THE BYLAWS OF THE STUDENT BAR ASSOCIATION
OF WHITTIER LAW SCHOOL

ADOPTED AND RATIFIED ON APRIL 21, 2005

Bylaw 1. The Purpose of the Student Bar Association Bylaws
   Section A. The Purpose of the Student Bar Association (S.B.A.) Bylaws is to establish procedural
   rules for the regulation of all S.B.A. activities and meetings.
   Section B. The Bylaws also incorporate the Codes of the Student Bar Association (Meetings Code,
   Election Code, and Student Organization Code) which will establish special procedural rules
   governing these specific activities.
   Section C. The rules contained in these Bylaws combined with the mandates of the Constitution are
   binding authority on the S.B.A. Board.

   Section A. Where the Student Bar Association Constitution or these Bylaws are silent or clarification
   is needed, the S.B.A. Parliamentarian shall consult the current edition of Robert’s Rules of Order, Newly
   Revised, as required by Article VI of the Constitution.
   Section B. The S.B.A. President shall be responsible for purchasing the latest edition of Robert’s Rules
   of Order for the S.B.A. Parliamentarian from his discretionary funds. The S.B.A. Parliamentarian shall
   be responsible for retaining the manual for the duration of his or her appointment and shall have the
   manual readily accessible during all S.B.A. Meetings.
   Section C. The S.B.A. Parliamentarian shall provide copies of the basic motions and rules of
   parliamentary proceedings to all S.B.A. Members at or near the beginning of the Semester or of his
   or her term as S.B.A. Parliamentarian, whichever is first.

Bylaw 3. Adoption of New S.B.A. Bylaws
   Section A. The S.B.A. Bylaws are rules created by the S.B.A. to execute the authority given to it by
   the Constitution. Additional bylaws need not be submitted for approval by the entire S.B.A.
   membership.
   Section B. New S.B.A. Bylaws may be proposed by resolution by any S.B.A. board member. It shall
   require a two-thirds majority to enact the new Bylaw.
   Section C. If the new S.B.A. Bylaw affects any of the existing Bylaws, the bylaws so affected should
   either be repealed or rewritten to reflect the change. In the event of a repeal, the actual text of the
   Bylaw should be eliminated, except for the number and title, and replaced with the text, “Repealed
   on (date of the vote).”
   Section D. No S.B.A. Bylaw shall be created that alters or changes the meaning of the text of the
   Constitution. The Bylaws should help the S.B.A. carry out its mandate, as established in the
   Constitution, not change the mandate of the Constitution.

Bylaw 4. The Meetings Code of the Student Bar Association
   Section A. Purpose of the Meetings Code
       Section A.1. The Meetings Code shall establish the basic rules and procedures for all S.B.A.
       Board meetings. A copy of the code and the basic rules of parliamentary procedure should
       be provided to all new board members at the first meeting of the Board.
   Section B. General Provisions
       Section B.1. Time and Location of Meetings. The meetings of the S.B.A. shall take place
       at a time and location to be determined by the President. The meetings should be scheduled
       to meet the demands of the membership, but not less than once per month. Any and all
       reasonable efforts should be made to accommodate the schedules of the S.B.A. board
       members before settling on a time and location.
Section B.2. Frequency of Meetings. The S.B.A. Board shall meet on a regular basis. However, the S.B.A. Board shall not meet less than once per month. The S.B.A. should meet as frequently as necessary to serve the interests of the student body.

Section B.3. Calling of Meetings. All general meetings of the S.B.A. shall be scheduled at the inaugural meeting of the S.B.A. Board. Special meetings shall be called upon reasonable written notice of the President or upon written petition of one third of the entire S.B.A. board. Special meetings may also be called as demanded by the provisions of the Constitution or these Bylaws.

Section B.4. Commencement and Adjournment. S.B.A. Meetings shall be called to order and adjourned by the President. Members are to remain quiet during commencement of the meetings.

Section B.4. Open Meetings. The S.B.A. Board meetings are open to all students, but the S.B.A. Board reserves the right to close the meeting and enter into executive session by a majority vote of the board members present.

Section C. The Agenda

Section C.1. Purpose. The Agenda shall serve two purposes: 1) to provide notice to the membership of the S.B.A. of all matters that are to be considered by the S.B.A. at the meeting; and 2) to provide notice to the S.B.A. board members of the order of business for that session.

