BYLAWS

Student Bar Association
University of Houston Law Center

Constitution Adopted, March 21, 1981
Amended, 1998
Revised and renamed bylaws, March XX, 2009

ARTICLE I: NAME

The name of this organization is the Student Bar Association ("SBA") of the University of Houston Law Center.

ARTICLE II: OBJECT

The object of SBA is to serve as the Law Center representative student government; to represent the interests of the student body before the administration and faculty; to assist the administration and faculty in maintaining a proper academic atmosphere; to represent the interests of the student body before external organizations; to offer services to the students; to foster a sense of community by sponsoring social events; and to perform other duties.

ARTICLE III: MEMBERS

All students enrolled at the Law Center who have paid dues are active members of SBA and all other enrolled students are inactive members. Membership in SBA may not be denied on the basis of ethnicity, nationality, gender, religion, or sexual orientation.

ARTICLE IV: THE STUDENT ASSEMBLY

Section 1. Composition. The officers of SBA compose the Student Assembly.

Section 2. Duties and Powers. The Student Assembly is the body that carries out the object of SBA, and has the authority to enact bylaws by a majority vote, to administer the affairs of SBA, to interpret and construe these bylaws, to assess dues, to charge fees for services and events, and to spend SBA funds.

Section 3. Meetings. Unless otherwise ordered, the Assembly must hold regular biweekly meetings during the Fall and Spring Semesters, except during finals. The President may call a special meeting of the Assembly upon twenty-four hours notice.

Section 4. Quorum. A quorum is a majority of the Assembly.

Section 5. Finances. Any fees collected must be handled and accounted for subject to all relevant Law Center and UH accounting procedures.

ARTICLE V: OFFICERS

Section 1. Officers. The officers of SBA include a President, a Vice President, a Secretary, a Treasurer, an ABA Representative, a Bookswap Director, an External Affairs Representative, an Internal Affairs Director, an Intramurals Coordinator, a Large Events Coordinator, a Social Chair, and twenty-one Student Representatives. The twenty-one Student Representatives are allotted as three representatives per first-year full-time section, one first-year part-time representative, six second-year full-time representatives, three third-year full-time representatives, and two representatives for all other part-time students. The UH Law Senator is an ex officio member of the Assembly.

Section 2. General Duties. These officers, except for ex officio members and those enrolled part-time, perform duties as prescribed by the bylaws and parliamentary authority, must serve one Bookswap hour a week, and volunteer for SBA programming and membership drives.

Section 3. President. (a) *Presiding Officer*. The President is the presiding officer.

(b) *Chief Executive Officer*. The President is the chief executive officer of the Assembly. This function entails setting a direction for the Assembly, coordinating SBA business on a day-to-day basis, and keeping other officers on task. The President is also the liaison to the Law Center administration and faculty. The main counterparts to the President are the Law Center Deans. The President makes all students appointments to faculty committees.

(c) *ABA Law School Division.* The President represents one of the two votes on the Division Assembly given to SBA by the Law School Division of the American Bar Association. The President must attend the annual Division Assembly meeting, the 13th Circuit Fall Roundtable, and the 13th Circuit Spring Conference.

Section 4. Vice President. The Vice President administers elections, which entails preparing the ballots, counting the votes, holding an election information session, and certifying the results. The Vice President must recommend elections rules for the Fall and Spring elections two regular meetings before the respective elections. The Vice President assists the school with the first year orientation; administers carrels; and coordinates the SBA mentor program with the Dean of Students.

Section 5. Secretary. In addition to the duties prescribed under the parliamentary authority, the Secretary sets the membership goals for the year, coordinates membership drives, assists the school with the first year orientation, ensures that new members receive their t-shirts, and answers questions from potential new members

Section 6. Treasurer. In addition to the duties prescribed under the parliamentary authority, the Treasurer must issue Bookswap seller payments at the end of each month.

Section 7. ABA Representative. The ABA Representative is the liaison to the Law School Division of the American Bar Association. SBA is a member of the Division and sits on the 13th Circuit. The ABA Rep's main counterpart is the Circuit Governor. The ABA Rep, along with the President, has a vote on Division policy-making bodies, and to exercise that vote, the ABA Rep attends the annual meeting of the Division Assembly, the 13th Circuit Fall Roundtable, and the 13th Circuit Spring Conference. As the link between the student body and the ABA, the ABA Rep serves as the student body's contact and primary information source on the benefits of membership in the ABA and holds membership drives for ABA. The ABA Representative is also responsible for involving the student body in national ABA law student initiatives.

