

**THE BYLAWS
OF THE
STUDENT BAR ASSOCIATION
OF THE
AMERICAN UNIVERSITY WASHINGTON COLLEGE OF LAW**

THE BYLAWS

ARTICLE I. THE SENATE

Section A. General Rules

- Subsection 1. The terms of the Senators elected in the spring election cycle shall commence simultaneously with the terms of the incoming President and Vice President of the Student Bar Association (“Association”).
- Subsection 2. Senate Standing Committee Chairs shall be confirmed by the Senate in the first meeting of the Senate.
- Subsection 3. Special committees shall be created for a specified purpose, pursuant to these Bylaws, the will of the Senate, or by legislative order of the Speaker. Special committees will conclude their work at the start of a new executive’s term or the completion of the committee’s established task, unless otherwise ordered by the Senate.
- Subsection 4. The chair of the committee shall coordinate the committee’s duties. Each member of a committee shall exercise one (1) vote, unless otherwise specified.
- Subsection 5. The President and Vice President shall be ex-officio members, without voice or vote, of all Senate committees, except as provided by these Bylaws.
- Subsection 6. Non-committee Senators and non-Senators may attend and speak at committee meetings but shall not exercise a vote or make motions.
- Subsection 7. Absent committee members may appoint another Senator as a proxy at least three (3) business days in advance. A proxy vote shall not be counted toward quorum.
- Subsection 8. The committee shall vote on directions, recommendations, and courses of action of the committee.
- Subsection 9. The chair of the committee shall appoint a vice chair to assist them in the execution of their duties. The duties of committee chairs, along with other duties specified in the Bylaws, shall be to:
- (i) Preside over the meetings of the committee;
 - (ii) Oversee committee activities;
 - (iii) Report on the activities and actions of the committee;
 - (iv) Maintain, or appoint a committee member to maintain, accurate attendance records and minutes of committee meetings; and
 - (v) Communicate the minutes and approved legislation to the Senate.
- Subsection 10. Standing committee chairpersons may be removed from their position by the passage of a resolution disapproving of their performance, stating the performance meriting such a resolution, and requesting to declare the position vacant. Such a resolution requires a two-thirds vote for passage and shall not affect the holding of the underlying Senate seat.
- Subsection 11. Each committee chair may be removed by the Speaker, at their discretion. Such an act may be appealed to the Senate.
- Subsection 12. Each committee shall meet at least twice per month, except as permitted by authorizing legislation. At no time shall a committee meet while the Senate is meeting.
- Subsection 13. Each committee shall include recommendations and other relevant items of business in its regular report.

- Subsection 14. Each committee shall undertake any other business, legislation, or issues specifically referred to it by the Senate. All committees may make recommendations on referred legislation and return legislation with proposed amendments included. This shall not restrict the power of the Senate to reject those amendments or propose further amendments from the floor.
- Subsection 15. Committee Chairs and Senate Officers are required to submit transition memoranda to the Speaker pertaining to their respective positions prior to the close of the Senate term. These memoranda must encompass detailed information regarding projects undertaken during their tenure, weekly responsibilities, challenges faced, and any other relevant information pertinent to the role. It is imperative that the transition memorandum is comprehensive, ensuring that the incoming Committee Chair possesses a robust understanding of all aspects associated with the position.

Section B. The Committee on Rules and Privileges

- Subsection 1. The Committee on Rules and Privileges shall be the administrative committee of the Senate and is charged with ensuring its effective operation.
- Subsection 2. The committee shall be comprised of the Speaker Pro Tempore and the chair or any vice chairs of all standing and special committees of the Senate. The Speaker of the Senate shall serve as the non-voting chair, and the Senate Parliamentarian shall be a non-voting member.
- Subsection 3. The committee shall have jurisdiction over legislation and actions dealing with internal Senate policies.
- Subsection 4. The Committee on Rules and Privileges shall also provide recommendations to the Senate on confirmation of nominated officers and senators filling vacancies.

Section C. The Finance Committee

- Subsection 1. The Finance Committee shall be the budgetary and financial planning committee of the Association and shall be responsible for managing the financial health of the Association in concert with the Director of Finance, preparing the Annual Budget, exercising legislative oversight over administrative financial procedures, and establishing recommendations for standard practices for bookkeeping and financial management.
- Subsection 2. The Finance Committee may review all legislation of a financial nature, including the allocation of budgets for student organizations, the Association's Executive Branch Budget, and other requests for allocations from the Student Activities Fund. It shall propose regulations and policies relating to the prudent upkeep of Association assets, facilities, administrative services, and physical property.
- Subsection 3. The Finance Committee shall audit and investigate the financial and accounting procedures of the Association and regulated entities under its charge and make a report to the Senate recommending appropriate action. Association officers and applicable organization leaders shall be required to comply in a timely fashion with the requests of the committee in their investigative capacity.
- Subsection 4. The Finance Committee shall be responsible for the upkeep of the Association Finance Handbook, which shall govern the financial operations and procedures of the Association not covered by these Bylaws. The Finance Committee shall review the Handbook annually and may recommend updates to the Senate. The Senate may vote on such recommendations, which require a two-thirds (2/3) vote for passage.

Section D. The Groups and Organizations Committee

- Subsection 1. The Groups and Organizations Committee shall oversee and assist with the creation, regulation, and management of student organizations, facilitation of organization communication, and addressing organizational concerns. The Groups and Organizations Committee shall have the right to review relevant legislation to these ends.

- Subsection 2. The Groups and Organizations Committee shall audit and investigate the organizational procedures of the regulated student groups under its charge and make a report to the Senate recommending appropriate action. Association officers and applicable organization leaders shall be required to comply in a timely fashion with the requests of the Groups and Organizations Committee in their investigative capacity.
- Subsection 3. The Groups and Organizations Committee shall be responsible for the upkeep of the Association Groups and Organizations Handbook, which shall govern the requirements and regulations for student groups and organizations recognized by the Association. The Groups and Organizations Committee shall review the Handbook annually and may recommend updates to the Senate. The Senate may vote on such recommendations, which require a two-thirds (2/3) vote for passage.
- Subsection 4. The Groups and Organizations Committee shall also be empowered to conduct hearings and provide recommendations on new student group applications.

Section E. The Academic Affairs Committee

- Subsection 1. The Academic Affairs Committee shall be concerned with student life of an academic nature, including but not limited to education standards and requirements, course availability, registration procedures, library services, grading, tuition and financial aid, and faculty evaluation, and shall have all power necessary and proper to accomplish their mission, as well as propose and consider legislation on these matters to the Senate.
- Subsection 2. The Academic Affairs Committee shall have oversight authority over all Association programs, initiatives, and action within the purview of academic affairs.

Section F. The Student Services Committee

- Subsection 1. The Student Services Committee shall be concerned with student life of a non-academic nature, including but not limited to student rights, parking, security, student services, student employment, auxiliary service fees and costs, and health care issues. They shall have power to propose and consider legislation on these matters to the Senate.
- Subsection 2. The Student Services Committee shall have oversight authority over Association programming, initiatives, and actions related to student services including student life related on-campus events and programming, student-used services and privileges such as the campus refrigerators and student lounge, and SBA provided student amenities.

Section G. The Law and Revision Committee

- Subsection 1. The Law and Revision Committee shall be a special committee of the Senate, convened to consider amendments or revisions to the governing documents of the Association.
- Subsection 2. The Senate Parliamentarian shall be an ex-officio committee member.