Section C.2. Availability. The Agenda is to be made available to all board members at least three days prior to the meeting or as soon as possible after the deadline for student organizations to present requests for additional limited funding to be considered at the next meeting of the S.B.A.

Section C.3. Order of Business. The Agenda is to be followed closely as it represents the order of business of the S.B.A. for that meeting. It is the responsibility of the President, as chairperson of the S.B.A., to move from subject to subject. The S.B.A. order of business shall follow this standard form:

Section C.3.1. Date, Time, and Location of Meeting
Section C.3.2. Call to Order
Section C.3.3. Approval of Previous Meeting Minutes
Section C.3.4. Reports of Officers and Committees
Section C.3.5. Unfinished Business
Section C.3.6. New Business
Section C.3.7. Announcements
Section C.3.8. Adjournment

Section D. Motions

Section D.1. The S.B.A. Board shall abide by the following chart for making motions during an S.B.A. meeting. Resolutions are considered main motions.
**Part 1, Main Motions.** These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion. § indicates the section from Robert's Rules of Order, Newly Revised

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<tbody>
<tr>
<td>§21</td>
<td>Close meeting</td>
<td>I move to adjourn</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§20</td>
<td>Take break</td>
<td>I move to recess for ...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§19</td>
<td>Register complaint</td>
<td>I rise to a question of privilege</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§18</td>
<td>Make follow agenda</td>
<td>I call for the orders of the day</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§17</td>
<td>Lay aside temporarily</td>
<td>I move to lay the question on the table</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§16</td>
<td>Close debate</td>
<td>I move the previous question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>§15</td>
<td>Limit or extend debate</td>
<td>I move that debate be limited to ...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>2/3</td>
</tr>
<tr>
<td>§14</td>
<td>Postpone to a certain time</td>
<td>I move to postpone the motion to ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§13</td>
<td>Refer to committee</td>
<td>I move to refer the motion to ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§12</td>
<td>Modify wording of motion</td>
<td>I move to amend the motion by ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§11</td>
<td>Kill main motion</td>
<td>I move that the motion be postponed indefinitely</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§10</td>
<td>Bring business before assembly (a main motion)</td>
<td>I move that [or &quot;to&quot;] ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
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**Part 2, Incidental Motions.** No order of precedence. These motions arise incidentally and are decided
immediately.

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<tr>
<td>§23</td>
<td>Enforce rules</td>
<td>Point of Order</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§24</td>
<td>Submit matter to assembly</td>
<td>I appeal from the decision of the chair</td>
<td>Yes</td>
<td>Yes</td>
<td>Varies</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§25</td>
<td>Suspend rules</td>
<td>I move to suspend the rules</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>§26</td>
<td>Avoid main motion altogether</td>
<td>I object to the consideration of the question</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>§27</td>
<td>Divide motion</td>
<td>I move to divide the question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§29</td>
<td>Demand a rising vote</td>
<td>I move for a rising vote</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§33</td>
<td>Parliamentary law question</td>
<td>Parliamentary inquiry</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§33</td>
<td>Request for information</td>
<td>Point of information</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
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### Part 3, Motions That Bring a Question Again Before the Assembly.

No order of precedence. Introduce only when nothing else is pending.

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<tbody>
<tr>
<td>§34</td>
<td>Take matter from table</td>
<td>I move to take from the table ...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§35</td>
<td>Cancel previous action</td>
<td>I move to rescind ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2/3 or Majority with notice</td>
</tr>
<tr>
<td>§37</td>
<td>Reconsider motion</td>
<td>I move to reconsider ...</td>
<td>No</td>
<td>Yes</td>
<td>Varies</td>
<td>No</td>
<td>Majority</td>
</tr>
</tbody>
</table>

**Section D.2.** All Resolutions require a motion to approve and a second. All resolutions are debatable. They may be amended and they shall require a majority vote to approve. Resolutions cannot interrupt.

**Section E. Debate**

**Section E.1.** Upon motion and second, as appropriate, the President shall call for debate on the motion or resolution.

**Section E.2.** Only one board member may speak at a time during debate and all discussion should be directed to the President.

