

THE JOHN MARSHALL LAW SCHOOL STUDENT BAR ASSOCIATION RULES
AS AMENDED MARCH 2, 2016

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TITLE I – RESPONSIBILITIES OF BOARDMEMBERS

§ 1.01 A non-exhaustive list of responsibilities of the Executive Board are described in Art. IV §§ 3 - 4 of The SBA Constitution.

§ 1.02 Beyond those responsibilities enumerated in The Constitution, individual Executive Board members historically take on other responsibilities. A Historical Duties List, as determined by the current SBA Executive Board shall be distributed to all potential candidates at the Executive Board Election Meeting.

(a) The Historical Duties may be adjusted throughout the term as necessary, with the approval of the President and all involved Board Members.

§ 1.03 A non-exhaustive list of responsibilities of Delegates are described in Art. III § 3 of The Constitution.

(a) Beyond those duties specified in The Constitution, a Delegate must spend at least one hour per week tabling or volunteering at an SBA event.

(b) Tabling is defined as meeting, greeting and addressing the concerns of one's constituents at a table set up in either the 1st or 2nd floor lounge areas of the law school or one of the law school's two main entrances (State Street & Plymouth).

(c) Delegates must provide their constituents and the Secretary at least twenty-four hour notice via e-mail prior to tabling in order for the tabling to count toward the one-hour requirement. Notice is not necessary to volunteer at SBA events, but the Secretary must approve of such involvement.

(d) Failure to table or volunteer at SBA events during more than three weeks of each semester (excluding breaks, reading period, and finals weeks) without authorization from the Secretary is grounds for impeachment.

(e) Delegates must cc the Secretary on all e-mails providing advanced notice to constituents of tabling, as presumptive proof that it occurred. This presumption may be overcome by reports from students, faculty, or staff that said tabling activity did not occur.

The ultimate decision on whether or not tabling or volunteering activity counts towards the one-hour requirement rests solely with the Secretary.

- (f) The Secretary may allow exceptions to the aforementioned tabling rules at their discretion.

TITLE II - SBA MEETINGS

§ 1.01 General Provisions

- (a) The proceedings of the SBA meetings shall be governed by the latest edition of *Robert's Rules of Order*.
- (b) The SBA shall meet as needed, but in no case less than once (1) a month.
- (c) The time and day of the week shall be set for the semester on the first general meeting of the SBA of that semester.
 - 1) The schedule set pursuant to this subsection shall not substantially conflict with the class schedule of any Executive Board member.
- (d) The Legislature shall be considered in session when Fall and Spring classes are in session. This shall not include reading days or exam periods.

§ 2.01 Attendance

- (a) Attendance at each of the regularly scheduled meetings shall be mandatory for all SBA Representatives and Executive Board members.
- (b) Failure to comply with subsection (a) at rate of seventy-five percent (75%) shall be considered "for cause" as stated in Article III, Sections 7 and 8 of The Constitution.
- (c) The following are to be considered excused absences when calculating compliance with subsection (a):

- (1) Class scheduling conflicts;
 - (2) Family emergency;
 - (3) Serious illness;
 - (4) Religious observances;
 - (5) Any other circumstances deemed excused by the SBA Secretary.
- (d) Executive Board Members and SBA Representatives shall notify either the President or the Secretary of their anticipated absence as soon as possible prior to any scheduled meeting.
- (e) SBA Representatives may appoint a proxy to attend a meeting in the event of absence.
- (1) Sending a proxy shall not be considered an excuse pursuant to an unexcused absence.
- (f) The Secretary shall publish a complete attendance record indicating whether each SBA Representative was present, excused or unexcused.

TITLE III – DISPUTES AND INTERPRETATIONS OF BYLAWS OR CONSTITUTION

(a) Constitution

- (1) When there are disputes of the Constitution, proposals of the interpretations will be submitted to the Legislature and the Executive Board. Both bodies will hold a vote on the interpretations, the interpretation with a two-thirds vote will be considered the correct interpretation.

(b) Bylaws.

- (1) When there are disputes of the Bylaws, proposals of the interpretations will be submitted to the Legislature and the Executive Board. Both bodies will hold a vote on the interpretations, the

interpretation with a two-thirds vote will be considered the correct interpretation.

