BYLAWS OF THE STUDENT BAR ASSOCIATION AT NORTHERN ILLINOIS UNIVERSITY COLLEGE OF LAW

Article I – Purpose, Scope, & Citation

Section 1. In General

(A) These Bylaws serve the Northern Illinois University College of Law (“NIU-COL”) Student Bar Association (“SBA”) Board of Representatives (“The Board” or “The Government”).

(B) These Bylaws shall assist the Board of Representatives and the Executive Council of the SBA in executing the duties set forth in the SBA Constitution. Actions not stated in these Bylaws or the Constitution require the consideration of The Board and approval of The President and Executive Council. Such consideration may include the use of the Judiciary.

Section 2. Citation

(A) These Bylaws may be cited as N. Ill. Univ. SBA Bylaws [Art.] [Sec].

Article II – Conduct and Decorum

Section 1. Code of Conduct

(A) All Officers and Class Representatives on The Board shall be held to the standards of professionalism and conduct outlined in the NIU-COL Student Handbook and the Northern Illinois University Student Code of Conduct.

(B) Punishment for violations of the professionalism and conduct standards outlined in the aforementioned documents shall not extend beyond removal from office on The Board and other reasonable actions.

(C) Complaints regarding such violations shall be investigated by a Special Committee comprised of the 3L Class Representatives by holding at least one (1) public hearing at which all parties may present their case. If the Special Committee by majority vote finds a violation has occurred, punishment shall be rendered. No person who is subject to the investigation may serve on the Special Committee.

Article III – Additional Duties of The President

Section 1. Committees

(A) The President shall be a member of the University Council of Northern Illinois University. If The President is temporarily unable to carry out the duties of such
membership, The President shall appoint another member of the Executive Council to the role.

(B) The President, with the advice and consent of The Board, shall appoint any additional NIU-COL University Council Representatives.

(C) The President shall be a member of all SBA Committees ex officio but shall have no vote unless a vote of the Committee is equally divided.

Section 2. Tabling

(A) The President shall appoint one (1) Member of The Board to organize and coordinate the Marshall Gallery tabling schedule. The Appointee’s duties will include receiving tabling requests from Student Organizations, creating a master schedule, communicating with the NIU-COL administration regarding tabling requests and scheduling, and any other tasks which are necessary to successfully perform the role.

Section 3. Annual Town Hall Meeting

(A) The President shall implement and lead at least one (1) town hall meeting each academic year. The purpose of the town hall meeting is to provide transparency to Members of the Student Bar Association and inform them of those executive and legislative decisions and actions by and for the Student Bar Association. The President may hold additional town hall meetings throughout the academic year if they so desire.

(B) The date, time, place, and manner of the town hall meeting shall be determined by majority vote of The Board, but shall not occur later than December 1 of the Fall semester. All modifications to date, time, place, and manner may be subject to change by majority vote of The Board. The town hall meeting shall be open to Members of the Student Bar Association and the faculty, staff, and administration of NIU-COL.

(C) The format of the town hall meeting shall be an open forum.

(D) The following shall be addressed by The President at each town hall meeting:

1. Amendments to the Constitution;
2. New positions or duties established, modified, or created on The Board;
3. Issues raised by Members of the Student Bar Association, including the resolution of those issues; and
4. Any and all other matters deemed necessary by The President.

Article IV – Additional Duties of The Vice President

Section 1. Parliamentarian

(A) The Vice President may appoint another individual to act as Parliamentarian for The Board at any time and as necessary.

Article V – Additional Duties of The Chief of Staff

Section 1. Meetings with Board Members
(A) The Chief of Staff shall meet with members of The Board who, by assignment from The President, must provide updates on any and all events, committees, or other duties.

Section 2. Briefings

(A) The Chief of Staff shall brief the Board of Representatives during regularly scheduled meetings of the Board.

(B) The Chief of Staff shall brief the Executive Council prior to regularly scheduled meetings of the Board.

Section 3. Events

(A) The Chief of Staff, in concert with The Chief of Operations, shall be in charge of coordination and execution of duties during SBA events.

Section 4. Communication with Student Organizations

(A) The Chief of Staff shall create and moderate an All-Organizations Presidents’ Facebook group page to facilitate communications between The Board and Student Organization leaders. The group’s members shall include the SBA President and the president of each Student Organization. The group shall be updated each year to reflect current presidents, and former presidents shall be removed within a reasonable time after the end of their term of office.

