

# Willamette University School of Law

## Student Bar Association Constitution and Bylaws

Constitution and Bylaws Revised on February 12, 2026



# **Willamette University School of Law Student Bar Association Constitution and Bylaws**

## **PREAMBLE**

We, the students of Willamette University School of Law, in order to provide an organization for the control of all matters of general student concern, do hereby ordain and establish the following Constitution.

## **ARTICLE I - Name and Purpose**

### **Section 1. Name**

This organization shall be known as the Willamette Student Bar Association (“SBA”).

### **Section 2. Membership and Purpose**

The SBA shall consist of all students who are currently enrolled at Willamette University School of Law and who have paid the required student activity fee. The purpose of the SBA is to represent the interests of the law student body, facilitate communication between students and the administration, and promote academic, professional, and social engagement within the law school community.

## **ARTICLE II - Executive Board and Officers**

### **Section 1. Executive Officers**

The officer of the Willamette Student Bar Association (SBA) shall be:

- 1) President
- 2) First Vice President
- 3) Second Vice President
- 4) Vice President of Diversity & Inclusion
- 5) Secretary
- 6) Treasurer
- 7) Ombudsperson
- 8) American Bar Association (ABA) Liaison
- 9) Joint Degree Liaison

Except as otherwise provided herein, all Executive Officers shall be members of the Executive Board.

## **Section 2. Eligibility and Election**

- 1) At a regular election, the following officers shall be elected from among members of the first- or second-year classes: President, First Vice President, Second Vice President, Secretary, Treasurer, Ombudsperson, and ABA Liaison.
- 2) The Vice President of Diversity & Inclusion shall be elected and confirmed in accordance with Article II, Section 6 of this Constitution and Bylaws.
- 3) The Joint Degree Liaison shall be elected and confirmed in accordance with Article II, Section 6 of this Constitution and Bylaws.
- 4) No SBA officer or class officer may simultaneously serve in more than one SBA or class office. Any SBA or class officer elected or appointed to another SBA or class office shall be deemed to have resigned from their prior office upon being sworn into the new office.
- 5) The President may not simultaneously serve as an officer of any other student organization.

## **Section 3. Powers and Authority of the Executive Board**

- 1) The Executive Board shall have general jurisdiction and control over all matters and affairs concerning the interests of the SBA, subject to this Constitution and bylaws.
- 2) The Executive Board shall have control and oversight of all SBA funds, subject to applicable university policies.
- 3) The SBA Executive Board and each respective Class President shall exercise the powers provided for in this Constitution.
- 4) All Executive Board members shall have voting power on matters brought before the Executive Board, except for the LLM Liaison, who shall serve in a non-voting capacity.
- 5) All Executive Board members shall keep an accurate record and maintain their portion of the SBA drive folder.

## **Section 4. Composition of Executive Board**

The Executive Board shall consist of:

- 1) All Executive Officers listed under Article II, Section 1; and
- 2) Each Class President.

## **Section 5. Meetings of the Executive Board**

- 1) Executive Board meetings shall be held on a regular basis as determined by the President.
  - a) Notwithstanding the foregoing, special meetings may be called by a majority of the SBA Executive Board in accordance with Article III, Section 2, and closed meetings may be called by an officer of the SBA Executive Board in accordance with Article III, Section 5.
- 2) Special meetings of the Executive Board may be called at the discretion of the President, or within one week after the President receives a written request signed by at least ten percent (10%) of the Executive Board members.

- 3) Notice of all SBA meetings shall be posted on the student activity calendar at least twenty-four (24) hours in advance. If posting is not possible, the President shall ensure reasonable personal notice is provided to the SBA membership.
- 4) The Secretary shall be responsible for posting notice of regularly scheduled Executive Board meetings with proposed agenda at least twenty-four (24) hours in advance.
- 5) All meetings shall be conducted in accordance with rules of order. If formal rules are adopted, the President may appoint the Ombudsperson to serve as Parliamentarian.
  - a) Methods of voting that may be used are:
    - i) A simple voice vote: all in favor "aye," opposed "nay," abstain.
    - ii) Vote by a show of hands.
    - iii) Assent: "Any opposition? Hearing none, the measure passes."
      - (1) The Chair must acknowledge opposition to assent if it is expressed; if opposition is expressed, a simple voice vote, or a roll-call vote, is sufficient to satisfy an expressed dissent.
    - iv) Roll-call vote: Each member is called by name; a response of "aye" or "nay" will be recorded by the Secretary for publication in the minutes.
      - (1) The President, if voting, is required to vote last.
    - v) An Executive Board Member may motion to use an online voting ballot.
      - (1) The application of the online voting ballot must be approved by a majority vote before it is applied.
      - (2) The SBA Secretary will create and disseminate the online voting ballot, with clear instruction of the issue that is being voted on, and the time that the vote opens and closes.
      - (3) The result of the votes will be read into the minutes in the next SBA meeting.
- 6) Only members of the Executive Board shall have the right to speak, debate, and vote during regularly scheduled Executive Board meetings, except as otherwise provided in these Bylaws.
  - a) All Executive Board members shall receive no fewer than twenty-four (24) hours' notice prior to any proposed vote.
    - i) Notice shall include sufficient information to allow members to participate meaningfully.
  - b) Any Executive Board member who is unable to attend a meeting in person, must, upon receiving notice, request an electronic ballot otherwise they will have been considered to have abstained from voting.
  - c) Any vote taken without the required notice shall be null and void.
  - d) In case of an emergency vote, Executive Board members shall be notified immediately.
    - i) All Executive Board members shall have four (4) hours from the time of notice to request either:

- (1) A continuance of the vote until the following day; or
- (2) An electronic ballot.
- e) The LLM Liaison may participate in discussion and deliberation but shall not be eligible to vote on any matter.
- 7) Any WUSL student, student organization, or non-Executive Board individual seeking to address the Executive Board must submit a written request to the President or Secretary at least forty-eight (48) hours prior to the meeting, identifying the individual or organization, the topic to be addressed, and the requested amount of time to speak.
  - a) The President, in consultation with the Executive Board, shall determine whether the request is approved and placed on the agenda.
  - b) Individuals or organizations approved to address the Executive Board may speak only on the approved agenda item and for the allotted time and shall not participate in debate, motions, or voting unless expressly invited by the President.

## **Section 6. Duties of Officers**

### **A. President**

The President shall:

- 1) Preside over all general meetings of the SBA and all meetings of the Executive Board.
- 2) Serve as chief executive officer and Executive Board Chair of the SBA and the faithful execution of this Constitution and all duly enacted bylaws. SBA, charged with calling meetings, approving agendas, and ensuring the faithful execution of this Constitution and all duly enacted bylaws.
- 3) Be ultimately responsible to the students of Willamette University School of Law for the official conduct of all SBA business.
- 4) Serve as the official representative and spokesperson of the SBA to the faculty, administration, university, Board of Trustees, and the broader legal and civic community.
- 5) Serve as the law student representative to the Willamette University Board of Trustees.
  - a) If unable to attend a meeting, the President shall appoint a proxy from among the Executive Board members to attend that meeting.
- 6) Appoint members to standing student committees upon the recommendation of the First Vice President.
- 7) Meet with each newly elected Class President to review this Constitution and duties of the position.
- 8) Attend weekly faculty meetings if requested.
- 9) Discharge all duties of the office in accordance with this Constitution and the Willamette University School of Law Honor Code.