Section H. The Evening Student Services Committee

- Subsection 1. The Evening Student Services Committee shall be concerned with the unique needs of evening program students, including but not limited to budget and overall appropriations important to evening student matters, course scheduling, access to services outside business hours, career programming for working professionals, and evening student integration. The Committee shall have the power to propose and consider legislation on these matters to the Senate.
- Subsection 2. The Evening Student Services Committee shall have oversight authority over Association programming, initiatives, and actions related to evening student services, including advocacy for accessible event timing, expanded evening course offerings, and evening student representation in leadership.
- Subsection 3. The Evening Student Services Committee is authorized to establish and maintain a committee-sponsored resource fund through a quasi-organization (the "Organization") to secure and administer dedicated funding for evening student priorities.

- a) **Purpose and Status:** The Organization shall operate as a committee-sponsored entity under the direct oversight of the Evening Student Services Committee. The Organization shall serve as the primary vehicle for negotiating funding allocations with the Finance Committee and implementing evening student programming and initiatives.
- b) **Membership:** The Organization shall consist of no more than five (5) members.
 - (i) All members of the Evening Student Services Committee shall serve as ex officio members of the Organization.
 - (ii) If the number of Committee members exceeds five (5), the Chair of the Evening Student Services Committee will designate which Committee members will actively serve on the Organization.
 - (iii) The Chair may appoint additional individuals to the Organization, subject to approval by a majority vote of the Committee.
- c) **Leadership:** The Chair of the Evening Student Services Committee shall appoint the Organization's officers and assign roles within the Organization.
- d) **Funding Process:** The Organization shall submit funding requests to the Finance Committee in accordance with standard SBA appropriations procedures. All funding requests must be approved by the Evening Student Services Committee prior to submission to the Finance Committee.

ARTICLE II. EXECUTIVE DUTIES, POWERS, AND RESPONSIBILITIES

Section A. The President of the Student Bar Association

- Subsection 1. The President shall nominate all Executive and Judicial Officers and members of commissions created by the President.
- Subsection 2. The President may call Executive Cabinet meetings and convene Special Meetings of the Senate while the Senate is in session.
- Subsection 3. The President, assisted by the Director of Finance, shall create and submit a budget request to the Senate that includes all necessary funding for the operations and functions of the Association Executive Branch.
- Subsection 4. The President may authorize expenditures and commit resources of the Association for expenses incurred by the Association via funds appropriated and/or authorized by the Senate.
- Subsection 5. The President may delegate and revoke their established powers, authority, and responsibilities to subordinate officers by executive order. This shall not abrogate the responsibility of the President for the oversight of these responsibilities.
- Subsection 6. The President and Executive Officers confirmed by the Senate, shall present a report, at least once per month, on their activities to the Senate.
- Subsection 7. The President shall perform any other duties as assigned by the Senate, through duly passed legislation.

Section B. The Vice President of the Student Bar Association

- Subsection 1. The Vice President shall be deputy to the President, assisting the President in their management of executive functions, personnel, initiatives, and programming.
- Subsection 2. The Vice President shall nominate the chairs of Senate standing committees and directly appoint the chairs of special committees.
- Subsection 3. The Vice President may delegate their established powers, authority, and responsibilities in the Senate to other elected Senate officers by legislative order. This shall not abrogate the responsibility of the Vice President for the oversight of these responsibilities.
- Subsection 4. The Vice President shall report, once per month, on the activities of the Committee on Rules and Privileges and any executive duties performed.

- Subsection 5. The Vice President shall perform any other duties as assigned by the President or by the Senate, through duly passed legislation.

Section C. Executive Cabinet of the Student Bar Association & Recess Procedures

- Subsection 1. The Executive Cabinet shall execute the policy and programming objectives of the Association.
- Subsection 2. The creation of any administrative policy shall be reported to the Senate at the next Senate meeting. The Senate may suspend, amend, or revoke any administrative policy by appropriate legislation.
- Subsection 3. Executive Officers confirmed by the Senate may appoint subordinate chairs, in consultation with the President, to perform specific delegated tasks.
- Subsection 4. During any inter-session or intra-session recess of the Senate, the President, the Vice President, and the Executive Cabinet may take reasonable action on behalf and in the interests of the Association, provided that no action taken shall amend, revoke, or otherwise be contrary to the Constitution, these Bylaws, or any other previously established policy of the Association. Nothing in this provision shall be construed to allow the exercise of Senate functions by the Executive Cabinet or any individual member thereof, except as permitted by duly enacted Senate legislation.
- Subsection 5. The Senate may compel a member of the Executive Cabinet to report on their duties, through duly passed legislation.
- Subsection 6. The members of the Executive Cabinet shall perform any other duties as assigned by the President or the Senate.
- Subsection 7. Each director shall attend meetings of the Washington College of Law staff or faculty as directed by the President.

Section D. The Director of Academic Affairs

- Subsection 1. The Director of Academic Affairs shall coordinate Association action on policy, activities, and concerns of an academic nature and shall work in conjunction with the chair of the Senate Academic Affairs Committee.
- Subsection 2. The Director of Academic Affairs shall create opportunities and methods for student engagement, feedback, and suggestion on academics within the Washington College of Law.
- Subsection 3. The Director of Academic Affairs shall be an ex-officio member of and attend the meetings of Senate Academic Affairs Committee.

Section E. The Director of Communications

- Subsection 1. The Director of Communications shall be the communications officer of the Association and shall be responsible for the public relations and promotional interests of the Association.
- Subsection 2. The Director of Communications shall work with the Executive Cabinet, program chairpersons, and other entities and affiliates of the Association in providing a marketing strategy for events, initiatives, and programs.
- Subsection 3. The Director of Communications shall be responsible for taking minutes of the meetings of the Executive Cabinet.
- Subsection 4. The Director of Communications shall maintain the logo, seal, and other identifying insignia of the Association.
- Subsection 5. The Director of Communications shall produce promotional materials of marketable quality, including flyers, posters, internet materials, and other media.
- Subsection 6. The Director of Communications shall maintain the Association internet outlets,

including its main website.

- Subsection 7. The Director of Communications shall ensure relevant Association materials are communicated to the student body periodically.

Section F. The Director of Diversity Initiatives

- Subsection 1. The Director of Diversity Initiatives shall promote the diversity initiatives and social advocacy efforts of the Association.
- Subsection 2. The Director of Diversity Initiatives shall create programming to bring awareness to issues pertaining to diversity at the Washington College of Law.
- Subsection 3. The Director of Diversity Initiatives shall chair the Association Community Advisory Group.
- Subsection 4. The Director of Diversity Initiatives shall advocate for all communities within the Washington College of law, including affinity groups and act as a liaison between the student body and the Association on diversity and community issues.

Section G. The Director of Finance

- Subsection 1. The Director of Finance shall manage the financial expenditures of the Association and shall work in conjunction with the chair of the Senate Finance Committee to monitor the financial health of the Association.
- Subsection 2. The Director of Finance shall authorize the reimbursement of expenditures on behalf of the Association in a timely manner consistent with these Bylaws and the established financial procedures of the Association.
- Subsection 3. The Director of Finance shall be the primary officer in control of Association assets, materials, office, and meeting space.
- Subsection 4. The Director of Finance shall be an ex-officio member and attend the meetings of the Senate Finance Committee.
- Subsection 5. The Director of Finance shall assist the President with the creation of the Association Executive Branch Budget Proposal and submit it to the Senate for consideration in the Annual Budgetary Allocation process.

