

1 **PREAMBLE**

2
3 These are the rules, procedures, and policies of the Student Bar Association to
4 be observed while conducting business pursuant to the Bylaws of the Student Bar
5 Association.
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7 **ARTICLE 1. MEETINGS**

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9 § 1.1 Meetings of the Senate shall be conducted in the following manner:
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- 11 A. The SBA President, or Presiding Officer, shall call the meeting to order.
12 B. The SBA Secretary shall take attendance of all Senate members, determine if a
13 quorum is present, and record the determination in the minutes. The SBA Secretary
14 shall read the minutes of the previous meeting, unless waived by consent, and the
15 SBA President shall open the floor to corrections or additions. After such, approval of
16 the minutes shall be voted upon by the Senate.
17 C. The SBA Treasurer shall present a budget report.
18 D. The meeting shall be adjourned by consent or majority vote.
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21 § 1.2 Rules of Debate
22

- 23 A. Civility and proper behavior shall be observed by each SBA member.
24 B. Motions
25 1. A voting member, recognized by the Chairperson, must present a motion or
26 give notice of intent to introduce a motion.
27 2. A brief period of time shall be allowed to "frame the motion". General consent
28 may be used to determine if the motion is properly framed.
29 3. Following a second of the motion, the member making the motion or raising
30 the issue, states the position taken on the motion or issue first. Following this
31 procedure, debate proceeds.
32 C. Debate
33 1. Unless general consent is given to continue for a brief period of time, debate
34 may not last for more than ten minutes.
35 2. No SBA Senate member shall be allowed to speak more than twice on the
36 same issue at the same meeting. This does not include asking a question for
37 clarification or making a brief suggestion, which shall be left to the discretion
38 of the SBA President or the Presiding Officer. If debate is extended, all
39 speaking counts shall reset. The Chair shall have discretion to recognize SBA
40 members.
41 3. A speaker's first speech shall be limited to one minute. The second speech on
42 the same issue, at the same meeting, shall be limited to 30 seconds.
43 4. A motion to extend debate can be adopted by a 2/3 (two-thirds of the voting
44 members present) vote or general consent.

45 5. A motion to lay on the table can be adopted by 2/3 vote or general consent.
46 The tabled motion shall be reflected in the minutes of that meeting and shall
47 remain recorded in subsequent minutes until taken off the table.

48 D. Voting

49 1. If a conflict of interest appears to exist for any voting member, that member is
50 expected, at a minimum, to state the conflict. In the interest of impartiality, an
51 abstention is suggested.

52 2. The Presiding Officer shall only vote in the case of a tie vote.

53 E. The Presiding Officer must conduct the debate, but may seek the advice of the SBA
54 Parliamentarian. The Presiding Officer's decision on a procedural matter will stand
55 unless reversed by a majority vote of the voting members present.

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57 § 1.3 Parliamentary Authority

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59 The SBA Parliamentarian shall make a good faith effort in interpreting the SBA Bylaws and
60 Standing Rules.

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63 **ARTICLE 2. FINANCES**

64

65 § 2.1 General Provisions

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67 A. For the purposes of this article "group" means "Funds Eligible Student Group" as
68 defined in the SBA Bylaws.

69 B. The Fall Fiscal Semester shall run from October 1st through January 31st. The Spring
70 Fiscal Semester shall run from February 1st through September 30th. The Fiscal Year
71 shall include the Fall and Spring Fiscal Semesters running for a year from October 1st
72 to September 30th. Besides when used with the word "fiscal," for the purposes of this
73 article any reference to "year" shall mean academic year and any reference to "fall
74 semester" or "spring semester" shall mean academic semesters set by the Law
75 School.

76 C. Upon taking office at the end of the last Regularly Scheduled Meeting in the spring
77 semester, the SBA President shall call a Special Meeting. At this meeting, the newly
78 elected Senate shall review all expenditures scheduled to occur prior to September
79 30th and take appropriate action.

80 D. SBA funds shall be used for Law School community activities.

81 E. SBA funding shall be withheld from groups with outstanding debts, including SBA
82 loans, until proof of payment is provided to the SBA Treasurer.

83 F. Groups shall not use SBA funds to pay for any of the following expenditures; this list
84 is not exclusive:

85 1. National or regional organization registration and membership fees;

86 2. Off-campus conference registration fees and travel;

87 3. Uniforms, hats, t-shirts, etc.;

88 a. Uniforms that remain the property of the team and are not for
89 individual ownership will be considered for SBA funding.