**Section E.3.** The board member making the motion is given the first opportunity to speak.

**Section E.4.** Board members shall be limited to speaking only twice to a motion. Board members shall not speak for more than two minutes at a time. Debate shall not exceed ten minutes.

**Section E.5.** The time limitations of debate set forth above may be extended by two thirds vote of the S.B.A. Board. If debate becomes involved, the S.B.A. Board may move to
postpone the motion or “call back” the motion by ceasing all consideration, without any vote. Motions should follow the requirements set forth in the motions chart above.

Section F. Amendments to Motions.
Section F.1. Motions will be amended by adding words, striking out words, or substituting words.
Section F.2. Only two amendments per motion will be allowed. A board member wishing to amend must state, “I move to amend the Motion by…” The amendment will be voted upon in the manner provided in the motions chart above. If the amendment is approved, the “amended motion” instead of the original motion will be voted upon.

Section G. Voting.
Section G.1. Quorum. A quorum shall be a majority of the total number of voting members in good standing currently seated on the Board. The President will be included in the calculation of quorum.
Section G.2. Number of Votes. S.B.A. board members are entitled to one vote, and may not vote more than once or on behalf of a member who is absent. The President shall not vote on any resolution, except in the case of a tie.
Section G.3. Absent Board Members. Absent Board Members may have a statement read during discussion upon submission of the opinion to the President at least twenty four hours prior to the meeting. The absent voter shall not be entitled to a proxy vote in their absence. The S.B.A. seeks to promote attendance at its meetings.
Section G.4. Method of Voting. The President shall call for voting upon a resolution or motion upon the close of debate. The President shall call for all those in favor of the resolution or motion and board members shall raise their hands and say, “aye.” The Secretary shall record who has voted in favor of the resolution or motion in the minutes. The President shall call for all those against the resolution or motion and board members shall raise their hands and say “nay.” The Secretary shall record who has voted against the resolution or motion in the minutes. The President shall call for all abstentions and board members shall raise their hands and remain silent. The Secretary shall record the final vote and state whether or not the motion has been adopted. The S.B.A. Board may, upon a two thirds vote, move to vote by secret ballot. The motion is not debatable and must be seconded. Voting on this motion shall be in accord with the provisions of this section. If approved, the S.B.A. Secretary will provide secret ballots to all board members. The Secretary will read the result and record the final tally of votes.
Section G.5. Conflicts of Interest. No board member who is a member of a student organization bringing a resolution before the Board or has any other personal interest in the outcome of any S.B.A. resolution shall either bring a motion to approve or second the motion.

Section H. Minutes.
Section H.1. Minutes are to be prepared by the Secretary and are to serve as a record of what happened at the S.B.A. Board Meeting.
Section H.2. Minutes should be prepared at all general meetings and special meetings of the S.B.A.
Section H.3. The Secretary shall prepare and complete the minutes within twenty four hours of the S.B.A. meeting and made available to board members.
Section H.4. The Minutes are not amendable unless there is an error in the minutes. The Minutes should be a verbatim transcript of what occurred at the S.B.A. meeting, unless the Board votes to close proceedings.
Section H.5. The Minutes are to be read at the beginning of each meeting of the S.B.A. and approved by the S.B.A. Board by a majority vote.
Section H.6. Minutes are to be posted on the Student Bar Association bulletins and copies should be given to all board members and placed in the S.B.A. Record, as contemplated in S.B.A. Bylaw 5, Section A.3.
Section I. Expediency

Section I.1. The Meetings Code of the Student Bar Association should be liberally construed to ensure that the meetings are orderly and expedient. To this end, the President, as chair of the S.B.A., may elect to bypass parliamentary procedure as necessary. However, if there is any objection to this action, any board member may call for the President to adhere to parliamentary procedure by a motion and a second, without discussion or vote.

Bylaw 5. The Official Records of the Student Bar Association

Section A. The Officers of the Executive Board shall be responsible for maintaining the following official records of the Student Bar Association:

Section A.1. The Laws of the Student Bar Association. The President, with the assistance of the S.B.A. Parliamentarian, shall be responsible for the maintenance of the Laws of the Student Bar Association. The Laws shall include a copy of this constitution and the bylaws, amendments to the constitution, and all approved resolutions adopted by the Student Bar Association affecting governance or procedure.