(B) The Chief of Staff shall act as a liaison between The Board and the presidents of the various Student Organizations.

Article VI – Additional Duties of The Secretary

Section 1. Attendance Records

(A) The Secretary shall record the attendance of Members present at meetings of The Board. Such records shall be published in the official Minutes of The Board.

Section 2. Agenda for Meetings

(A) The Secretary shall deliver a copy of the Agenda for each Stated Meeting to all Members of The Board prior to each respective Stated Meeting at least twenty-four (24) hours in advance.

Section 3. Meetings and Votes

(A) The Secretary shall record the number of affirmative and negative votes cast on matters before The Board.

(B) Any request to record or not record an opinion or discussion must have the approval of The President of the Student Bar Association before such request will be honored by The Secretary. If The President does not approve of the act of recording or the non-recording, then the Board of Representatives must vote to approve the request.

(C) The Secretary shall honor the approved request of any Member of the Student Bar Association to record or not record their opinion for or against any issue discussed and shall place such information in the official minutes of the SBA.
Section 4. Posting of Records

(A) Records that require public posting shall be posted on the SBA Blackboard page or other medium of dissemination deemed necessary by The Board.

Section 5. Absence

(A) The duties of The Secretary, if The Secretary is absent, shall fall on The Chief of Staff. If The Chief of Staff is absent, then The President shall appoint a Member of The Board. Such duties do not preclude The Chief of Staff or the appointed Member from exercising any other right or duty they may have.

Section 6. Communication with Student Organizations

(A) The Secretary shall, no later than March 1 of each academic year, communicate to the Student Organizations the need to submit a request for renewal of formal recognition.

Section 7. Campus Calendar

(A) The Secretary, as manager of the SBA Campus Calendar, shall provide the NIU-COL administration with information regarding upcoming SBA and Student Organization events for publication to the student body.

Article VII – Additional Duties of The Treasurer

Section 1. Reports

(A) The Treasurer shall submit a periodic report conforming to Generally Accepted Accounting Principles to The Board on the financial state (including but not limited to incomes, expenditures, debts, etc.) of the SBA.

(B) Reports made by The Treasurer will be incorporated into the minutes and will also be posted electronically on the SBA Blackboard page and OneDrive.

Section 2. Communications with the Administration

(A) The Treasurer shall regularly communicate with the Northern Illinois University College of Law budget office.

(B) The Treasurer shall serve as the main point of contact with the NIU-COL budget officials.

(C) The Treasurer shall relay any administrative financial mandates to The Board.

Section 3. Procedural Record Keeping

(A) The Treasurer shall maintain record of accounting procedures used throughout their term of office to ensure an institutional memory remains intact for future office holders.

Section 4. Assistant Treasurer

(A) The Treasurer may appoint, with the consent of The President, between one (1) and two (2) Members of the Board of Representatives, other than those members of the Executive Council, to act as “Assistant Treasurer” who may, unless otherwise prohibited within these Bylaws, act with the administrative powers, duties, and rights of The Treasurer in all respects.
(B) The Assistant Treasurer shall not have the power to endorse instruments drawing upon the funds of the SBA.

(C) In all cases of dispute regarding the powers and duties of the Assistant Treasurer, the Assistant Treasurer shall yield authority of office to The Treasurer.

**Article VIII – Additional Duties of The Chief of Operations**

**Section 1. Communication with Student Organizations**

(A) The Chief of Operations shall assist in moderating the All-Organizations Presidents’ Facebook group page created by The Chief of Staff.

(B) When communicating each month with Student Organization presidents, as enumerated in Art. III Sec. 9(B)(6) of the SBA Constitution, The Chief of Operations may conduct such communications either electronically or, when necessary, in person.

**Article IX – Additional Duties of The Marketing Officer**

**Section 1. Marketing, Promotion, and Social Media Accounts**

(A) The Marketing Officer, subject to the oversight of The Chief of Operations, shall manage and maintain any and all social media, software, and/or website accounts being utilized for the purpose of marketing, promotion, or SBA social media activity, including, but not limited to, Facebook, Instagram, Canva, Hootsuite, and other similar entities.