- 90 b.Exceptions may be considered for clothing items that will be sold to
91 raise money for the benefit of the VLS community.
- 92 4. Trophies;
- 93 5. Closed events:
- 94 a.All events with limited capacity shall provide a reasonable chance to
95 all SBA members to RSVP.
- 96 b. “Open to all students,” as required by Bylaws §7.2(H), shall not
97 prohibit the imposition of an admission fee for events funded wholly
98 or in part by SBA funds.
- 99 c.If an admission fee is imposed, the following guidelines apply:
- 100 1. Without the express consent of the Finance Committee,
101 admission fees are not to be donated to an entity outside of the
102 Vermont Law School community, but are to be applied to
103 future SBA approved expenditures.
- 104 2. For individuals unable or unwilling to pay an admission fee, a
105 reasonable means of offsetting the fee must be made available.
106 Such means include, but are not limited to, volunteering at the
107 event, a past or future event, or applying for funding from the
108 Dean of Student Affairs and Diversity, which is subject to the
109 Dean’s discretion.
- 110 d.If donations are elicited at an event, it must be clear that such is
111 voluntary and admission is not dependent on a donation. Donations
112 may be given to an entity outside the Vermont Law School community
113 without the express consent of the Finance Committee.
- 114 6. Honorariums larger than \$150, when a speaker fee is not requested; or
115 7. Non-recycled paper.
- 116 G. All events funded by SBA funds shall be prominently posted and advertised no less
117 than 48 hours before the event, excluding weekends. Preferably, events will be
118 advertised several weeks in advance in print, email, and the SBA calendar of events.
119 Student Groups shall attempt to schedule events so as not to conflict with other on-
120 campus events, particularly those funded by the SBA.
- 121 H. Any books, magazines, or similar media purchased with SBA funds shall be kept and
122 catalogued in the library.
- 123 I. Group members possessing any jersey or sports equipment purchased with SBA
124 funds shall make a \$20 deposit with the SBA Treasurer, if possessed outside of a
125 game or practice.
- 126 J. Non-alcoholic beverages shall be available at all functions where refreshments are
127 served.
- 128 K. In the event that the Finance Committee is unable to convene, the SBA Senate may
129 consider special funding requests, pursuant to §7.1(C) of the Bylaws. The Senate may
130 not, however, approve a group’s budget in its entirety without referral from the
131 Finance Committee.

- 132 L. All requests to reallocate funds shall be submitted to the Treasurer prior to the event
133 or expenditure for which the reallocation is requested.
134 M. If any conditions are attached to the allocation of SBA funds, the treasurer and
135 president of the student group shall sign an agreement, with the SBA Treasurer,
136 acknowledging and accepting the conditions. Compliance with such conditions must
137 be documented before funds are disbursed to the student group under Standing Rules
138 §2.7.
139

140 §2.2 Duties of the SBA Treasurer
141

- 142 A. Acquire from the Vermont Law School Business Office all funds collected from the
143 SBA as Membership Dues.
144 B. Keep accurate records of all SBA revenue and expenditures in the Book of Accounts
145 in Excel format, including:
146 1. An overview of the full year's budget (including Student Activity Fund,
147 General Fund and Solutions Conference Fund);
148 2. A tracking of the budget and all expenses of the General Fund;
149 3. A tracking of the budget and all expenses of each student group;
150 4. A summary of the Activity Fund requests, Finance Committee
151 recommendations, approved budgets, and actual budget disbursements of each
152 student group; and
153 5. The budgets, income, and actual expenses for any events funded through the
154 General Fund (e.g. Oktoberfest, Wynterfoest, Orientation).
155 C. Distribute at the start of the fall and spring semesters and prior to the end of the
156 previous semester if possible, to the treasurers of all student groups eligible to request
157 funds from the SBA the following:
158 1. Pertinent sections of the Bylaws and Standing Rules;
159 2. Adequate information on the schedule for submission of budget requests; and
160 3. An electronic budget form in Excel format.
161 D. Notify student groups of all pertinent deadlines for submitting disbursement requests
162 and expense reporting.
163 E. Hold at least one training session for student group officers who want help with the
164 budgeting process at the start of the fall semester.
165 F. Write checks from the appropriate accounts in reply to Funds Disbursement Requests
166 and to place those checks in the group treasurer's mailbox within two business days of
167 receipt of a properly completed and documented request. The Treasurer shall not
168 provide blank checks.
169 1. Per Bylaws §4.2(B)(9), the President shall serve as the emergency signor of
170 checks in the absence or unavailability of the Treasurer.
171 2. For purposes of this section,
172 i. Emergency shall mean a serious, unexpected situation requiring
173 immediate action, as well as an urgent need for assistance or relief.
174 ii. Absence shall mean that the Treasurer is not physically present within
175 the Vermont Law Community for more than 60 hours, excluding
176 academic recesses.

177 iii. Unavailability shall be mean that the Treasurer is not capable of being
178 reached or responding, within a reasonable amount of time, through
179 ordinary measures, such as email or telephone.

180 G. Make available all budget requests, recommended budgets, approved budgets,
181 deadlines, forms, and budget process directions to the SBA through email and the
182 SBA website.

183

184 § 2.3 General Fund

185

186 A. The General Fund shall fund the general operation of the SBA, including, but not
187 limited to: Elections, the Fall Activities Fair, Oktoberfest, Wynterfoest, Barrister's
188 Ball, Last Day of Classes Parties (one each semester), Welcome Back to School
189 Parties (one each semester), refreshments for finals, SBA Awards, and Orientation
190 events.

191 B. The SBA Treasurer, in conjunction with the Executive Committee, shall prepare a
192 General Fund budget for approval by the Senate no later than the second Regularly
193 Scheduled Senate Meeting of the fall semester.

194 C. Pursuant to §7.1(C) of the Bylaws, the Senate may change or amend the General
195 Fund budget at any time during the fiscal year.

196

197 § 2. 4 Allocation Processes for SBA Funds

198 A. Fall Semester Student Activity Funds Allocation Process:

199 1. SBA Treasurer acquires SBA membership dues and partitions them into the
200 percentages listed in the SBA Bylaws §7.1(A) (August or September).

201 2. SBA Treasurer distributes to groups pertinent rules, budget instructions, and
202 electronic budget forms (start of September).

