

**The Tulane University Law School Student Bar Association**  
**Constitution**

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**Article I. Organization**

**Section 1.** This association will be known as the Tulane Student Bar Association, hereinafter referred to as the "SBA".

**Section 2.** The SBA shall be the student government representing all members of the student body

**Section 3.** The government of the SBA shall consist of an Assembly, six (6) executive officers and an Honor Board.

**Section 4. General Assembly**

(a) **Officers:** The members of the Assembly shall be selected by the student body in accordance with the Elections Code. The General Assembly shall consist of the Executive Vice President; Executive Chair of the Communications Committee; Executive Chair of the Finance Committee; Executive Chair of the Student Affairs Committee; the Executive Chair of the Social Affairs Committee; 3L, 2L & 1L President; 3L, 2L & 1L Vice President; 3L, 2L & 1L Treasurer; 3L, 2L & 1L Secretary; 3L, 2L, 1L, & at large GAPSA Senators; 3L, 2L & 1L Honor Board Reps; Common Law Representative; Civil Law Representative; Technology Representative; L.L.M. Representative; ABA Representative; and Honor Board Chief Justice. Each member of the General Assembly shall receive one General Assembly vote. In the event of a tie vote on a motion brought before the Assembly, the Executive President shall cast the tie-breaking vote.

(b) Duties: see Article III

**Article II. Legislative**

**Section 1.** All legislative powers of the SBA shall be vested in the Assembly. All powers not specifically granted to another person or entity, which are necessary to student government, are reserved to the Assembly or its designee.

**Section 2.** The Assembly shall be composed of:

- (a) The SBA Executive officers, specifically the Executive Vice-President, and Executive Chairs.
- (b) The Chief Justice of the Honor Board;
- (c) The representatives to the Tulane Graduate and Professional Students Association (GAPSA);
- (d) The representative to the Law Student Division of the American Bar Association;
- (e) The representative to the Law School graduate students (LLM);
- (f) The representative to the Common Law constituency;
- (g) The representative to the Civil Law constituency;
- (h) The representative of Information Technology

- (i) And from each class,
  - (1) the president
  - (2) the vice president
  - (3) the secretary
  - (4) the treasurer

**Section 3.** The powers of the Assembly shall be to establish policy and legislate for the SBA, student organizations and the law school student body. These powers include, but are not limited to, the following:

- (a) to review and approve the constitutions of all student organizations;
- (b) to propose legislation, rules, regulations, and policies to the Assembly for adoption thereby;
- (c) to summon to a hearing at a designated Assembly meeting, any student or student organization in violation of this Constitution or its laws, decrees and bylaws enacted in pursuance thereof; and
- (d) to create committees considered necessary and proper to carry out the functions of the SBA and enact appropriate bylaws.

**Section 4.** The Assembly shall have the following fiscal powers:

- (a) to assess dues on SBA members;
- (b) to accept any funds from GAPSA, or any other source, appropriated for the use of the SBA by the Law School, the University, or any other person, group, organization or corporation, and
- (c) to allocate appropriate funds for obligations and expenditures of the SBA approved student organizations. However, no appropriation to a student organization shall be made unless:
  - i. The president or other appropriate member of the student organization is present during their organization's budget request;
  - ii. Their constitution has been approved by the Assembly;
  - iii. A proper budget request for funding has been received by the Executive Chair for Finance;
  - iv. A budget recommendation made by the Finance Committee.
  - v. However, two-thirds (2/3) of the Assembly may direct that an appropriation be otherwise made.
- (d) All other fiscal powers and duties not reserved herein are granted to the Finance Committee or the Executive Chair for Finance. The Assembly may define or limit these powers and duties through appropriate bylaws.

**Section 5.** The following standing committees shall serve and report to the Assembly:

- (a) the **Finance Committee**, which shall be composed of the Executive Vice President (*ex officio*), Executive Chair of the Finance Committee and all SBA Class Treasurers. The Finance Committee shall act pursuant to bylaws approved by the Assembly.
  - i. **Duties.** The Finance Committee shall: Prepare the SBA budget in accordance with the finance

code; Keep strict and accurate records of all SBA income and expenditures in accordance with generally accepted accounting principles; Relate to the ECC all current account balances for general publication; and accept all budget requests from groups outside student government and from SBA fundraisers.