TITLE IV – SBA FINANCES

§ 1.01 Approval

- (a) The President may unilaterally approve nominal expenditures for SBA needs in the amount of \$0 - \$499;
- (b) Those expenses that are between \$500 - \$999 shall be approved by the Executive Board. Approval shall be subject to unanimous minus one (1) vote;
- (c) Those expenditures that are above \$1000 shall be approved by a majority vote of the legislature. For expenditures under this section (c) made while the legislature is in recess, approval under subsection (b) shall suffice.

TITLE V – SBA PROGRAMS

§ 1.01 Student Works – Conference Funding

- (a) The Student Works – Conference Funding Program is created with the purpose of enriching students' professional careers by providing funding to Bar Association and Student Bar Association conferences, or other law-related conferences.
- (b) The Treasurer shall be delegated the duty of receiving applications for funding and will present the applications at Executive Board meetings with his/her recommendation of whether to approve or deny the application.
- (c) Funding shall be limited to a maximum of \$500.00 and will be reimbursed to the student. The SBA may allocate funds as they see fit, including but not limited to, combining awards when multiple students request funds for the same conference and awarding funds in amounts less than \$500.00.
- (d) Students receiving funding will be required to write a one page summary

of his/her experience to be included in the Board of Visitors' Report.

- (e) 15% of the overall SBA budget will be apportioned to this program. This allotment does not include any additional funds provided by the Law School.

§ 1.02 Diversity Week

- (a) Diversity Week shall be held the week prior to Spring Break.
- (b) The SBA Executive Board shall work with the JMLS Diversity Office and the student affinity organizations to create programming and events throughout the week.
- (c) The SBA is required to host at least one event during this week.

TITLE VI – COMMITTEES

§ 1.01 Standing Committees

(a) Elections Committee

(1) The Elections Committee shall be responsible for making sure the Election Rules are faithfully executed and functioning and will supervise the Spring Elections.

(2) The Elections Committee shall be composed of:

- (i) Two (2) members appointed by the President,
- (ii) Two (2) members appointed by the Associate Dean for Student Affairs,
- (iii) One (1) member appointed by the SBA Executive Board (excluding the President) who shall chair the committee.

(b) Barristers' Ball Committee

(1) The Student Bar Association Vice President shall act as chairperson of this committee.

(c) Public Interest Auction Committee

- (1) The Alumni Relations Liaison shall act as chairperson of this committee.

(d) 1L Charity Event Committee

- (1) The 1L Representatives shall hold a charity event benefiting the charity of their choosing.
- (2) The 1L Representatives shall appoint a chairperson from among themselves.
- (3) An Executive Board member shall act as liaison to facilitate this committee as needed.

(e) Public Interest Scholarship Committee (“PISC”)

- (1) Each academic year, there shall be a PISC, which shall be charged with the duty of awarding and disbursing scholarships for those qualified students who will serve in unpaid positions during the summer in the area of public interest law.
- (2) The PISC shall be formed during the Spring semester of each academic year.
- (3) The PISC shall consist of:
 - (i) The top two members of the SBA Executive Board, not applying for a Public Interest Scholarship under this section, in order of seniority;
 - (ii) Two professors appointed by the Executive Board.
- (4) The duties of the PISC shall be:
 - (i) To decide how many scholarships will be awarded, and the amount of each scholarship depending on the amount of money raised through the Public Interest Auction;

- (ii) To decide which applicants shall receive scholarships.

§ 2.01 Ad Hoc Committees

Committees shall be formed and Chairpersons shall be selected on an as needed basis pursuant to Title III § 1.01(a).

TITLE VII - RULES FOR ALL GENERAL ELECTIONS

§ 1.01 Scope

- (a) These rules shall govern campaigns and elections for any elective position or office of The John Marshall Law School Student Bar Association (SBA). Subject to the rulings or regulations of the Chairperson of the SBA Rules Committee (Committee), these rules may apply to any special elections.
- (b) The Rules Committee Chairperson may issue rulings on specific matters and general regulations to further the interpretation and enforcement of these rules.
- (c) Elected positions or offices of the SBA include:
 - (1) President
 - (2) Vice President;
 - (3) Secretary;
 - (4) Treasurer;
 - (5) ABA Representative;
 - (6) Illinois State Bar Association Representative;
 - (7) Chicago Bar Association Representative;
 - (8) Executive Evening Student Liaison;
 - (9) Alumni Relations Liaison

(10) Executive Master of Law Student Liaison;

(11) SBA Representatives.

i) Representatives shall be apportioned as follows:

a) For the 1L class – two (2) delegates per section;

b) For the 2L class – the same number of total delegates as the 1L class;

c) For the 3L class – the same number of total delegates as the 1L class.