203 3. SBA Treasurer estimates the amount of rollover funds from the previous
204 Fiscal Semester (After first Regularly Scheduled Senate Meeting of the fall
205 semester).

206 4. Groups will submit fiscal year budget applications to the SBA Treasurer (10
207 days before the second Regularly Scheduled Senate Meeting of the fall
208 semester).

209 5. Finance Committee meetings with groups to review budget applications (7-10
210 days before the second Regularly Scheduled Senate Meeting of the fall
211 semester).

212 6. SBA Treasurer reports Finance Committee recommendations to groups
213 (Within 24 hours of completing meeting with groups).

214 7. Groups submit any challenges to the Finance Committee recommendations to
215 the SBA Treasurer (Within 24 hours of receiving Finance Committee
216 recommendation).

217 a. If requested by the group, the SBA Treasurer shall provide groups with
218 an advisory opinion.

219 b. The Executive Committee will hear any challenges to Finance
220 Committee recommendations by representatives of those groups (Not

- 221 later than 60 hours before the Second Regularly Scheduled Senate
222 Meeting of the fall semester).
- 223 i. If an executive committee member was personally involved in
224 the budget process for a Group, then that executive committee
225 member shall recuse themselves from any discussion and
226 decision of an appeal for that respective Group. Such recusal
227 shall be noted in the decision of the Executive Committee.
- 228 c. If the Executive Committee overrules the Finance Committee
229 recommendations, their decision will be incorporated into the
230 recommendation put forth to the Senate.
- 231 d. Groups will not be afforded the opportunity to review the
232 recommendations made for other groups prior to the final report being
233 submitted to the Senate for approval.
- 234 8. SBA Treasurer emails Finance Committee recommendations, including any
235 changes made by the Executive Committee during the challenge process, to
236 the Senate for review (no less than 48 hours before the second regularly
237 scheduled Senate meeting of the fall semester).
- 238 9. Senate votes on the proposed General Fund and Student Activities budgets
239 (second Regularly Scheduled Senate meeting of the fall semester).
- 240 10. SBA Treasurer publishes final results of group budgets to the SBA, as
241 approved by the Senate no later than 48 hours after Senate approval of such
242 budgets.
- 243 | B. Spring Semester Additional Funds Allocation Process
- 244 1. SBA Treasurer shall rollover any unspent funds from the previous fiscal year
245 to the SBA funds in the same percentages listed in the SBA Bylaws §7.1(A)
246 (October 1st).
- 247 2. Pursuant to §7.2(C)(2) of the Bylaws, SBA Treasurer shall rollover any
248 unspent funds allocated to groups for use in the Fall Semester to the General
249 Fund on February 1.
- 250 3. At the beginning of the Spring Fiscal Semester (February 1), groups may
251 request additional funds from the General Fund.
- 252 4. SBA Treasurer shall ensure the availability of pertinent rules, budget
253 instructions, and electronic budget forms. (early January).
- 254 5. Groups desiring to access additional funding shall submit an additional fund
255 application to the SBA Treasurer.
- 256 6. The Finance Committee shall meet with the group(s) requesting funds within
257 ten (10) days to review the application(s).
- 258 7. SBA Treasurer reports decision of Finance Committee to group(s) within 24
259 hours of meeting with the group(s).
- 260 8. Groups submit any challenges to the Finance Committee recommendations to
261 the SBA Treasurer (Within 24 hours of receiving Finance Committee
262 recommendation).
- 263 a. If requested by the group, the SBA Treasurer shall provide groups with
264 an advisory opinion.
- 265 9. SBA Treasurer emails Finance Committee recommendations to the Senate for
266 review.

- 267 10. Senate votes on the challenged to the Finance Committee recommendations at
268 the next Regularly Scheduled SBA Senate Meeting.
- 269 11. SBA Treasurer publishes final results of group budgets – as approved by the
270 Senate – to TWEN no later than 48 hours after Senate approval of such
271 budgets.
- 272 C. Interim Budget Requests from the General Fund
- 273 1. A student group who receives Funds-Eligible Status mid-semester may submit
274 a budget proposal to the SBA Finance Committee for consideration.
- 275 a. SBA Treasurer shall ensure the availability of pertinent rules, budget
276 instructions, and electronic budget forms.
- 277 b. The group must submit fiscal year budget applications to the SBA
278 Treasurer.
- 279 2. The Finance Committee shall meet with the group(s) requesting funds within
280 ten (10) days to review the application(s).
- 281 3. SBA Treasurer reports decision of Finance Committee to group(s) within 24
282 hours of meeting with the group(s).
- 283 4. Groups submit any challenges to the Finance Committee recommendations to
284 the SBA Treasurer (Within 24 hours of receiving Finance Committee
285 recommendation).
- 286 a. If requested by the group, the SBA Treasurer shall provide groups with
287 an advisory opinion.
- 288 5. SBA Treasurer emails Finance Committee recommendations – and any
289 challenges – to the Senate for review.
- 290 6. Senate votes on the challenged to the Finance Committee recommendations at
291 the next Regularly Scheduled SBA Senate Meeting.
- 292 7. SBA Treasurer publishes final results of group budgets – as approved by the
293 Senate – to TWEN no later than 48 hours after Senate approval of such
294 budgets.
- 295 D. All Student Groups shall submit to the SBA Treasurer a report accounting for
296 expenditures during the current year and a preliminary request for funding for the
297 subsequent year (April).
- 298 § 2.5 Student Activity Fund Budget Application Form
- 299
- 300 A. Groups shall use the Budget Application Form posted online by the SBA Treasurer.
- 301 B. The Finance Committee shall have the authority to require student groups to submit
302 accurate, completed answers to any forms or questionnaires.
- 303 C. Student groups shall keep accurate records to facilitate information gathering by the
304 Finance Committee in order to aid in the allocation of funds.
- 305 D. Funding requests shall reflect a student group's projected expenses for anticipated
306 activities for the upcoming year.
- 307 E. Groups shall include all itemized costs associated with events and include amounts
308 that will be raised through other sources such as fundraising, the Deans' offices, etc.
- 309 F. Groups shall describe how previous allocated funds were used toward budgeted
310 events, how events went, including, but not limited to attendance and other forms of
311 feedback.