**Article X – Committees**

**Section 1. Standing Committees**

(A) The SBA Board of Representatives has established the following Standing Committees:

1. A Committee on Social Events. The purpose of the Committee will be to plan, coordinate, and organize social events hosted by the SBA;

2. A Committee on Student Life and Academic Affairs. The purpose of the Committee will be to address issues and improve the quality of life and learning for SBA Members, provide recommendations to improve academic resources and curricula, and to advise the Dean of the College of Law on matters regarding the planning, preparing, approving, and administering of budgets involving the Academic Excellence Fee;

3. A Committee on Elections. The purpose of the Committee will be to promulgate and enforce election rules; to conduct, supervise, and certify elections and referenda; and to communicate results to applicable parties;

4. A Committee on the Constitution and Bylaws and the Drafting of Legislation. The purpose of the Committee will be to review, revise, and maintain the Constitution and these Bylaws; to identify illegal actions taken by members of the Government; to provide The Board
with suggestions for mitigating such illegal actions; and to draft legislation for presentation before the Board of Representatives.

5. A Committee on Diversity, Equity, and Inclusion. The purpose of the Committee will be to act as the bridge between the Student Bar Association and the NIU Division of Academic Diversity, Equity, and Inclusion (“ADEI”) to help effectively communicate ADEI initiatives to The Board and the NIU-COL student body; to address campus-wide policies affecting diversity and work to implement positive change; to assist with sensitivity and allyship training by hosting diversity, equity, and inclusion workshops for the student body and promoting open dialogue and collaboration throughout NIU-COL; and to work in coordination with the NIU-COL administration to ensure necessary support is provided to all students.

(B) The Board may, by majority vote in favor, establish additional Standing Committees should it be deemed necessary and proper. Any new Standing Committees established by The Board shall then be added to Sec. 1(A) of this Article.

Section 2. Committee Service

(A) Any Member of The Board may serve on a Standing, Special, or Temporary Committee unless specific provisions enumerated in the SBA Constitution or these Bylaws prevent it. All Committee members serve at the pleasure of The President of the Student Bar Association.

(B) The President, The Vice President, and The Chief of Staff shall be *ex officio* members of all Committees. The Vice President and The Chief of Staff shall not cast a vote on any Committee matter unless they are themselves an appointed member of the Committee. The President shall cast a vote on a Committee matter only if a vote by the appointed members is equally divided.

Article XI – Seal of the SBA

(A) The official Seal of the SBA shall be kept by The Secretary and affixed only when authorized.

(B) The Seal is best represented by the following pictorial representation:

(C) The Seal shall be affixed to all Acts of the Student Bar Association upon passage.

Article XII – The Judiciary

Section 1. Submission of Matters
(A) For purposes of judicial proceedings, the official representative upon whom service of process for the SBA will be given is The Secretary of the SBA.

(B) The Secretary, as soon as possible, shall refer information regarding the suit to The President and The Court, and notice of the pending case will be sent to all Members of The Board as soon as is practical. The Court shall then convene to review the submission and begin proceedings pursuant to Art. IV of the SBA Constitution.

**Article XIII – Fiscal Policies**

**Section 1. Fiscal Year**

(A) The Fiscal Year for the SBA shall run concurrently with that of Northern Illinois University College of Law.

**Section 2. Endorsement of Funds Paid**

(A) Instruments drawing upon the funds of the SBA must be signed by The Treasurer and counter-signed by The President, The Vice President, The Chief of Staff, or The Secretary of the SBA.

**Section 3. Funding Requests, Student Organizations**

(A) Determinations of Student Organization funding allotments, whether full or partial, shall comport with the provisions of Art. XVII Sec. 3 of these Bylaws.

(B) Student Organizations may file a request for funding with The Treasurer of the SBA. The Treasurer may, as necessary, redact any personal information included in the funding request before submitting the request to The Board with his/her recommendation. Funding is approved upon a majority vote of The Board.

(C) Funding for Student Organizations must be for specific events. General funding will not be appropriated.

(D) Funding for perishable items will not be granted retroactively.

(E) Funding for non-perishable items which can continue to be used by a Student Organization may be granted retroactively by submitting a funding request to The Treasurer within thirty (30) days of the date of purchase for consideration by The Board. Such funding requests must include receipts of the purchased items.