Section H. The Director of Programming

- Subsection 1. The Director of Programming shall devise, coordinate, and execute programs and initiatives for the student body.
- Subsection 2. The Director of Programming shall assist Executive Cabinet members in executing programs and events within the scope of their duties.
- Subsection 3. The Director of Programming shall be an ex-officio member of the Senate Student Services Committee.

Section I. The Director of Student Life

- Subsection 1. The Director of Student Life shall coordinate Association action on non-academic policy, activities, and concerns and shall work in conjunction with the chair of the Senate Student Services Committee.
- Subsection 2. The Director of Student Life shall create opportunities and methods for student engagement, feedback, and suggestion on the quality of life within the Washington College of Law.
- Subsection 3. The Director of Student Life shall be an ex-officio member of and attend the meetings of the Senate Student Services Committee. The Director of Student Life shall attend meetings of the Washington College of Law staff or faculty as directed by the President.

Section J. The Director of External Affairs

- Subsection 1. The Director of External Affairs shall promote the development and cultivation of student organizations on campus and outreach to Washington College of Law alumni.
- Subsection 2. The Director of External Affairs shall be the primary liaison, along with the President, between the Association and the heads of recognized groups and organizations.
- Subsection 3. The Director of External Affairs shall be an ex-officio member and attend the meetings of the Senate Groups and Organizations Committee.
- Subsection 4. The Director of External Affairs shall work with the Senate on group and organization affairs shall administer the application process for new student organizations.

Section K. The Solicitor General

- Subsection 1. The Solicitor General shall be the representative of the Association before the Supreme Court and render opinions on the interpretation of Association policy by the Executive Branch.
- Subsection 2. The Solicitor General shall represent the Association in all cases of malfeasance prosecuted before any Washington College of Law Honor Code adjudicatory tribunals.
- Subsection 3. The Solicitor General shall advise the President, Vice President, and Executive Cabinet on the proper application of policies, the ramifications of future policies, and may provide guidance to student organizations on Association policies upon request.
- Subsection 4. The Solicitor General shall maintain, in conjunction with the Senate Secretary, the official version of the governing documents of the Association, ensuring they are updated upon the passage of relevant legislation.
- Subsection 5. The Solicitor General shall, in conjunction with the Director of Communications, maintain an accurate repository of all Association policies, procedures, and ratified legislation, which shall be made easily accessible by the public.

Section L. The Director of Mental Health

- Subsection 1. The Director of Mental Health shall coordinate Association action to assess and address the mental health needs of the student body at the Washington College of Law and shall work to connect students with the support necessary for success post-graduation.
- Subsection 2. The Director of Mental Health shall create opportunities and methods for student engagement, feedback, and suggestion on the topic of mental health and wellness within the Washington College of Law.
- Subsection 3. The Director of Mental Health shall be the primary liaison between the Association, the Washington College of Law, and all third-party telehealth or mental health service providers.
- Subsection 4. The Director of Mental Health shall be the chair of the Mental Health Alliance, a group of five Student Liaisons, two Faculty Liaisons, and one Administrative Liaison. The Director of Mental Health shall attend meetings of the Washington College of Law staff or faculty as directed by the President.

Section M. The Director of Evening Student Services

- Subsection 1. The Director of Evening Student Services shall coordinate Association action on policies, activities, and concerns of all evening students and shall work in conjunction with the chairs of the Senate Academic Affairs Committee and Student Services Committee.
- Subsection 2. The Director of Evening Student Services shall create opportunities and methods for student engagement, feedback, and suggestions on all issues affecting evening students within the Washington College of Law.
- Subsection 3. The Director of Evening Students shall aid in devising, executing, and coordinating programs and initiatives created for, or directed towards, evening students, including

but not limited to, Orientation, Alumni events, Professional Development events, and Graduation.

Subsection 4. The Director of Evening Student Services shall attend meetings of the Washington College of Law staff, faculty, or students as directed by the President, including, but not limited to, meetings with the Associate Dean for the Part-Time and Evening Division, the Executive Board of the Evening Student Law Association, evening student senators, and any Dean's Fellow focused on the evening student experience.

Subsection 5. The Director of Evening Student Services shall preferably be a student enrolled in the evening program.

Section N. Councils, Task Forces, and Advisory Groups

Subsection 1. The President of the Association shall create and convene councils, task forces, and advisory groups to study issues pertinent to the mission of the Association, plan and execute programs and initiatives created by Executive Cabinet members or authorized by legislation enacted by the Senate. The creation of any executive entity shall be reported to the Senate at the next Senate meeting.

Subsection 2. The membership of each entity shall be open for any Juris Doctor student of the Washington College of Law. Upon seeking applications in an open process, the President may appoint interested students to the entity.

Subsection 3. The Senate may disband, expand, or substantively alter any entity by appropriate legislation.

Section O. The Student Bar Association Community Advisory Group

Subsection 1. The Association Community Advisory Group shall be a standing Executive Advisory group. The Community Advisory Group shall be chaired by the Director of Diversity Initiatives and have two co-vice chairs appointed by the President.

Subsection 2. The Community Advisory Group shall include the presidents of each diversity and affinity organization. The President may appoint additional members to the Community Advisory Group.

Subsection 3. The Community Advisory Group shall work with the Senate, the administration of the Washington College of Law, and the student body at large on issues, events, initiatives, and programs that further the Association's commitment to the diverse interests and needs of the Washington College of Law community.

Subsection 4. The Community Advisory Group shall meet in-person at least twice per year and deliver a report to the Senate at the last meeting of each semester on the issues that face the Washington College of Law student communities and recommendations on ameliorating said issues. The report shall be transmitted to the President and made public to the student body.

Section P. Student Honor Code Prosecutor

Subsection 1: The Student Honor Code Prosecutor shall conduct investigations into and prosecute alleged violations of the Honor Code, ensuring fair and impartial proceedings that uphold academic integrity.

Subsection 2: The Student Honor Code Prosecutor shall represent the Honor Code Committee at hearings, advocating for the enforcement on the AU WCL Honor Code, and shall maintain thorough records of such proceedings and outcomes in compliance with school policies and legal requirements.

Subsection 3: If formal charges are deemed an appropriate course of action, the Student Honor Code Prosecutor shall prepare and draft any supporting documentation for hearings and meetings of the Honor Code Committee and Faculty Honor Code Prosecutor, outlining the nature of the alleged violation and the relevant sections of the Honor Code, and

conduct such proceedings in accordance with the duties and responsibilities outlined within the WCL Honor Code.