- 312 G. Groups shall demonstrate how the proposed allocation will benefit the intellectual and
- 313 social well-being of the Vermont Law School community.
- 314 H. Requests should reflect an effort to ensure the best value for products and services.
- 315 I. Budget applications shall prioritize events and be presented accordingly.
- 316 J. Applications shall clearly state which groups are co-sponsoring an event, if
- 317 applicable.
- 318 K. Groups shall provide a list of all current financial stipulations and evidence of
- 319 compliance with stipulations attached to funds for the past two fiscal years.
- 320 L. Pursuant to §7.2(E) of the Bylaws, budget applications for appropriations from the
- 321 Student Activity Fund shall not be considered if submitted after the deadline.
- 322

323 § 2.6 Finance Committee Meeting

- 324
- 325 A. The SBA Treasurer shall publish the date of the budget allocation meeting through
- 326 email, at a minimum.
- 327 B. Groups shall be given the opportunity to present their budget request to the Finance
- 328 Committee for 10-15 minutes.
 - 329 1. The Finance Committee shall schedule an alternative meeting if a
 - 330 representative from a student group is unable to attend the budget allocation
 - 331 meeting, provided the group notified the Treasurer 24 hours beforehand. The
 - 332 alternative meeting shall occur within 24 hours of the previously scheduled
 - 333 meeting.
 - 334 2. In the event that an alternative meeting cannot occur, student groups may
 - 335 submit a written statement.
- 336 C. The Committee shall fund proposed activities and events—not groups per se.
- 337 D. Fiscal policy resolutions adopted by the Senate within the same academic year shall
- 338 be binding on the Finance Committee.
- 339 E. Pursuant to §7.2(F) of the Bylaws, the Finance Committee shall meet throughout the
- 340 year to determine the status of the General Fund and Student Activity fund, and
- 341 review special requests from student groups. Groups shall have the right of appeal to
- 342 the Executive Committee.
- 343

344 § 2.7 Disbursement

- 345 A. Generally
 - 346 1. All disbursement requests shall be made within one (1) month of the event
 - 347 which the funds were used or the last day of the fiscal semester when the
 - 348 event took place, whichever comes sooner. Any student group which fails to
 - 349 meet this deadline may not receive reimbursement by the SBA Treasurer.
 - 350 2. Funds shall only be disbursed upon receipt of official documentation of
 - 351 delivery of goods or services.
 - 352 3. A separate request is necessary for each business or entity providing products
 - 353 or services.
 - 354 4. The preferred method of disbursing SBA funds is through reimbursement to a
 - 355 group treasury or individual.
- 356 B. Proof of Delivery of Goods or Services

- 357 1. An adequate written price quote consists of proof of a cost commitment by a
358 business promising to deliver goods or services on a specified date.
359 2. An adequate written receipt of delivery of goods or services shall be itemized
360 with prices clearly indicated for each item.
361 3. When submitting multiple receipts with one Funds Disbursement Form, each
362 item on such receipts for which reimbursement is sought must be clearly
363 circled. Calculations of taxes and shipping charges attributable to these items
364 must be clearly indicated in order to be reimbursed.

365 C. Procedure

- 366 1. To be reimbursed for purchases approved in a group's budget:
367 a. Print the Funds Disbursement Request Form from the SBA TWEN site
368 and fill it out completely.
369 b. Attach proof of delivery of goods and/or services.
370 c. Place both in the SBA Treasurer's student mailbox.
371 d. The SBA Treasurer will then write a check and place it in the mailbox
372 of the group's treasurer student mailbox within two (2) business days
373 of receipt of a properly completed and documented request.
374 2. To receive checks prior to delivery of goods or services approved in a group's
375 budget:
376 a. Print the Funds Disbursement Request Form from the SBA TWEN site
377 and fill it out completely.
378 b. Attach an adequate written price quote of the goods and/or services.
379 c. Place both in the SBA Treasurer's student mailbox.
380 d. The SBA Treasurer will then write a check and place it, and a Proof of
381 Delivery Form, in the mailbox of the group's treasurer student mailbox
382 within two business days of receipt of a properly completed and
383 documented request.
384 e. The group treasurer will fill out the Proof of Delivery Form and place
385 it in the SBA Treasurer's mailbox within two (2) business days of
386 delivery of goods and/or services.
387

388 §2.8 Fundraising

- 389
390 A. The Senate may make loans to groups solely for fundraising purposes. Such loans
391 shall be made out of the General Fund.
392 B. Loan Proposals shall include:
393 1. The amount of money requested,
394 2. The proposed use of money,
395 3. A plan for loan repayment, and
396 4. Anticipated date of loan repayment.
397 C. When considering a loan proposal, the Senate shall consider, but is not limited to the
398 consideration of:
399 1. The amount of money in the General Fund,
400 2. The likelihood of repayment, and
401 3. The anticipated date of repayment.

