

Baylor University School of Law Student Bar Association

Constitution

ARTICLE I: DEFINITIONS AND PURPOSE

SECTION 1: NAME: This organization shall be known as the “Baylor University School of Law Student Bar Association” (long-form) and “Student Bar Association” (short-form).

SECTION 2: MEMBERSHIP: All students both currently enrolled and attending the Baylor University School of Law (hereinafter “Baylor Law School”) shall be members of the Student Bar Association.

SECTION 3: DUES: Each student shall be charged a fee based on a formula determined by the administration of Baylor Law School to fund the activities of the Student Bar Association.

SECTION 4: PURPOSE: The Student Bar Association shall exist for the following purposes:

- a. To promote the welfare of Baylor Law School;
- b. To provide for and improve the academic, professional, and social experiences of students attending Baylor Law School;
- c. To secure a politically responsive and fiscally responsible representative student government for the students of Baylor Law School;
- d. To promote those standards of honesty and integrity commensurate with the building and maintenance of good moral character among the students of Baylor Law School;
- e. To cultivate community and fellowship among the students of Baylor Law School through social, scholastic, and professional events and activities;

- f. To encourage association of students of Baylor Law School with members of the legal profession;
- g. To promote and represent Baylor Law School to the State Bar of Texas, the American Bar Association, and the various Bar Associations throughout the state and nation;
- h. To promote community service and active involvement in school-wide programs; and
- i. To represent the students of Baylor Law School to the faculty, staff, and administration of both Baylor Law School and Baylor University.

ARTICLE II: BOARD OF GOVERNORS

SECTION 1: ORGANIZATION

- A. **GOVERNING BOARD:** The Student Bar Association shall be governed by a Board of Governors, which shall be composed of all Executive Officers and Class Officers.
- B. **ELIGIBILITY:** Students who are currently enrolled and attending Baylor Law School at the time of a regular or special election shall be eligible to stand for election and take office on the Board of Governors subject to specific requirements as enumerated in this Constitution.
 - a. **Full Term Completion Requirement:** All members of the Board of Governors must be willing and able to complete the full term of their office. Any student who cannot fulfill a full term of office shall be ineligible to stand for election or take office.
 - b. **Good Standing Requirement:** All Board of Governors members shall be students in good standing, as determined by the Baylor Law School administration at the time of both election and taking office. Board of Governors members may be subject to a minimum grade point average requirement, enacted by a majority vote of the Board of Governors.
 - c. **Full Participation Expectation:** All Board of Governors members are expected to participate in all events and activities of the Student Bar Association to the fullest extent possible. Failure to do so will result in removal proceedings being brought against the Board of Governors member according to the provisions of this Constitution.

- d. Competency Requirement: All Board of Governors members must be competent in the areas of responsibility which are prescribed for them in this Constitution and by any other bylaws or policies adopted by the Student Bar Association.
- C. ELECTIONS: General elections shall be held twice per academic year as follows: In the fall quarter for a term of office lasting the duration of the subsequent winter and spring quarters, and in the spring quarter for a term of office lasting the duration of the subsequent summer and fall quarters. Unless otherwise enumerated in this Constitution, all seats will be vacant and open for election in each general election.
- D. TERM OF OFFICE: The term of office for all members of the Board of Governors shall commence on the first day of the quarter immediately following the quarter in which a student was elected and shall continue for two consecutive quarters.

SECTION 2: EXECUTIVE OFFICERS

- A. COMPOSITION: The Executive Officers shall consist of an Executive President, Executive Vice President, Executive Secretary, and Executive Treasurer.
- B. QUALIFICATIONS
 - 1. Executive President: The Executive President shall have served two terms of office as an officer of any level on the Board of Governors before standing for election and taking office.
 - a. At the end of the candidate declaration period, if there is no candidate who meets these qualifications, the Student Bar Association Advisor may waive the two terms requirement and lower the threshold to one term.
 - 2. Executive Vice President, Treasurer, and Secretary: These Executive Officers shall have served one term of office as an officer of any level on the Board of Governors before standing for election and taking office.
 - a. At the end of the candidate declaration period, if there is no candidate who meets these qualifications for one of the respective positions, the Student Bar Association Advisor may waive the one term

requirement and lower the threshold to one term.