- (b) the **Elections Committee**, which shall be composed of the Chief Justice of the Honor Board and two (2) disinterested nominees<sup>1</sup> to be approved by the Assembly by a vote of secret ballot. The Elections Committee shall act pursuant to bylaws approved by the Assembly.
- (c) the **Student Affairs and Community Service Committee**, which shall be composed of the Executive Vice President (*ex officio*), Executive Chair of the Student Affairs Committee, the class Vice Presidents, the graduate law student (LLM) representative, the civil law representative, and the common law representative. The Student Affairs Committee shall act pursuant to the bylaws approved by the assembly.
- i. **Duties.** The Student Affairs and Community Service Committee shall: Coordinate all community service events in association with the Student Affairs and Community Service Committee; reliably, regularly and consistently maintain, collect and address student concerns via "Gripe" box or similar system and any student concerns received by other means.
- (d) the **Social Affairs Committee**, which shall be composed of the Executive Vice President (*ex officio*), Executive Chair of the Social Affairs Committee and the class Presidents. The Social Affairs Committee shall act pursuant to the bylaws approved by the assembly.
- i. **Duties.** The Social Affairs Committee shall: Organize SBA social events, including, but not limited to: Barristers Ball, Spring Fling, Recesses and the SBA Banquet; Help Class Presidents or, if necessary, any organization in the planning and execution of their social events.
- (e) the **Communications Committee**, which shall be composed of the Executive Vice President (*ex officio*), Executive Chair of the Communications Committee, the class Secretaries, and the representative of Information Technology. The Communications Committee shall act pursuant to the bylaws approved by the assembly
- i. **Duties.** The Communications Committee shall: Maintain a written record of all proceedings of the Assembly and post such record within three (3) days following each meeting; Maintain files to be kept in the SBA office including, but not limited to: all Laws, Bylaws, Resolutions, Authorizations and votes; Record and codify such laws as they are approved by the SBA assembly; Review and maintain student organization and journal binders; Inform the SBA of meetings and attendance records, which shall be taken before and after the meeting and posted with the minutes. The Communications Committee shall publicize in the law school newspaper, on the intranet, or by any other electronic means the activities of all facets of the SBA and law school committees that have student representation.
- (f) the specially convened **Constitutional Committee**, which shall be composed of nominated members of the student body and approved by the Assembly by a vote of secret ballot. This committee shall be convened in the event of any proposed amendments to the Constitution and/or questions of interpretation or at any other time deemed necessary by the SBA President.

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<sup>1</sup> "Disinterested nominees" shall refer to individuals not running for any SBA position in the current election

## **Section 6. Meetings and Voting**

- (a) The Assembly shall meet at least six times per semester.
- (b) An unscheduled meeting shall be called by the SBA President upon a petition of one- third (1/3) of the Assembly members or fifty (50) members of the student body.
- (c) Reasonable notice of each meeting and its purpose must be posted within the Law School by 6 pm of the day prior to the meeting day.
  - a. Reasonable notice shall consist of a digitally published announcement , distributed by email or equivalent means, e.g. intranet posting
- (d) A quorum shall be a simple majority of the Assembly membership
- (e) Meetings of the assembly shall be open to all Law Students who shall enjoy the same speaking privileges as Assembly members.
- (f) The SBA President shall preside over Assembly meetings and shall vote only in case of a tie
- (g) Attendance by Proxy
  - a. In the event that an Assembly member is unable to attend a meeting, that member may appoint a proxy to the Secretary before or during roll call. A person acting as a proxy shall have full voting rights in that Assembly meeting. A class officer must appoint a proxy from the general student body of his or her class.
    - (a) No person, serving as a member of the SBA assembly, or serving as a proxy in said body, shall have more than one vote.
  - b. Assembly members shall only use proxy attendance two (2) times a year, unless that member has a law school class at the same time as the Assembly meeting. Proxies exceeding this limit will be recognized for purposes of achieving a quorum and voting, but will constitute an unexcused absence by that Assembly member.