402 §2.9 Solutions Conference Fund

- 403
404 A. Each September, the Executive Committee shall inform all Funds Eligible Student
405 Group Leaders of the availability of the Solutions Conference Fund.
406 B. The Executive Committee may set a reasonable deadline for submission of all
407 Solutions Conference bids.
408 C. Bids shall include:
409 a. The names of the Funds Eligible Group(s) submitting the bid,
410 b. A descriptions of the conference topic, proposed schedule, and proposed
411 speaker,
412 c. A proposed date, and
413 d. A statement as to how the conference will promote the intellectual, physical,
414 or social development of the Vermont Law School Community and/or the
415 Town of Royalton.
416 D. The Senate shall vote, no later than the last regularly scheduled Senate meeting of the
417 Fall Academic Semester, whether to:
418 a. Use the Solutions Conference Fund during the current academic year or to
419 rollover such funds to the General Fund, and
420 b. If approving the use of the Fund, approve a Solutions Conference bid.
421 c. The Senate may vote on a bid at the same regularly scheduled meeting at
422 which the bid is initially proposed.
423

424 **ARTICLE 3. ELECTIONS**

425 § 3.1 Elections Committee

- 426
427
428 A. Pursuant to the SBA Bylaws Art. VI, Sec. 6.1(D), the Elections Committee shall
429 conduct all elections, and referenda according to these rules and procedures.
430 B. All violations of election rules and procedures shall be reported to the Elections
431 Committee. All grievances shall be made to the Elections Committee Chair in writing
432 or by email. The Elections Committee shall promptly investigate election violations
433 and enforce the Standing Rules and Bylaws. The Elections Committee shall be
434 empowered to take whatever steps necessary to ensure compliance.
435 1. A grievance brought regarding the nomination procedure and/or ballot errors
436 and omissions shall be investigated and rectified before the election is held. In
437 the event that resolution cannot be made prior to the scheduled date of the
438 election, the position in dispute shall be withdrawn from the ballot until
439 resolution, and a new election for that position shall be conducted.
440 2. Grievances and requests for recounts shall be made by 5 PM of the first class
441 day following publication of the official election results.
442 3. A challenge to a ruling of the Elections Committee or to the validity or
443 propriety of an election shall be submitted to the SBA President by 5 PM of
444 the first class day following publication of election results. The President shall
445 appoint an Investigation Committee that shall be confirmed by the Senate. The
446 Investigation Committee shall report its findings and recommend a course of
447 action to the Senate within seven (7) days. The Senate shall act upon the

- 448 recommendation of the Investigation Committee at the next regularly
449 scheduled Senate meeting.
- 450 C. Any member of the Elections Committee may request written guidance from the
451 Parliamentarian. The Parliamentarian may chose to issue informal guidance or issue a
452 formal written opinion pursuant to §4.2(H)(3)(c) of the Bylaws.
- 453 D. All provisions requiring publication of information shall be posted on the SBA
454 website and disseminated through email.
- 455 E. The Elections Committee shall maintain and provide open access to all election
456 material. A file shall be maintained in the Library. Nomination forms and ballots shall
457 be maintained for only two weeks.

458
459 §3.2 Scheduling of Elections

- 460
461 A. Executive Officers, J.D. Senators from the continuing classes, Board of Trustees
462 Representatives, Law School Committee Representatives for the continuing classes,
463 and the Town Liaison no later than the first Friday of April. Ample time should be
464 allowed for a Run-off Election.
- 465 B. J.D. Senators for the 1L Class, Master’s Program Senator(s), Law School Committee
466 Representatives for the 1L, M.E.L.P., and L.L.M. classes, and any vacancies shall be
467 elected or appointed no later than four (4) full weeks after the start of classes in the
468 Fall Semester.
- 469 C. One representative from each Class shall be appointed to at least one SBA Standing
470 Committee pursuant to SBA Bylaws, Art. VI §6.1.
- 471 D. One representative from each J.D. class shall be elected to all Vermont Law School
472 Committees (e.g. Code of Conduct, Curriculum, Faculty Hiring, and Honor Code).
- 473 E. A Special Election shall be held when the conditions of Bylaws §4.4(A) are satisfied,
474 such as mid-term or post-election vacancies.
- 475 F. There shall be a special runoff election in the event that there is a tie for Senators or
476 Committee Representatives.
- 477 G. There shall be a special runoff election in the event that no candidate receives an
478 absolute majority (50% plus one) after the General Election for the following
479 positions: President, Vice President of Student Affairs and Operations, Vice President
480 of Student Activities, Treasurer, Secretary, and Board of Trustees Representatives.