Section A.2. The Ledger of the Student Bar Association (S.B.A. “Ledger”). The Treasurer shall be responsible for maintaining the Ledger of the Student Bar Association. One Ledger shall be created for each academic year and shall include all debits and credits affecting the Student Bar Association and all printed reports given to the Treasurer by the administration regarding the S.B.A. Account.

Section A.3. The Record of the Student Bar Association (S.B.A. “Record”). The Secretary shall be responsible for maintaining the Record of the Student Bar Association which shall include copies of all agendas and minutes for all meetings and proceedings of the S.B.A. Board and S.B.A. Committees. The Record shall also include copies of all approved S.B.A. Resolutions, other than those affecting governance and procedure. The Record shall also be organized by academic year.

Section B. Each of these Official Records shall be maintained in a uniform binding system and stored in the Student Bar Association office. These records must be made accessible to the membership of the Student Bar Association upon request.

Section C. Each of these Official Records, with the exception of the Laws of the Student Bar Association, shall be held for a period no less than three years. At such time, said records shall either be permanently stored or destroyed at the discretion of the officer in charge of the record. The Laws shall be maintained indefinitely, or until such time that the laws are superceded or replaced.

Bylaw 6. The Office of the Student Bar Association

Section A. The Office of the Student Bar Association shall serve as the President’s Office. Only Executive Officers shall make use of the S.B.A. Office itself, however, the S.B.A. Office should be open as often as possible so that S.B.A. members may meet with a representative of the S.B.A. or peruse the S.B.A. records. To this end, the S.B.A. President shall have the sole power to select members of the board with access to the S.B.A. Office.

Section B. The S.B.A. reserves the right to petition the facilities management of Whittier Law School to structure the S.B.A. office and lobby as it sees fit should the need arise to effectively serve the student body.

Section C. The S.B.A. Lobby may be used by student organizations for their general meetings upon notification to the President at least three days in advance. The President shall have discretion in determining when student organizations may use the S.B.A. Lobby.

Bylaw 7. The Student Bar Association Election Code

Section A. The Purpose of the Election Code

Section A.1. The purpose of the Election Code is to provide rules and regulations governing the Election of Student Bar Association board members. The Election Code establishes procedures and authority to ensure that elections are expedient, fair, and just. The Election
Code is designed to provide for a fair democratic process of election and fair, honest, informative and competitive campaigns.

Section B. Governing Provisions

Section B.1. The Election Code shall be governed by the provisions of Article VII of the Constitution and incorporates those provisions herein.

Section B.2. The Election Code is to be liberally applied and construed to ensure that elections are conducted consistent with the guarantees of a fair democratic process and to ensure that campaigns are fair, honest, informative, and competitive.

Section C. General Elections.

Section C.1. General elections shall take place during the last full week in March or at such time as is reasonably necessary shortly before or thereafter and should take place over a three week period: 1) petition week; 2) campaign week; and 3) voting week. The new officers shall assume their duties after the last full day of class of the Spring Semester, but are permitted to begin the transition immediately following certification of the election.

Section D. Transition.

Section D.1. A transition period for the Board-elect shall be observed. This transition period will facilitate communication from the Board regarding procedures and administrative contacts to be appropriately passed on to the Board-elect.

Section D.2. Appointment of the faculty committee members and parallel student faculty committee members shall occur as soon as possible during the Fall Semester. Notice shall immediately be given to the faculty of the committee appointments.

Section D.3. Turning over the S.B.A. accounts and books to the Treasurer-elect shall occur during the transition period.

Section E. The First Year Class Representative Elections.

Section E.1. The First Year Class Representative elections shall take place in the fourth full week of classes in the Fall Semester or as soon as possible thereafter as feasible.

Section F. The Spring Admit Class Representative Elections.

Section F.2. The Spring Admit Class Representative elections shall be elected in the fourth full week of classes in the Spring Semester or as soon thereafter as feasible.

Section G. Election Committee.

Section G.1. General and Special Election shall be conducted by an Election Committee which shall be composed of the S.B.A. President, Secretary, Third Year Day and Fourth Year Evening Representatives. In addition, the Election Committee may appoint any appropriate S.B.A. members to serve on the committee so long as they do not have a personal interest in the outcome.

Section H. Qualifications of the Candidates.

Candidates must meet the following qualifications to serve on the S.B.A. Board:

Section H.1. The only academic requirement a student must meet in order to be a candidate for office is that he or she must be in good academic and financial standing with Whittier Law School.