## **Article III. Duties and Sanctions**

**(A)** SBA assembly members shall strive to serve the body to the best of their ability and within the domain of their particular position as described in this Constitution. Election to the SBA shall levy an enduring, and uninterrupted, obligation upon each member during his or her elected term of service to comply with all codes, regulations, duties and responsibilities herein, and, but not exclusively, those prescribed within the Code of Student Conduct, the code of Professional Conduct, or contained within any officially declared regime of conduct so propagated and approved by Tulane University, Tulane University Law School, the Student Bar Association or any of the designees of the afore mentioned entities.

**Section 1.** All members of the Assembly shall: attend SBA meetings; serve as a responsible host for at least one SBA sponsored event per year; volunteer to work SBA tables; attend all SBA-organized community service events.

## **Section 2. Class President**

- (a) The 1L Class President shall: organize a bar review; organize the outline sale for the spring

semester; shall serve on the Social Affairs Committee.

- (b) The 2L Class President shall: organize a bar review; organize the outline sale for the fall semester; shall serve on the Social Affairs Committee.
- (c) The 3L Class President shall: organize the first bar review of the fall semester; organize a bar review during the first week of Mardi Gras; organize graduation week events; purchase the class gift; serve as a liaison between the 3L class and Student Affairs for graduation information; shall serve on the Social Affairs Committee.

**Section 3.** The Class Vice President shall: assist the Class President in organization of each bar review; help plan and coordinate fundraising activities; assist in advertising the bar review(s) and fundraising events; shall serve on the Student Affairs Committee and help plan and organize community service events.

**Section 4.** The Class Secretary shall: keep a record of discussion at class meetings; assist the other class officers in organization of each bar review; assist other class officers with fundraising activities; assist in advertising the bar review(s) and fundraising events; shall serve on the Communications Committee.

**Section 5.** The Class Treasurer shall: make deposits to the class account; assist the other class officers in organization of each bar review; help with the organization of any fundraisers benefiting the class; assist other class officers with fundraising activities; assist in advertising the bar review(s) and fundraising events; shall serve on the Finance Committee.

**Section 6.** The Civil Law Representative shall: serve as a member of the Academic Affairs Committee; serve as a member of the Student Affairs and Community Service Committee; represent the concerns of the civil law students to the SBA.

**Section 7.** The Common Law Representative shall: serve as a member of the Academic Affairs Committee; serve as a member of the Student Affairs and Community Service Committee; represent the concerns of the common law students to the SBA.

**Section 8.** The representatives to the Tulane GAPSA shall: represent the interests of law school students to the Graduate and Professional Student Association (GAPSA); serve as a liaison between the SBA and the GAPSA; attend GAPSA meetings.

**Section 9.** The representative to the Law Student Division of the American Bar Association shall: Organize relevant ABA sponsored events (e.g. work day, diversity day, mental health initiative); attend the Annual ABA Conference; attend the Fall Round Table Meeting; attend the Spring Circuit Meeting; work to increase ABA membership among law students.

**Section 10.** The representative of the Law School graduate students (LLM) shall: attend all SBA meetings and represent the graduate students at the graduation ceremony; serve as a member of the Student Affairs and Community Service Committee.

**Section 11.** The representative of Information Technology shall attend all SBA meetings; perform upkeep of the website; assist the executive chair of communication in maintaining consistent and reliable communication with the student body; and upkeep the electronic announcements; serve as a member of the communication committee. The website shall display *at least* contact information for each of the committees, an updated calendar, and all documents pertaining to SBA including, but not limited to: minutes, agendas, Robert's Rules, and budget.

**Section 12.** The Chief Justice of the Honor Board or his designee shall attend all SBA meetings and represent the Honor Board to the Assembly.

**Section 13 Sanctions and Impeachment**

(a) If any Assembly member has **three (3)** unexcused absences from Assembly meetings each semester, without a proxy or suitable excuse, that Assembly member will be removed from office for the remainder of his or her term if a simple majority of the assembly, by secret ballot, so votes. Whether an excuse is suitable is within the sole discretion of the SBA Executive officers, with the SBA President holding the tie-breaking vote. Guidelines as to what is an excused absence shall be established in SBA bylaws.