**Section 4. Funding Requests, Individuals**

(A) Individuals may apply for funding to attend conferences or other events that further their legal education. The applicant must file a request for funding with The Treasurer of the SBA no later than six (6) weeks prior to the event for which funding is desired. The Treasurer will redact any information that is proper to be redacted and submit the request to the Board of Representatives along with The Treasurer’s recommendation of action regarding the application. Funding is approved upon a majority vote of The Board.

(B) Funding requests made less than six (6) weeks prior to the event for which funding is desired may still be considered for approval at the discretion of The Treasurer and the Executive Council. If The Treasurer and the Executive Council determine it is appropriate to consider approving the funding request,
the funding request shall then go through the approval process enumerated in Sec. 4(A) of this Article.

(C) Actual disbursement of funds for approved funding requests may occur after the date of the event for which funds are requested.

(D) Funding for such matters will not be granted retroactively if a funding request is submitted after the event in question.

Article XIV – Meetings and Procedures of the Board of Representatives

Section 1. Meeting Dates

(A) Stated Meetings of the Board will be held at least twice per month at times, dates, and locations convenient to The Board. Such meeting times, dates, and locations shall be published to the Members at least forty-eight (48) hours in advance.

Section 2. Order of Business

(A) By default, unless amended by simple majority vote of the Board of Representatives, the Order of Business for Meetings of The Board shall be as follows:

1. Quorum Call;
2. Call to Order;
3. Presentation of the Constitution and Bylaws;
4. Approval of the Agenda;
5. Reading and Approval of the previous Meeting’s Minutes;
6. Reading of Communications;
7. Treasurer’s Report;
8. Bill(s) Against the Association;
9. Unfinished Business;
10. New Business;
11. Comments for the Good of the Association;
12. Report(s) from and Question(s) to the Administration;
13. Adjourn;

Section 3. Absence and Proxies

(A) Officers or Representatives who will be absent from a Meeting or SBA event must inform The President, The Chief of Staff, or The Secretary in advance of such absence, except in cases of emergency.

(B) Officers or Representatives who are absent from a Meeting or SBA event without informing The President, The Chief of Staff, or The Secretary in advance of such absence must provide within seventy-two (72) hours an explanation for their absence in order to prevent the absence from counting
towards a determination of resignation under Art. VI Sec. 1 of the SBA Constitution.

(C) Upon written notice, an absent Officer or Representative may submit an official vote to the Board on an Agenda item and, should the item be brought to vote, such vote shall be cast by the Presiding Officer as proxy for the absent member. Such vote shall be valid and does not preclude the Presiding Officer from exercising any other powers, rights, or privileges.

(D) Proxy votes do not count towards a quorum.

Section 4. Agenda

(A) Representatives and Officers may add items to the next Meeting’s Agenda by sending a written communication to The President, The Vice President, The Chief of Staff, and The Secretary. Any exhibits must also be forwarded to The President, The Vice President, The Chief of Staff, and The Secretary.

Section 5. Voting

(A) All decisions made by The Board shall be by a majority vote of the Members of The Board present and voting.

Section 6. Communications received between meetings

(A) Any report or communication intended for receipt by The Board shall be read at the next Stated Meeting.

Section 7. Vacancies and Resignation

(A) Upon an Officer or Representative’s second consecutive unexcused absence, or upon a third unexcused absence in any single semester, from Board Meetings and/or events hosted by the SBA, The Secretary of the Student Bar Association shall send written notice of the pending resignation to the Officer or Representative in question.

(B) Such notice shall be submitted to the Officer or Representative’s NIU-COL mailbox, to the Officer or Representative’s last known address, or to such place reasonably calculated under all circumstances to inform the Officer or Representative. Such notice shall also be affixed within the Minutes of The Board at the next Meeting.

Article XV – Rules of Order

Section 1. General Rules of Order

(A) The procedural rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Student Bar Association in all cases to which they are applicable and in which they are consistent with these Bylaws and any special rules of order The Board may adopt.

(B) A copy of governing parliamentary procedure shall be present at all meetings of the Board of Representatives, when practical.

Section 2. Legislative Process

(A) All Legislation shall be brought before the Board of Representatives for a first reading, whereby the name and purpose of the Bill shall be read.
(B) Upon completion of the first reading, the Drafting Committee shall take the bill and incorporate amendments. After which, the committee shall return the Bill to the Board of Representatives for a second reading.

