Bylaws of the DePaul University College of Law
Student Bar Association

Article I – Establishment

Section 1. Purpose

1. We, the students of DePaul University College of Law, in order to enhance the value of student degrees, increase University presence within the Greater Chicago community, develop professional skills and contacts, and promote the interests of the Student Body at large, do ordain and establish these Bylaws for the Student Bar Association of DePaul University College of Law.

2. These bylaws shall govern the operation and administration of the Student Bar Association (hereinafter “SBA”), providing an objective standard for efficient and effective operation and representation.

Section 2. Constitutional Authority

1. The Student Bar Association enacts these bylaws pursuant to its enumerated constitutional powers and nothing contained herein shall be interpreted as contradictory to the SBA Constitution.

2. These bylaws shall serve only to supplement and codify the constitutional powers of the SBA.

Section 3. Ratification and amendment

1. These bylaws shall be deemed to be ratified and take effect upon a two-thirds vote by the Board.
Article II – Executive Officers

Section 1 – The President

1. The President shall be elected, serve, and fulfill the duties in accordance with Article II of the Constitution.
2. The President shall:
   a. Act as the presiding officer of the board.
   b. Prepare an agenda for each meeting of the Board and disperse such agenda to the Board at least three (3) days prior to each Board meeting, in consideration of proposals submitted under Article I, Section 3, Part B of this Constitution;
   c. Fill vacant Board positions in accordance with the this Constitution, subject to approval of the Executive Committee by majority of those present and voting;
   d. Appoint Members to and fill vacancies in standing and ad hoc committees subject to approval of the Executive Committee by a majority of those present and voting;
   e. Have the discretion to appoint a Chief of Staff with confirmation of the Executive Committee;
   f. Attend the Annual Convention of the Law Student Division (LSD) of the American Bar Association at the reasonable expense of the SBA (reasonable expense is to be defined as the cost of any registration fee, transportation to and from the conference, lodging and a per diem food allowance);
   g. Attend other conferences of the LSD at the expense of the SBA subject to approval by a majority of the Members of the Board;
3. Should the office of the President be vacant for any reason, the Vice President shall succeed to the office for the remainder of the term, nominating a new Vice President to be confirmed by a majority of the Board.

Section 2 - Vice President

1. The Vice President shall be elected, serve, and fulfill the duties in accordance with Article II of the Constitution.
2. The Vice President shall:
   a. Assist the President in the performance of his or her duties and serve in the capacity of the President in his or her absence;
   b. Coordinate and implement a speakers’ program, with the majority approval of the full Board;
   c. Manage the SBA website in coordination with the Social Chair and Secretary;
3. Should the office of the Vice President be vacant for any reason, the President shall nominate a new Vice President to be confirmed by the majority of the Senate.
Section 3 – The Secretary

1. The Secretary shall be elected, serve, and fulfill the duties in accordance with Article II of the Constitution.

2. The Secretary shall:
   a. Take and record the minutes of each Board meeting;
   b. Inform the Student Body of the date, place and time of every Board meeting no fewer than seven (7) days prior to such meeting;
   c. Post an agenda for each meeting no fewer than three days prior to such meeting;
   d. Post in a conspicuous location a copy of the minutes of each Board meeting within five (5) days of such meeting;
   e. Publish minutes from General Board meetings no less than three days after the meeting;
   f. Make available upon request a copy of the Constitution;
   g. Distribute a copy of the Constitution and By-Laws to each Member of the Board at the beginning of his or her term in office;

Section 4 – The Treasurer

1. The Treasurer shall be elected, serve, and fulfill the duties in accordance with Article II of the Constitution.

2. The Treasurer shall:
   a. Serve as Chair of the Budget Committee to determine allocation recommendations for SBA expenditures subject to feedback by the General Board, and approval by the Budget Committee;
   b. Maintain a budget based on revenues and expenditures of the SBA;
   c. Provide budget request guidelines to student organizations within the first two weeks of each semester;
   d. Set a deadline for submission of budget requests by student organizations, and collect all budget requests submitted by those organizations;
   e. Publish final budget approvals to the treasurer and president of each student organization that timely submitted a budget request;
   f. Approve and manage expenditures for SBA expenses incurred by SBA Members and manage the reimbursement process;
   g. Requisition for funds shall be given to the Treasurer at least two (2) weeks before the date when the money is required;

Section 5 – The Social Chair

1. The Social Chair shall be elected, serve, and fulfill the duties in accordance with Article II of the Constitution.

2. The Social Chair shall:
   a. Maintain a master calendar of all DePaul social and cultural activities and set the Board’s social calendar at the beginning of the semester in conjunction with other clubs and organizations;
Section 6 – The Faculty and Curriculum Representative

1. The Faculty and Curriculum Representative shall be elected, serve, and fulfill the duties in accordance with Article II of the Constitution.

Section 7 – Dean’s Advisory Council Chair

1. The Dean’s Advisory Council Chair shall be elected, serve, and fulfill the duties in accordance with Article II of the Constitution.