## **B. First Vice President**

The First Vice President shall:

- 1) Act in the absence of the President and assume the duties of the President when the President is temporarily unable to fulfill the responsibilities of the office.
- 2) Maintain an up-to-date roster of all student organizations and their executive boards, and all law student members serving on university committees which are placed in the Executive Board drive folder.
- 3) Oversee all student representatives appointed to committees or subcommittees created by the Executive Board.
- 4) Schedule and conduct interviews of candidates for student appointments to committees and recommend candidates for appointment by the President.
- 5) Maintain consistent communication with all recognized student organization presidents.
- 6) Provide leadership programming to all student organization leadership no later than the end of the fifth week of both the fall and spring semesters. Such programming may include, but is not limited to, information regarding budgeting and reimbursement procedures, LAWSTU email access, event planning, and fundraising.
- 7) Administer and oversee class position elections in accordance with this Constitution and bylaws.

## **C. Second Vice President**

The Second Vice President shall:

- 1) Act in the absence of both the President and the First Vice President and assume the duties of the President when both officers are unavailable.
- 2) Serve as the Social Chair of the SBA and exercise general oversight of all SBA-sponsored social activities.
- 3) Organize and ensure the execution of required annual social events, including Barrister's Ball and develop at least one other event that promotes social engagement within the SBA and Willamette University School of Law.
- 4) Shall oversee the SBA Social Events Committee.
  - a) The structure, membership, and duties of this committee are outlined in Article VII.
- 5) Submit events that require SBA funding during a scheduled Executive Board meeting for Treasurer to review funding requests prior to Board action.
- 6) Present events approved by the Committee that do not require funding to the Executive Board during regularly scheduled weekly meetings.

#### **D. Vice President of Diversity & Inclusion (“VP of D&I”)**

- 1) The Vice President of Diversity & Inclusion must be a current member of the SBA Equity, Diversity & Inclusion Committee (SBAEDIC).
- 2) This office shall be filled through an election open only to members of the SBAEDIC.
- 3) If no candidate runs for the position, the vacancy shall be filled in accordance with the procedures and limitations set forth in Article IV, Section 7.
  - a) Notwithstanding subsections (1) and (2) of this Section, if the VP of D&I position is not filled during regular elections and the vacancy procedures set forth in Article IV, Section 7 are invoked, membership on the SBAEDIC shall not be required for eligibility during the vacancy election process.

The Vice President of Diversity & Inclusion (“VP of D&I”) shall:

- 4) Oversee and facilitate the SBA’s inclusivity projects and events on campus, ensuring that all programming promotes equity, belonging, and representation within the law school community.
- 5) Proactively address inclusivity and diversity concerns among the student body and within the administration, working to foster an environment that supports all students.
- 6) Serve as a strong advocate for historically underrepresented students in any and all SBA or administrative committee meetings, ensuring their perspectives and needs are factored in decision-making processes.
- 7) Serve as the SBA liaison for Affinity Organizations, providing additional support and advocacy as needed, including, facilitating communication between Affinity Organizations and the SBA Executive Board, assisting with event collaboration, if needed, and ensuring that student leaders have access to the resources necessary to promote inclusion and belonging within the law school community.
  - a) The definition of an Affinity organization is outlined in Article VII Section 4.
- 8) If in existence, serve as the Willamette representative for the Oregon Supreme Court Council on Inclusion and Fairness (“OSCCI”), acting as a liaison between the OSCCI and the SBA to promote equity and inclusion initiatives within the Oregon legal community.
  - a) If the VP of D&I is unable to attend the OSCCI meetings or related events, the VPDI may appoint a proxy to attend in their place. The proxy shall report any relevant updates or information back to the VP of D&I.
- 9) If in existence, participate in the Willamette University DEI Committee (currently known as the “*Willamette University Institutional Equity Committee*”), to align WUSL’s efforts with broader institutional DEI goals.

- a) If the VP of D&I is unable to attend the Willamette University DEI Committee meetings or related events, the VP of D&I may appoint a proxy to attend in their place. The proxy shall report any relevant updates or information back to the VP of D&I.
- 10) Shall oversee the SBA Equity, Diversity & Inclusion Committee (“SBAEDIC”).
  - a) The structure, membership, and duties of this committee are outlined in Article VII.
- 11) Shall facilitate and oversee the Peer to Peer Mentorship Committee.
  - a) The structure, membership, and duties of this committee are outlined in Article VII.

## **E. Secretary**

The Secretary shall:

- 1) Keep accurate and complete minutes of all SBA general meetings and Executive Board meetings, including the recording of all motions and votes.
- 2) Certify to the President the presence of a quorum of 2/3rds majority prior to any meeting being called to order.
- 3) Prepare and distribute meeting agendas to the Executive Board in a timely manner.
  - a) Proposed Agendas must be distributed to the Executive Board no later than twenty-four (24) hours before all meetings.
- 4) Public approved meeting minutes, agendas, Treasurer’s reports, and all measures introduced and passed by the Executive Board, following Executive Board approval, in an appropriate and timely manner.
- 5) Maintain all records required by this Constitution and the bylaws, including oversight and organization of the Executive Board digital drive.
- 6) Serve as the primary administrator of the Executive Board drive folder and ensure that each Executive Board member maintains their respective files.
- 7) Make approved meeting minutes available to the student body in a timely manner, including distribution by email when appropriate.

## **F. Treasurer**

The Treasurer shall:

- 1) Serve as the chief financial and budgeting officer of the SBA and maintain accurate accounts of all monies received and expended by the Executive Board.
- 2) Chair the Budget Committee and complete all preparations for fund allocation as required under Article IX of these bylaws.
- 3) Require any student or student organization receiving SBA funds to provide a full and accurate accounting of funds received and expended.

- 4) Provide a Treasurer's report at any SBA meeting during which the allocation or discussion of SBA funds occurs.
- 5) Issue a comprehensive written report to the general student body on the financial status of the SBA and its budget allocations at least once per academic semester.
- 6) Review and approve funding requests for SBA activities originating from the Executive Board or Class Representatives, subject to final approval by the Executive Board in accordance with this Constitution and the bylaws.

## **G. Ombudsperson**

The Ombudsperson shall:

- 1) Serve as the SBA Ombudsperson as the Executive Board's liaison to the faculty and students.
- 2) The Ombudsperson shall represent positions of the SBA Executive Board to faculty members and/or students, at the discretion of the Executive Board.
- 3) Receive questions, comments, concerns, and problems from School of Law students and bring them to the appropriate party.
- 4) Shall sit on the Budget Committee.
- 5) Shall sit on the SBA Social Events Committee.
- 6) Take minutes during SBA meetings in the event the Secretary is unable to do so.
- 7) Shall maintain the SBA website, including, but not limited to:
  - a) Posting new or updated information regarding WUSL, SBA, or ABA announcements;
  - b) Updating the SBA Outline Bank; and
  - c) General upkeep of information, such as the Executive Board roster.

## **H. American Bar Association (ABA) Liaison**

The ABA Liaison shall:

- 1) Shall represent WUSL at national and circuit meetings/conventions of the American Bar Association (ABA).
- 2) Disseminate any information obtained from the National Bar Association and seek out information about changes in membership or rules as appropriate.
- 3) In conjunction with the local student chapter of the ABA, will promote membership in the ABA.
- 4) Seek to coordinate with the local Oregon State Bar Associations and work to share information and promote networking opportunities between WUSL and OSBA.
- 5) Collaborate with other Executive Board roles to promote networking opportunities, including events coordinated by the VP D&I, such as the Building Bridges event.

- 6) Coordinate with OCPD and the Deans Suite to create networking opportunities for WUSL students.

## **I. Joint Degree Liaison**

- 1) The Joint Degree Liaison must be a student who has completed at least one academic year at either WUSL or AGSM, is currently enrolled in coursework at either institution, and is formally admitted into the joint degree program between AGSM and WUSL.
- 2) This office shall be filled through a general election open to all joint degree students enrolled at WUSL.
- 3) If no candidate runs for the position, the vacancy shall be filled in accordance with the procedures set forth in Article IV, Section 7.