§ 2.01 Eligibility

(a) Only those persons who comply with these rules shall be eligible to hold an elective position or office. As set forward in the JMLS SBA Constitution (The Constitution), any member of the SBA in good standing may run for any elective position or office.

§ 2.02 Election Dates

(a) As provided by The Constitution, a general election for positions of the SBA Executive Board shall be held on the first Tuesday of April.

(b) As provided by The Constitution, a general election for SBA Representatives shall be held in September, except for the election for incoming January classes, which shall be held in February.

§ 3.01 Candidate Qualification

(a) To qualify as a candidate for an elective position or office, any eligible person must obtain and file an official Nominating Petition and Declaration of Candidacy (Petition) as prepared by the SBA Office.

(b) Petitions shall be available during the General Assembly meeting dedicated to elections. If a candidate is unable to attend the meeting, the candidate must make alternate arrangements with the SBA President prior to the elections meeting.

- (c) Petitions shall be filed with the designated JMLS staff member no later than 5:00 p.m. on the tenth (10th) day before the scheduled election.
- (d) In the event of a special election to which these rules apply, the Legislative Body may establish a special petition timetable.
- (e) Any eligible person may obtain an elective position or office as a write-in candidate.
 - (1) Write-in candidates, those whose names are not printed on the ballot, shall still be governed by these rules insofar as they are applicable and shall still be subject to any sanctions for violation of applicable rules.
 - (2) Write-in candidates must receive a minimum of one hundred votes in order to be elected.
 - (3) Upon the election of a write-in candidate to any elective position or office, that candidate must file an Acceptance Statement with the Rules Committee no later than forty-eight (48) hours after certification and publication of the election results.
- (f) Petitions for a position on the SBA Executive Board shall contain a minimum of one hundred signatures, together with the proper class designation of each signatory. Any student of The John Marshall Law School may sign a candidate's petition for an SBA Executive Board position.
- (g) Petitions for SBA Representatives shall contain at least twenty-five (25) signatures and class designations of students from the same class as that of the candidate.
- (h) All signatures required under subsections (f) and (g) of this section shall be on an official petition as provided for in subsection (a) and available as provided for in subsection (b) of this section.
- (i) JMLS students may sign more than one petition but may not sign any one petition more than once.

§ 3.02 Campaigning

- (a) A candidate's election campaign shall commence at 5:00 pm two Fridays prior to the second Tuesday of April.
- (b) The John Marshall Law School Student Code of Conduct shall govern the conduct of all individuals involved in election campaigning and the election process in general.
- (c) Campaigning is generally defined as any distribution or communication in an effort to obtain votes. Seeking signatures for petitions is not campaigning so long as any communication at that time does not solicit support or promises of votes for the candidate. Communications between a candidate and his or her staff shall not constitute campaigning. Other than petitions, no publication of intent to run for an elective position or office shall be allowed.
- (d) Campaigning in the JMLS building lobby shall be allowed unless another organization or department has scheduled an event in that space.
- (e) Campaigning on any floor, stairwell, or elevator of the library shall be strictly prohibited.
- (f) Each candidate for office may enlist aids to help them campaign.

§ 3.03 Campaign Materials and Distribution

- (a) The content of campaign materials is limited to presenting the qualifications, personal history, ideas and proposed policies of the candidate.
- (b) Handouts and pamphlets may be distributed throughout the school, except in the library. The posting of campaign materials shall be limited by an Election Committee determination to be established on an annual basis. The Election Committee's annual determination of allowable campaign material postings shall include but not be limited to posting location, posting start time, posting duration and other procedural requirements. The Election Committee shall provide attendees of the General Assembly meeting dedicated to elections with a copy of the Election Committee's annual determination. In the event that the Election Committee does not provide attendees with a copy, candidates

will still be bound to comply with the Election Committee's annual determination and subject to any sanctions provided for in this title for violations.

- (c) Candidates must have all campaign materials approved by the Election Committee.
- (d) No campaign materials shall be disseminated prior to the commencement of the campaign as described in Title VII § 3.02(a).
- (e) All campaign materials must be cleaned up and removed from the school premises the day after the election. Election candidates are responsible for campaign material cleanup.

§ 4.01 Election Day Procedures

- (a) Candidates' name shall appear on the ballot in the order in which petitions were filed pursuant to § 3.01.
- (b) Each member of the SBA as defined in The Constitution may vote once.
- (c) Polling shall begin at about 8:00 am on the second Tuesday of April and shall close at about 12:00 pm on the Wednesday following the second Tuesday of April.