(C) After the second reading, the Drafting Committee shall review the Bill and, incorporating further amendments if applicable, return it to the Board of Representatives for a third reading.

(D) After The Board completes the third reading of the Bill, the Board of Representatives shall vote on passage of the Bill.

(E) Legislation not brought before the Board of Representatives may be considered by The Board if brought by referendum or other methods deemed sufficient given the circumstances. Prior to enactment of any legislation, all Bills must be made available to Members of the Student Bar Association.

Section 3. Authority of the Presiding Officer in Legislative Proceedings

(A) The Presiding Officer of a meeting shall have the authority to advance a Bill from the first reading to the second reading.

(B) The Presiding Officer of a meeting shall have the authority to move a Bill between the second and third readings, unless motion to close a reading, whether temporarily or permanently, is made and the assent of the Board of Representatives is obtained.

Section 4. Resolutions

(A) The same process for passing Bills shall govern the passage of Resolutions.

**Article XVI – Installation of 1L Representatives**

Section 1. Orientation

(A) Upon taking the oath of office, or as soon thereafter as is expedient, newly installed 1L Class Representatives shall receive a copy of the Constitution of the Student Bar Association and these Bylaws.

(B) The President (or their designee), at a time convenient to the concerned parties, shall conduct an orientation which includes familiarization with the provisions of the Constitution and these Bylaws, and offer the 1L Class Representatives the chance to ask questions and receive answers.

**Article XVII – Laws for Student Organizations**

Section 1. Prospective Student Organizations

(A) Members of the SBA wishing to form a new Student Organization must submit, in writing, the following information to The Secretary of the SBA:

1. Faculty advisor;
2. Executive Board Positions;
3. Persons occupying positions on the Executive Board;
4. Letter of Intent to form the organization;
5. Constitution; and
6. Bylaws

Section 2. Renewal of Recognition

(A) All recognized Student Organizations must renew formal recognition each year by submitting a written statement to the Secretary of the SBA which includes the following information:
1. Faculty advisor;
2. Executive Board Positions;
3. Persons occupying positions on the Executive Board for the upcoming academic year;
4. Letter of Intent to continue the organization;
5. The organization’s most current constitution;
6. The organization’s most current bylaws; and
7. Any and all planned organization events for the coming year which are known at the time of submission.

(B) The Secretary shall convey requests for renewal of formal recognition to the Board for consideration in accordance with Art. VII Sec. 2 of the SBA Constitution.

(C) Student Organizations shall submit requests for renewal of formal recognition to the Secretary of the SBA no later than May 1 of each academic year.

Section 3. Funding

(A) Student Organizations shall be eligible to receive funding from the SBA, as appropriated by the Board, only after the organization has received formal recognition. Existing Student Organizations which renew formal recognition shall remain eligible for full funding.

(B) Prospective Student Organizations which submit applications to the Secretary of the SBA prior to October 1 in the Fall semester, and prior to March 1 in the Spring semester, shall be eligible for full funding immediately upon the Board’s approval and formal recognition.

(C) Prospective Student Organizations which submit applications to the Secretary of the SBA subsequent to the deadlines enumerated in Sec. 3(B) of this Article shall be eligible to receive fifty (50) percent of the full funding allotment immediately upon the Board’s approval and formal recognition. Such organizations shall be eligible to receive full funding beginning in the next full semester after receiving formal recognition.

(D) The full funding allotment for formally recognized Student Organizations shall be two hundred and fifty dollars ($250) per semester. Any Student Organization funds which are unused in a given semester may be rolled over for use during the following semester, so long as it is within the same academic year. Unused Student Organization funds shall not roll over for use during a subsequent academic year.

Section 4. Contact Representative

(A) The Chief of Operations shall be the main point of contact for Student
Organizations.

(B) Each Student Organization shall appoint a liaison to be the main point of contact for The Chief of Operations.

**Article XVIII – Awards**

**Section 1. Authorized Awards**

(A) The SBA has authorized only the following awards:

1. Professor of the Year
2. Commencement Ceremony Class Speaker.

**Section 2. Professor of the Year**

(A) All NIU-COL faculty members, except for adjunct faculty, are eligible for the Professor of the Year Award.