- Subsection 4: The Student Honor Code Prosecutor shall adhere to all ethical guidelines and the principles of fairness. In the event an accused student asks for assistance or representation, the Student Honor Code Prosecutor shall advise said student on the WCL Honor Code and its procedures and help them understand their rights and responsibilities under the Code.
- Subsection 5: The Student Honor Code Prosecutor shall participate in periodic review and updating of the Honor Code to ensure it reflects current standards and practices, including working with faculty, staff, and students to promote understanding and awareness of the Honor Code.
- Subsection 6: The Student Honor Code Prosecutor shall handle all cases with the highest level of professionalism, respect and confidentiality, ensuring that details of investigations, hearings, and decisions are not disclosed outside of the Honor Code Committee and relevant parties. In addition to the Student Bar Association Oath of Office, provided within Section G, Subsection 1 of these Bylaws, the Student Honor Code Prosecutor shall agree, in writing, to abide by the following Privacy Statement:
“As the Student Honor Code Prosecutor, I am committed to maintaining the confidentiality and privacy of all individuals involved in the Honor Code process. This includes:
1. **Confidentiality:** *All information gathered during investigations, including witness statements and evidence, will be kept confidential and shared only with authorized personnel involved in the Honor Code proceedings.*
 2. **Data Protection:** *Personal data collected during the investigation will be securely stored and protected against unauthorized access. This data will be used solely for the purpose of the Honor Code process.*
 3. **Transparency:** *While maintaining confidentiality, I will ensure that all parties are informed about the procedures and their rights throughout the process.*
 4. **Fairness:** *I am dedicated to conducting all investigations and proceedings with fairness and impartiality, respecting the privacy and dignity of all individuals involved.*
- By adhering to these principles, I aim to uphold the integrity of the Honor Code process and protect the rights of all students.”*
- Subsection 7: The Student Honor Code Prosecutor may appoint a Deputy Prosecutor with consent of the SBA President. Neither the Student Honor Code Prosecutor nor the Deputy Prosecutor shall hold positions within the SBA.

ARTICLE III. THE SUPREME COURT

Section A. Powers and Responsibilities

- Subsection 1. The Court may create procedural rules for conducting inquiries in a manner consistent with the Constitution, the Bylaws, and applicable Association Bills.
- Subsection 2. Members of the Supreme Court shall be barred from participating in the deliberations of the Senate or decision-making functions of the Executive Branch except as permitted by the Constitution, these Bylaws, or through duly passed legislation.
- Subsection 3. The Chief Justice, with the concurrence of the Associate Justices, may appoint such staff as may be reasonably necessary to carry out the business of the Supreme Court, by judicial order.

Section B. Rules of the Supreme Court

- Subsection 1. The Supreme Court, by simple majority vote of the Justices, may amend the Rules of

the Supreme Court.

- Subsection 2. The Rules of the Supreme Court and any such amendments shall be communicated to the President and to the Senate within one (1) week of passage.
- Subsection 3. The Senate may, by two-thirds (2/3) majority vote to approve, reject, or revise the proposed Rules of the Supreme Court amendment at the next regular meeting.

Section C. The Chief Justice

- Subsection 1. The Chief Justice of the Supreme Court shall preside over the Court, having management authority over the affairs and operations of the Supreme Court.
- Subsection 2. The Chief Justice shall conduct all disciplinary proceedings involving the President of the Association. In a case where the Chief Justice holds a conflict requiring recusal, the next most senior Associate Justice shall preside.
- Subsection 3. The Chief Justice shall rank as the most senior Justice of the Court. Where the Chief Justice is absent, recused, or the position is vacant, the most senior Associate Justice - by appointment date, then by class year, and subsequently by attendance record on the court if appointment dates are inconclusive or similar - shall serve as acting Chief Justice. If all above methods prove inconclusive, the remaining Associate Justices will determine amongst themselves who will serve as acting Chief Justice.

ARTICLE IV. SENATE ADMINISTRATION

Section A. Meetings of the Senate

- Subsection 1. The regular meetings of the Senate shall be held in the facilities of the Washington College of Law starting on the first week of each semester at 10:10 pm and continuing on a bi-weekly basis while classes are in session.
- Subsection 2. Special Meetings may be convened by the President, the Speaker, or by request to the Speaker of any five (5) members of the Senate. The date, time, place, and specific purpose of the meeting shall be communicated to the Senate at least seventy-two (72) hours in advance of the scheduled meeting. Business not designated for the special meeting may not be considered.

Section B. Senate Meeting Attendance and the Establishment of Quorum

- Subsection 1. Members of the Senate shall attend all meetings of the Senate and the committees of which they are members.
- Subsection 2. The presiding officer shall ensure that quorum is achieved to consider Senate business. Any Senator may call for quorum, at which point the presiding officer shall confirm the presence of a quorum prior to resuming Senate business.
- Subsection 3. The Secretary of the Senate shall keep a record of attendance for each meeting of the Senate. Committee chairs shall keep a record of attendance for each meeting of the committees of the Senate.
- Subsection 4. The reasons for and the absence from meetings of the Senate and its committees shall be communicated to the presiding chair with reasonable notice prior to the roll call or be deemed "unexcused." What constitutes "reasonable notice" shall be determined by the presiding chair of the meeting and communicated to Senators at the first Senate or committee meeting of each semester.
- Subsection 5. The following excuses shall be authorized for notification under these Bylaws:
 - (i) An academic or professional conflict;
 - (ii) A religious holiday;
 - (iii) A serious physical or mental illness;
 - (iv) A family emergency; and
 - (v) Another reason accepted in advance of the meeting in question by the presiding officer of the Senate or applicable committee chair.

- Subsection 6. In the case of an absence from a Senate meeting, Senators may appoint another Senator as a proxy for the duration of the absence from the meeting. The written intention to appoint a proxy, which shall include the name of the Senator, must be submitted in the same timeframe as that of a requested absence from the meeting. Proxies shall exercise the full rights of the represented Senator while serving as a proxy. The use of a proxy shall not excuse an absence. A proxy vote shall not be counted toward quorum.
- Subsection 7. Members of the Senate may only register two (2) unexcused absences for Senate meetings. Upon a subsequent unexcused absence, the member seat in question shall be immediately vacated and open for nomination.
- Subsection 8. Members of the Senate may only register four (4) unexcused absences for Senate committee meetings of which they are a member. Two absences from Senate committee meetings shall be counted as one absence from a Senate meeting.
- Subsection 9. In the case of an absence from a Senate committee meeting, Members must have another Senator not already on the committee attend the meeting in their place.

Section C. The Opening of the Senate Session Meeting

- Subsection 1. The first regular meeting of the academic year shall be held for the following purposes:
- (i) The election of the Speaker Pro Tempore;
 - (ii) The consideration of nominees for standing committee chairpersons and any Executive or Judicial officers of the Association;
 - (iii) The announcement of Senate officer appointments, i.e., special committee chairs, the Secretary of the Senate, and the Senate Parliamentarian;
 - (iv) An orientation session or overview on the operations of the Senate and parliamentary procedure;
 - (v) A report from the President on the summer operations of the Executive Cabinet and the state of the Washington College of Law Student Bar Association;
 - (vi) The appointment of the Elections Commission and its chairperson; and
 - (vii) Any other initial items of Senate business or administrative items requiring immediate consideration.

Section D. Meeting Sine Die

- Subsection 1. The final meeting in April shall be known as the Meeting Sine Die, which may include:
- (i) The certification of spring election results;
 - (ii) The swearing-in of the newly elected Senators;
 - (iii) The swearing-in of the newly elected President and Vice President;
 - (iv) The final addresses and reports of the outgoing President, Vice President, and other executive appointees; and
 - (vi) Any other remaining Senate business or administrative items requiring consideration.

Section E. Senate Meeting Decorum & Procedure

- Subsection 1. All comments, questions, points, and motions shall be addressed to and through the presiding officer in Senate and committee meetings.
- Subsection 2. The meetings of the Senate shall be governed by the Senate Rules of Order, the most recent edition of Robert's Rules of Order, and the governing documents and duly passed legislation.
- Subsection 3. Members of the Senate shall not use slanderous, unprofessional, or otherwise offensive language while speaking in the Senate. The presiding officer shall enforce this rule.
- Subsection 4. The presiding officer must recuse themselves on any question in which they have a conflict of interest.
- Subsection 5. The most senior standing committee chair, by length of service in the Senate and then by class year, shall preside over the Senate where the Speaker nor the Speaker Pro Tempore cannot or may not. They shall bring the meeting to order, and organize the

election of a temporary chairperson, whose term shall end at either the conclusion of the meeting or the entrance of the Speaker or Speaker Pro Tempore.