C. DUTIES

1. The Executive President of the Student Bar Association shall have the responsibility for supervision of all activities and events of the Student Bar Association and of the Board of Governors. To meet this responsibility the Executive President shall:
 - a. Call weekly meetings of the Board of Governors;
 - b. Preside at the weekly meetings of the Board of Governors;
 - c. Call additional meetings as the needs of the Student Bar Association or Baylor Law School require;
 - d. Conduct the meetings in according to the Student Bar Association Bylaws;
 - e. Appoint ex-officio members of the Student Bar Association, subject to approval by majority vote of the Board of Governors;
 - f. Direct the Board of Governors in performance of specific tasks to further the business of the Student Bar Association;
 - g. Create committees and appoint the members;
 - h. Except as delegated by the Executive President or otherwise provided by majority vote of the Board of Governors, be the sole official liaison for the Student Bar Association with the office of the Dean of the Baylor Law School, the administration of Baylor Law School, and any other Baylor University constituency;
 - i. Work with Admissions to participate in First Quarter Orientations;
 - j. Ensure a student voice participates in the major decisions of the Baylor Law School administration;
 - k. Assist the various offices of Baylor Law School in student relations activities; and
 - l. Take any other action necessary and proper in performance of the foregoing.
2. The Executive Vice President of the Student Bar Association shall have the responsibility of assisting the Executive President in the performance of his or her duties. To meet this

responsibility the Vice President shall:

- a. Perform all duties of the Executive President either upon direction of the Executive President or in his or her absence or incapacity;
 - b. Act as the liaison between the Baylor University Student Government and other student organizations at Baylor University (this duty shall be conducted in consultation with the Executive President);
 - c. Succeed to the office of the Executive President for the remaining portion of any unexpired term created by vacancy for any reason.
 - d. Take any other action necessary and proper in performance of the forgoing.
3. The Executive Secretary shall:
- a. Record and collect the minutes of each and every regular and special meeting of the Board of Governors;
 - b. Maintain a record of all business and correspondence of the Student Bar Association;
 - c. Maintain and make available these and other records of the Student Bar Association;
 - d. Succeed to the office of the Executive President for the remaining portion of any unexpired term created by vacancy for any reason should the Vice President be unable to do so for any reason;
 - e. Take any other action necessary and proper in performance of the foregoing.
4. The Executive Treasurer shall:
- a. Disburse and collect funds of the Student Bar Association as directed by the Board of Governors;
 - b. Keep a permanent record of all financial matters of the Student Bar Association and render a current account to the Board of Governors at each meeting where requested;
 - c. Consult regularly with the Associate Dean of Baylor Law School or other appropriate faculty or staff member to facilitate disbursement, collection, accounting, and budgetary planning;
 - d. Substantially assist the Board of Governors when

- creating budgets and financially planning for each event or activity of the Student Bar Association;
- e. Provide an income and expenditure statement for each event or activity conducted in a quarter to the Board of Governors and the Associate Dean of Baylor Law School;
 - f. Succeed to the office of the Executive President for the remaining portion of any unexpired term created by vacancy for any reason should the Vice President and Secretary be unable to do so for any reason;
 - g. Take any other action necessary and proper in performance of the foregoing.
5. The Board of Governors may delegate to any of the above officers additional duties as may be necessary to expeditiously carry out the work of the Student Bar Association.

