

## SBA Bylaws

### **I. Funding and Travel requests**

A. The following rules shall apply to both the Student Organizations and the FIU Law Administration.

B. **Timing.** All funding and travel requests must be submitted through the SBA website 72 hours prior to the SBA Budget Meeting in which the organization or individual(s) want its request considered.

#### **C. Presentment**

1. When an organization makes a funding request, the requesting organization is required to have a representative present at the SBA Budget Meeting. If a representative is not present at the SBA Budget Meeting, the request will be tabled until the next scheduled meeting or denied.
2. For purposes of presenting funding requests, the requesting organization may be present at the SBA Budget Meetings via telephonic or electronic media.
3. When individual(s) submit a travel request, each individual is required to be present at the SBA Budget Meeting. The individual(s) cannot have a representative present on their behalf. If the individual is not present at the SBA Budget Meeting, the travel request will be tabled until the next scheduled meeting or denied.
4. For purposes of presenting travel requests, the requesting individual(s) may be present at the SBA Budget Meetings via telephonic or electronic media.

#### **D. Voting**

1. The SBA shall vote on funding requests at its SBA Budget Meetings.
2. A simple majority is required for approval.
3. The President, Vice-Presidents, and Treasurer that are on the board of the requesting organization shall not vote on the funding request.
4. The SBA may vote on funding requests electronically in the following situations:
  - a. Emergencies;
  - b. Errors or mistakes made by the SBA.

### **E. General Body Meetings**

1. The SBA will fund a valid food expenditure for one (1) general body meeting (GBM) per semester for an active FIU Law student organization.
2. Under no circumstance shall a funding request for a GBM exceed \$250.00. This limit applies even if organizations choose to co-sponsor.

### **F. Requirements**

1. Funding requests must be submitted using the form provided by the Student Bar Association titled SBA Funding Requests.
2. All funding requests must be as specific as possible, and must include specific amounts for the food and beverages.
3. Calendar Rule—No two events may take place on the same date at the same time, unless they are co-sponsored events taking place in the same location. If the SBA Board receives funding requests which violate this rule, the Board will proceed as follows:
  - a. Ask the student organizations to resolve the conflict by either providing alternative dates or combining their events, and then proceed with voting on the funding requests.
  - b. In the event that the student organizations cannot resolve the conflict themselves, the Board reserves the power to vote on the funding request which was submitted earlier in time and table the second funding request until the student organization can resolve the conflict.
4. The money shall be limited to Student Organizations that are active and in good standing with the SBA. Student Organizations remain active and in good standing with the SBA by meeting the following conditions:
  - a. Providing the SBA Treasurer with a proposed budget for the following year. The proposed budget must be submitted at least thirty (30) days prior to the first SBA Meeting of the Fall Semester and must comply with the following guidelines:
    1. Each item in the proposed budget must be as specific as possible, including but not limited to the nature of the event,

the semester in which the event will take place, and an estimate of the amount to be requested.

2. Proposed budgets must include a separate proposal that only includes travel requests for travel expenses.
- b. Updating their FIU Law Student Organization website and providing the SBA Secretary with a copy of the SBA Information Guidelines signed by all Board members by the end of the Spring Semester.
- c. Having at least one (1) board member present at all SBA General Meetings. Student Organizations that fail to attend two (2) consecutive SBA General meetings will be considered as non-compliant and in accordance with Section 5 shall have their “active” status suspended.
- d. Within 48 hours of an SBA funded student organization event, the Student Organization must submit the flyer for the event, receipt, and sign-in sheet using the form provided by the Student Bar Association titled SBA Post-Event Form. Failure to submit these documents within the requisite time period may result in inactive status.
- e. No Student Organization that falls under the jurisdiction, funding, activity, or agency of the Student Bar Association may discriminate, hinder, prevent, or take action against, a student for showing, expressing, or disclosing organizational affiliation regardless of the organizational affiliation presented.
- f. The Student Bar Association and all student organizations will comply with FIU policies and procedures (FIU 2501 Student Conduct and Honor Code) which defines OS Bylaws Page 45 of 50 hazing as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a Student for purposes including, but not limited to, initiation or admission into, affiliation with, or the perpetuation or furtherance of a tradition or ritual of any Student Organization operating under the sanction of

the University or other organization or group not officially recognized by the University. Although hazing is typically related to a person's initiation or admission into, or affiliation with a Student Organization, athletic team (intramural, club or intercollegiate), extracurricular activity or any other University group or organization, it is not necessary to have direct proof that a person's initiation or continued membership is contingent upon participation in the activity for a charge of hazing to be upheld. The actions of active, prospective, former, or associate members (pledges) of a student organization may be considered hazing. Organizational leaders who plan a hazing event will be held responsible even if not in attendance at an event where the hazing occurs. Hazing does not include customary athletic events or similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

5. After receiving reasonable notice at the President's discretion, organizations not complying with this subsection shall have their "active" status suspended for purposes of funding allocations for the remainder of the fiscal year, or, at the discretion of the SBA Board, after the provisions of this subsection are attained (exceptional circumstances).
6. Funding requests may not be submitted for food for executive board meetings, or any meeting or event with an expected attendance of fewer than ten (10) students.
  - a. Student Organizations with an attendance of fewer than ten (10) students for three (3) consecutive meetings/events will be required to obtain co-sponsors for any funding requests submitted during the remainder of the academic year.
7. Travel requests must be submitted using the form provided by the Student Bar Association titled SBA Travel Request.
  - a. Within 48 hours of returning from SBA funded travel, the individual(s) who attended must submit event documentation using

the form provided by the Student Bar Association titled SBA Post-Travel Documents. Failure to submit these documents within the requisite time period may result in denial of future travel requests.