Section H.2. A student may not be a candidate for more than one office and must have a minimum of two semesters remaining in school.

Section H.3. Candidates for all offices, except First Year Class Representative or Spring Admit Class Representative, must have completed at least one full semester of study at Whittier Law School with the exception of those situations in which no qualified candidate can be found to fill the position.

Section H.4. A candidate for the office of President must be an entering Second, Third, or Fourth Year Day or Night Student.

Section H.5. A president can be elected for two consecutive one year terms of office.

Section H.6. A candidate for the office of Vice President Day or Day Class Representative Position must be a member of the Day Class.
Section H.7. A candidate for the office of Vice President Evening or any Evening Class Representative position must be a member of the Evening Class.

Section I. Constituents.
Constituents for the following offices are all students: President, Secretary, Treasurer, Parliamentarian, Sergeant-at-Arms, Student Activities Director, Alumni Liaison, A.B.A./L.S.D. Representative, and Editor-in-Chief of the Zealous Advocate.

Section H.1. The Constituents of the Day Vice President are all day students.
Section H.2. The Constituents of the Evening Vice President are all evening students.
Section H.3. The Constituents of the First Year Day Representatives are all first year day students.
Section H.4. The Constituents of the Second Year Day Representatives are all second year day students.
Section H.5. The Constituents of the Third Year Day Representative are all third year day students.
Section H.6. The Constituents of the Spring Class Representatives are all spring class students.
Section H.7. The Constituents of the First Year Evening Representative are all first year evening students.
Section H.8. The Constituents of the Second Year Evening Representative are all second year evening students.
Section H.9. The Constituents of the Third Year Evening Representative are all third year evening students.
Section H.10. The Constituents of the Fourth Year Evening Representative are all fourth year evening students.
Section H.11. The voting process should draw careful distinction to assure that students only vote for candidates that are part of their constituency.

Section J. The Number of Class Representatives.
Section J.1. The number of first year class representatives, day and evening, shall be equal to that of the number of sections with one representative being chosen per section. The number of second year class representatives, day and evening, shall be equal to that of the number of first year class representatives for the academic year in which the elections are taking place. The number of third year day and third year evening and fourth year class representatives shall have one representative each. The spring admit students shall have one representative per section. The S.B.A. Board may change the number of class representatives to reflect the increase in student population as needed by resolution adopted by two-thirds majority.

Section K. Notice of Elections.
Section K.1. Notice of Elections shall be prominently displayed, as well as a copy of the Election Code governing such elections. The Election Committee shall ensure that notice of such elections is prominently posted throughout the school two weeks prior to petition week.

Section L. Nominations.
Section L.1. All candidates as a condition precedent to their candidacy shall submit a petition signed by no fewer than twenty-five students who are also constituents of the office or position indicated on the petition. Said petition must also contain a representation that the candidate is in good academic and financial standing, and has a minimum of two semesters remaining in school. For the purposes of this Constitution and Bylaws, semester will be defined as only the Fall and Spring terms, as classified to be a semester under Whittier Law School standards. Summer sessions is classified as a special session and is not considered a semester and will not be used as one for the purposes of this Constitutions and Bylaws in the calculation of remaining semesters of attendance.
Section L.2. Write in candidates will be allowed only for those offices in which there were no petitions received by the close of petition week.

Section M. Elections.
Election shall be conducted in accordance with the Election Code of the Student Bar Association, S.B.A. Bylaw 7.

Section M.1. A copy of the Election Code and the S.B.A. Bylaws shall be made available to each candidate one week prior to petition week.

Section M.2. Official campaigning as defined by the Election Code shall only take place during the week before the Election.

Section M.3. Candidates shall attend a Mandatory Candidates Meeting prior to the start of the Campaign Week at a date set by the Election Committee.

Section M.4. The Election shall take place during the last full week in March or as soon thereafter as feasible. The Election of the First Year Representative shall take place during the fourth full week of classes during the Fall Semester or as soon thereafter as feasible. The Election of the Spring Admit Representative shall take place during the fourth full week of the Spring Semester or as soon thereafter as feasible.