Section F. Senate Debate & Speaking Rights

- Subsection 1. For each legislative item before the Senate, there shall be a presentation by the sponsor or author of the item, a period of questions, and a period of debate. The Senate may place restrictions or dispense with these items, at its discretion, by motion. A sponsor is a Senator who introduces and/or supports a resolution on the floor of the Senate.
- Subsection 2. Members of the Senate shall not forward argumentative statements during the period designated for questions. The presiding officer shall enforce this provision.
- Subsection 3. Members of the Senate shall enjoy full speaking and voting rights, which include the rights to speak in debate, make and second motions, and present legislation.
- Subsection 4. Voting by Senate members may only be circumscribed in the case of a clear conflict of interest. Senators shall hold themselves to the highest integrity in assessing such conflicts and act accordingly. The Senate may, by two-thirds vote, move to excuse a Senator from the meeting chamber during a vote, citing conflict(s) of interest in the motion.
- Subsection 5. The President of the Association and Executive Officers may ask questions, where applicable, but may not make motions or vote.
- Subsection 6. The Vice President shall enjoy the same speaking rights as the President, when not presiding over a Senate meeting as Speaker.
- Subsection 7. Members of the public or Association officers not herein authorized to speak may ask questions on business items in the same manner as members of the Senate during the period designated for questions. Speaking rights must be granted by the presiding officer to speak during debate.
- Subsection 8. The Senate may limit the speaking rights, time, or frequency of any attendee.
- Subsection 9. The presiding officer may instruct the Secretary of the Senate or the Senate Parliamentarian to speak to a matter pertaining to their Senate function.

Section G. Senate Agenda & Minutes

- Subsection 1. The agenda of Senate meetings shall be compiled by the Speaker and made available to the members of the Senate at least thirty-six (36) hours prior to the start of each meeting.
- Subsection 2. Submissions to the agenda shall be due by seventy-two (72) hours prior to the meeting. The Speaker and the Speaker Pro Tempore shall enforce this rule. Additional amendments or modifications to the agenda may be considered by the Senate.
- Subsection 3. The order of business and agenda for each meeting shall be set to the order stipulated in Appendix A to these Bylaws. The order may be modified by simple majority vote of the Senate.
- Subsection 4. The Senate shall review and approve the minutes of each meeting, during the subsequent meeting.
- Subsection 5. The Senate Journal shall be the official record of Senate action for the Association, organized by Senate Session and academic year and compiled by the Senate Secretary. It shall include all Senate and committee agendas and minutes and passed and signed Senate resolutions.

Section H. Legislation

- Subsection 1. Resolutions shall be the primary legislative tool of the Senate.
- Subsection 2. Any student shall enjoy the privilege to author and submit legislation, which must bear the signatures of at least fifty (50) students of the Juris Doctor body.

- Subsection 3. Every resolution which passes the Senate shall be signed by the presiding officer and the Secretary of the Senate.

Section I. The Speaker Pro Tempore

- Subsection 1. The Speaker Pro Tempore shall be deemed the most senior member of the Senate and assist the Speaker in the orderly administration of Senate and committee business, the compilation of the Senate meeting agenda, the formatting of legislation for Senate consideration.
- Subsection 2. The Speaker Pro Tempore shall preside in all meetings where the Speaker, by choice, incapacity, or other conflict, is not presiding over the Senate.
- Subsection 3. The Speaker Pro Tempore shall be the vice chair of the Committee on Rules and Privileges.
- Subsection 4. The Speaker Pro Tempore shall be nominated by any member of the Senate and elected by the Senate membership and shall serve a term lasting until the adjournment of the Senate session.
- Subsection 5. The Speaker Pro Tempore shall perform any other duties as directed by the Senate through legislation.

Section J. The Secretary of the Senate

- Subsection 1. The Secretary of the Senate shall be an officer of the Senate appointed by the Speaker but without voice or vote. The Secretary of the Senate shall maintain the official records and the roll of the Senate and take the minutes at all meetings of the Senate.
- Subsection 2. The Secretary of the Senate shall assist the Speaker and Speaker Pro Tempore in the compilation of the agenda and formatting of legislation.
- Subsection 3. The Secretary of the Senate shall communicate the minutes and passed legislation of each meeting within five (5) business days of the meeting's conclusion to the Senate.
- Subsection 4. The Secretary of the Senate shall not be a member of the Senate, a Justice of the Supreme Court, or an Executive Officer.
- Subsection 5. They shall serve a term lasting until the adjournment of the Senate session.
- Subsection 6. The Secretary of the Senate shall perform any other duties as assigned by the Speaker.

Section K. The Senate Parliamentarian

- Subsection 1. The Senate Parliamentarian shall be an officer of the Senate appointed by the Speaker but without voice or vote. The Senate Parliamentarian shall advise the Senate on parliamentary procedure, the governing documents of the Association, and Senate procedures and protocol.
- Subsection 2. The Senate Parliamentarian may not have voice nor vote in the Senate except as permitted by act of the Senate or order of the presiding officer.
- Subsection 3. The Senate Parliamentarian shall not be a member of the Senate, a Justice of the Supreme Court, or an Executive Officer.
- Subsection 4. The Senate Parliamentarian shall be an ex-officio member of the Senate Law and Revision and Rules and Privileges Committees.
- Subsection 5. The Senate Parliamentarian shall serve a term lasting until the adjournment of the Senate session.
- Subsection 6. The Senate Parliamentarian shall perform any other duties as assigned by the Speaker.

Section L. Senate Seat Vacancies

- Subsection 1. The Speaker shall publicize vacant Senate seats to the Senate and student body. Senators may nominate and students may apply to fill vacant Senate seats, who are referred to

and considered at the next meeting of the Committee on Rules and Privileges.

- Subsection 2. Upon favorable recommendation by the Committee on Rules and Privileges, the Senate shall consider the confirmation of the nominee to the vacant senate seat, which requires a simple majority vote to be confirmed.
- Subsection 3. The confirmed nominee shall assume the seat for the remainder of the term upon being sworn in by the presiding officer of the Senate.

ARTICLE V. GENERAL PROVISIONS

Section A. Reporting, Archival, and Open Association Policies

- Subsection 1. Executive officers shall submit their reports in writing to the Senate.
- Subsection 2. All legislation, policy, judicial opinion, regulations, and executive reports of the Association shall be published on an official Association website or uploaded to an official Association repository of documents to which all students have access within forty-eight (48) hours of its passage or pronouncement.
- Subsection 3. The President of the Association, or their designee, shall be responsible for the timely and sufficient update of legislation, news, events, documents, and other media on all Association communication channels.
- Subsection 4. Upon request, Association shall make available any document of the Association unless prohibited by the Constitution, these Bylaws, or relevant University policy. In such cases, the President shall communicate the reasoning in a timely fashion.
- Subsection 5. At no time shall emails, online correspondence, and similar communications, including but not limited to text messages and messages in group messaging apps, substantially pertaining to the conduct of Association business by Association officers be deleted or mislaid without proper justification. The Association shall take sufficient measures to ensure Association emails are stored in “back-up” or contingency servers.