The Joint Degree Liaison shall:

- 4) Advocate for course scheduling alignment between WUSL and AGSM to prevent conflicts and ensure timely program completion, including proposing directly to academic leadership.
- 5) Serve as the point of consultation for joint degree students on curriculum planning, degree sequencing, and academic policy questions, and convey student concerns to both administrations.
- 6) Coordinate with Career Services at both schools to expand joint degree-specific internship, clerkship, and employment opportunities that recognize the dual credential.
- 7) Organize at least one joint academic or networking event each semester to promote collaboration, mentorship, and professional visibility for JD/MBA students.
- 8) Assist in preparing a yearly report to the SBA and relevant administrators outlining key issues affecting JD/MBA students, progress on identified goals, and recommendations for improving the joint degree experience.
- 9) Actively collect input from joint degree students, represent their interest in policy discussions, and ensure that changes affecting tuition, credit transfers, or graduation requirements are evaluated for their impact on the program

## **J. LLM Liaison**

- 1) The LLM Liaison must be a student currently enrolled in the Master of Laws (LLM) program at Willamette University School of Law.
- 2) This office shall be filled through a general election open only to LLM students enrolled at Willamette University School of Law.
- 3) If no candidate runs for the position, the vacancy shall be filled in accordance with the procedures and limitations set forth in Article IV, Section 7.

- 4) The LLM Liaison shall serve in a non-voting capacity on the SBA Executive Board.
- 5) Serve as the primary representative and point of contact for LLM students within the Student Bar Association.
- 6) Communicate LLM student concerns, needs, and feedback to the SBA Executive Board and appropriate law school administrators.
- 7) Assist in integrating LLM students into the broader WUSL student community, including academic, professional, and social opportunities.
- 8) Coordinate with OCPD, faculty, and relevant offices to help identify programming, resources, and employment-related information relevant to LLM students.
- 9) Promote engagement between LLM students and JD students, including collaboration on events, mentorship opportunities, and student organization activities where appropriate.

### **K. Class Presidents**

- 1) Each class shall elect a class president. Each class president will serve as the executive officer for the class and as a voting member of the SBA Executive Board. In the event of the class president's excused absence, the elected vice president shall exercise proxy voting authority for that meeting.
  - a) 3L Class President
  - b) 2L Class President
  - c) 1L Class President

## **ARTICLE III - Executive Board Authority and Meetings**

### **Section 1. Jurisdiction**

- 1) The SBA Executive Board shall have jurisdiction over matters concerning the governance, funding, recognition, discipline, and oversight of SBA activities and recognized student organizations.
- 2) The Executive Board shall have authority to interpret and enforce the Constitution and Bylaws of the SBA.
- 3) The Executive Board shall exercise jurisdiction over the allocation and expenditure of SBA funds in accordance with these Bylaws.
- 4) The Executive Board shall not exercise jurisdiction over academic grading, faculty decision-making, or matters reserved to the administration of WUSL, except where consultation or advocacy is appropriate.

### **Section 2. Meetings**

- 1) The SBA Executive Board shall meet regularly during the academic year at times determined by the President or as otherwise provided in these Bylaws.

- 2) Special meetings of the Executive Board may be called by the President or upon request of a majority of Executive Board members.
- 3) Notice of meetings shall be provided to Executive Board members within a 24-hour period prior to the meeting, except in cases of emergency.
- 4) Meetings of the Executive Board shall be conducted in accordance with procedures established by the President, provided that such procedures are consistent with these Bylaws.
- 5) Executive Board meetings shall be open to the student body except when closed session is required for personnel, disciplinary, or sensitive financial matters.
  - a) Closed sessions may be called by any Executive Board member.
  - b) Closed sessions will have minutes taken by the Secretary.

### **Section 3. Attendance**

- 1) Executive Board members are expected to attend all scheduled Executive Board meetings.
- 2) An Executive Board member who is unable to attend a meeting shall notify the President or Secretary in advance when reasonably possible.
  - a) Executive Board members shall be permitted no more than two (2) unexcused absences during an academic year.
- 3) Absences beyond the permitted number of unexcused absences may constitute neglect of duty and may be addressed in accordance with Article IV, Section 8 of these Bylaws.
- 4) Attendance expectations for committee meetings shall be governed by the provisions applicable to each committee.

## **ARTICLE IV - Elections and Vacancies**

### **SECTION 1. SBA Election Rules Document**

- 1) There shall exist a separate governing document titled the Election Rules Document, which sets forth the rules, procedures, and requirements applicable to SBA elections.
- 2) The Election Rules Document shall be adopted, ratified, and amended by the SBA Executive Board in accordance with Article X of these Bylaws.
- 3) The Election Rules Document shall be binding upon all individuals and bodies subject to SBA election processes, including but not limited to SBA Executive Officers, Class Officers, candidates for office, the Chief Elections Officer, and the SBA Executive Board.
- 4) The Election Rules Document shall operate in conjunction with this Constitution and the SBA Bylaws; however, in the event of any conflict between the Election Rules Document and this Constitution or the SBA Bylaws with respect to election procedures, timelines, eligibility, or administration, the SBA Constitution and Bylaws shall control.

- 5) Unless otherwise specified, the Election Rules Document shall govern all SBA, Class Officer, vacancy, and recall elections conducted under the authority of the Student Bar Association.
- 6) The Ombudsperson shall be responsible for ensuring that the Election Rules Document is published and maintained on the SBA website in a clear and accessible location for candidates and the student body.

## **SECTION 2. Chief Elections Officers**

- 1) As written, the default structure for elections is that the Vice President oversees class elections, and the 3L Class President serves as the Elections Officer for the SBA Executive Board. Both positions may be filled by another eligible member of the Executive Board, provided that the member meets the applicable requirements and the originally designated officer is excused from serving due to an extenuating circumstance. The Chief Elections Officer is a disinterested individual responsible for administering and overseeing an election cycle in accordance with these Rules and the SBA Constitution and Bylaws.
  - a) A disinterested member is a SBA member who is not a candidate in the election and who does not have a personal, professional, or political interest in the outcome of the election.
  - b) The First Vice President shall serve as the Chief Elections Officer for all class elections in the Fall unless otherwise provided herein.
  - c) The 3L Class President shall serve as the Chief Elections Officer for the SBA Executive Board elections in the Spring unless otherwise provided herein.
  - d) If the First Vice President or the 3L Class President is unable to conduct their election, the SBA President shall appoint a disinterested Executive Board member to serve as Chief Elections Officer.
- 2) The Chief Elections Officer shall serve for the entirety of the election cycle, including any run-off elections.

## **SECTION 3. Elections Schedule**

- 1) The initial round of class officer elections shall be held no later than Wednesday of the fifth (5th) week of classes during the Fall Semester. The Chief Elections Officer shall be responsible for ensuring compliance with this deadline
- 2) The initial round of SBA officer elections shall be held not later than Wednesday of the sixth (6th) week of classes during the Spring Semester.
- 3) Unless otherwise specified, elections shall follow this general timeline:
  - a) Petitions released two (2) weeks prior to election day;
  - b) Petition deadline at 4:00 PM on the designated submission date;
  - c) Campaigning during the the four (4) academic days immediately preceding Election Day;

- d) Election Day as designated by the SBA Executive Board; and
- e) Swearing-in within one (1) week following the election, unless delayed by a run-off.

#### **SECTION 4. Voting**

- 1) Voting shall be conducted electronically during polling hours designated by the Chief Elections Officer in charge of the election.
- 2) Each WUSL student may cast one vote per voting poll.
- 3) A candidate must receive fifty percent (50%) of the votes cast plus one (1) additional vote to be elected.
  - a) If no candidate receives the majority of the votes cast in the initial election, a first run-off election shall be held between the two candidates receiving the highest number of votes.
  - b) If no candidate receives a majority of the votes cast in the first run-off election, a second and final run-off election shall be held between the same candidates, and the candidate receiving the greatest number of votes by plurality shall be declared elected.
- 4) Vote counting shall occur after polls close and be verified by the Chief Elections Officer in charge of the election, with at least one disinterested SBA Executive Officer present.