8. The SBA Board reserves the power to refuse, approve, and amend any funding or travel request.

## II. Meetings

- A. **Time and Location.** The SBA Meetings (both Budget and General) shall take place in a well-known place to the student body. At least two (2) weekday meetings shall be scheduled during the week every semester so long as quorum, as defined in Article III, Section 2, of the FIU COL SBA Constitution, is met by the SBA Board. For SBA Meetings scheduled during the week, the Board shall choose a time for the meeting reasonably calculated as not to interfere with regularly scheduled classes.
- B. **Notice.** The Secretary shall notify the student body and chartered student organization leaders of the meeting, including the time and location.
- C. **Agenda.** An agenda for each meeting must be distributed to the SBA Board members the morning of the scheduled meeting. Each SBA Board member has the right to speak at any meeting. The President shall have the discretion to limit each member speaking time to no less than 5 minutes.
- D. **Minutes.** The Secretary shall take detailed meeting minutes, including but not limited to starting and ending time, attendance, substance of discussions, and topics to be revisited at future meetings. A copy for each meeting must be posted on the FIU COL website within 48 hours of the scheduled meeting.
- E. **Attendance.**
  1. **Expectation of Punctual Performance.** Members of the SBA Board are required to attend all SBA Meetings (both Budget and General), and any Board Member that fails to attend any Board Meeting shall be penalized by the Board as follows:
    - a) Two (2) absences or four (4) tardy attendances in one semester may result in a documented warning to the absent Board Member by the SBA President or in the absence of the President, by the Vice Presidents, Secretary, or Treasurer.

- b) Three (3) absences or five (5) tardy attendances in one semester shall result in consideration by the Executive Board to initiate a motion to impeach the violating Board Member at the following Board Meeting, in accordance with the impeachment process outlined in Article 6 of the Constitution of the Student Bar Association. The Executive Board shall make a reasonable attempt to inform the violating Board Member of the outcome of the Executive Board's decision to initiate the impeachment process at the Board meeting.
- c) Subsections (a) and (b) of Section E shall not be construed as limiting any Board Member's independent ability to begin a motion to impeach the violating Board Member in accordance with Article 6 of the Constitution of the Student Bar Association.

2. **Permissible Absences or Tardy Attendances.**

- a) In the event that a Board Member is unable to physically attend a Meeting, the Board Member in question may appear by telephone or other similar communication method.
- b) In the event that a Board Member is unable to attend a Meeting, either physically or via electronic method, the Board Member in question must inform the Secretary in writing of the reason for their absence with at least 24 hours' notice before the meeting.

3. **Records of Attendance.** At the commencement of each SBA Meeting, the Secretary of the Board shall take attendance of Board members present, and any absences shall be noted in the SBA attendance records along with the reasoning for the absence.

### **III. Voting**

- A. **General Voting.** Except as provided in subsection B, voting shall be done by raising hands during the SBA Board Meetings or by confirmation of those attending by telephone call. The Secretary shall record the results of the vote.
- B. **Emergency voting.**

1. Under special circumstances, voting by e-mail or electronic ballot may be conducted between scheduled SBA Board Meetings. Voting by telephone call is not permitted.
2. As stated in Article III, Section 4 of the FIU COL SBA Constitution, an emergency vote shall take place if called for by the President with the unanimous consent of the Executive Board. The SBA Executive Board shall have 1 business day to cast their vote. The Executive Board's decision shall be final.
5. If the Executive board consents to the emergency vote, voting shall take place by e-mail or electronic ballot. The SBA Board shall have 1 business day to cast their vote. Board members who do not vote within this timeframe will have their vote treated as an abstention. A simple majority is required for approval. The SBA Board's vote shall be final.

#### **IV. Elections of officers**

A. **Pre-election event.** In the weeks preceding each general election, the SBA Board shall hold an informational meeting for SBA members who are interested in running for SBA board positions. The purpose of the meeting shall be to explain the Board members' duties to prospective SBA Board members.

B. **Presidential Debate.**

1. **General.** The President shall host a Presidential Debate with the presidential candidates. The presidential debate shall take place on campus before the election.
2. **Process.** Each nominee may present a brief oral statement about why the nominee wants to serve as president. Once each nominee has been introduced, all those present at the debate may have a chance to engage in discussion. Those present shall indicate their desire to speak by raising their hand. The President shall designate who is to speak, making all efforts to follow the order in which hands were raised.