Section B. Resignation and Vacancy Notifications

- Subsection 1. The President shall communicate their resignation in writing to the Vice President, effective upon receipt.
- Subsection 2. Members of the Senate shall communicate their resignations in writing to the Speaker and the Speaker Pro Tempore, effective upon receipt.
- Subsection 3. Resignations of Executive or Judicial Officers shall be communicated in writing to the President, effective upon receipt.
- Subsection 4. The Association shall post public notices of all vacancies occurring within any branch of the Association and provide sufficient time for students to be notified of and apply for any vacancies.

Section C. Policies for Subsidiary Student Bar Association Entities

- Subsection 1. All commissions, councils, boards, and entities with duly delegated power over students, student groups, entities, or programs shall establish an open forum of meeting and transacting business. Business shall be transacted in a format conducive to fair and equitable resolution of matters under its jurisdiction.
- Subsection 2. Such bodies shall regularly send decisions, meeting minutes, and other like materials to the Executive Branch for appropriate archive management.
- Subsection 3. Subsidiary entities may create procedures and policies, which shall be reviewed, amended, adjusted, or revoked by Senate legislation, to regulate and effectuate procedural and substantive efficiency.
- Subsection 4. The heads of subsidiary entities shall periodically report to the President, or its designee, as to keep abreast of the day-to-day operation of the duties under their charge. All subsidiary entities shall be subject to reasonable Senate oversight but shall

have sufficient independence to execute the mission and mandate.

- Subsection 5. The President may remove members of subsidiary entities upon sufficient showing of just cause, which may be appealed to the Senate, or by impeachment.
- Subsection 6. Decisions and actions of subsidiary entities shall be binding and held as policy on those entities regulated under its jurisdiction and may be appealed to and shall be subject to rulings of the Supreme Court and/or Senate oversight, where applicable and appropriate.

Section D. The Student Bar Association Elections

- Subsection 1. There shall be an Elections Handbook which shall govern the election operations and procedures of the Association not covered by these Bylaws.

Section E. Student Bar Association Finances

- Subsection 1. The Student Activity Fund shall be the primary source of funding for the Association.
- Subsection 2. The President and the Director of Finance shall authorize expenditures.
- Subsection 3. The Chairperson of the Senate Finance Committee shall be the primary liaison to the Executive Branch and Washington College of Law administration on financial management, oversight, and stewardship by the Senate.
- Subsection 4. The Chairperson of the Senate Finance Committee shall coordinate and lead the annual allocation process of the Association and may promulgate rules on proper submissions for budget consideration, with the concurrence of the Senate Finance Committee.
- Subsection 5. The Association's Annual Budget shall be prepared by the Senate Finance Committee and be submitted to the Senate for approval, which shall require a simple majority vote for approval, no later than the first day of April.
- Subsection 6. The Senate Finance Committee may consider all legislation of a financial nature, including the allocation of budgets for student organizations, the Association's Executive Budget, and other requests for allocations from the Student Activities Fund. Such a process and its procedures shall be publicly announced at least thirty (30) days prior to the commencement of Annual Budget Allocation hearings and published in the Finance Handbook for permanent notification.
- Subsection 7. Authorizations of expenditures, contracting for services, and allocations of Association Funds to student organizations shall conform to the procedures in the Finance Handbook and University policy.
- Subsection 8. At no time shall any Association officer, member, affiliate, or recognized entity misuse, embezzle, obfuscate, or otherwise perform dishonorably with Association finances. Such actions shall open the offending party to investigation and disciplinary action as can be found under these Bylaws.

Section F. Disciplinary Provisions

- Subsection 1. Any member of the Senate, officer of the Association, or entity subject to its jurisdiction may be brought before the Senate for disciplinary action for the following offenses, including but not limited to:
 - (i) Malfeasance;
 - (ii) The willful, reckless, or negligent misappropriation or embezzlement of Association funds, or the willful, reckless or negligent authorization of the same;
 - (iii) The willful, reckless or negligent cause of damage to the reputation of the Association;
 - (iv) Interference in or obstruction of an investigation conducted by the Association, its officers, or its entities; and/or
 - (v) Failure to abide by Association policy.
- Subsection 2. A complaint must be submitted in writing, with appropriate supporting documentation

and the name(s) of the charging party, to the Speaker and the Speaker Pro Tempore who shall immediately refer the matter to the Committee on Rules and Privileges.

- Subsection 3. A complaint shall contain the following:
- (i) A short and plain statement of the facts surrounding the alleged violations of Association policy;
 - (ii) A short, reasonably particular, and plain statement of the specific Association policies violated; and
 - (iii) The signature of the complaining party or parties, signifying an affirmation of the accuracy and veracity of the allegations, to the best of their knowledge, subject to the provisions of the Honor Code.
- Subsection 4. If a member or officer of the Association has been charged by the submission of a complaint, they shall be notified in writing and provided a copy of the complaint leveled against them within 48 hours. They shall be advised, in this communication, of all policies regarding disciplinary procedures.
- Subsection 5. Within ten (10) days of receipt of the complaint by accused, the accused may submit a written answer to the complaint to the Speaker and Speaker Pro Tempore, which shall contain the following:
- (i) A short and plain set of statements either admitting or denying the allegations asserted in the complaint;
 - (ii) A short, reasonably particular, and plain set of statements as to any defenses available under Association policy or that of the Washington College of Law; and
 - (iii) The signature of the responding party or parties, signifying an affirmation of the accuracy and veracity of the responses, to the best of their knowledge, subject to the provisions of the Honor Code.
- Subsection 6. Upon receipt of a complaint, and any applicable answers, the presiding officer of the Committee on Rules and Privileges shall convene the Committee on Rules and Privileges within five (5) days to determine whether the complaint has reasonably sufficient merit to be heard by the Senate.
- Subsection 7. A simple majority vote of the Committee on Rules and Privileges is required to move forward with a full disciplinary hearing, which shall be scheduled at the next available date. Failure to reach such a majority shall constitute an immediate dismissal of the complaint and closure of the matter alleged.
- Subsection 8. Formal disciplinary hearings held by the Senate shall be separate from regular Senate business meetings.
- Subsection 9. A formal hearing shall commence with the Senate hearing the findings of the Committee on Rules and Privileges on the complaint, which shall be limited to whether there is reasonably sufficient evidentiary merit, reasonably interpreted with all submitted facts taken as true, for a hearing before the Senate.
- Subsection 10. The Senate shall then hear from the complainant and respondent on the charges presented, with equal time allocated to each party. Each party may be represented by another student, if they so choose.
- Subsection 11. After each party has had the opportunity to present their argument before the Senate, the Senate shall debate whether to find the respondent “responsible” or “not responsible.”
- Subsection 12. A motion to find a respondent either “responsible” or “not responsible” on each charge or all charges shall require a two-thirds (2/3) majority of the Senate to pass. The vote shall be taken by secret ballot, unless otherwise ordered by the Senate.
- Subsection 13. If a Senate member or officer is found responsible, they shall be excused from the meeting room while the Senate shall debate appropriate disciplinary sanction.

