

ELISABETH HAUB SCHOOL OF LAW AT PACE UNIVERSITY
STUDENT BAR ASSOCIATION CONSTITUTION

ARTICLE 1 – ORGANIZATION NAME

Section 2– Duties and Powers of Officers

Clause 1– The President

The President shall:

1. Be the chief executive officer of the SBA;
2. Call meetings of the Executive Board as defined in Article 5;
3. Call meetings of the SBA representatives, known as the Assembly, in accordance with the Constitutional provisions or motions of the Executive Board;
4. Preside over all duly constituted meetings of the Executive Board and the Assembly;
5. Serve as the official representative of the SBA outside the Law School;
6. Be an ex officio member of all standing committees of the SBA;
7. Serve as a member of the Elisabeth Haub School of Law Alumni Association, or any successor thereto, in a manner consistent with the Constitution and bylaws of the Alumni Association and the SBA;
8. Serve as chair of the Graduation Committee;
9. Meet regularly with Law School Administration;
10. Have the authority to make appointments as necessary in accordance with Article 10, § 10. Such appointments shall be made with the advice and consent of the Executive Board and upon a majority vote of a quorum of the members of the SBA;
11. Be a voting member of the Executive Board;
12. Shall cast the tie-breaking vote, as necessary; and
13. To avoid the appearance of impropriety, ensure proper representation of the student body, and foster greater student involvement, the SBA President shall not hold the office of President of any other student organization.

Clause 2– The Vice President

The Vice President shall:

1. Assume the office and duties of the President in the President's absence or whenever a vacancy in the office of President may arise;
2. Serve as the chairperson of the Election Committee and with the Committee shall set all rules and regulations in governance thereto;

3. Advise the President on procedural matters relating to the SBA Constitution;
4. Perform other such duties as the President and Executive Board may assign in the administration of the SBA;
5. Attend regularly scheduled Executive Board and General Assembly Meetings; and
6. Be a voting member of the Executive Board and Assembly.

Clause 3– The Treasurer

The Treasurer shall:

1. Be the chief fiscal officer of the SBA and chairperson of the Fundraising Committee;
2. Hold budget meetings with each club at the beginning of each semester to determine how funds will be allocated;
3. Work with the applicable staff representative to assure that the collection and disbursement of SBA funds are distributed and collected according to applicable guidelines established by the Law School and/or University, and shall, with the staff representative, assure that clear, comprehensive, and accurate records of all such transactions are available for review by the Executive Board;
4. Perform such other duties as the President and the Executive Board may assign in the administration of the SBA;
5. Attend regularly scheduled Executive Board and General Assembly Meetings; and
6. Be a voting member of the Executive Board and Assembly.

Clause 4– The Secretary

The Secretary shall:

1. Be in charge of keeping all records, except those relating to fiscal matters;
2. Issue and publish minutes of the General Assembly meetings of the SBA;
3. Maintain record of attendance at General Assembly meetings of the SBA;
4. Issue SBA notices, when needed;
5. Issue and/or maintain copies of all SBA correspondences, as appropriate;
6. Perform such other duties as the President and Executive Board may assign in the administration of the SBA;

7. Attend regularly scheduled Executive Board and General Assembly Meetings; and
8. Be a voting member of the Executive Board and Assembly.

Clause 5– Elected Representatives

Elected Representatives shall:

1. Serve as a liaison between the SBA General Assembly, Assembly, and their representative class;
2. Attend regularly scheduled SBA General Assembly meetings commencing in the semester in which they are elected;
- 3.

1. Attend the Dean's Diversity Committee meetings.
2. Hold Student Diversity Committee meetings, at least monthly.
3. Manage concerns that arise from the committee conversations, working with the School Improvements Committee Chair
4. Oversee diversity-based events.
5. Establish open dialogue with all student organization affinity groups
 - a) Host at least

ARTICLE 5 – THE EXECUTIVE BOARD

Section 1 – Composition of the Executive Board

The Executive Board shall consist of the President, Vice President, Treasurer and Secretary.

