one (1) vote. The President will not vote unless necessary to break a tie vote.

The Board Members shall be counted as part of the Membership.

Section 4.03 Election, Designation, and Term of Office of Board Members. EOs of SBA shall be elected by the greatest number of votes of the Membership at an annual spring election, held pursuant to voting qualifications and procedures adopted by SBA. EOs shall serve a term of approximately one (1) year, commencing on the first day after the last day of classes of the calendar year in which the election was held and continuing through the last day of classes of the following calendar year.

Representatives of SBA shall be elected by the greatest number of votes of the Membership in their respective class (2D, 2E, 3D, 3E, 4E) at an annual spring election, held pursuant to voting qualifications and procedures adopted by SBA. Representatives shall serve a term of approximately one (1) year, commencing on the first day after the last day of classes of the calendar year in which the election was held and continuing through the last day of classes of the following calendar year. 1D and 1E Representatives shall hold office from their annual fall election until the expiration of the term on the last day of classes of the following calendar year. Each Board Member appointed to fill a vacancy shall hold office until expiration of the term for which they were appointed.

Section 4.04 Vacancies. A vacancy or vacancies on the SBA Board shall be deemed to exist on the occurrence of any of the following: (a) the death or resignation of any Board Member as outlined in Section 4.05 of these Bylaws; (b) the declaration by resolution of SBA of a vacancy in the office of a Board Member who has been declared of unsound mind by an order of court or convicted of a felony; (c) the increase of the authorized number of Board Members; or (d) the removal of a Board Member in accordance with Section 4.06 of these Bylaws.

Section 4.05 Resignation. Any Board Member may resign by giving written notice to the President of SBA. The resignation shall be effective when the notice is given unless the notice specifies a later time for the resignation to become effective.

Section 4.06 Removal. A Board Member may be removed with or without cause.

- (a) A Board Member may be removed without cause by the Membership. SBA shall place before the Membership for a vote any petition for removal of a Board Member presented to SBA and signed by at least fifteen percent (15%) of the Membership, which shall be collected in ten (10) consecutive academic days during a single semester. The removal must be approved by a simple majority of the Membership.
- (b) A Board Member may be removed with cause by a two-thirds (2/3) vote of all other Board Members then in office. With cause is defined as any violation of these Bylaws and Policies.
- (c) A Board Member may be removed from office, at the discretion of the President, for missing a total of three (3) regularly scheduled SBA meetings in one (1) term. Absences during the summer, winter break, or spring break meetings shall not be counted towards the attendance record for the term. Board Members who are not in attendance at the time of roll call will be considered tardy and three (3) tardies shall be equivalent to one (1) absence.
 - i. Prior to the removal at the discretion of the President, the affected Board Member must be notified in writing of the President's intent to remove at least one (1) absence before an order of removal.
 - ii. The affected Board Member must be notified in writing of the President's order of removal, and the removal is effective upon delivery of this notice.
 - iii. A removed Board Member is guaranteed an action item to appeal the order of removal to the Board Members then in office within two (2) regularly scheduled SBA meetings, should they seek to appeal.
 - iv. If a removed Board Member makes a timely appeal to the Board Members, the Board Members may reinstate the removed Board Member by a two-thirds vote (2/3) of the Board Members then in office consistent with Section 4.01(g) of these Bylaws.

Section 4.07 Filling a Vacancy. Vacancies in Board Member positions shall be filled in accordance with any applicable laws and these Bylaws and Policies.