481
482 § 3.3 Election Procedures

- 483
484 A. The Elections Committee shall publish a notice of election at least seven (7) days
485 prior to the date of an election. Such publication will include a roster of offices to be
486 filled, and instructions on the nomination procedure, including closing date and time.
- 487 B. All nominations shall be in writing, or by email to the Elections Committee Chair,
488 and deposited with the Elections Committee by the posted closing time to be
489 considered valid. The nomination box shall be placed at the Library Circulation Desk
490 and shall be the official depository.
- 491 C. Nominations shall run for at least five (5) days after the posting of the notice required
492 in Section 3.3 (A) of this Article. All nominees must be notified of their nomination

- 493 by the Elections Committee Chair. The Elections Committee Chair shall notify the
494 nominees by email.
- 495 D. Nominations must be accepted no later than 48 hours after the close of nominations.
496 An acceptance shall state the name of the nominee and the office. Nominated
497 candidates shall not be placed on the ballot unless they have officially accepted the
498 nomination.
- 499 E. A list of qualified candidates shall be posted within 60 hours of the close of
500 nominations. Guidelines for all candidates and the location and time for voting shall
501 also be posted. The posting shall be on both the SBA bulletin board and website, and
502 remain there until the close of the election.
- 503 F. If no qualified candidates are nominated or accept a nomination for any office within
504 the allotted time, the Elections Committee may declare the office vacant. The SBA
505 Senate may then fill the vacancy by appointment or by special election.
- 506 G. The Elections Committee Chair shall ensure that there is an open forum for debate for
507 nominees seeking election prior to regular elections. The Elections Committee shall
508 determine the necessary rules for conducting the candidate forum. Candidate
509 attendance and/or participation is optional. At the discretion of the Elections
510 Committee Chair, there may be an open forum debate for special elections.
- 511 H. On election days, the polls shall be open from 10:00 AM to 2:00 PM, at a minimum.
512 There should be a minimum of three (3) election days.
- 513 I. At the polling place, each student shall initial next to his or her name on the signature
514 list prior to receiving a ballot. The poll sitters must check the voter's name against the
515 official registration roll.
- 516 J. Students shall be afforded the opportunity to cast their ballots in privacy. At a
517 minimum, there shall be a physical barrier between the voters and the poll sitter(s).
518 The design of the polling place shall be determined by the Committee Chair in order
519 to meet these minimum standards.
- 520 K. The Elections Committee Chair shall publicize election results within 24 hours of the
521 close of elections. Results shall include a vote count.
- 522 L. The Senate shall certify all elections within one week of the publication of the results.
523

524 § 3.4 Ballots

- 525
- 526 A. All general and special elections shall be held by secret ballot. Candidates shall be
527 grouped by office and listed alphabetically.
- 528 B. Absentee ballots shall be available for the all elections to students enrolled in the
529 Semester-in-Practice programs and upon written request by any student who will be
530 off-campus on the date of any election. The following procedures shall be followed:
- 531 1. Seven (7) days prior to the date of an election, the Elections Committee shall
532 provide electronic notice to the SBA at large of the availability of absentee
533 ballots and the procedures for obtaining and casting absentee ballots.
- 534 2. The ballot shall be cast via electronic voting or regular mail, pursuant to
535 Bylaws, Article VIII, §8.3 and these Standing Rules.
- 536 3. The Chair shall be the official recipient of the absentee ballots. The Chair
537 shall hold the ballots in the electronic vote account until two-weeks after the
538 close of elections.

- 539 4. At a meeting of the Election Committee the sender's name on the absentee
540 ballot shall be checked against the list of qualified voters and checked off as
541 having voted.
542 5. The absentee ballots should then be read, counted, and the results verified by
543 the Chair for presentation to the Senate. The Senate shall include any absentee
544 ballot results for certification.
545 C. The Elections Committee will be responsible at all times for the maintenance of the
546 voting registration rolls and the allocation of ballots at the polls. A member of the
547 Elections Committee or a member of the Senate shall be present at the polls during
548 the elections. At no time shall there be less than two (2) members of the SBA present
549 at the polling place.

550
551 § 3.5 Guidelines for Candidates

- 552
553 A. Members holding a position on the Senate and other SBA positions are expected to
554 devote considerable time and energy to meet their responsibilities.
555 B. Candidates may run for only one voting Senate office in each election. A candidate
556 may, however, run for two (2) positions concurrently pursuant to Article VIII,
557 §8.1(C) of the Bylaws. VLS committees are not considered voting offices; therefore
558 while candidates may run for only one voting office, they may run for one or more
559 committee positions.
560 C. Each candidate may post only three (3) campaign posters. Alternatively, candidates
561 are strongly encouraged to utilize the campus email system to post campaign
562 information.
563 D. All campaign posters are limited in size to 8 ½" X 11". Posters may be made only of
564 paper, cardboard or plastic. No leaflets may be placed in individual mailboxes.
565 Leaflets may be handed out individually and are limited in size to 8 ½" X 5 ½".
566 E. Posters may only be placed on the SBA bulletin board and on the pedestal boards.
567 Posters may not be placed on interior walls or doors, exterior walls or doors,
568 organization bulletin boards, trees, vending machines, ceilings, or stairs. Chalkboards
569 may not be utilized for campaigning.
570 F. Candidate spending is limited to \$25.00. The Elections Committee is empowered to
571 require any candidate to produce records of campaign expenditures and to determine
572 the fair market value of such expenditures. If violations of this rule are found to exist,
573 the Elections Committee is empowered to remove the name of the violator from the
574 ballot, with the advice and consent of the Executive committee of the SBA.
575 G. No candidate or person campaigning on behalf of a candidate may actively campaign
576 within fifty (50) feet of the election ballot box or the casting area.
577 H. Candidates shall remove all posters and campaign materials within 24 hours of the
578 closing of the polls. Any remaining posters may be taken down by the Elections
579 Committee and properly disposed.
580 I. Candidates may file a signed statement with the Elections Committee setting forth
581 their positions or opinions on any topic they deem relevant to the election. These
582 statements shall be posted on the SBA bulletin board and website and remain posted
583 until the close of the election. In the case of a run-off, only position statements of run-
584 off candidates will remain posted through the end of the run-off election.