#### **SECTION 5. Installation and Oath of Office**

- 1) Newly elected officers shall be installed and assume their duties within one (1) week following the conclusion of elections.
- 2) During the elections for the SBA Executive Officers, the 3L Class President, or the SBA Faculty Advisor in their absence, shall administer the Oath of Office to the SBA President, who shall then administer the Oath to all other SBA Executive Officers.
- 3) During the elections for Class Officers, the SBA President shall administer the Oath to all the newly elected class officers.
- 4) The Oath of Office shall be as follows: “I, \_\_\_\_\_, *pledge my dedication to Willamette University School of Law through service in the Student Bar Association. I will support the Constitution and Bylaws of the Student Bar Association, the Honor Code of the School of Law, and will execute the duties of my office to the best of my ability.*”

#### **SECTION 6. Transition Period**

- 1) A mandatory transition period shall occur following the conclusion of elections.
- 2) For a period of two (2) weeks following the conclusion of elections and prior to installation, the outgoing officer shall:
  - a) Meet with the incoming officer at least once.
  - b) Be reasonably available to answer questions regarding the position.

- c) Prepare and provide written documentation necessary for the effective continuation of the position.
  - d) The purpose of the transition period is to ensure continuity, transparency and effective governance.
- 3) The outgoing President and incoming President will meet with each newly elected board member within that two (2) week period to verify a meeting has occurred.

## **SECTION 7. Vacancies**

- 1) A vacancy shall exist upon resignation, removal, incapacity, or failure to maintain eligibility for office.
- 2) Upon declaration of a vacancy, the Ombudsperson shall:
  - a) Announce the vacancy to the student body
  - b) Solicit and collect statements of interest from eligible candidates within a reasonable period.
- 3) All eligible candidates shall be presented to the SBA Executive Board.
- 4) Notwithstanding any other provision of this Section, eligibility for appointment to a vacant office shall be subject to the following limitations:
  - a) In the event that no candidate runs for the VP D&I position and the vacancy procedures set forth in this Section are invoked, the Executive Board may appoint a replacement from among any students currently enrolled at Willamette University School of Law. An appointee under this provision is not required to have prior service on the SBAEDIC.
  - b) In the event that no candidate runs for the Joint Degree Liaison position and the vacancy procedures set forth in this Section are invoked, the Executive Board may appoint a replacement only from among students who are formally admitted to the joint degree program between AGSM and WUSL. No student who is not enrolled in the joint degree program shall be eligible for appointment to this position.
  - c) In the event that no candidate runs for the LLM Liaison position and the vacancy procedures set forth in this Section are invoked, the Executive Board may appoint a replacement only from among students who are formally admitted to the LLM program at WUSL. No student who is not enrolled in the LLM program shall be eligible for appointment to this position.
    - i) If no eligible LLM students express interest in appointment pursuant to these procedures, the office shall remain vacant until the next general election.
- 5) The SBA Executive Board shall fill the vacancy through an elimination style voting process during the next regularly scheduled meeting, whereby:
  - a) Voting occurs in successive rounds;
  - b) The candidate receiving the fewest votes in each round is eliminated;

- c) Voting continues until one candidate receives the greatest number of votes by plurality.
- 6) The selected candidate shall assume office upon taking the Oath of Office.

## **SECTION 8. Recall and Removal**

- 1) A Class Officer or SBA Executive Officer may be removed from office for failure to perform duties of the office, violation of these Bylaws, or conduct inconsistent with the mission of the SBA.
- 2) An SBA Executive Officer may be also removed from office upon accruing two (2) unexcused absences from regularly scheduled SBA Executive Board meetings.
- 3) Removal proceedings may be initiated by;
  - a) Majority vote of the SBA Executive Board to initiate removal proceedings; or
  - b) Petition submitted and signed by at least twenty-five percent (25%) of the students represented by that officer.
- 4) Upon initiation of removal proceedings, the officer subject to removal shall receive written notice of the proposed removal and the grounds therefore.
- 5) The officer shall be afforded an opportunity to respond to the allegations, either in writing or orally before the SBA Executive Board.
- 6) Removal proceedings initiated by a majority vote of the SBA Executive Board shall be decided exclusively by the SBA Executive Board in accordance with the Executive Board removal procedure.
  - a) When removal proceedings are initiated by the SBA Executive Board, the Executive Board shall determine whether removal is warranted and shall vote on removal at a meeting at which quorum is present.
    - i) The officer subject to removal shall not vote on the removal determination.
  - b) Removal by the Executive Board shall require a two-thirds (2/3) vote of the Executive Board members present and voting.
  - c) Removal approved by the Executive Board shall take effect immediately unless otherwise specified.
- 7) Removal proceedings initiated by a student petition meeting the required threshold shall be decided exclusively by a student recall election in accordance with SBA election procedures.
  - a) When removal proceedings are initiated by a valid student petition, a recall election shall be conducted in accordance with SBA election procedures.
  - b) In a recall election, the officer shall be removed if a majority of the votes cast favor removal.
  - c) The SBA Executive Board shall not vote on final removal when removal proceedings are initiated by student petition, except to verify the validity of the petition and administer the recall election.

- d) A student recall election shall supersede Executive Board removal proceedings for the same officer once a valid petition is verified.
- 8) Any vacancy created by removal under this Section shall be filled in accordance with these Article IV, Section 7.

## **ARTICLE V - Classes and Representation**

### **Section 1. Class Officers**

Each graduating class (1L, 2L, and 3L) shall elect the following officers: a Class President, a Class Vice President, and a Class Treasurer/Secretary (collectively, the “Class Board”). Each Class Board shall be responsible for the duties and responsibilities set forth in this Article.

If, after the regular election cycle, any Class Board position remains vacant, the position shall be filled through a special election conducted in accordance with Article III, Section 7 of these Bylaws SBA election procedures until all positions are filled.

### **Section 2. General Authority of Class Presidents**

Each Class President shall serve as the chief executive officer of their respective class and as a voting member of the SBA Executive Board. In the absence of the Class President, the Class Vice President may serve as a proxy for that meeting and exercise the President’s voting authority at SBA Executive Board meetings.

### **Section 3. Third-Year (3L) Class Board**

#### **A. 3L Class President**

The 3L Class President Shall:

- 1) Report official class activities to the SBA Executive Board.
- 2) Hold monthly meetings with the 3L Class Vice President and Treasurer/Secretary.
- 3) Oversee graduation planning, including:
  - a) Collaborating with the 3L Vice President and Treasurer/Secretary to select a graduation dinner venue.
  - b) Coordinating with the SBA Treasurer to ensure compliance with the class’s allocating budget.
  - c) Communicate graduation plans to the 3L class.
  - d) Communicate with the Deans regarding graduation stoles, including cost, permitted materials, and any fundraising needs.
- 4) Assist First Vice President of SBA with elections, as requested.
- 5) Maintain and update the shared SBA drive folder for the 3L class.

## **B. 3L Class Vice President**

The 3L Class Vice President shall:

- 1) Attend monthly meetings scheduled by the Class President.
- 2) Assist the SBA Second Vice President with planning school-wide events as a member of the Social Events Committee.
- 3) Assist the Class President and SBA Executive Board with additional duties as assigned.

## **C. 3L Class Treasurer/Secretary**

The 3L Class Treasurer/Secretary shall:

- 1) Attend monthly meetings scheduled by the Class President.
- 2) Attend the SBA Treasurer's Budget Committee meeting.
- 3) Keep accurate minutes of all class meetings.
- 4) Maintain accurate records of class funds and expenditures.
- 5) Assist the Class President and SBA Executive Board with additional duties as assigned.