- (a) A vacancy in the President position shall be filled by the Day Vice President or Evening Vice President, whomever receives a majority vote of the Board Members then in office. In the event of a tie, the Elections Committee shall determine which Vice President shall serve as President.
- (b) Vacancies in EO positions shall be filled by an appointment of the President, and must be approved by a two-thirds (2/3) vote of the Board Members then in office. The vote may occur in closed session. The President must appoint a currently serving Board Member. If there are no willing currently serving Board Members, or no willing currently serving Board Member receives approval by a two-thirds (2/3) vote of the Board Members then in office, then the vacancies in EO positions may be filled in accordance with the procedures to fill a Representative position vacancy as described below.
- (c) Vacancies in Representative positions shall be filled by an appointment of the President, and must be approved by a two-thirds (2/3) vote of the Board Members then in office.
- (d) All Presidential appointments shall be made after consultation with the Elections Committee consistent with Section 1.03 of the Elections Committee Policy and Procedures. In the event that the appointing individual does not accept a recommendation from the Elections Committee, the Elections Committee shall retain the right to make an alternate recommendation directly to the Board Members.
- (e) In the event that any vacancy is not filled by the procedures set forth in these Bylaws and Policies within four (4) academic weeks then the Elections Committee may host a Special Election to fill the vacancy.
- (f) In the case of removal of a Board Member at the President's discretion, the four (4) academic weeks will be counted from the first day following the removed Board Member's appeal time in accordance with Section 4.06(b).
- (g) No reduction of the authorized number of Board Members shall have the effect of removing any Board Member from office before that Board Member's term of office has expired.

Section 4.08 Regular Meetings. Meetings of SBA shall be held regularly at such time and place as the Board Members may fix in these Bylaws and Policies. The time and place of such meetings will be stated in the minutes of the previous meeting of SBA. SBA Meetings may be open or closed to the Members depending on the nature of the subject matter discussed at such meetings. All meetings shall follow any applicable laws and these Bylaws and Policies.

Section 4.09 Special Meetings. Special meetings of SBA, for any purpose, may be called at any time by the President or by a majority of the Board Members then in office by providing written notice to each Board Member at least twenty-four (24) hours prior to the special meeting. All special meetings shall follow any applicable laws and these Bylaws and Policies. The written notice shall specify the time and place of the meeting and the business to be transacted or discussed. No other business shall be considered at the meeting. The written notice shall be posted at least twenty-four (24) hours prior to the special meeting in a location that is freely accessible to the Membership.

Section 4.10 Quorum. A simple majority of the number of Board Members currently in office shall constitute a quorum for the transaction of any business, except to adjourn.

Section 4.11 Adjournment. A simple majority of the Board Members, whether or not a quorum is present, may adjourn any meeting to another time and place.

Section 4.12 Robert’s Rules of Order. If a question of parliamentary procedure arises during any SBA meeting, Robert’s Rules of Order, as amended, will be used as a guide for interpreting the correct course of action.

Section 4.13 Action Without a Meeting Prohibited. Any action required or permitted to be taken by SBA shall be taken at a public meeting, except for closed sessions, in accordance with any applicable laws and these Bylaws and Policies. All public meetings must take place at a physical and accessible location. No action may be taken by electronic means.

ARTICLE 5 **EXECUTIVE BOARD MEMBERS & REPRESENTATIVES**

Section 5.01 President. The President shall be given the necessary authority and held responsible for the administration of SBA in all its activities and subject only to such policies as may be adopted and such orders as may be issued by SBA or by any of its committees to which it has delegated power for such action. The President shall act as the “duly authorized representative” of SBA in all matters in which SBA has not formally designated some other person for that specific purpose. Without prejudice to such general powers as described above, but subject to the limitations, the authority and duties of the President are to:

- (a) Provide vision and leadership to SBA;
- (b) Call and preside over meetings of SBA;
- (c) Set the agenda for each meeting of SBA and make that agenda available to the Membership at least forty-eight (48) hours prior to the meeting;
- (d) Be a member of the Board to establish a quorum, but shall not vote unless to break tie;
- (e) Serve as an ex-officio member to all faculty meetings and all faculty committees

where student representation is permitted, or appoint a designee;