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§ 3.6 Procedures for Counting and Tabulating Results

- A. At the close of the polls, the Elections Committee shall convene to count the ballots and tabulate the results.
- B. At least three (3) people shall count ballots. Complete records of each tally shall be kept for documentation.
- C. Ballots for all offices, except for class senator, committee representatives, and Town Liaison, shall be tabulated in the following matter:
 - 1. The candidate receiving the number one or highest rank on the ballot shall receive that ballot's vote.
 - 2. If no candidate receives 50% plus 1 of the number one or highest rank votes the Chair shall proceed to an instant runoff election.
 - 3. The instant runoff shall be determined in the following manner:
 - a. The two (2) candidates receiving the most number one or highest rank votes will be the only candidates in the runoff.
 - b. Each ballot shall be awarded to the runoff candidate with the higher rank on that ballot.
- D. Senators, committee representatives, and Town Liaison may be filled by a plurality of votes cast. Those persons with the greatest number of votes shall be elected, up to the number of positions open.
- E. In the event that there are open positions left after a regular election, the Senate shall determine whether to have a special election or to fill the positions by appointment.

§ 3.7 Oath of Office

- A. All newly elected individuals shall take office at the end of the last SBA meeting of the spring semester by taking the oath of office.
- B. The oath of office shall be administered by the SBA President as follows:

I, (name) do solemnly swear (or affirm) that I will faithfully execute the duties and responsibilities entrusted to me by virtue of my office and will to the best of my ability preserve and uphold the Bylaws of the Student Bar Association of Vermont Law School.

ARTICLE 4 COMMITTEES

§ 4.1 General Provisions

- A. The SBA President shall appoint committee members subject to Senate approval.
- B. The SBA President may appoint any member of the SBA to committees, with the exception of those committees with membership restrictions in the Bylaws. The SBA President shall consider appointing persons from each class.
- C. All Committee Chairs shall have the same privileges as a non-voting Senate member; Committee Chairs may designate a member of the committee to report to the Senate as necessary.

- 631 D. Specific Responsibilities for All Committees
632 1. By the third regularly-scheduled meeting of the fall semester, each committee
633 shall submit a workplan for the academic year. The workplan shall identify
634 issues and goals the committee wishes to address. Each committee shall
635 submit a revised workplan by the second regularly-scheduled meeting of the
636 spring semester. The Senate shall review and approve the workplans of all
637 committees.
638 2. After each committee meeting, the Committee Chair shall submit to the SBA
639 Secretary a summary of the meeting that includes: attendance, issues
640 addressed, decisions, and actions taken at the meeting.
641 3. All committees shall keep a contact list of all individuals, businesses, and
642 organizations with whom they have conducted business, and a timeline of
643 events and deadlines. This information shall be compiled and revised by the
644 committee and provided to the SBA Secretary at the end of each semester for
645 inclusion in the official records of the SBA.
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647 §4.2 Duties and Responsibilities of Committees
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649 A. The Student Activities Committee shall:

- 650 1. Schedule, organize, and supervise each activity organized by the SBA Vice
651 President of Student Activities, including preparing a budget for each activity.
652 2. Be responsible for managing the PA system, including maintenance, storage,
653 and check-out to students, faculty, staff, and administration. The PA system
654 shall be used according to the following guidelines:
655 a. Each entity desiring use of the PA System shall:
656 i. Request, in writing or by email, a reservation on the PA
657 calendar to the Vice-President of Student Activities,
658 ii. Fill out the SBA equipment check-out sheet,
659 iii. Read and sign the appropriate forms provided by the SBA
660 Vice-President of Student Activities, and
661 iv. Undergo a first-use orientation with a qualified person.
662 b. No deposit is required for on-campus use. For purposes of this section,
663 any venue which is normally open to the public and within Royalton
664 town limits shall be considered on campus.
665 c. Off-campus use shall require:
666 i. Following the procedure outlined in §4.2(A)(2)(a); however,
667 the request for use shall be made to the Senate through SBA
668 Vice-President of Student Activities,
669 ii. A reasonable deposit as determined by the Senate, and
670 iii. The payment of five-percent of any funds obtained through the
671 event using the PA system; funds obtained for charitable
672 purposes shall be exempt.
673 4. A Sports Commissioner may be appointed to serve on the Student Activities
674 Committee. The Commissioner shall:

- 675 a. Act as the liaison between the SBA, South Royalton Recreation Board,
- 676 the Vermont Law School Administration, and Vermont Law School
- 677 sports Teams,
- 678 b. Be responsible for recommendations regarding the Fitness Center,
- 679 c. Consult the Town Liaison, when necessary, to facilitate interaction
- 680 with the surrounding community,
- 681 d. Ensure Vermont Law School sports teams submit schedules to the
- 682 SBA Secretary for inclusion in the SBA calendar, and
- 683 e. Oversee the reservation of off-campus fields for sporting events and
- 684 practices.