Section 8 – Chief of Staff

1. The Chief of Staff, if appointed, shall serve and fulfill the duties in accordance with Article II of the Constitution.
2. The Chief of Staff shall:
   a. Serve as a non-voting member of the Executive Committee;
   b. Manage General Board members in their responsibilities, as directed by the President;
   c. Enforce SBA meeting attendance policies for all Board members;
   d. Oversee the daily operations of the SBA office spaces;

Article III – General Board Membership and Duties

Section 1 – Board Member Duties

1. All Board members shall abide by, and fulfill all duties and responsibilities as designated by the Constitution.

Section 2 – Specific Board Member Duties

1. Deans Advisory Council Representative –
   b. Serve as a representative for your fellow classmates to the SBA and DePaul administration.
   c. Report all student input, problems, and issues that arise to the Deans Advisory council.
   d. Work to build a better student community.
2. Mentor Chair
   a. Shall organize and implement the student mentor program
3. Community Service Representative
   a. Shall organize and implement all community service and volunteer initiatives
4. Bar Association Representative
   a. Shall coordinate and support matters of student interest within the Chicago, Illinois, and American Bar Associations.
5. Diversity Representative
   a. Shall establish and be responsible for all diversity programming for the SBA.

6. Career Services Representative
   a. Shall work with the University to cultivate career opportunities for all students.

7. VITA (Volunteer Income Tax Assistance) Director
   a. Shall execute the duties of a VITA Director as illustrated in the ABA VITA Handbook

**Article IV – Committees**

**Section 1 – Standing Committees**

The Student Bar Association shall have the following standing committees:

A. Executive Committee
B. Budget Committee
C. Diversity Committee
D. Internal Affairs Committee
E. Special Events Committee
F. Community Service Committee
G. Deans Advisory Council
H. Constitutional Committee
I. VITA Committee

**Section 2 – General Duties of Committee Members**

A. Each committee Member shall:
   i. Attend his or her standing committee meetings;
   ii. Attend the regularly scheduled SBA meetings;
   iii. Perform the duties required by the committee upon which he or she serves;
   iv. Follow all duties as stated in the Bylaws;
   v. Attend the regularly scheduled meetings for the committee to which he or she was elected or appointed to.
   vi. Advise the Chair at least twenty-four (24) hours in advance if he or she is unable to attend a committee meeting;
   vii. Be prepared to report on the activities of his or her respective committee to the Board.

B. The Chair of Each committee shall:
   iv. Lead the Committee he or she was assigned to;
   v. Establish and hold regularly scheduled meetings;
   vi. Act as a liaison between his or her committee and the Student Body;
   vii. Carry out those functions as designated by the President and the Constitution
   viii. Solicit and appoint Members to assist him or her.
Section 3 - Executive Committee

A. The President shall chair the Executive Committee.

B. The Executive Committee shall act as a steering committee for the SBA, assisting the President in the administration of student government.

Section 4 – Budget Committee

A. The Treasurer shall chair the Budget Committee.

B. The President and Vice President are automatically members of the Budget Committee.

C. The Budget Committee shall be responsible for supporting the Treasurer in his or her duties as established in the Bylaws and Constitution.

Section 5 – Diversity Committee

A. The Diversity Representative shall chair the Diversity Committee.

B. The Diversity Committee shall be responsible for supporting the Treasurer in his or her duties as established in the Bylaws and Constitution.

Section 6 – Internal Affairs Committee

A. The Deans Advisory Council Chair and Vice President shall co-chair the Internal Affairs Committee.

B. Shall work to improve the internal functioning of the SBA.

Section 7 – Special Events Committee

A. The Social Chair shall chair the Special Events Committee.

B. The Special Events Committee shall be responsible for supporting the Social Chair in his or her duties as established in the Bylaws and Constitution.

C. Shall plan all social functions of the SBA (Bar Reviews, Barristers Ball, Boat Cruise, if they so choose to have these functions);

Section 8 – Community Service Committee

A. The Community Service Representative shall chair the Community Service Committee.

B. The Community Service Committee shall be responsible for supporting the Community Service Representative in his or her duties as established in the Bylaws and Constitution.

C. Shall plan and promote community service events in the greater Chicago community.
Section 9 – Deans’ Advisory Council

A. The Dean’s Advisory Council Chair shall chair the Deans’ Advisory Council.
B. The following student representatives shall be designated to serve on the Dean’s Advisory Council:
   i. One elected representative from each of the first year sections – day and evening divisions - at the beginning of the school term.
   ii. One elected representative from each of the second, third and fourth year classes - selected at the general SBA Board election.
B. The Deans’ Advisory Council shall be responsible for communicating and resolving student issues with the Deans in the college of law.

Section 10 – Constitutional Committee

A. The Constitutional Committee Chair shall Chair the Constitutional Committee.
B. The Chair:
   a. Will hold the sole power to convene a constitutional committee
   b. The head is the arbitrator of the committee and will be the sole person with the power to call a vote.
C. The committee will be compromised of at least two representatives from each of the following groups: 1L, 2L, and 3L/4L.
D. For an amendment to pass the committee, it needs to garner a majority of the Committee’s vote. Proxy voting will not be allowed.
E. Amendments that are passed in the committee will be forwarded for amendment procedures consistent with the Constitution.

Section 11 – VITA Committee

A. The VITA Director shall Chair the VITA Committee
B. The VITA Committee shall be responsible for supporting the VITA Director in his or her duties as established in the ABA VITA Handbook

Article V – Amending the Bylaws

Section 1 – Amending

A. The Bylaws may be amended in whole or in part by a simply majority vote of the full Board so long as quorum is met.