- (f) Make such appointments as required to fill student positions on faculty committees in accordance with these Bylaws and Policies;
- (g) Represent SBA to the students, faculty, administration, and public;
- (h) Serve as a voting member on the Pacific McGeorge Alumni Board, or appoint a designee;
- (i) Represent SBA as a voting member to the American Bar Association Law Students Division and act as liaison between Pacific McGeorge and the American Bar Association, or appoint a designee;
- (j) Submit nominations for appointments, in the event of a vacancy, to SBA in accordance with Section 4.07 of these bylaws;
- (k) Establish ad hoc committees;
- (l) Sign Resolutions voted on and approved by the Board Members;
- (m) Issue written Executive Orders when necessary for the conduct of SBA's business and not **contrary to the past actions of the SBA Board in that term**, only in such cases where no action would be detrimental to SBA's operations;
 - (i) Executive Orders may only be issued after notice to the Day Vice President and the Evening Vice President.
 - (ii) Any expenditure of funds by Executive Order shall be for emergency purposes only when it is essential for the continued operation and welfare of SBA.
 - (iii) Following the issuance of an Executive Order the President shall give written notice to the SBA Board.
- (n) Perform any other duty that may be necessary in the best interest of SBA.

Section 5.02 Vice Presidents. There shall be a Day Vice President and an Evening Vice President. The Day Vice President must be enrolled as a Day Student and represents the Day Student class at large. The Evening Vice President must be enrolled as an Evening Student and represents the Evening Student class at large. The authority and duties of the Vice Presidents are to:

- (a) Place Members on all standing/ad-hoc committees of SBA and to assign positions of authority within all standing/ad-hoc committees;
- (b) Monitor all standing/ad-hoc committees of SBA in consultation with the President;

- (c) Act as liaisons between SBA and its committees as designated by the President and approved by a simple majority of SBA;
- (d) Present the Chair of each committee with a list of general procedures and duties that may help facilitate the committee's function;
- (e) Call and preside over a meeting of SBA if the President is unable;
 - i. The President shall designate either the Day Vice President or the Evening Vice President at their discretion and the designee shall call and preside over the meeting of SBA, and represent, in a voting capacity, the President, in his/her absence;
 - ii. If the President does not designate a Vice President then the Evening Vice President shall call and preside over the meeting of SBA, and represent, in a voting capacity, the President, in his/her absence;
 - iii. If the Evening Vice President is unavailable, then the Day Vice President shall perform this duty.
- (f) Perform any other duty that may be necessary in the best interest of SBA.

Section 5.03 Treasurer. The Treasurer is SBA's Chief Financial Officer and oversees preparation of SBA's annual budget in accordance with these Bylaws and Policies. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the properties and business transactions of SBA, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, and other matters customarily included in financial statements. The authority and duties of the Treasurer are to:

- (a) Advise the President and the Board Members on fiscal affairs and conditions, and to review financial transactions and obligation instruments;
- (b) Maintain a bookkeeping system to monitor the balance in the SBA account in consultation with the President;
- (c) Create a proposed budget prior to each semester to be approved and adopted by the Board Members at the first SBA meeting of each semester;
- (d) Prepare a year-end accounting statement in accordance with Section 7.04, to be approved and adopted by the Board Members at the last SBA meeting of the academic year;
- (e) Provide updates to SBA on reserves, statements of operations, and other relevant financial information at the first regular meeting of each month;

- (f) Send or cause to be given to the Board Members such financial statements and reports as are required to be given by any applicable laws and by these Bylaws and Policies;
- (g) Oversee and present funding requests to SBA in accordance with these Bylaws and Policies;
- (h) Monitor, oversee, and release funds provided by SBA to standing/ad-hoc committees to ensure that all SBA appropriated funds are spent consistent with these Bylaws and Policies;
- (i) Ensure the books of account shall be open to inspection by the Membership at all reasonable times in accordance with these Bylaws and Policies;
- (j) Ensure that SBA's book of account and all transactions are consistent with Pacific McGeorge's policies and procedures, any applicable laws, and these Bylaws and Policies; and
- (k) Perform such other duties as the President or the Board Members may direct.

Section 5.04 Secretary. The authority and duties of the Secretary are to:

- (a) Post the agenda of SBA meetings at least forty-eight (48) hours prior to a regularly scheduled meeting, and twenty-four (24) hours prior to a special meeting;
- (b) Record, compile, and publish all minutes of SBA meetings;
- (c) Maintain a current list of all Board Members, call the roll at SBA meetings, and maintain an attendance record for the Board Members;
- (d) Sign and provide notice of Resolutions voted on and approved by the Board Members to the Membership;
- (e) Maintain and update the SBA Bulletin Boards, websites, and all other posting forums;
- (f) Maintain all records and keep them open to inspection by the Membership at all reasonable times in accordance with these Bylaws and Policies; and
- (g) Perform such other duties as the President or the Board Members may direct.