Section 2 – ~~er2.9 (.)s-~~

Clause 2– Regularly Scheduled Meetings

Executive Board meetings shall be held in accordance with the schedule determined at the first Executive Board meeting.

Clause 3– Who May Attend

Executive Board meetings shall be attended by Executive Board members ~~only~~, or otherwise requested by the Board.

Section 3 – General Assembly Meetings

Clause 1– First Meeting

The first General Assembly meeting of the SBA shall be held in September in accordance ~~with the~~ time established by the Executive Board. At this meeting, the President shall notify all ~~Assembly~~ members of the meeting schedule for the remainder of the semester. Posting shall be ~~made~~ by electronic mail or other means of acceptable communication at the Law School at ~~least 48~~ ~~hours~~ notice.

Clause 2– Policy Meeting and/or Leadership Retreat

The SBA Executive Board shall inform Student Organizations of all the appropriate policies and procedures to be followed and provide each Student Organization President with a copy ~~of the~~ Student Organization Handbook or inform them where they may find it electronically. The SBA Executive Board should also use the time to receive feedback and suggestions from the organizations. This forum shall take the form of a General Assembly Meeting ~~or~~ Leadership Retreat.

Clause 3– Who May Attend

This meeting shall be attended by the SBA Executive Board and an officer from each of ~~the~~ ~~SBA~~ ~~units~~

–

2. If a student organization has five members or less, the organization may elect to take a one semester exception to this attendance rule ("Attendance Sabbatical"). The organization must present compelling evidence of their need for an Attendance Sabbatical to the SBA Executive Board. The SBA Executive Board shall review the evidence and make a decision within a reasonable amount of time to allow the organization to arrange for an attendee should their request be denied.
3. The Executive Board may elect to deduct up to \$100 for each additional absence from the funds awarded to the organization by the SBA ("Attendance Penalty"). The Attendance Penalty will be subject to the approval of the Dean for Student Campus Affairs
4. The Attendance Penalty will not apply in the spring semester so as not to penalize a student organization's new executive board's budget for the following academic year based on the executive board's absences.

Section 4- Assembly Meetings

Clause 1- Who May Attend

Aos,(e a s.9 (fv.(i)-2.6 [(T)-6.6gl)-at2ecu)12.9-24(e.6 (l2. ((a]To4(as)1a32.6tass R (n)e(n.7 6 r2(Me)6 ()0

Section 6 – Cancellation of Meetings

Cancellations of meetings as set forth above in Article 7, shall be communicated to relevant members at least 24 hours prior to the scheduled meeting.

Section 7 –Inability to Attend a Meeting

Any person as required above to attend a meeting shall give reasonable notice to any member of the SBA Executive Board or Committee Chair if they are unable to attend a scheduled meeting. Reasonable notice shall be defined as at least 24 hours prior to the meeting or as soon as practicable, if 24 hours is not feasible. Absences may result in removal as defined in Article 11, Section 1, Clause 1.

ARTICLE 8 – COMMITTEES

Section 1 – Standing Committees

Clause 1 – General

Standing Committees of the SBA shall consist of the School Improvements Committee, Publicity Committee, Fundraising Committee, Special Events Committee, and Community Engagement Committee.

Clause 2 – School Improvements Committee

The School Improvements Committee shall work to enhance the food service, internal communications, curriculum and physical maintenance of the school. The Committee shall also investigate any additional specific concerns of students. The Committee Chair is encouraged to allocate responsibilities based on these goals.

Clause 3 –Publicity Committee

The Publicity Committee shall work to enhance the internal and external publicity of the school in an effort to maintain a positive image of Pace Law. The Committee shall utilize resources such as Hearsay and local media outlets. The Committee Chair is encouraged to allocate responsibilities based on these goals.

Clause 4 –Fundraising Committee

The Fundraising Committee shall work to increase the amount of funds in the SBA Agency Account to be used for general operating expenses and special events as detailed in Article 8, Section 1, Clause 5. The Committee Chair is encouraged to allocate responsibilities based on these goals.