Section M.5. Broad discretionary authority is granted to the Election Committee in application and interpretation of this Article and the Election Code. All decisions regarding the Election Process shall be made by the Election Committee. All decisions of the Election Committee shall be subject to appeal to the S.B.A. Board if a majority of all candidates sign a petition and submit it to the Election Committee Chair.

Section N. Election Committee Authority

Section N.1. The Election Committee, as created under Article VII of the Constitution, shall be responsible for organizing, conducting, and certifying the results of any election of the S.B.A.

Section N.2. The Election Committee shall have full discretion in carrying out the above responsibilities provided, however, that it shall not be in violation of any provision of this Election Code or any directive of the Board.

Section O. The Ballot Process

Section O.1. The voting in any election of the S.B.A. shall be by individual secret ballot. The Election Committee is prohibited from providing otherwise.

Section O.2. The voting shall be conducted by the Election Committee or its duly authorized agents. The voting shall take place during the week of elections, in places and at times accessible to all students. In order to vote, a student must present identification and will then be checked off against a master list. Absolutely no absentee ballots shall be permitted.

Section O.3. Upon completion of the voting, the ballots shall be immediately deposited in a ballot depository which shall not be opened until the election has closed.

Section P. Election Results

Section P.1. The Election Committee shall proceed to count the ballots and announce and post the election results within twenty four hours of the close of the elections. No one other than the members of the Election Committee or their appointees shall be present during the counting of the ballots.

Section P.2. The Election Committee shall provide upon request the number of votes each candidate received.

Section P.3. If any candidate desires a recount of the votes cast, he or she must give written notice to a member of the Election Committee of such desire by the end of the third full day of classes following the close of the election.

Section P.4. Within three full days of class following receipt of such request, the committee shall recount the votes. The recounting proceeding can be attended only by the Election Committee, the requesting candidate, and his or her electoral opponent.

Section Q. Campaigning
Section Q.1. All candidates are prohibited from distribution or posting of any article or campaign solicitation, or the making of organized campaign speeches at any time prior to the week before the election.

Section Q.2. For purposes of this section, an article of campaign solicitation shall be defined as any written or physical item which reasonably purports to make known the candidacy of any candidate. This definition shall include, but is not limited to posters, newspapers, letters, and handbills.

Section Q.3. The Election Committee may produce and post conspicuously any further regulations regarding elections that must be complied with by the candidates.

Section R. Violations of the Election Code

Section R.1. In the event that a candidate violates anyone of the provisions of this election code or any of the properly authorized regulations or procedures implemented by the Election Committee pursuant to the Election Code, the Election Committee is empowered with the authority to disqualify and thereby remove the name of any candidate who is deemed to have committed such violation.

Section R.2. The Election Committee shall not disqualify any candidate without first providing a public hearing regarding the alleged violations as soon as possible after notification of the violation.

Section R.3. The Candidate involved and all other interested parties must be provided with reasonable notice and an opportunity to be heard at the public hearing.

Section R.4. Until the matter is resolved, the election for that particular officer will be temporarily suspended once notification of the violation is given.

Section R.5. The members of the Election Committee shall publicly vote at the public hearing on the matter of disqualification.

Section S. Campaign Finance

Section S.1. Before each election, the Election Committee shall place a monetary ceiling on campaign expenditures in the upcoming election. If no limit is set, the limits shall be deemed to be the ceiling set in the last election. The value of any campaign shall be measured at its fair market value by either the existing President, Vice Presidents, Secretary, or Treasurer. If no member listed above is exiting, the most senior member of the exiting Board will set and regulate expenditures.

Section S.2. Any limitation of campaign expenditures shall be reasonable and not hinder any candidate from communicating their positions to the student body. Candidates reserve the right to appeal the decision of the Election Committee to the S.B.A. Board.

Bylaw 8. The Student Organization Code

Section A. The Purpose of the Student Organization Code

Section A.1. The purpose of the Student Organization Code is to establish rules and regulations governing the relationship between the Student Bar Association and the several student organizations at Whittier Law School.

Section A.2. The Student Organization Code is to serve as an easy reference for the S.B.A. and recognized student organizations as to the rules and regulations of the Constitution governing the student organizations.

Section B. Governing Provisions

Section A.2. The provisions of Article X and XI governing student organizations and the Student Organization fund are hereby incorporated into this Student Organization Code.