## **Section 4. Second-Year (2L) Class Board**

### **A. 2L Class President**

The 2L Class President shall:

- 1) Report official class activities to the SBA Executive Board.
- 2) Hold monthly meetings with the Class Vice President and Treasurer/Secretary.
- 3) Plan and execute at least one school-wide event per semester.
- 4) Organize fundraising activities, as appropriate.
- 5) Maintain and update the shared SBA drive folder for the 2L class.

### **B. 2L Class Vice President**

The 2L Class Vice President shall:

- 1) Attend monthly meetings scheduled by the Class President.
- 2) Assist the SBA Second Vice President with planning school-wide events as a member of the Social Events Committee.
- 3) Assist the Class President and SBA Executive Board with additional duties as assigned.

### **C. 2L Class Treasurer/Secretary**

The 2L Class Treasurer/Secretary shall:

- 1) Attend monthly meetings scheduled by the Class President.
- 2) Attend the SBA Treasurer's Budget Committee meeting.
- 3) Keep accurate records of class funds and expenditures.

- 4) Assist the Class President and SBA Executive Board with additional duties as assigned.

## **Section 5. First-Year (1L) Class Board**

### **A. 1L Class President**

The 1L Class President shall:

- 1) Report official class activities to the SBA Executive Board.
- 2) Hold monthly meetings with the Class Vice President and Treasurer/Secretary.
- 3) Plan at least one school-wide event during the academic year.
- 4) Implement at least one fundraising activity.
- 5) Maintain and update the shared SBA drive folder for the 1L class.

### **B. 1L Class Vice President**

The 1L Class Vice President shall:

- 1) Attend monthly meetings scheduled by the Class President;
- 2) Assist the SBA Second Vice President with planning school-wide events as a member of the Social Events Committee; and
- 3) Assist the Class President and SBA Executive Board with additional duties as assigned.

### **C. 1L Class Treasurer/Secretary**

The 1L Class Treasurer/Secretary shall:

- 1) Attend monthly meetings scheduled by the Class President.
- 2) Attend the SBA Treasurer's Budget Committee meeting.
- 3) Keep accurate minutes of all class meetings.
- 4) Maintain accurate records of class funds and expenditures.
- 5) Assist the Class President and SBA Executive Board with additional duties as assigned.

## **ARTICLE VI - Student Organizations**

### **Section 1. Recognition Requirements**

- 1) All petitions for recognition of a student organization must be submitted first to the SBA Executive Board in accordance with Article VI. No student organization may seek or obtain recognition directly from the Deans or the WUSL without first completing the SBA recognition process.
  - a) Notwithstanding the foregoing, the Deans of WUSL reserve the independent authority to recognize or deny recognition to any student organization when, in their judgment, such action is in the best interest of

the WUSL or the institution. Any such decision by the Deans shall supersede and override the decision of the SBA.

- b) The Dean's reserved authority shall not be construed to permit circumvention of the SBA recognition process, and it may be exercised only after a petition for recognition has been formally submitted to and reviewed by the SBA.
- 2) The First Vice President shall serve as the primary Executive Board liaison for recognized student organizations and shall oversee organizational compliance with this Article.
    - a) Oversight of recognized student organizations shall be limited to administrative compliance and shall occur through the following means:
      - i) Maintaining records of each recognized student organization's governing documents;
      - ii) Requiring the submission of updated officer lists and election schedules at the beginning of each academic semester;
      - iii) Requiring the submission of updated governing documents following any amendment by the student organization; and
      - iv) Implementing temporary suspension of recognition for failure to meet the administrative requirements of this Article.
        - (1) Temporary suspension shall occur only after written notice of missing or incomplete documentation has been provided to the student organization and the organization fails to submit the required materials within seven (7) days of such notice.
        - (2) A student organization's recognition shall be reinstated upon submission of all required documentation.
  - 3) Any student-led group at WUSL may apply to become a recognized SBA organization.
  - 4) To be eligible for recognition, a student organization shall maintain on file with the SBA a current constitution, bylaws, charter, or governing rules, and shall provide updated copies upon amendment.
  - 5) At the beginning of the fall and spring semester, all SBA recognized organizations shall provide the First Vice President with a list of current officers and an election schedule, if applicable, for that semester.
  - 6) All recognized student organizations shall be open to all members of the student body and shall conduct their affairs without discrimination in membership on any basis.
    - a) All recognized student organizations shall comply with the applicable non-discrimination policies of Willamette University, as adopted and amended from time to time. Such policies are incorporated by reference and are available at [Willamette University Non-Discrimination Policy](#).

- 7) Recognition under this Article shall not require a student organization to alter its mission, focus, or activities.
- 8) An Affinity Organization is a student organization whose primary mission is to support, advocate for, or build community among students who share an identity or lived experience that has been historically underrepresented or marginalized in legal education or the legal profession, and whose governing documents and programming reflect that mission.

## **Section 2. Funding Requirements**

- 1) Only student organizations recognized by the SBA shall be eligible to receive SBA funding.
- 2) Student organizations receiving SBA funds shall fully account for all funds received and comply with all financial reporting and accountability requirements established by the SBA Treasurer and Budget Committee.
- 3) Student organizations shall maintain accurate physical or digital financial records and share such records with the SBA Treasurer upon request.
- 4) SBA funding shall not be used to pay national affiliation dues or membership fees that provide benefits exclusively to members of the student organization; this prohibition shall apply only to such dues or fees and shall not restrict funding other organizational activities.
- 5) Failure to properly account for previously allocated SBA funds may result in denial of future funding or the imposition of SBA oversight of expenditures.
  - a) Such oversight may include, but is not limited to, enhanced reporting requirements, expenditure pre-approval, or other reasonable financial controls imposed for a defined period.
  - b) Prior to the imposition of such measures, the affected organization shall be provided written notice and an opportunity to cure or respond, as determined by the SBA Executive Board.

## **Section 3. Funding Request Procedures**

- 1) Student organizations seeking SBA funding shall submit a written funding request in the form of a Budget Packet to the Budget Committee in accordance with procedures and deadlines established by the SBA Treasurer.
- 2) A Budget Packet shall include organizational information, prior and proposed activities, projected expenditures, and supporting financial documentation sufficient to permit review.
- 3) Student organizations that received SBA funding during a prior budget cycle shall fully account for previously allocated funds, with documentation, prior to requesting additional funding.

- 4) The Budget Committee shall review submitted funding requests during scheduled budget review meetings, and organizations shall be provided reasonable notice of the meeting at which their request will be considered.
- 5) Representatives of a requesting organization may appear before the Budget Committee to answer questions regarding their funding request, but the Budget Packet shall serve as the primary basis for review.
- 6) If a funding request fails to substantially comply with documentation or reporting requirements, the SBA Treasurer may return the request with notice identifying deficiencies prior to consideration.
- 7) Following review, the Budget Committee shall issue a recommendation to approve, deny, or modify the requested funding in accordance with these Bylaws.
- 8) Funding recommendations shall be presented to the SBA Executive Board for consideration and final action when required by these Bylaws.
- 9) Requests for funding submitted after established deadlines may be considered only upon approval of the SBA Executive Board and may be subject to modified allocation or denial.
  - a) Late requests may be considered upon a student organizations showing of good cause, including but not limited to, unforeseen circumstances such as an administrative or technical error not caused by the organization or a newly formed or newly recognized student organization.
  - b) Approval of a late request shall require a majority vote of the SBA Executive Board to be considered.
  - c) Nothing in this section shall be construed as to require the Executive Board to consider or approve late funding requests by student organizations.
- 10) Emergency funding requests may be submitted when an unforeseen event or need arises outside the regular budget process and shall be reviewed and acted upon in accordance with these Bylaws.