Section 5.05 Representative at Large. The authority and duties of the Representative at Large are to:

- (a) Represent Master of Laws (LL.M.) students or any cohort without a designated

representative;

- (b) Coordinate and facilitate with Pacific McGeorge administration, a minimum of two (2) informational meetings for the Membership each semester, for a total of at least four (4) informational meetings per academic year;
 - i. One (1) informational meeting per semester should be scheduled at a time determined to be most convenient for Day Students;
 - ii. One (1) informational meeting per semester shall be scheduled at a time determined to be most convenient for Evening Students;
- (c) Maintain a record of service hours served by Board Members; and
- (d) Perform such other duties as the President or the Board Members may direct.

Section 5.06 Representative Board Members. Each Representative is the voice of the cohort they were elected to represent and should actively seek the opinions of their constituents, as well as represent their constituent's interests to SBA. The authority and duties of the Representatives are to:

- (a) Provide oral or written announcements to their entire cohort when required; and
- (b) Perform any duty specific to the Representative's respective position, including but not limited to:
 - i. The 3D and 4E Representatives shall organize the selection of the 3D and 4E class speaker for the commencement ceremony. Each representative shall select the student from their class who receives the highest number of votes from their respective class to serve as a class speaker.
 - ii. The 3D and 4E Representatives shall organize the nomination and selection of the Professor of the Year Award and Anna Rose Fisher Employee of the Year Award. The award shall be chosen by the graduating classes and selected by a majority vote of those classes.
 - iii. The 3D and 4E Representatives shall plan and execute a Senior Graduation Party for all graduating students.
 - iv. The 4E Representative shall plan and execute a Senior Graduation celebration in December for evening or early graduating students, or may appoint a designee to do so.
 - v. The 2D and 3E Representatives shall plan and execute the "Halfway There" celebration for the 2D and 3E cohorts.

- vi. The 1D and 1E Representative shall plan and execute the “End of Year Party” for the 1L class.

ARTICLE 6 **COMMITTEES**

Section 6.01 SBA Committees. SBA may create one or more standing committees by a two-thirds (2/3) vote of the currently serving Board Members. Each committee shall consist of at least three (3) Committee Members, one of whom shall serve as Chair, one of whom shall serve as Vice Chair, and one of whom shall serve as the Secretary. Some committees may have additional composition requirements as discussed in Section 6.02 of these Bylaws. Committee Members and their positions shall be appointed by the Vice Presidents in accordance with Section 5.02 of these Bylaws and must be approved by the Board Members by a simple majority vote. Committees shall only have the authority delegated by SBA, except that no committee, regardless of delegation, may:

- (a) Fill vacancies in SBA or on any committee that has the authority of SBA;
- (b) Fix compensation of the Committee Members for serving on SBA or on any committee;
- (c) Amend or repeal Bylaws or adopt new Bylaws;
- (d) Amend or repeal Policies or adopt new Policies;
- (e) Amend or repeal any Resolution of SBA unless by its express terms it is so amendable or repealable;
- (f) Spend SBA funds without approval from the Board Members consistent with Section 6.03 of these Bylaws; and
- (g) Create any other committees of SBA or appoint the members of SBA committees.

Section 6.02 Standing Committees. The following committees, and any additional committees SBA deems necessary, may be formed pursuant to Section 6.01:

- (a) Barristers’ Ball Committee. The Barristers’ Ball Committee shall be responsible for planning and facilitating SBA’s Annual Barristers’ Ball. The Barristers’ Ball Committee shall be responsible for all ticket sales and attendance at the event. The committee will also be responsible for advertising for the event and recruiting students to participate.
- (b) Career Development Committee. The Career Development Committee shall be responsible for planning campus events and activities that may showcase the

University's Career Development Office. Additionally, the committee will work to maintain SBA's career development programing.