Section C. Recognition of Student Organizations

Section C.1. All student organizations at Whittier Law School must be recognized by the administration and the S.B.A. Only recognized organizations shall be able to request funds from the S.B.A. and meeting space in the S.B.A. Lobby.
Section C.2. For the purpose of recognition by the S.B.A., a student organization shall be defined as a group of charter members consisting of at least five students currently enrolled at Whittier Law School.

Section D. Membership in Student Organizations
Section D.1. Additional members of the student organization may be either students, their spouses, or faculty.

Section E. Faculty Advisor
Section E.1. There shall be at least one faculty advisor required for each recognized student organization.

Section F. Student Organization Bylaws
Section F.1. Each recognized student organization must have drafted bylaws adopted by the members of the organization. A student organization may adopt the bylaws of its national organization by a majority vote of its charter members or by whatever procedures the national organization provides.

Section F.2. The bylaws must include the following:
Section F.2.1. The purpose and goals of the Organization.
Section F.2.2. Provision for nondiscriminatory membership requirements.
Section F.2.3. Provisions for meeting requirements, officer positions, and voting procedures.

Section F.3. The S.B.A. Board shall determine if the above requirements have been adequately met.

Section G. Documents to be Filed with the S.B.A. for Recognition
Section G.1. Two copies of the bylaws and a list of members shall be filed with the Board at the beginning each Fall Semester. One copy of the bylaws will be filed by the S.B.A. President with the Associate Dean of Student Affairs. The second copy and the list of members shall be retained by the S.B.A. Secretary.

Section H. Student Organization S.B.A. Representative
Section H.1. One member of each recognized student organization may be chosen to represent the organization as a voting S.B.A. Board member. The student organization shall be responsible for selecting their representative. Upon selection by the student organization, the representative shall notify the S.B.A. President upon their nomination.

Section H.2. The designated member shall have the right to attend S.B.A. general Board meetings and may present issues for discussion during the meetings. The designated representative shall have all rights and responsibilities of a duly elected Board Member and shall be governed by this Constitution and the Bylaws.

Section H.3. The designated member is responsible for acquiring and adhering to the rules and regulations regarding organizational conduct on campus from the Board. Said Rules and Regulations as established in this Article shall be incorporated into the Student Organization Code, S.B.A. Bylaw 8, and made available to all student organizations via their S.B.A. representative.

Section H.4. The designated member need not be limited to one person, but no more than one designated member may be present from each recognized student organization during all S.B.A. Board Meetings.

Section H.5. The designated member is allowed three unexcused absences. In the event that a student organization fails to have representation at three meetings for this reason, they shall lose the privilege of having representation for the remainder of the year.

Section I. Failure to Complete Recognition Process
Section I.1. To go unrecognized, will result in the loss of an initial disbursement from the S.B.A. Student Organization Fund and loss of the right to have an ex officio representative on the S.B.A. Board as well as the ability to obtain use of the S.B.A. Office for organization meetings.
Section I.2. Student Organizations shall follow the provisions of Article X of the Constitution as incorporated in this Student Organization Code.

Section J. Student Organization Funding

Section J.1. The Student Bar Association shall create as part of its budget a Student Organization Fund. The Student Bar Association shall allocate funds from the Student Organization Fund to encourage and facilitate the success of various student organizations on campus, subject to the following procedures and restrictions.

Section J.2. The allocation of funds from the Student Organization Fund shall occur in two ways: 1) an initial disbursement; and 2) additional limited funding for a specific event or activity.

Section K. Initial Disbursements

Section K.1. Student Organizations shall be entitled to an initial disbursement from the Student Organization Fund at the beginning of each semester upon successful completion of the recognition procedures established in Article X of this Constitution and, once recognized, submission of a letter requesting funds signed by at least two officers of the student organization, a current list of members, a list of planned events, and proposed budget for the semester. The deadline for applying for the initial disbursement shall be five o’clock in the evening on the Friday of the third full-week of class in the Fall and Spring Semester. In addition to the initial disbursement, Student Organizations may request additional limited funding for a specific event or activity during the course of the semester. Failure to obtain an initial disbursement shall not preclude a student organization from obtaining additional limited funding.