### **Section 3. Granting or Reactivating Status**

- 1) A student group seeking recognized status shall submit a proposal sponsored by at least three members of the SBA Executive Board.
- 2) The proposal shall include a statement of purpose, officer selection procedures, governing documents, and proposed meeting practices.
- 3) When reviewing a funding proposal, the SBA Executive Board shall consider the following factors:
  - a) Service to the law school community:
    - i) The extent to which the proposed student organization benefits the Willamette University School of Law community, including students, faculty, and staff.
  - b) Student participation:

- i) The expected level of involvement from the student body, including the number of students directly engaged and opportunities for broad inclusion with other student organizations.
  - c) Organizational viability
    - i) The student organization’s capacity to successfully execute the proposed activity, including demonstrated leadership, financial responsibility, prior experience, and adherence to SBA policies and reporting requirements.
- 4) Recognition shall be granted upon approval by a two-thirds (2/3) vote of the SBA Executive Board with the results recorded and retained in the SBA’s official digital records for future reference, as necessary.
- 5) A student organization that has become inactive for a period of two academic years may apply for reactivation in accordance with the same procedures required for initial recognition.
- 6) If an organization is deemed inactive by a majority vote of the SBA Executive Board, any remaining SBA-allocated funds shall revert to the SBA in accordance with these Bylaws.

#### **Section 4. Disassociation and Association Provision**

- 1) A currently recognized WUSL student organization with an established national affiliation may disassociate with the national organization by providing a “request to disassociate” from a national or external organization while retaining local recognition, assets, and governance to the SBA Executive Board.
  - a) A request for disassociation shall be presented to the SBA Executive Board and shall explain the burden imposed by the national organization and how disassociation will better serve the WUSL student community.
    - i) The SBA will consider such factors, include:
      - (1) Whether the national organization’s policies, programs, or priorities conflict with the interests, diversity, inclusion or professional development needs of the WUSL student body;
      - (2) How the continued affiliation affects accessibility, participation, or equity for current and future student members;
      - (3) The financial, administrative, or operational burden imposed by continued affiliation; and
      - (4) Any other factors reasonably demonstrating that disassociation benefits the broader student community.
    - b) The organization’s purpose and governing documents shall remain substantively unchanged, except for permissible changes to name, branding, contact information, or account details.
    - c) Approval of disassociation shall require a two-thirds (2/3) vote of the SBA Executive Board.
- 2) If a WUSL student organization seeks or intends to seek affiliation with any national, regional, or external organization, it must declare that intent during its petition for

recognition as a student organization, even if the organization has not yet initiated or completed the affiliation process.

- a) Should a recognized WUSL student organization later wish to associate with an established national, regional, or external organization after it has been formally recognized at WUSL, it must petition the SBA Executive Board for approval and recognition of the national affiliation.
  - i) The student organization must present the mission statement, required bylaws, and rules from the national organization to the SBA board upon petition. Should the affiliation request be approved, the organization's bylaws must be amended to include affiliation with the national organization
- b) Recognition of WUSL organizations that affiliate with national, regional, or external organizations must comply with the WUSL bylaws, Student Honor Code, and Student Code of Conduct of Willamette University.
- c) Upon approval of status as a WUSL student organization, any organization that affiliates with, represents itself as a member of, or operates as a chapter of any national, regional, or external organization without prior approval from the SBA Executive Board shall be subject to termination of recognized status as a WUSL student organization and referral to the WUSL Honor Code Committee.
- d) Student organizations must seek SBA approval before national, regional, or external organization affiliation.
- e) Upon approval of status as a WUSL student organization, any organization that affiliates with, represents itself as a member of, or operates as a chapter of any national, regional, or external organization without prior approval from the SBA Executive Board shall be subject to termination of recognized status as a WUSL student organization and referral to the WUSL Honor Code Committee.
  - i) Prior to termination of recognized status or referral to the WUSL Honor Code Committee under this Section, the affected organization shall be provided written notice of the alleged violation and a reasonable opportunity to respond or cure the violation, as determined by the SBA Executive Board.

## **Section 5. Discipline & Reinstatement**

- 1) In the event a recognized student organization's bylaws are silent on any matter in contention, the matter shall be governed by the policies, procedures and established practices of the SBA Executive Board, as the governing body.
  - a) Following application of Article VI, Section 5, the student organization shall amend its bylaws within a reasonable period of time to expressly address the matter in accordance with SBA governance requirements.

- 2) The SBA Executive Board may suspend or revoke an organization's recognized status for breach of trust involving student funds, or for conduct violating ethical, legal, honor code, or Willamette University School of Law Honor Code and other University Policies.
- 3) Prior to taking disciplinary action, the Executive Board shall provide organization with written notice that includes:
  - a) A clear description of the alleged violation(s);
  - b) The evidence or known supportive facts regarding the allegation(s);
  - c) The potential disciplinary actions; and
  - d) The deadline for the organization to respond.
- 4) Disciplinary determinations may be based on any reliable evidence, including financial records, organization documents, or credible witness statements. The Executive Board shall document its decision and the rationale.
- 5) Any suspension or revocation of recognition requires approval by a two-thirds (2/3) vote of the SBA Executive Board following consideration of the organization's response.
- 6) An organization whose status has been revoked or suspended may petition for reinstatement in a subsequent semester. Reinstatement shall require approval by a two-thirds (2/3) vote of the SBA Executive Board and may be subject to conditions as outlined under heightened oversight.
- 7) Reinstatement following a financial or administrative violation may be conditioned on heightened oversight, which may include but is not limited to:
  - a) Advanced review and approval of expenditures;
  - b) Periodic submission of financial statements; and
  - c) Regular check-ins with the First Vice President or Treasurer.
- 8) Heightened oversight shall continue until the Executive Board determines that the organization has demonstrated compliance, or until the end of the following semester, whichever occurs first.

## **Section 6. Trujillo Service Award**

- 1) The SBA establishes the annual "Trujillo Service Award" to recognize student organizations positively impacting campus.
- 2) Officers of the SBA will nominate student organizations for the Trujillo Service Award throughout the Fall and Spring semester by sending a nominally written proposal to the SBA Secretary no later than two (2) weeks before the final meeting of each semester.
- 3) The SBA will review all nominations and select one recipient by an online 2/3rd majority vote process for the award each semester by the last SBA meeting.
- 4) The Trujillo Service Award will have an annual budget of \$220, distributed equally between the Fall and Spring semesters.
- 5) The recipient will be announced and recognized at the last SBA meeting of each semester with the following:
  - a) The SBA will contribute up to \$110 towards catering for their next event.

- b) The SBA will send an email from the Board to the student body highlighting the organization's impact on campus and congratulating them.
- 6) The funds for the recipient shall be distributed as follow:
  - a) If the event catering costs less than \$110, the remainder of the funds will be distributed to the student organization's account.
  - b) The SBA Treasurer allocates the funds to the student organization's account.
- 7) A student organization is eligible to win the Trujillo Service Award once during a fiscal calendar.

## **ARTICLE VII - Committees**

### **Section 1. General Structure**

- 1) The SBA may operate standing and ad hoc committees to assist in carrying out its duties and objectives.
- 2) Each SBA committee shall have a clearly defined purpose and scope of authority consistent with these Bylaws.
- 3) Each SBA committee shall be assigned to an Executive Board member who shall oversee the committee's operations and serve as the primary liaison between the committee and the Executive Board.
- 4) Committees may include Executive Board members, non-Executive Board members, or both, as appropriate to the purpose of the committee.

### **Section 2. Oversight**

- 1) The Executive Board member assigned to oversee a committee shall be responsible for coordinating the committee's work, ensuring compliance with these Bylaws, and reporting committee activity to the Executive Board as required.
- 2) Committees shall operate in an advisory or operational capacity as specified elsewhere in these Bylaws and shall not exercise authority beyond that expressly granted.
- 3) Committees shall not expend SBA funds, take binding action, or represent the SBA unless authorized by these Bylaws or by a vote of the Executive Board.
- 4) The Executive Board may modify, suspend, or dissolve any committee in accordance with these Bylaws.