Clause 5 – Special E.(or)-45 (i)- r(t)-2. (e)9.a(t)8.3 (n)2 ()10..2 (i)-4.6 (s)8.8.3ctm

Clause 6– Community Engagement Committee

The Community Engagement Committee shall work to enhance both the reputation in the surrounding community and the students' sense of community within the school. The committee shall also work with the Law School to maintain a food pantry on campus that shall be utilized by those in need of assistance. The SBA shall allocate semesterly funds, no less than \$250 per semester, that shall be used for the regulations and restrictions.

san

6. Organize a schedule for the SBA members to collect votes during the election;
7. Collect the ballots;
8. 8.

Last Update

ARTICLE 10 – APPOINTMENTS

Section 1 – General

Appointments shall be made by Presidential nomination, with the consent of the Executive Board.

Section 2 –Bar Association Representatives

For a student to be eligible for appointment to a position as the American Bar Association Law School Division Representative, Westchester County Bar Association Representative, Student Representative to the Association of the Bar of New York City, or of any other Bar Association the SBA or Law School has a relationship with a student must meet the following criteria:

1. Must be in good academic standing at the Law School, as defined by the Registrar's Office; and
2. Complete and submit an application to the Executive Board detailing why they would be a good candidate for the position.

ARTICLE 11 – REMOVAL FROM OFFICE

Section 1- Automatic Removal

Clause 1 – General

An elected member shall be automatically removed from the SBA upon absence from three (3) scheduled General Assembly meetings per semester. Removal is effective at the conclusion of the third missed meeting. The Executive Board shall give notification of automatic removal from office to the individual, the SBA members, and the Dean for Students.

Clause 2 – Appeal from Automatic Removal

Any individual removed may make a written appeal to the President within ten (10) days of notification by the Executive Board of automatic removal. The Vice President shall present the appeal before the Assembly in accordance with Article 6, Section 4 at the regularly scheduled Assembly meeting immediately following the receipt of the appeal. Reinstatement shall occur upon ~~three~~-(3/4) approval vote of a quorum of the Assembly.

Section 2 –Removal by Constituency

Any elected member of the SBA shall be subject to removal upon a petition citing dereliction of duties or other egregious causes related to their SBA functions signed by twenty five percent (25%) of the constituency from which that member was elected or appointed. Upon submission of such petition to the President of the SBA, the President shall put the petition up for a vote before the constituency from which that member was elected or appointed. Such vote shall be held no less than five (5) or more than ten (10) days after the filing of such a petition and shall be a ~~yes~~ no vote. An officer or representative shall be recalled upon a vote in favor of such recall from a majority of the votes cast in the constituency from which such person was elected. Removal shall be final.

Section 3 – Removal by the SBA

Clause 1 – General

Any member of the SBA may make a motion to remove a member of the SBA. The President shall moderate discussions both in favor and against the removal prior to taking a vote. Removal from office shall be effective upon three-fourth (3/4) vote

ARTICLE 14 – AMENDMENTS

Section 1 – General

Amendments to this Constitution may be presented by any SBA Representative Executive Board member.

Section 2 – Approval of the Amendments

Amendments to the Constitution require approval by ~~two~~ ^{three} (2/3) of the entire voting membership of the SBA Assembly.

ARTICLE 15 – RATIFICATION

Section 1 – Approval of the Constitution

This Constitution shall become effective upon affirmative vote of ~~two~~ ^{three} (2/3) of the entire voting membership of the SBA.

ARTICLE 16 – SEVERABILITY

If any provision of this Constitution shall be adjudicated by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the particular provision directly involved in the controversy.

ARTICLE 17 – MISCELLANEOUS

The SBA operates under Pace University policy as regulated by the Regulation by Colleges of Conduct on Campuses and Other College Property Used for Education Purposes, found in Title 7, section 6430, 6431, 6432, 6433, 6434, and 6436 of New York's Education Law.