Section 8. Bookswap Director. This office administers Bookswap, a used-textbook trading service offered to students. This function entails scheduling and training workers, maintaining the Bookswap database, recording daily sales, ordering supplies, and other matters relating to the daily Bookswap operations.

Section 9. Internal Affairs Director. Internal Affairs administers advertising for all SBA events, manages bulletin boards, and locker rentals.

Section 10. External Affairs Representative. External Affairs is the liaison to the Law Student Division of the Texas State Bar and to the UHLC Office of External

Affairs. In the former capacity, this office serves as the student body's contact and primary information source on the benefits of membership in the Texas Bar.

Section 11. Intramurals Coordinator. Intramurals is a sports programming officer that administers the annual fall softball tournament in conjunction with South Texas College of Law and the Thurgood Marshall School of Law. This entails collecting team sign-up sheets, collecting fees, taking tee-shirt sizes and promoting the event. Intramurals is also in charge of planning the spring charity sporting event between UH, South Texas, and Thurgood Marshall. This entails reserving fields through the Houston Parks Department, designing t-shirts, having food catered, finding referees, equipment, and running the tournament on the tournament date.

Section 12. Large Events Coordinator. Large Events is a social programming officer that throws two large parties, one in the Fall and another in the Spring. This function entails making recommendations to the Board and implementing the Board's final decision. The recommendations typically address the name of the event, theme, venue, fees, entertainment, food, drink, insurance, security, and other issues. Implementing the final decision requires this office to staff the event with officer volunteers and being present on the night of the event to coordinate.

Section 13. Social Chair. The Social Chair is a social programming officer that administers Arbitrations. Arbitration is a social event that takes place on campus and that is designed to foster a sense of community among the students. The Social Director typically makes recommendations on theme, food and drink and implements the Board's decision, which includes staffing the event with officer volunteers and being present on the night of the event to coordinate.

ARTICLE VI: ELECTIONS, RECALL, VACANCY

Section 1. Elections. Fall elections must be held within the first three weeks after the start of the Fall Semester to election first-year Student Representatives. Spring elections must be held the week before spring break to elect every other office. The candidate who receives the highest number of votes takes office.

Section 2. Eligibility. Any member may vote in elections, except that no member may vote for the Student Representative of other constituencies. Any active member may run for office, except that no active member may run as a candidate for the Student Representative of other constituencies.

Section 3. Installation, Term of Office. The Assembly must install first-year Student Representatives at the first regular meeting following the Fall elections, and must install all other officers at the final regular meeting of the Spring Semester. The term of office is from the date of installation until Spring installation.

Section 4. Recall. The constituency of any officer may recall that officer by a two-thirds vote, but only after a member of the constituency submits a petition to the Secretary containing the name of the officer whose recall the petitioner seeks, and the written names and dated signatures of at least ten percent of the officer's constituents.

Section 5. Vacancy. The Vice President succeeds to the presidency in case of a vacancy. The President may nominate any eligible member to fill any other vacancy and a majority vote by the Assembly is required for confirmation.

ARTICLE VII: COMMITTEES

Section 1. Executive Committee. The Executive Committee consists of the President as the Chair, the Vice President, the Secretary, the Treasurer, the Bookswap Director, the ABA Representative and the Internal Affairs Director. The committee may invite other officers to participate in committee meetings when appropriate. The duties of this committee are to plan programming and to draft a budget. The committee must submit a budget to the Assembly by the first regular meeting of the Fall semester. The committee may from time to time submit amendments to the budget, which the Assembly may adopt by a majority vote.

(b) *Expedited Decision-Making Authority*. On the initiative of the President, the committee may make a decision that would normally require Assembly approval on an expedited basis when it is impracticable to convene a meeting of the entire Assembly. A majority of the subcommittee is required to exercise this authority. This authority supplements, but does not replace, the decision-making authority of the Assembly, and the subcommittee may take no action that conflicts with action taken by the Assembly. The President must report any action taken pursuant to this authority at the next meeting. The Assembly may set limits on the amount of money that the committee may spend under this authority.

Section 2. President. The President appoints all other committees, standing or special. The President is also an ex officio member of all committees.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The latest edition of *Robert's Rules of Order, Newly Revised* is the parliamentary authority of SBA, except to the extent it conflicts with these bylaws or special rules of order adopted by the Assembly.

ARTICLE IX: AMENDMENT

Section 1. By the Assembly. The Assembly may amend these bylaws at any meeting by a two-thirds vote. The sponsor of the amendment must give two weeks notice.

Section 2. By the Membership. The active membership may amend these bylaws by a two-thirds vote, but only after an active member submits a petition to the Secretary containing the names and dated signatures of ten percent of the active membership and the exact language to be inserted or stricken.

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