- (c) Diversity Committee. The Diversity Committee shall be responsible for planning campus events and activities, addressing matters pertinent to diversity awareness, and increasing the diversity in SBA and Pacific McGeorge.
- (d) Elections Committee. The Elections Committee must be comprised of at least five (5) Members including at least one (1) Day Student and one (1) Evening Student. No Committee Member may be an active Board Member or candidate for any Board Member position in SBA, in the same term in which they served on the Elections Committee. The Elections Committee shall be responsible for planning campus events and activities that promote voting and shared governance. The Elections Committee will facilitate all elections for the Board Members of SBA, including special elections and run-offs when necessary, in accordance with any applicable laws and these Bylaws or Policies. Additionally, in the instance of a vacancy, in a Board Member position the Elections Committee must be consulted and shall make recommendations for filling the vacancy in accordance with any applicable laws and these Bylaws or Policies.
- (e) Intramural Sports Committee. The Intramural Sports Committee shall be responsible for recruiting, creating, and facilitating intramural sports activities for the Membership.
- (f) Mentorship Committee. The Mentorship Committee shall be responsible for planning campus events and activities and addressing matters pertinent to the mentorship needs of SBA and the student body of the Pacific McGeorge. The Mentorship Committee will work to maintain an outline bank for students and facilitate SBA's mentorship programing, First Year Insight ("FYI").
- (g) Public Relations Committee. The Public Relations Committee shall be responsible for planning campus events and activities that showcase SBA to the Membership. The Public Relations Committee is responsible for advertising SBA hosted event. The Public Relations Committee is responsible for enforcing SBA's Advertisement Policy. Additionally, the Public Relations Committee must work with the Secretary and Treasurer to ensure that minutes, agendas, budgets, and other pertinent documents are properly noticed and available to the Membership consistent with these Bylaws and Policies.
- (h) Sustainability Committee. The Sustainability Committee shall be responsible for planning campus events and activities and addressing matters pertinent to the sustainability needs of SBA and the student body of Pacific McGeorge. The Sustainability Committee will work to maintain Pacific McGeorge's Community Garden and any associated programing.

- (i) Wellness Committee. The Wellness Committee shall be responsible for planning campus events and activities and addressing matters pertinent to the health and safety needs of SBA and the student body of Pacific McGeorge. The Wellness Committee will work to increase access to health and safety programming, education, and other wellness opportunities.

Section 6.03 Meetings and Actions of Committees. Meetings and actions of SBA committees shall be held at least once a month excluding the months of May through August, December, and January. SBA committee meetings shall be held at a consistent time, on a consistent basis, which will be determined by the Committee's Chair in consultation with the Committee Members. They must be open to the Membership. In the event that a committee's work has been completed the Committee Chair may cancel the remaining meetings in consultation with the committee's designated Vice President. All meeting times, places, and cancelations must be made public for the Membership.

Agendas and minutes of each meeting of any SBA committee shall be kept by the committee's Secretary and shall be filed with their designated Vice President each month. Each committee must present an activity update and a budget at a regularly scheduled SBA meeting at least once each semester, or as frequently as necessary to approve committee spending. Committee decisions and/or recommendations shall not be considered final until approved by the Board Members.

The Board Members may adopt rules of governance for any committee, provided they are consistent with any applicable laws and these Bylaws and Policies.

Section 6.04 Vacancies. Vacancies in committee positions shall be filled by an appointment of the designated Vice President and must be approved by a majority vote of the Board Members then in office. All committees must have at least three (3) members to serve as Chair, Vice Chair, and Secretary, respectively, consistent with Section 6.01 of these Bylaws.

Section 6.05 Resignation. Any Committee Member may resign by giving written notice to the committee's designated Vice President. The resignation shall be effective when the notice is given unless the notice specifies a later time for the resignation to become effective.

Section 6.06 Removal. A Committee Member may be removed with cause by a two-thirds (2/3) vote of the Board Members then in office at any meeting of SBA. With cause is defined as any violation of these Bylaws and Policies.