SECTION 3: CLASS OFFICERS

A. MEMBERS

- a. The student body shall consist of three class levels:
 - i. 1L (students in their first to third quarters);
 - ii. 2L (students in their fourth through sixth quarters);
 - iii. 3L (students in their seventh quarter or later);
 - iv. Interpretation of these quarter ranges shall be subject to the usual practice of Baylor Law School as determined by the Board of Governors and Baylor Law School Registrar.
- b. The Board of Governors shall include the following representatives from each class level:
 - i. The 1L Class shall be entitled to a President, Vice President, and Secretary;
 - ii. The 2L Class shall be entitled to a President, Vice President, and Secretary;
 - iii. The 3L Class shall be entitled to a president, Vice President, and Secretary;

B. QUALIFICATIONS

- a. To take office as a Class Officer, candidates must be in the following quarters upon taking office:
 - i. 1L: Second or Third Quarter
 - 1. A candidate may stand for election in his or her

first quarter but must be a Second Quarter by the start of his or her term;

ii. 2L: Fourth, Fifth, or Sixth Quarter

1. A candidate may stand for election in his or her third quarter but must be a Fourth Quarter by the start of his or her term;

iii. 3L: Seventh, Eighth, Ninth, or Additional Quarter

1. A candidate may stand for election in his or her sixth quarter but must be a Seventh Quarter at the start of their term, further;
2. A candidate may only stand for election in his or her eighth quarter provided he or she will be able to complete a full-term of office; further,
3. In the unique situation where a Ninth Quarter student would be able to complete a full-term of office, he or she shall not be barred from election and service as a Class Officer.

iv. These requirements shall apply to all Class Officers equally and uniformly.

C. DUTIES

a. The 3L Class Officers shall be responsible for the following according to their position:

i. 3L President:

1. Serve as Chairperson of the Adjudicatory Committee of the Baylor Law School Honor Council and execute all duties outlined in the Honor Code;
2. Unless otherwise designated in the Election Code, serve as Chairperson of the Election Committee and be responsible for the administration of elections; and
3. Assist the Executive President and the other 3L Class Level Officers in their duties.

ii. 3L Vice President:

1. Serve as Chairperson of the Investigatory Committee of the Baylor Law School Honor Council and General Counsel for Baylor Law School during Honor Council adjudications as

- provided for in the Honor Code; and
 2. Assist the Executive Vice President and the other 3L Class Level Officers in their duties.
- iii. 3L Secretary:
 1. Ensure prompt communication between the Board of Governors and members of the 3L Class;
 2. Act as publicist for all 3L Class events; and
 3. Assist the Executive Secretary, the Executive Treasurer and the other 3L Class Level Officers in their duties.
- b. The 2L Class Officers shall be responsible for the following according to their position:
 - i. 2L President:
 1. Serve as a member of the Adjudicatory Committee of the Baylor Law School Honor Council and execute all duties outlined in the Honor Code; and
 2. Assist the Executive President and the other 2L Class Officers in their duties.
 - ii. 2L Vice President:
 1. Serve as a member of the Investigatory Committee of the Baylor Law School Honor Council and execute all duties outlined in the Honor Code; and
 2. Assist the Executive Vice President and the other 2L Class Officers in their duties.
 - iii. 2L Secretary:
 1. Ensure prompt communication between the Board of Governors and members of the 2L Class;
 2. Act as publicist for all 2L Class events; and
 3. Assist the Executive Secretary, Executive Treasurer, and the other 2L Class Officers in their duties.
- c. The 1L Class Officers shall be responsible for the following according to their position:
 - i. 1L President:
 1. Serve as a member of the Adjudicatory Committee of the Baylor Law School Honor Council and execute all duties outlined in the Honor Code; and

2. Assist the Executive President and the other 1L Class Officers in their duties.
- ii. 1L Vice President:
 1. Serve as a member of the Investigatory Committee of the Baylor Law School Honor Council and execute all duties outlined in the Honor Code; and
 2. Assist the Executive Vice President and the other 1L Class Officers in their duties.
 - iii. 1L Secretary:
 1. Ensure prompt communication between the Board of Governors and members of the 3L 1L Class;
 2. Act as publicist for all 1L Class events; and
 - ~~3.~~ Prepare relevant documents of the First Quarter orientation event as directed by the Board of Governors; and
 4. Assist the Executive Secretary, Executive Treasurer, and the other 1L Class Officers in their duties.
 - d. The Board of Governors may delegate to any of the above officers additional duties as may be necessary to expeditiously carry out the work of the Student Bar Association.