### **Section 3. Creation and Dissolution of SBA Committees**

- 1) The Executive Board may create a new SBA committee by a simple majority vote of the Executive Board.
- 2) The creation of a committee shall include the designation of an Executive Board member to oversee the committee.
- 3) Committees created pursuant to this Section may be standing or ad hoc and may be dissolved by a simple majority vote of the Executive Board when their purpose has been fulfilled or when continuation is no longer necessary.

## **Section 4. Standing Committees**

### **A. Budget Committee**

- 1) The purpose of the Budget Committee is to review, evaluate, and make recommendations regarding the allocation and distribution of Student Bar Association funds in a transparent, equitable, and accountable manner.
- 2) The Budget Committee shall act in an advisory capacity to the SBA Executive Board unless otherwise specified in these Bylaws.
- 3) The Treasurer shall oversee the Budget Committee and shall select one member of the committee to act as recorder.
- 4) The Ombudsperson shall serve as a member of the Budget Committee.
- 5) The Secretary/Treasurer of each class shall serve on the Budget Committee.
- 6) At the beginning of each budget cycle, the SBA Treasurer shall convene the Budget Committee and establish procedures and deadlines for the submission and review of funding requests.
- 7) The Budget Committee shall convene at least once during each regular budget cycle to review student organization funding requests and shall complete its recommendations within a two (2) week period following the submission deadline established by the SBA Treasurer.
- 8) Student organizations seeking SBA funding shall submit a Budget Packet in accordance with procedures established by the SBA Treasurer.
  - a) The Budget Committee shall review Budget Packets and may request additional information or clarification as necessary prior to making a recommendation.
  - b) If a Budget Packet fails to substantially comply with required documentation, the SBA Treasurer may return the packet with written notice identifying the deficient areas prior to Committee consideration.
- 9) The Budget Committee shall vote to recommend approval, denial, or modification of each funding request.
- 10) Each member of the Budget Committee shall have one vote, and recommendation shall pass by a simple majority.
- 11) Any Budget Committee member who serves as an officer or voting member of an organization under review shall declare a conflict of interest and shall refrain from voting on that organization's funding recommendation.
- 12) Failure by a student organization to substantially account for previously allocated funds may result in reduction or denial of future funding at the discretion of the Budget Committee.
- 13) Any organization dissatisfied with a Budget Committee recommendation may appeal the recommendation to the full SBA Executive Board.

- 14) The Budget Committee shall review requests for discretionary and emergency funding and issue written recommendations to the SBA Executive Board when required by these Bylaws.
- 15) The Budget Committee shall act in an oversight capacity for discretionary and emergency expenditures and shall perform any additional fiscal review functions assigned by a majority vote of the SBA Executive Board.

## **B. Social Events Committee**

- 1) The purpose of the Social Events Committee is to assist the Second Vice President in the planning, coordination, and execution of SBA social events.
- 2) The Second Vice President shall oversee the SBA Social Events Committee and shall select one member of the committee to act as recorder.
- 3) The Ombudsperson shall serve as a member of the SBA Social Events Committee.
- 4) Each class Vice President shall act as class Social Chair and shall serve as a member of the SBA Social Events Committee.
- 5) All social events organized by the SBA shall be presented to the Social Events Committee for discussion and approval.
- 6) All SBA social events shall be reviewed, planned, and approved by the Social Events Committee. Approval of an event by the Committee authorizes the Second Vice President to proceed with planning and execution of the event.
  - a) Each Social Event Committee member has one vote.
  - b) A recommendation shall pass by a simple majority.
- 7) Funding for SBA social events shall be reviewed by the Social Events Committee and recommended to the Executive Board. Final approval of funding shall require the required vote of the Executive Board.
  - a) Approval or denial of funding by the Executive Board shall not affect the Committee's authority to approve or plan an event, but shall determine whether SBA funds may be expended for that event.
- 8) Class Vice Presidents may discuss class social events for consideration and planning purposes during scheduled times of this committee, but approval from this committee is not needed.

## **C. SBA Equity, Diversity and Inclusion Committee**

- 1) The VP of D&I shall oversee the SBA Equity, Diversity & Inclusion Committee ("SBAEDIC").
  - a) A) The SBAEDIC shall be governed by its own ratified bylaws.

## **D. Peer-to-Peer Mentorship Committee**

- 1) The VP of D&I shall facilitate the Peer-to-Peer Mentorship Committee.

- a) The VP of D&I shall invite participation from the following groups and organizations; however, if a particular organization or group does not express interest or is unable to provide a representative, that position need not be filled:
  - i) The VP of D&I;
  - ii) One Academic Excellence Fellow;
  - iii) One student representative from each Affinity organization;
  - iv) One exec member from each class (2L President, 2L Vice President, or 2L Treasurer/Secretary and 3L President, 3L Vice President, or 3L Treasurer/Secretary).
- 2) The Peer-to-Peer Mentorship Committee shall carry out the following functions in furtherance of its mission to support incoming and current students:
  - a) Develop and implement a matching process that pairs incoming 1Ls with current Willamette students, prioritizing common interests, identities, professional goals, and other relevant compatibility factors.
  - b) Plan and host a kickoff event at the beginning of the academic year to introduce mentors and mentees.

## **ARTICLE VIII - Communication and ListServ Policy**

### **Section 1. Authorized Users**

- 1) Two members of each SBA-recognized student organization may be granted access to the SBA-authorized student listserv, and the organization may designate any of its officers as authorized users.
- 2) Each member of the SBA Executive Board and class representatives may be granted listserv access consistent with their official duties, except where separate communications are required by the Student Handbook.

### **Section 2. Usage Limits**

- 1) Student organizations may use the listserv to advertise qualified events by sending no more than one listserv email per week.
  - a) Qualified events are events that are open to the entire law school student body and are of general interest or applicability beyond the organization's membership.
- 2) Student organizations may send one additional listserv email during the week of an event.
- 3) Regularly scheduled meetings of student organizations do not qualify as qualified events unless a speaker or program of general interest is featured.
- 4) When two or more student organizations jointly plan or sponsor an event, listserv usage limits shall apply as though the organizations are a single entity.
- 5) Student organizations shall not use the listserv to conduct internal organization business or to generally advertise their organization, except that each organization may send one

listserv email at the beginning of each semester notifying students of the organization's existence and meeting times.

### **Section 3. Sanctions**

- 1) Any student or student organization that violates this Article may be sanctioned by the SBA Executive Board upon a majority vote determining that a violation has occurred.
- 2) The Executive Board may initiate sanctions on its own motion or upon complaint by any law student, faculty member, or staff member.
- 3) Sanctions may include a warning or revocation of listserv privileges.
  - a) Upon a first violation, the authorized user shall receive a warning.
  - b) Upon a subsequent violation, listserv privileges shall be revoked for the remainder of the current semester, or, if the violation occurs after the midpoint of the semester, for the remainder of the semester plus the first ten weeks of the following semester.
- 4) Any student whose listserv privileges are revoked may address the Executive Board at a regularly scheduled meeting and may appeal the revocation once, with the outcome determined by a majority vote of the Executive Board.