- Subsection 14. A motion to sanction shall require two-thirds (2/3) majority of the Senate to pass. The vote shall be taken by secret ballot, unless otherwise ordered by the Senate.
- Subsection 15. The presiding officer shall inform the Association member of the sanction selected by the Senate, at which point the meeting shall be adjourned. The Secretary of the Senate shall send a formal notification of the Senate's decision to all parties and the Senate within five (5) business days of the meeting's adjournment.
- Subsection 16. In the case of a member of the Executive Branch being the subject of the disciplinary hearing, the Speaker Pro Tempore shall preside over the Senate hearing. In all other cases, the Speaker of the Senate, or his/her designee, shall preside.
- Subsection 17. Disciplinary sanctions can include, but are not limited to:
 - (i) Formal Censure;
 - (ii) Suspension from Office;
 - (iii) Removal from Office; and/or
 - (iv) Referral to WCL Honor Code Prosecution.
 - (v) Subsection 18. The Association shall comply with any necessary reporting obligations as it pertains to students participating in the Association and any reporting of activities to applicable Bar examiners or admission entities.

Section G. Student Bar Association Oath of Office

- Subsection 1. Upon the certification of election results by the Senate or the Senate's confirmation of a nomination, the newly elected Association member shall be required to take the following oath of office, prior to assuming their duties:

“I, (STATE NAME), do solemnly swear (or affirm) that I will diligently and faithfully execute the duties and responsibilities of the office of (STATE OFFICE HELD). I will abide by the governing documents and policies of the Student Bar Association, and I will work to my fullest ability to promote the interests and welfare of the students of the American University Washington College of Law.”
- Subsection 2. Any duly sworn Executive or Judicial Officer of the Association may administer the oath.

Section H. The Officers-Elect of the Student Bar Association

- Subsection 1. Upon the certification of election results for the annual executive elections, the victors of the presidential election shall be known as the “President-Elect” and “Vice President-Elect.”
- Subsection 2. The sitting officers and the officers-elect shall engage in a formal process of transition, starting from the certification of the election results until the point at which the officer-elects take office.
- Subsection 3. Following the certification of the election results, outgoing Executive Officers shall transfer all documents, passwords, information, office keys, and other property belonging to the Association by the first day of the incoming Executive Officers' term. Failure to transfer Association property to the incoming Executive Officers shall constitute a violation of Association policy.
- Subsection 4. The President-Elect may interview and formally nominate eligible students for the stipulated members of the Executive Cabinet. The Senate may consider these nominations at any time prior to the adjournment sine die of the sitting Senate session.
- Subsection 5. The President-Elect may submit a budget proposal to the Senate to fund executive operations of the Association. The Senate may consider the budget proposal with the Annual Budgetary Allocation process.
- Subsection 6. The Vice President-Elect may organize the incoming Senate into committees and entertain interest for committee positions and Senate officer positions.

ARTICLE VI. DEFINITIONS, AMENDMENT, APPROVAL, AND REVISION

Section A. Definitions

- Subsection 1. **Student Activity Fund:** A sum of money derived from the Student Activity Fee for carrying out the business of the Association.
- Subsection 2. **Annual Budget:** The compilation of all budget allocations to recognized student organizations, the Executive Branch, and other requests for allocations from the Student Activities Fund as prepared by the Senate Finance Committee.
- Subsection 3. **Administration Policy:** An internal Association policy or regulation that governs the administration of the Association and has no effect upon external organizations except as provided by that policy or regulation.
- Subsection 4. **Auxiliary Services:** Non-educational services provided to Washington College of Law students.
- Subsection 5. **Auxiliary Fees:** Mandatory fees paid by Washington College of Law students used to fund auxiliary services.
- Subsection 6. **Recess:** A period in which the Senate does not meet due to a break in the academic schedule.
- Subsection 7. **Conflict of Interest:** A situation in which an individual is in a position to derive personal benefit from actions or decisions made in their official capacity.

Section B. The Bylaws

- Subsection 1. The Bylaws and amendments thereto shall require a two-thirds (2/3) majority approval of the Senate to pass.
- Subsection 2. All amendments to the Bylaws shall be made in writing and submitted as a bill, in a manner consistent with other legislation. The Secretary of the Senate shall certify any approved amendments and update the Bylaws with the language approved by the Senate.
- Subsection 3. Motions made during Senate meetings to “suspend the rules” of the Bylaws, regarding and limited to regular rules of procedural order within the context of Senate meetings, shall last for a period of one (1) meeting. At any time, a member of the Senate may call for the regular order of the Senate to be restored.
- Subsection 4. The following provisions shall be disallowed from suspension by the Senate:
- (i) Disciplinary Provisions; and
 - (ii) Student Bar Association Elections.

Section C. Appendices and Handbooks

- Subsection 1. Handbooks containing binding policy shall be considered legislative acts of the Senate and may be amended, revised, or repealed entirely by appropriate legislation.
- Subsection 2. Amendments to the Handbooks shall be published in a timely fashion.
- Subsection 3. Appendices to these Bylaws shall be considered as subordinate extensions of the Bylaws, constituting self-contained rules of procedure that clarify specific topical policy areas. They shall provide their own method of amendment, where applicable.

APPENDICES

APPENDIX A:
THE STUDENT BAR ASSOCIATION
SENATE RULE OF ORDER

Pursuant to Article II, Section C, Subsection 2(iv) of the Student Bar Association Constitution, the following rules of order are hereby established for the Senate's orderly operation.

Section i. Powers and Responsibilities of the Presiding Officer

- Rule 1. The presiding officer is the officer presiding over the Senate or committee meeting. The presiding officer shall be impartial on all matters coming before the Senate and in administering the duties of the Chair. If the presiding officer seeks to speak on the floor of the Senate, or in the event of an Executive Officer authoring a piece of legislation, the Chair shall be yielded to the next available officer until the Senate has dispensed with the matter.
- Rule 2. The Speaker or Speaker Pro Tempore may decline to schedule or refer legislation that plainly contravenes the governing documents of the Association. Such an action shall require immediate notification of the sponsor of the legislation.
- Rule 3. The rulings of the presiding officer on points of order shall be binding Senate policy in the session of the Senate in which they are pronounced and shall be noted in the minutes unless appealed by the Senate by simple majority vote.

Section ii. The Senate Agenda & Legislation

- Rule 1. The Agenda to be used for the regular meetings of the Senate shall be comprised of the following sections:
- (i) Call to Order
 - (ii) Roll Call
 - (iii) Adoption of the Agenda
 - (iv) Approval of the Minutes
 - (v) Public Comment
 - (vi) Reports from Executives
 - (vii) Reports from Senate Committees
 - (viii) New Business
 - (ix) Public Comment
 - (x) Good of the Order & Public Announcements
 - (xi) Adjournment
- Rule 2. The presiding officer may propose a draft of the meeting agenda. Final approval and ordering of the agenda contents shall require a simple majority vote by the Senate to pass.
- Rule 3. In the case of special visitors or dignitaries who seek to speak before the Senate, the presiding officer or the Senate may suspend the regular order of business to accommodate the presentation.
- Rule 4. The agenda for special meetings of the Senate shall be specifically tailored for the reason for the meeting's call and issued by the President, under their authority to convene special meetings of the Senate, by the Vice President, or by the requisite number of Senators required to call such a meeting.
- Rule 5. The format of legislation shall conform to that of Appendix B to the Bylaws. Legislation may include supporting materials of reasonable length. All Resolutions shall be numbered and organized by the academic year, in which it was considered, and the numerical order of its introduction (i.e. "RESOLUTION 17-18-001").