SECTION 4: SPECIAL OFFICERS

A. COMPOSITION

- a. Special Officers shall consist of the Parliamentarian; Texas State Bar Association Senior Representative; Texas State Bar Association Junior Representative; American Bar Association Senior Representative; American Bar Association Junior Representative; Student Relations Committee At-Large Member; Apparel Chair; TLAP Liaison and any other Special Officer positions created by the Board of Governors in order to expeditiously carry out the work of the Student Bar Association.
- b. Other Special Officers: Subject the approval of a majority of the Board of Governors, the Executive President may appoint Special Officers as necessary to carry out the work of the Board of Governors. Unless specifically enumerated in this

Constitution, Special Officers shall not have a vote in the decisions of the Board of Governors.

B. QUALIFICATIONS AND DUTIES

- a. The Parliamentarian shall:
 - i. Attend all meetings of the Board of Governors and make all procedural rulings as requested pursuant to this Constitution and any other Bylaws or Policies of the Board of Governors;
 - ii. Ensure decorum and proper order at each regular and special meeting of the Board of Governors as well as the various activities and events of the Student Bar Association as circumstances require (subject to the direction of the Executive President);
 - iii. Take any action necessary and proper in performance of the foregoing;
 1. If the Parliamentarian is absent from a meeting, the senior Class Officer present shall serve as the Parliamentarian for that meeting.
 2. For purposes of this clause, the “senior Class Officer” is the Class Officer with the longest continuous service on the Board of Governors. Ties in length of service shall be broken in the following order of precedence: 3L class officers, 2L class officers, 1L class officers, class president, class vice president, class secretary.
 - iv. The Parliamentarian shall govern the rules and regulations of all of the intramurals played by the Student Bar Association. The Board of Governors shall vote on the intramural sport for each respective quarter, and the Parliamentarian shall facilitate the operations of those events.
 - v. The Parliamentarian shall participate in all activities of the Board of Governors and shall have a vote in all decisions of the Board of Governors.
 - vi. The Parliamentarian shall be a regularly elected member of the Board of Governors.
- b. Apparel Chair: The Apparel Chair shall serve for a full year term. Further,

- i. The Apparel Chair shall participate in all activities of the Board of Governors and shall have a vote in all decisions of the Board of Governors;
 - ii. The Apparel Chair's primary duties will be to oversee the design, ordering, and distribution of Baylor Law apparel, subject to SBA Executive Officers approval;
 - iii. The Apparel Chair is expected to create an apparel order once per quarter; and
 - iv. SBA will set a budget per quarter for the apparel orders.
- c. Student Relations Committee At-Large Member (Student Relations Chair): The Student Relations Chair shall serve for the same term as the rest of the Board of Governors. Further,
 - i. The Student Relations Chair shall participate in all activities of the Board of Governors and shall have a vote in all decisions of the Board of Governors; and
 - ii. The Student Relations Chair's primary duties will be to gather the feedback of the student body each quarter and represent the student body in a quarterly meeting with faculty members and student leaders.
- d. Texas Lawyers' Assistance Program Liaison: The TLAP Liaison shall serve for the same term as the rest of the Board of Governors. Further,
 - i. Any candidate for this office must be in the third quarter or above;
 - ii. The TLAP Liaison shall participate in all activities of the Board of Governors and shall have a vote in all decisions of the Board of Governors; and
 - iii. The TLAP Liaison shall foster communication between the TLAP organization, the Student Wellness Organization and SBA, but will not be providing mental health care to students.
- e. Texas State Bar Senior Representative: The Texas State Bar Senior Representative shall serve for the same term as the rest of the Board of Governors. Further,
 - i. Any candidate for this office must have served as the immediate past Texas State Bar Junior Representative; and
 - ii. The Texas State Bar Senior Representative shall

participate in all activities of the Board of Governors and shall have a vote in all decisions of the Board of Governors.