(b) A member of the Assembly, may be removed from office by the Assembly by a two-thirds (2/3) majority vote of the entire assembly membership for gross dereliction of duty, a violation of either the Honor Code or the Code of Student Conduct or an intentional violation of this Constitution and derivative legislation.

(c) (i) If a class president or the SBA President is removed from office or is otherwise unable to serve, the vice-president of the organization shall succeed him or her as President. The new president shall appoint a successor vice-president, subject to approval by the Assembly by secret ballot.

(ii) If the Chief Justice of the Honor Board is removed from the Assembly or is otherwise unable to serve, the Honor Board shall elect another Chief Justice as provided by the Honor Code.

(iii) Following the Fall election, if any other Assembly member is removed from office or is otherwise unable to serve, any member shall nominate a successor, subject to approval by a majority of the Assembly by a vote of secret ballot.

(iv) Before the Fall election, if any other Assembly member is removed from office or is otherwise unable to serve, any member of the student body may run on the Fall ballot.

**Section 14. Legislation**

(a) No bill shall become binding legislation unless it is introduced and presented in writing by an Assembly member, read and passed by majority vote at a meeting of the Assembly.

(b) All legislation of the Assembly shall be categorized as follows:

(i) Laws: Rules and regulations governing law students, student organizations, financial allocations and the creation of committees or subsidiary organizations.

(ii) Bylaws: Rules of order and procedures governing the Assembly or its Committees.

(iii) Decrees: Advisement, ordering or prescribing the method for an SBA official, whether elected or appointed. To fulfill some duty provided for in this Constitution, Bylaws, or Laws of the Assembly. Decrees must be passed by a two-third's (2/3) majority vote.

(iv) Resolutions: Expressions of the sentiment of the Assembly.

(c) All legislation shall be codified by the Executive Chair of Communication and may be reviewed every 2 years by a specially appointed Constitutional Committee.

**Article IV. Executive**

**Section 1.** The executive branch of the SBA shall consist of the SBA President, Executive Vice President, Executive Chair of Communication, Executive Chair of Finance, Executive Chair of Student Affairs and the Executive Chair of Social Affairs. Each Executive Officer shall hold two office hours per week.

(a) The executive shall nominate members of non-SBA committees to be approved by a vote of the General Assembly by vote of secret ballot.

## **Section 2. SBA President**

- (a) **Powers:** The President shall be the primary and exclusive representative of the SBA and the law school student body in all external matters. In the event of a tie vote on a motion brought before the Assembly, the President shall cast the tie-breaking vote.
- (b) **Duties:** The President shall: preside at Assembly meetings; act as liaison between the law school student body and the law school, university faculty and administration; serve on the Deans' Advisory Committee; serve as GAPSA Senator; enforce the Constitution, laws, decrees and bylaws of the SBA; and make appointments when allowed or required.

## **Section 3. Executive Vice President**

- (a) **Powers.** The Executive Vice President shall exercise the powers of the President in his or her absence. In the event of a tie in a committee vote on any matter, the Executive VP shall cast the tie-breaking vote in all Committee matters.
- (b) **Duties:** The Executive Vice President shall act as liaison between the law school student body, the Assembly, and the student organizations and journals; chair the Executive Committee<sup>2</sup> and shall call meetings as necessary to fulfill the duties of the committee; Create an Agenda for all SBA meetings; And act as chief operating officer and coordinator of all SBA committees. The Executive Vice President or his designee shall be in charge of any and all refreshments for the meetings.

## **Section 4. Executive Chair of Communications**

- (a) **Powers.** The ECC shall be responsible for all external and internal communications for the SBA.
- (b) **Duties.** The ECC shall chair the Communication Committee and shall call meetings as necessary to fulfill the duties of the committee.

## **Section 5. Executive Chair of Finance**

- (a) **Powers.** The ECF shall have the authority reconcile all credits and debts of the SBA as they arise.
- (b) **Duties:** The ECF shall chair the Finance Committee and shall call meetings as necessary to fulfill the duties of the committee. The ECF shall make regular reports to the Executive Vice President, the Assembly, and the SBA membership regarding the financial posture of the SBA.