685 B. The ABA/Law Student Division Committee shall:

- 686 1. Serve as the liaison between VLS and the Law Student Division of the ABA.
- 687 The committee shall be chaired by the ABA representative appointed by the
- 688 President. This committee shall function as the local section of the ABA's
- 689 Law School Division.
- 690 2. Encourage the involvement of students in specialized sections of the ABA,
- 691 New England Regional meetings, and the Law Student Division annual
- 692 convention.
- 693 3. Facilitate the application of VLS student groups for grants from the ABA.
- 694 4. Encourage participation in community service.
- 695 5. Encourage students to join the ABA.
- 696 6. Encourage attendance at circuit meetings, summer caucuses, section
- 697 conferences, and meetings.
- 698 7. Disseminate information on benefits from the ABA including:
- 699 a. Health, automobile, and rental insurance offered to ABA members,
- 700 b. Discounts offered on law-related items and services, and
- 701 c. Discounts on technology.
- 702 8. Solicit and contribute ideas to be voted on by the Senate for adoption by the
- 703 ABA as national policy.

704 C. The Audit Committee shall review all SBA financial documents each semester and

705 report to the Senate.

- 706 1. The Senate shall fully consider the report of the Audit Committee and shall
- 707 take appropriate action.
- 708 2. The SBA Treasurer shall not serve on the Audit Committee, but shall provide
- 709 all necessary information as requested by the Audit Committee.

710 D. The Town Liaison Committee shall:

- 711 1. Advise and support the work of the Town Liaison, who shall be the committee
- 712 chair,
- 713 2. Work to foster goodwill and relations between the Vermont Law School
- 714 community and the South Royalton Community,
- 715 3. Make recommendations to the Senate regarding relations between the town
- 716 and Vermont Law School, and
- 717 4. Post relevant notices regarding community activities to the SBA bulletin
- 718 board and through appropriate electronic communication.

719 E. By motion, the SBA Senate can create an ad hoc Food Service Committee. The

720 Committee must adhere to the following guidelines:

- 721 1. Mandates:
- 722 a. Serve as a Senate liaison between the VLS Café, VLS Administration,
- 723 and student body regarding any entity providing food services to VLS.
- 724 b. Be responsible for recommendations regarding food services provided
- 725 to VLS.
- 726 c. In providing recommendations, respect food preferences of all
- 727 students, and accommodate differences of opinion.
- 728 2. Structure & Operation
- 729 a. The Committee must consist of at least three (3) members of the SBA,
- 730 including at least one voting member of the Senate and one SBA
- 731 member at large, to be appointed by the SBA President.
- 732 b. The Committee must nominate at least one (1) but no more than five
- 733 (5) members to be approved by the SBA Senate who will be solely
- 734 responsible for representing the Committee to the administration and
- 735 food service providers.
- 736 c. The Committee meetings must be open for participation by all, but
- 737 ultimate responsibility for Committee decisions falls on appointed
- 738 members only.
- 739 F. In accordance with Bylaws §6.1(A), the Executive Committee shall recommend to
- 740 the Senate individuals for recognition in the SBA Awards each Spring Academic
- 741 Semester.
- 742 1. The awards shall be:
- 743 a. The Student Pro Bono Award for the student who has individually
- 744 gone above and beyond to serve the community without receiving
- 745 money or credit for this service.
- 746 b. The Student Group Pro Bono Award for the Recognized Student
- 747 Group who has gone above and beyond the mission of the group to
- 748 serve the community.
- 749 c. The Staff Service Award for the staff member who has provided
- 750 service to the students at Vermont Law School beyond their job
- 751 description.
- 752 d. The Faculty Service Award for the faculty member who has gone
- 753 beyond the call of duty in leading students, being a mentor for
- 754 students, attending student events, and generally making themselves
- 755 available to students on a greater basis than required.
- 756 e. The Service Award recipients shall receive a parking spot of their
- 757 choosing, within reason, for the year.
- 758 f. All recipients shall have their names engraved on a plaque to be
- 759 displayed in the Chase Community Center.
- 760 2. The President or Secretary shall solicit nominees for a minimum of eight (8)
- 761 business days. Nominations shall be limited to a 500 word statement per
- 762 nominee per award.
- 763 3. The Executive Committee shall review all nominations and recommend three
- 764 (3) nominees per award to the Senate.
- 765 4. The Senate shall select the award recipients from the recommended nominees
- 766 through electronic voting.

767 5. The awards shall be presented during the last regularly scheduled meeting of
768 the Spring Academic Semester. All nominees shall be invited to such meeting.
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770 **ARTICLE 5.**

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772 A. The President must appoint five representatives to serve on the Sexual Misconduct
773 Board, subject to the Senate's approval. One will be appointed from each J.D. class,
774 and two from the masters programs.
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776 **ARTICLE 6. AMENDMENTS**

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778 A. No later than ten (10) calendar days after an amendment to the Bylaws or Standing
779 Rules, the Secretary shall:
780 1. Write the approved amendment into the document,
781 2. Record the date of the amendment by indicating in the "footer" of the
782 document "Current as of [date of amendment]", and
783 3. Post the amended document on the SBA website, TWEN site, and distribute
784 the same to all SBA members via email.
785 B. The Standing Rules may be suspended by a majority vote of the Senate.