A Committee Member may be removed from the committee, at the discretion of the Committee's designated Vice President, for missing a total of three (3) meetings in one term, which include required standing committee meetings or meetings assigned to a particular Committee Member, and regularly scheduled SBA meetings which they are asked to attend. Of the allotted number of allowed absences no more than two (2) may be allocated toward Committee Meetings. Absences during the summer, winter break, or spring break meetings shall not be counted towards the attendance record for the term. Committee Members who are not in attendance at the time of roll call will be considered tardy and three (3) tardies shall be equivalent to one (1) absence.

- (a) Prior to the removal at the discretion of the designated Vice President, the affected Committee Member must be notified in writing of the Vice President's intent to remove at least one (1) absence before an order of removal.
- (b) The affected Committee Member must be notified in writing of the Vice President's order of removal, and the removal is effective upon delivery of this notice.
- (c) A removed Committee Member is guaranteed an action item to appeal the order of removal to the Committee Members then in office within two (2) regularly scheduled SBA meetings, should they seek to appeal.
- (d) If a removed Committee Member makes a timely appeal to the Board Members, the Board Members may reinstate the removed Committee Member by a two-thirds vote (2/3) of the Board Members then in office.

ARTICLE 7 **RECORDS AND REPORTS**

Section 7.01 Records and Reports. SBA shall keep:

- (a) Adequate and correct books and records of account;
- (b) Written minutes of the proceedings of SBA meetings and SBA committees; and
- (c) A roster of Board Members and Committee Members, with contact information for each.

Section 7.02 Maintenance and Inspection of Bylaws and Policies. SBA shall keep at its office the original or a copy of the Bylaws and Policies, as amended to date, which shall be open to inspection by the Membership at all reasonable times.

Section 7.03 Inspection by Board Members. Every Board Member shall have the absolute right at any reasonable time to inspect the SBA's public books, records, documents of every kind and physical properties.

Section 7.04 Annual Report. SBA shall cause to be prepared and made available to the Membership an annual report within thirty (30) days after the end of the fiscal year. This report shall be given to the Membership who requests it in writing. That report shall contain the following information, in appropriate detail, for the fiscal year:

- (a) The assets and liabilities of SBA as of the end of the fiscal year;
- (b) The principal changes in assets and liabilities;

(c) All revenue of SBA; and

(d) The expenses or disbursements of SBA, including a breakdown of expenses or disbursements from all committees.

ARTICLE 8 **CONFLICTS OF INTEREST**

Section 8.01 Disqualifying Financial Interest. A Board Member must disqualify himself or herself from making, participating in the making of, or attempting to influence any decisions of SBA or an SBA committee if it is reasonably foreseeable that the decision is one in which the Board Member has a material financial interest.

Section 8.02 Disqualifying Non-Financial Interest. Any Board Member must disqualify himself or herself when a personal non-financial interest exists which will prevent the Board Member from applying disinterested skill and undivided loyalty to SBA in making or participating in the making of decisions.

Section 8.03 Procedure of Disqualification. A Board Member required to disqualify himself or herself shall (i) immediately disclose the interest, (ii) withdraw from any participation in the matter, (iii) refrain from attempting to influence any other Board Member, and (iv) refrain from voting. The Board Member may be counted in determining whether a quorum is present.

ARTICLE 9 **GENERAL STUDENT BAR ASSOCIATION MATTERS**

Section 9.01 Amendments of Bylaws and Policies. These Bylaws may be amended after at least three (3) informational discussion sessions. The discussion sessions may be separately held informational meetings or informational agenda items at regularly scheduled SBA meetings so long as at least one (1) of the required informational sessions occurs as an informational item at a regularly scheduled SBA meeting. All proposed amendments must be posted for the Membership at the time of initial proposal. All amendments to these Bylaws must be approved by SBA by a two-thirds (2/3) vote of the Board Members then in office.

These Policies may be amended after at least two (2) informational discussion sessions. The discussion sessions may be separately held informational meetings or informational agenda items at regularly scheduled SBA meetings, so long as at least one (1) of the required informational sessions must occur as an informational item at a regularly scheduled SBA meeting. All proposed amendments must be posted for the Membership. All amendments to these Policies must be approved by SBA by a majority vote of the Board Members then in office.