## **Section 6. Executive Chair of Student Affairs and Community Service**

- (a) **Powers:** The ECSC shall be responsible for all issues related to student affairs, including, but not limited to, academics, facilities, student life, and community service;
- (b) **Duties:** The ECSC shall chair the Student Affairs and Community Service Committee and shall call meetings as necessary to fulfill the duties of the committee. The ECSC shall administrate the SBA locker program. The ECSC shall also serve as a member of the Academic Affairs Committee.

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<sup>2</sup> Executive committee shall be an *ad hoc* committee consisting of the Executive VP and the Executive Chairs of the Finance, Social Affairs, Communications, and Student Affairs/Community Service Committees.

## **Section 7. Executive Chair of Social Affairs**

**(a) Powers:** The ECSA shall be responsible for all issues related to social events

**(b) Duties:** The ECSA shall chair the Social Affairs Committee and shall call meetings as necessary to fulfill the duties of the committee.

## **Article V. Honor Board.**

**Section 1.** The judicial power of the SBA shall be vested in an Honor Board. The Honor Board may receive and exercise other powers and duties not inconsistent with this Constitution.

**Section 2.** Rules and regulations governing the Honor Board, its members and disciplinary proceedings shall be contained exclusively in an Honor Code adopted by a majority of the law school student body. However, the Chief Justice must comply with all rules and regulations governing her or his membership in the Assembly and, in that regard, is subject to its jurisdiction.

**Section 3.** In the event that the Honor Board Chief Justice cannot attend an SBA meeting, an honor board representative must serve as his or her proxy. The Chief Justice shall encourage the participation of honor board members in SBA General Assembly meetings and functions including fundraising activities.

## **Article VI. Ratification, Amendment and Interpretation**

**Section 1.** This Constitution shall be effective upon ratification by a majority vote of the student body, subject to approval by the GAPSA. All other enactments and acts of the law school student body and entities authorized by the Constitution are subordinate to and must comply with the provisions of the Constitution.

**Section 2.** Proposed amendments to this Constitution must be presented to the SBA membership either by a majority vote of the Assembly, or a petition signed by ten percent (10%) of the SBA membership. The proposed amendment must be posted on the law school intranet for one week prior to an SBA vote. An amendment shall be effective upon ratification by a majority vote of the SBA, subject to approval by the Associated Student Body.

**Section 3.** Where there is a question of interpretation of the meaning of any legislation or this Constitution, the question shall be resolved by a specially appointed Constitutional Committee. The Constitutional Committee will consist of nominated members of the Assembly approved by the Assembly by vote of secret ballot. Justice. If a conflict of interest or an emergency precludes one of the aforementioned students from properly considering the issue, the Dean of the Law School will appoint a replacement.

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# **Tulane Law School SBA**

## Organizational Chart

### **SBA Executive Board**

SBA Executive President  
 SBA Executive Vice-President  
 SBA Executive Chair of Communication  
 SBA Executive Chair of Student Affairs and Community Service  
 SBA Executive Chair of Social Affairs  
 SBA Executive Chair of Finance

### **Class Representation**

3L, 2L, 1L President  
 3L, 2L, 1L Vice President  
 3L, 2L, 1L Treasurer  
 3L, 2L, 1L Secretary  
 3L, 2L, 1L GAPSA Senator

### **At-Large Representation**

At-large GAPSA Senator  
 Information Technology Representative  
 At-large Common Law Representative  
 At-large Civil Law Representative  
 Honor Board Chief Justice  
 ABA Representative  
 LLM Representative

**RECOGNIZED NON-SBA COMMITTEES**

- (1) DEANS ADVISORY COMMITTEE:**
- (2) INTERNATIONAL PROGRAMS COMMITTEE:**
- (3) STUDENT INTERVIEWING AND APPOINTMENTS COMMITTEE:**
- (4) STUDENT REPRESENTATIVE TO FACULTY MEETINGS**
- (5) VITA PROGRAM CORDINATOR – This is a 2 year commitment.**
- (6) CDO LIAISONS**
- (7) DICTA EDITOR IN CHIEF**
- (8) LIBRARY COMMITTEE**
- (9) ACADEMIC AFFAIRS COMMITTEE**