#### **V. SBA Committees**

A. **Appointment of Chairs.** The President shall appoint Chairs of each committee who are members of the student body that do not currently serve on the Board. The

Board shall approve each committee and the appointed Chair pursuant to the Constitution.

- B. **Attendance.** The Chairs of each committee shall be required to attend all General SBA Meetings. Chairs with one (1) absence or two (2) consecutive tardies in one semester shall receive a documented warning by the SBA President or in the absence of the President, by the Vice Presidents, Secretary, or Treasurer. Chairs with two (2) consecutive absences or three (3) consecutive tardies in one semester may be removed by the Board by a simple majority vote.
- C. **Responsibilities of Chairs.** The Chairs of each committee shall become non-voting members of the Student Bar Association. The Chairs of each committee will be responsible for leading the initiatives prescribed to each committee, setting the meetings/agenda, reporting to the SBA Board, and presenting initiatives to the SBA Board for approval.
- D. **Committee Members.** The committee may be composed of general student body members, faculty, alumni, and SBA board members.
- E. **SBA Liaison.** Each committee will be designated a liaison who serves on the SBA Board and will streamline communication between the SBA and the committee.
- F. **Committee.**
  - 1. **Alumni Relations Committee.** Works directly with the Alumni Office. Responsible for developing creative ways in which the SBA and the school can become involved with alumni efforts.
  - 2. **Diversity and Inclusion Committee.** Responsible for ensuring proper representation of diversity within the FIU Law community. Works directly with the school's affinity student organizations. Works to keep the conversation going around diversity efforts. Event planning around diversity programs
  - 3. **Wellness Committee.** Works to keep the conversation going around mental health and wellness efforts. Responsible for programming related to wellness. Will collaborate with the Mindfulness Association. Work to bring wellness resources to our students.



- 4. Social Committee.** This committee will focus on social events to engage our student body and increase morale. Will organize events to network, meet new friends, and have fun.
- 5. Student Organization Support Committee.** Will help facilitate a relationship between SBA and the organizations. Help maintain records of student orgs leadership, constitutions, elections and "sign in" sheets. Will contact the student orgs throughout the semester to motivate and encourage events. Committee members will work to attend events and report to SBA on how SBA can support events further.
- 6. Marketing Committee.** Responsible for the creation of flyers for SBA events/communications. Will run the Instagram account/post on Facebook. Work to share the stories of FIU Law students on the SBA account. Will promote the events of the student organizations. Will work to find creative ways to make content for the SBA account.
- 7. University Spirit Committee.** Work to raise university affinity amongst the law students. Will implement creative and new ideas for giveaways/apparel. Will promote FIU Law students to engage in university events. (ex. Homecoming, Relay for Life, Trial of the Torch, etc.) Will provide creative ideas to SBA to pantherize the law school.
- 8. Intramural Committee.** Responsible for planning Dean's and/or SBA Cup. Will coordinate opportunities for students to play sports and be active. Work to organize fitness classes. Oversee Step Challenge if done again this year.
- 9. Barrister's Ball Committee.** Will plan Barrister's Ball and collaborate with the SBA Board. Responsible for coming up with the theme, venue, budget, food, decorations, ticket sales and more. Will coordinate all efforts for the day of the event.
- 10. Finance Committee:** Will help keep expenditure records updated by aiding in the organization and bookkeeping of budget requests. Will attend meetings with the FIU Law administration alongside the SBA Treasurer to better structure the budget.

- 11. Career Development Committee:** Strives to enhance communication and interaction between the student body and the CPP office; Coordinates networking and informative events with the CPP office and other student organizations in order to assist students with building their network and marketing themselves; Will help relay important messages, from deadlines and mandatory meetings to job postings and internships; Will collect student's feedback and partner with the CPP office to determine how to elevate the student's experience with the CPP; will attend bi-weekly SBA meetings and report student and CPP office feedback and progress.
- 12. ABA-LSD Committee.** The Chair must contact both the ABA-LSD's Circuit Governor and Main Office with their name, address, and telephone number within a reasonable time after appointment. The members must subscribe to the ABA-LSD School Representatives' discussion group within a reasonable time after appointment. Should develop a plan for obtaining goals and objectives related to ABA-LSD membership, programs, and activities with the approval of the Board, with a focus on increasing membership in the ABA-LSD at the College of Law. The committee will inform the Membership concerning ABA-LSD activities and programs, including but not limited to, contests, competitions, available positions, meetings and events. The Chair will serve, with the President, as an official representative of the College of Law at designated ABA-LSD meetings and with the President, serve as an official liaison between the College of Law and other law schools within our ABA-LSD Circuit. To report to the President regarding the activities of the ABA-LSD.
- 13. SGA-LSD Committee.** The SGA Chair shall have the following duties: o report to the President regarding the activities of the SGA; to assist the Treasurer in coordinating the SBA's participation in the annual FIU SGA budget process; to serve as an official liaison between the Board and the

SGA. Any general members to the committee will help the SGA in their completely their responsibilities.

**VI. All provisions of this by-law shall take effect beginning on January 25, 2024.**