(B) Only members of the graduating Class of NIU-COL are eligible to vote for the Professor of the Year Award. Voting will take place during a forty-eight (48) hour period concurrent with the Spring election cycle.

(C) The Professor of the Year shall receive an invitation from the Student Bar Association to assist in “hooding” new graduates at the ceremony of commencement.

**Section 3. Commencement Ceremony Class Speaker**

(A) The graduating Class shall appoint a Class Speaker to give a student reflection at the Ceremony of Commencement.

(B) Only members of the graduating Class of NIU-COL are eligible to vote for the Commencement Ceremony Class Speaker. Voting will take place during a forty-eight (48) hour period concurrent with the Spring election cycle.

**Article XIX – Elections**

**Section 1. In General**

(A) The Election Committee shall maintain and, as necessary, propose alterations to the election and campaign rules for positions on the SBA Executive Council and Board of Representatives. Pursuant to Art. V Sec. 4(C) of the SBA Constitution, any alteration to election and/or campaign rules requires the consent of The Board. Such consent is given by majority vote.

(B) In all elections, whether a General Election, Special Election, or Run-Off Election, candidates’ social media posts must be approved by the SBA Election Committee prior to publication.

(C) In all elections, whether a General Election, Special Election, or Run-Off Election, candidates retain the right to make unlimited campaign posts on their personal social media pages throughout the duration of the campaigning and voting period.

**Section 2. Ties and Run-Off Elections**

(A) In the event of a tie for a position on the Executive Council, the candidates
shall first be given an opportunity to concede the election to their opponent(s). If the election is not conceded, a Run-Off Election shall be held. The Run-Off Election shall take place during the same time as the General Election for Class Representatives. Candidates shall be allowed one (1) additional post on each of the NIU-COL Class Facebook pages during the campaigning period leading up to Run-Off Election voting. In the event that the candidates remain tied after the Run-Off Election votes have been tallied, the SBA Board of Representatives and Executive Council shall, by majority vote and excluding any who are a candidate in the Run-Off Election, elect one of the candidates to the position.

(B) Pursuant to Art. V Sec. 8(B) of the SBA Constitution, in the event there are five (5) or more declared and qualified candidates for Class Representative within a given graduating class, the four (4) candidates receiving the most votes shall be elected and declared Representatives-Elect. In the event of a tie for the fourth Class Representative seat, the tied candidates shall first be given an opportunity to concede the election to their opponent(s). If the election is not conceded, a Run-Off Election shall be held. The Run-Off Election shall take place within two (2) weeks after the final results of the General Election for Class Representatives are certified and announced. Candidates shall be allowed one (1) additional post on each of the NIU-COL Class Facebook pages during the campaigning period leading up to Run-Off Election voting. In the event that the candidates remain tied after the Run-Off Election votes have been tallied, the SBA Board of Representatives and Executive Council shall, by majority vote and excluding any who are a candidate in the Run-Off Election, elect one of the candidates to the position.

(C) In all cases where a tie has occurred and a Run-Off Election is required, an announcement of the tie and Run-Off Election shall be made to the NIU-COL student body as soon as is expedient. The announcement shall include details of the Run-Off Election timing, the candidates to be voted upon in the Run-Off Election, and any other information deemed necessary by The Board.

(D) Should unique circumstances arise regarding a tie between candidates for an SBA position, for which no remedy is expressly enumerated in this Article, The Board shall undertake to resolve the matter by complying as closely as possible with the provisions of this Article, and the SBA Constitution and Bylaws as a whole.

Section 3. Spring Election Cycle

(A) Members of the 3L Class shall not cast votes or otherwise participate in the Spring election of SBA Executive Council candidates running to hold office the following academic year.

Section 4. Campaign Violation Hearings

(A) In all campaign violation investigations and hearings undertaken pursuant to Art. V Sec. 4(E) of the SBA Constitution, the Special Committee may adopt any and all rules of evidence and procedure that are reasonable and necessary. The accused in such matters may appoint or hire an attorney to speak on their behalf.

Article XX – Continuance

Section 1. In Perpetuity
(A) Unless otherwise stipulated, these Bylaws shall continue in force and in perpetuity as passed unless amended by the Board of Representatives.