§ 4.02 Election Certification

- (a) The Dean of Student Affairs shall count ballots and certify the election results. Certification of the results shall be published after 5:00 pm on the second Wednesday of April or at the resolution of any campaign complaint which deliberates past 5:00 pm.
- (b) Upon a Candidate's request, the Dean of Student Affairs shall furnish specified vote totals for the race in which that candidate participated.

§ 5.01 Disciplinary Action

- (a) Aside from the referral of complaints for violation of section § 3.02(b) relating to personal attacks and defamatory statements during campaigning to The John Marshall Law School Disciplinary Committee, the Elections Committee shall retain jurisdiction to hear complaints of any

violations of these election rules and impose necessary sanctions pursuant to the process set forth below.

- (b) Any member of the Elections Committee with a conflict of interest involving any candidate should refrain from participation in any decision during that election cycle.

- (1) Conflicts of interest will be determined by a quorum of the Committee.

§ 5.02 Complainants

- (a) Any SBA member of The John Marshall Law School as defined in The Constitution may file a complaint with the Elections Committee regarding a candidate's violation of these election rules.

§ 5.03 Vicarious Responsibility

- (a) Each candidate shall be responsible for the conduct of any member of his or her staff and shall ensure that the members of his or her staff conduct themselves in accordance with these election rules. Disciplinary proceedings may be brought against a candidate for alleged violations of these election rules where the alleged violation resulted from a staff member's conduct, unless the election candidate can prove that they had no involvement in said conduct and that they were unaware that said conduct was occurring or was likely to occur.

§ 5.04 Complaint Guidelines

- (a) Any complaint regarding an alleged violation of these election rules must:
 - (1) Be submitted in typed written form, alleging each separate violation of these rules in separate counts;
 - (2) Be filed by 4:30 pm on the second Wednesday of April;
 - (3) Be filed with a member of the Elections Committee with a return receipt signed by the person receiving the complaint; AND
 - (4) Specifically state the nature and facts of the alleged violation, as the complainant then knows them.

- (b) The Elections Committee shall review the alleged complaint within in a reasonable time frame, not longer than five (5) days, determine the validity of the complaint, and determine the outcome of the complaint.
- (c) The Elections Committee shall publish the results of the complaint and its reasoning for the decision when The Committee announces the validity and/or outcome of the complaint.
- (d) The Elections Committee may impose sanctions based on its determination of the degree or/and type of violation. Sanctions imposed may include, but are not limited to, reprimands; campaign limitations; or expulsion or disqualification from the election. Only cases that involve a violation of the Student Code of Conduct shall be referred to The John Marshall Law School Faculty Executive Disciplinary Committee.
- (e) Determinations by the Elections Committee are not appealable.

§ 6.01 Appointments

- (a) Before becoming effective, appointments to elected positions made by the SBA President shall be approved by a majority of the Executive board in a manner the Executive Board deems appropriate.
- (b) This section shall not be applicable to appointments onto Faculty Committees or to the Executive Board in accordance with The Constitution.

TITLE VIII - REMUNERATION AND OATH OF ELECTED OFFICERS

Each Elected Officer, before they enter into their respective office, shall take and subscribe to the following oath or affirmation.

The sitting Rules Committee Chairperson or his or her proxy shall administer the oath to all of the incoming members of the Executive Board. The SBA President shall administer the oath to the new legislature at the first meeting after 1L elections.

“I _____ (Name) do solemnly swear (or affirm) that I will faithfully execute the office of _____ (President, Vice President, Treasurer, Secretary,

Representative, Etc.) of the Student Bar Association of the John Marshall Law School, that I will fulfill my fiduciary responsibilities to the student body as an officer of the Association, that I will work diligently and to the best of my ability to serve the students, whose interests will be my highest priority in my official capacity, and that I will, to the best of my ability, preserve, protect, and defend The Constitution of the John Marshall Law School Student Bar Association.”

TITLE IX - AMENDATORY POWERS AND SEVERABILITY

- (a) These rules are subject to amendment of the SBA Legislature or Committee at any reasonable time.
- (b) Severability Clause. All rules contained herein shall be construed consistently with the JMLS SBA Constitution. Should any rule or any portion of a rule be found invalid under the JMLS SBA Constitution, the remainder shall still be valid and enforceable.