- Rule 6. Each Senator's vote on an individual piece of legislation shall be recorded in the senate meeting and minutes as either an:
- "Aye"
 - "Nay"
 - "Abstention"
- Rule 7. Regular meetings of the Senate shall cease taking up new items of legislative business by 12:00 AM, unless otherwise extended by the Senate. If in the middle of a legislative item at the default adjournment time, the Senate may finish the item before the body or otherwise dispense with it through parliamentary means.

Section iii. The Legislative Process

- Rule 1. Upon the submission of legislation to the Speaker and Speaker Pro Tempore, they shall be added to the agenda for first consideration. At first reading, the presiding officer shall announce the legislation and immediately refer the legislation to the appropriate committee(s). Sponsors, authors, or supporters of specific legislation or actions may be heard during a committee's consideration of legislation or other Senate business, at its next available meeting after referral of the agenda item.
- Rule 2. The committee may recommend the legislation, propose amendments, or changes by a simple majority vote. Amendments to legislation shall be relevant and germane to the subject and purpose of the item being considered.
- Rule 3. Legislation receiving a favorable vote in committee may be brought forward by the committee chair to the Senate for second. A presentation by the sponsor, remarks from the committee chair, questions, and debate will be held on the legislation, and the Senate shall vote on the legislation.
- Rule 4. Legislation not receiving favorable recommendation shall not be reported by the committee chair or placed on the Senate agenda. The committee's recommendation may be appealed to the Senate for consideration.
- Rule 5. The Senate may waive first consideration, on a case-by-case basis, upon the passage of a motion. A waiver of first consideration shall allow the proposed legislation to be debated and voted upon within the same meeting of its original proposal.

Section iv. Debate and Decorum

- Rule 1. The presiding officer shall be empowered to enforce order and decorum on the floor of the Senate, in accordance with applicable policies and Robert's Rules of Order.
- Rule 2. If a member of the Senate or Executive speaking before the body asserts a lack of decorum while they control the floor, the Senate may suspend their comments and demand the enforcement of decorum. The presiding officer shall then enforce the Senate's rules of order.
- Rule 3. In the case of severe breaches of decorum in the face of warnings from the presiding officer, a member of the Senate may move to expel a member, observer, or other non-voting party from a meeting of the Senate for unruly behavior, for a period of one meeting. The presiding officer may also, sua sponte, lay such a recommendation before the Senate. Such a motion or recommendation shall require a two-thirds majority for passage.
- Rule 4. All points of debate and points of information must be reasonably germane and relevant to the question before the body. The presiding officer shall be empowered to ask members to suspend comments that do not conform to this rule.
- Rule 5. At no point shall persons speaking or presiding in the Senate make personal reflections on the Chair, other members of the Senate, fellow students, staff, or faculty. At all times, debate shall be conducted in a professional, parliamentary manner.
- Rule 6. Each speaker is entitled to two one-minute speeches for each question before the Senate. The Senate may extend, limit, or suspend this rule. In recognizing members for debate, the

presiding officer shall give preference to persons having not spoken on the question before the Senate prior to returning to previous speakers.

- Rule 7. Debate shall be limited to ten (10) minutes, not including time taken to address properly raised points or appeals of rulings of the presiding officer.
- Rule 8. Debate, points of information, and motions to amend must be germane to the question or legislative item before the body. Members of the Senate may not make motions that are found to be dilatory or to otherwise prevent the orderly and prudent conduct of student business, in explicit nature or implicit intent. The presiding officer shall rule out of order debate, questions, points, motions, and other speech not in compliance with this provision and those rules adopted by the Senate or provided by Robert's Rules of Order.

Section v. Suspension and Amendment of the Rule of Order

- Rule 1. The Senate Rules of Order shall be amended by resolution, in a manner consistent with the Bylaws.
- Rule 2. A simple majority shall be required for passage; however, amendments to the Rules of Order shall take effect at the next meeting of the Senate after their passage.
- Rule 3. No portion of the Rules of Order may contradict the Constitution or Bylaws of the Student Bar Association.
- Rule 4. The Rules of Order, or any part thereof, may be suspended by motion for a period of one meeting. The suspension may be lifted within a meeting by a call for "regular order" by any Senate member, which shall require a two-thirds (2/3) majority to pass. Otherwise, the suspension shall lapse at the end of the meeting in which it was instituted.

APPENDIX B: STUDENT BAR ASSOCIATION RESOLUTION

American University
Washington College of Law
Student Bar Association Senate
XXth Session

RES YR-YR-XXX

A Resolution to (INSERT TITLE OF RESOLUTION)

IN THE SENATE OF THE STUDENT BAR ASSOCIATION

(DATE INTRODUCED)

Senator (INSERT NAME) for (INSERT CONSTITUENCY)

TEMPLATE

Whereas, (explain the rationale for the bill and provide supporting information in one or more like clauses),

Now therefore, be it...

ENACTED, that... (provide the specific action items or policy statements, directing the Student Bar Association, its officers, entities or affiliates to do something or adopt/change a policy in one or more like clauses)

COMMITTEE OF JURISDICTION:

- Academic Affairs Committee
- Committee on Rules and Privileges
- Finance Committee
- Groups and Organizations Committee
- Student Life & Services Committee
- Other Committee: _____

Committee Vote:

_____ to _____ to _____

Senate Vote:

_____ to _____ to _____

PASSED

FAILED

SIGNED:

INSERT NAME INSERT NAME

Vice President & Speaker of the Senate

President of the Student Bar Association

VETOED:

INSERT NAME

Secretary of the Senate

INSERT NAME

President of the Student Bar Association

RATIFICATION & AMENDMENT RECORD

The Governing Documents of the Student Bar Association

INITIAL RATIFICATION

- Senate Vote
 - Date: 08/22/2017
 - Vote Count: 11 - 0 - 1
- Student Referendum
 - Date:
 - Number of Voting Students:
 - Number of Affirmative Votes:

AMENDMENTS

The Secretary of the Senate shall record the specific document amended (Constitution, Bylaws, or Senate Rules of Order), as well as the date of amendment and ratification, where applicable.

HISTORY

1. The Constitution of the Student Bar Association was revised and re-adopted under the charge of Vice President Mark A. Dunham on March 29th, 2017 – Student Bar Association President William Warmke presiding.
2. The Bylaws of the Student Bar Association was revised and re-adopted under the charge of President Allen Liu on August 22nd, 2017 – Student Bar Association President Allen Liu presiding.
3. The Constitution of the Student Bar Association was revised and re-adopted under the charge of President Timothy R. G. Schmeling on April 13th, 2021 – Student Bar Association Vice President Ainsley F. Kilpatrick presiding.
4. The Bylaws of the Student bar Association was revised and re-adopted under the charge of President Timothy R. G. Schmeling on April 13th, 2021 – Student Bar Association Vice President Ainsley F. Kilpatrick presiding.
5. The Bylaws of the Student Bar Association was revised and re-adopted under the charge of President Reganne Hardy on February 25, 2025 – Student Bar Association Vice President Julia Feder presiding.
6. The Constitution of the Student Bar Association was revised and re-adopted under the charge of Vice President Stacey B. Barrack on February 7, 2026 – Student Bar Association President Nicholas Menacho-Foronda presiding.
7. The Bylaws of the Student Bar Association was revised and re-adopted under the charge of Speaker Pro Tempore Julia Feder on February 10, 2026 – Student Bar Association President Nicholas Menacho-Foronda presiding.
8. The Bylaws of the Student Bar Association was revised and re-adopted under the charge of Vice President Stacey B. Barrack on March 24, 2026 – Student Bar Association President Nicholas Menacho-Foronda presiding.