## **ARTICLE IX - Finances and Budgeting**

### **Section 1. Student Fee Allocation**

- 1) At the beginning of each semester, the SBA Treasurer shall contact the University Business Office to appropriate the student fee funds on which the Student Bar Association operates.
- 2) Student fee funds shall be allocated by the SBA Executive Board primarily among class funds, SBA programming, and recognized student organizations.
  - a) Class funds shall constitute no less than one-third (1/3) of semester allocations and shall be distributed equally among the classes, except that the graduating class may receive additional funds during its final academic year.
    - i) Class Presidents shall be accountable to their class, the SBA, and the SBA Executive Board for all class funds and shall maintain publicly available ledgers for the duration of their term.
  - b) Funds allocated for SBA programming shall be used to support activities and initiatives serving the student body, and the SBA shall be accountable for all such expenditures.
    - i) SBA programming funds shall be deposited in the appropriate SBA accounts
      - (1) Accounts include
        - (a) Travel
        - (b) Speaker
        - (c) Custodial; and

- (d) Emergency
  - c) Funds allocated to recognized student organizations shall constitute no less than one-third (1/3) of semester allocations and shall be distributed following review and recommendation by the Budget Committee.
- 3) At the beginning of each budget cycle, the SBA President and Treasurer shall determine an allocation to the Willamette University SBAEDI Committee.
  - a) No less than six hundred dollars (\$600) shall be allocated to the SBAEDI Committee per semester cycle unless unfunded by a two-thirds (2/3) vote of the present voting Executive Board.
    - i) The LLM Liaison may participate in discussion and deliberation but shall not be eligible to vote on this matter.
  - b) The proposed allocation shall require approval by a two-thirds (2/3) vote of the Executive Board.

## **Section 2. Reporting and Transparency**

- 1) The SBA Executive Board shall approve all monetary expenditures, including student organization distributions and conference expenditures, by roll-call vote unless otherwise permitted by these Bylaws including the President's discretionary authority set forth under Article IX, Section 3(5).
  - a) The LLM Liaison may participate in discussion and deliberation but shall not be eligible to vote on this matter.
- 2) The SBA President, in conjunction with the SBA Treasurer, shall issue a financial report following approval of expenditures as part of the Executive Board meeting minutes.
- 3) Financial reports shall include individual budget allocations and the rationale supporting allocation decisions and shall be made publicly available within a reasonable period.

## **Section 3. Discretionary Funding**

- 1) Any individual or organization seeking discretionary SBA funds shall submit a written request sponsored by at least two members of the SBA Executive Board.
- 2) The Budget Committee shall review discretionary funding requests and provide a written recommendation to the Executive Board.
- 3) Following the Budget Committee's recommendation, the Executive Board may approve or deny the request by vote.
  - a) The LLM Liaison may participate in discussion and deliberation but shall not be eligible to vote on this matter.
- 4) If approved, the SBA Treasurer shall ensure appropriate documentation of expenditures before the end of the budget cycle.
- 5) The SBA President shall have the authority to discretionarily authorize expenditures for up to \$50 without Executive Board approval.

- a) The SBA President must notify the SBA Treasurer before approving any discretionary expenditures.
- b) This power is authorized only in those circumstances where obtaining SBA Executive Board approval would cause unnecessary delay or financial harm to the SBA or an SBA approved organization.
- c) No more than \$150 per budget cycle may be spent in this manner.

#### **Section 4. Emergency Funding**

- 1) Emergency funding requests may be submitted when an unforeseen event or need arises outside the regular budget process.
- 2) Emergency funding requests shall be filed with the SBA Treasurer and shall include a written explanation of the purpose, estimated cost, timing, and prior funding history.
- 3) A representative of the requesting organization shall present the request to the Executive Board.
- 4) Emergency funding shall require approval by a two-thirds (2/3) vote of all present voting members of the Executive Board.
  - a) The LLM Liaison may participate in discussion and deliberation but shall not be eligible to vote on this matter.
- 5) Emergency funding allocations shall be reflected in the organization's next Budget Packet.

#### **Section 5. Recordkeeping**

- 1) The SBA Treasurer shall maintain accurate and complete financial records for all SBA funds, including receipts and ledgers.
- 2) Recognized student organizations receiving SBA funds shall maintain physical or digital ledgers accounting for all expenditures and shall provide such records upon request.
- 3) Student organizations shall retain financial records for a minimum of seven (7) years.

#### **Section 6. Budget Cycles**

- 1) There shall be two budget cycles during each academic year, consisting of a Fall Semester Budget Cycle and a Spring Semester Budget Cycle.
  - a) During the Fall Semester Budget Cycle and Spring Semester Budget Cycle, the Budget Committee shall start the disbursement process.
    - i) The disbursement process is defined in Article VII, Section 4, A(6)-(11)
  - b) The Budget Committee shall start the disbursement process no earlier than the Monday of week two (2) of each Fall Semester and Spring Semester.
  - c) The disbursement process shall be finalized before the Monday of week seven (7) of each Fall Semester and Spring Semester.

- i) The disbursement process is deemed to be finalized once the Budget Committee has convened and finalized their disbursement recommendations for SBA Executive Committee approval.
  - d) The finalized disbursement recommendation shall be presented during the next regularly scheduled SBA meeting for approval to initiate disbursement.
  - e) Once approved, the SBA Treasurer will submit the finalized disbursement recommendations to the Dean of Academic Affairs.
- 2) Recognized student organizations seeking SBA funding during a budget cycle shall submit a Budget Packet in accordance with procedures established by the SBA Treasurer and Budget Committee.

### **Section 7. Timeline**

- 1) Budget forms, submission deadlines, review meetings, and Executive Board approval timelines shall be established by the SBA Treasurer at the beginning of each budget cycle.
  - a) If a student organization submits a late budget submission form under Article VII Section 4 of this Constitution and Bylaws it shall be at the discretion of the SBA Treasurer and Budget Committee to approve any submission that is past the deadline established by the SBA Treasurer.
- 2) The Budget Committee shall convene during each regular budget cycle to review timely submitted Budget Packets and issue recommendations within a two (2) week period following submission deadlines.

### **Section 8. Late or Contingent Requests**

- 1) Budget requests submitted after established deadlines may be considered only upon approval by the SBA Executive Board.
- 2) Funding for activities that are contingent or may not occur within the budget period may be approved as conditional allocations and shall remain unspent until the activity occurs.
- 3) Any unexpended or unused conditional funds shall revert to the SBA general account at the conclusion of the budget period.

## **ARTICLE X - Amendments**

### **Section 1. Proposal**

- 1) Amendments, revisions, or newly adopted provisions to the Student Bar Association Constitution or Bylaws may be proposed by any member of the SBA Executive Board.
- 2) All proposals shall be submitted in written form and circulated to the Executive Board prior to consideration.

## **Section 2. Executive Board Approval**

- 1) Proposed amendments or revisions shall require approval by a simple majority vote of the seated SBA Executive Board unless a higher threshold is required by the Constitution.
- 2) The Executive Board shall review proposed amendments for consistency with the Constitution, internal coherence, and administrative feasibility.

## **Section 3. Ratification**

- 1) Any amendment, revision, or newly adopted Constitution and Bylaw approved by the SBA Executive Board shall be submitted to the entire student body for ratification.
- 2) Ratification shall require an affirmative vote of fifty percent (50%) plus one (1) of the WUSL student body who votes.
- 3) Voting shall be conducted in a manner that allows participation by the entire student body.
- 4) Upon ratification, the amendment or governing document shall take effect immediately unless otherwise specified.

## **Section 4. Supersede Prior Editions**

- 1) Upon adoption, this Constitution and these Bylaws shall supersede all prior constitutions, bylaws, amendments, resolutions, and governing documents of the Student Bar Association.
- 2) Any prior provisions inconsistent with this document are hereby rendered void and without effect.

## **Section 5. Interpretive Authority**

- 1) When the Constitution or Bylaws are silent, ambiguous, or internally inconsistent, the SBA Executive Board may issue interpretive guidance consistent with the intent and structure of the governing documents.
- 2) Interpretive guidance shall not conflict with express constitutional provisions and shall be recorded in the Executive Board's official records.
- 3) Interpretive guidance issued pursuant to this Section may be superseded by subsequent amendment or clarification.