Section L. Additional Limited Funding

Section L.1. Student organizations wishing to apply for additional limited funding must submit a proposal identifying a specific event or activity they wish funded, along with an itemized estimate of costs. Additional limited funding to student organizations is limited to three allocations during the course of the semester. The S.B.A. shall not approve additional limited funding without a member of the student organization making the request being present at the S.B.A. meeting in which the proposal will be approved to answer any questions the Board may have before allocating funding.

Section L.2. The proposals for additional limited funding are to be submitted to the President or Treasurer no later than five days prior to the S.B.A. meeting at which the proposal will be voted upon.

Section M. Notice of Availability of Funds

Section M.1. The S.B.A. Board is required to post notice of the availability of the Initial Disbursement and Additional Limited Funding no later than the Friday of the second full-week of class in the Fall and Spring Semester. If the board fails to do so, organizations shall have an extended deadline for each and every day that the Board fails to post notice.

Section N. Terms, Limitations, and Restrictions on Funds

Section N.1. The S.B.A. Board reserves the right to deny any and all applications for funding if any of the following occurs:

Section N.1.1. No worthy applications are received.
Section N.1.2. No applications are received.
Section N.1.3. The Board has attempted to budget for the student organization fund in good faith, but simply does not have adequate funds to support the fund.

Section N.2. The S.B.A. Board shall not appropriate funds for any student organization that is not a recognized student organization that is not open to all students.

Section N.3. The S.B.A. Board shall have broad discretion in determining whether a Student Organization shall receive additional limited funding for its proposed event or activity. The S.B.A. Board should never allocate funds for a specific event or activity that is not open to all the students of Whittier Law School or does not benefit all the students of...
Whittier Law School or is not consistent with the purpose of the Student Bar Association in promoting the social and educational interests of the students of Whittier Law School.  

Section N.4. The S.B.A. Board may allocate additional limited funding to student organizations requesting funds to reimburse the sending of representatives of Whittier Law School to off-campus events upon submission of written request, a written itinerary of actual costs incurred during the event, a document from the event that describes the event, and a written explanation of how Whittier Law School benefited from the student organization’s attendance at the event.

Section N.4.1. The S.B.A. shall never fund in excess of half the costs actually incurred when a student organization, other than the S.B.A. itself, sends a representative to an off-campus event.

Section N.5. The amount of money allocated for the initial disbursement to the various student organizations through the Student Organization Fund shall never exceed or fall below twenty percent of the S.B.A. budget for the semester. This amount is to be divided equally among the student organizations that properly apply for the initial disbursement.

Section N.6. The amount of money allocated for additional limited funding shall not exceed ten percent of the total amount available in the Student Organization Fund at the beginning of the semester.

Section O. Vested Authority over Student Organization Funds

Section O.1. The President and Treasurer shall be responsible for overseeing the Student Organization Fund and adhering to the procedures established under this Article.

Section O.2. The S.B.A. Board shall have the vested authority over the Student Organization Fund by its ability to approve or disapprove of any and all requests for allocations from the fund.

Bylaw 9. Application of New Amendments or Bylaws

Section A. When an Amendment to the Constitution or a new Bylaw is adopted, they shall not apply retroactively. However, if there are provisions that have an immediate impact upon the S.B.A., the S.B.A. Board shall have the authority to act as necessary and proper to meet the requirements of the new Amendment or Bylaw.

Comment A. This means that the S.B.A. may, within the limits of the Constitution and Bylaws, take whatever action it deems appropriate to meet the requirements of the new Amendment or Bylaw. New officer positions shall be treated as vacant and filled under the procedures established in Article XIII, Section 1.

Section B. If it is necessary and proper, the S.B.A. may, upon a motion approved by two thirds majority, suspend the rules, and follow whatever procedures it deems expedient to comply with new Amendments or Bylaws. However, these procedures must be consistent with the spirit of the Constitution and Bylaws.

Bylaw 10. Procedure to be Followed Upon Adoption of the Constitution and Bylaws

Section A. Since the Constitution and Bylaws provide new rules and procedures for the S.B.A., as well as creating new board positions, the S.B.A. Board that assumes office following approval of the Constitution and Bylaws shall take whatever steps are necessary and proper to comply with the new Constitution and Bylaws.

Section B. The new board member positions of the Constitution shall be treated as vacant positions that shall be filled by following the provisions of Article VIII, Section 1 of the Constitution. Filling of the new board positions shall take place with all deliberate speed.