- f. Texas State Bar Junior Representative: The Texas State Bar Junior Representative shall serve for the same term as the rest of the Board of Governors. The Executive President shall appoint and the Board of Governors confirm this position at the first meeting of the new term. Further,
 - i. Any candidate for this office must have at least four quarters remaining before graduation; and
 - ii. The Texas State Bar Junior Representative shall participate in all activities of the Board of Governors and shall have a vote in all decisions of the Board of Governors.
- g. American Bar Association Senior Representative: The American Bar Association Senior Representative shall serve for the same term as the rest of the Board of Governors.
 - i. Any candidate for this office must have served as the immediate past American Bar Association Junior Representative; and
 - ii. The Texas State Bar Senior Representative shall participate in all activities of the Board of Governors and shall have a vote in all decisions of the Board of Governors.
- h. American Bar Association Junior Representative: The American Bar Association Junior Representative shall serve for the same term as the rest of the Board of Governors. The Executive President shall appoint and the Board of Governors confirm this position at the first meeting of the new term.
 - i. Any candidate for this office must have at least four quarters remaining before graduation; and
 - ii. The Texas State Bar Junior Representative shall participate in all activities of the Board of Governors and shall have a vote in all decisions of the Board of Governors.
- i. Eligibility Requirements: Except as otherwise enumerated in this Constitution, Special Officers are subject to the eligibility requirements or Article II, Section 1, Clause B.

- j. Participation Expectation: All Special Officers shall be required to participate in Student Bar Association events to the extent that they are directed to do so by the Executive President. However, each Special Officer is also expected to fulfill the duties of their specific office as directed by the Texas State Bar Association – Student Division for the Texas State Bar Representatives, the Student Relations Committee for the Student Relations Committee At-Large Member, or as otherwise instructed by the Executive President of the Board of Governors of the Student Bar Association.
- k. Report Requirement: All members of the Special Officer Panel shall be required to report to the Board of Governors at a regularly called meetings regarding their work.

ARTICLE III: COMMITTEES

SECTION 1: EXISTENCE AND AVAILABILITY

- A. CREATION: The Executive President may constitute and appoint various committees to assist the Student Bar Association in carrying out its work and address issues facing Baylor Law School. These committees must be composed of current students of the Baylor Law School, include at least one Board of Governors member, and have a defined purpose. The Executive President’s appointments must be confirmed by a majority vote of the Board of Governors.
- B. STANDING COMMITTEES: At the adoption of this Constitution, no standing committees exist. However, Standing Committees may be created by majority vote of the Board of Governors. These committees will exist until disbanded by the Board of Governors. Any committee which has not met within two academic quarters shall be considered disbanded.
- C. HONOR COUNCIL: Under the Baylor Law School Honor Code, a committee already exists: “The Honor Council.” This committee is considered incorporated into this document. This committee shall not be subject to the requirements of Article III of this Constitution. It shall be governed by the other provisions of this Constitution, as well as the Baylor University Honor Code. In the event of a conflict with this Constitution or any other bylaws or

policies of the Student Bar Association, the Honor Code will govern.

- D. REMOVAL FROM COMMITTEE: All committee members serve at the pleasure of the Board of Governors. With the exception of Board of Governors committee members, a simple majority is required to remove a member of a committee. Should the members subject to removal be a Board of Governors member, a two-thirds vote shall be required.
 - a. Once removed from a committee, a Board of Governors member may remain a member of the Board of Governors. Removal proceedings shall not be brought except as enumerated under Article IV of this Constitution.
- E. COMMITTEE ACTION: Subject to the direction of the Executive President, every committee shall report their work to the Board of Governors at regularly called meeting of the Board of Governors. Any report requiring action shall be approved by a majority vote of the Board of Governors. Any action taken by the Committee subject to the approval of the Board of Governors constitutes an act by the Board of Governors.
- F. POWER TO SUPERSEDE: The Board of Governors shall have the power to supersede, invalidate, or ratify any action taken by any committee. This provision shall not apply to Baylor Law School Honor Council.

ARTICLE IV: ELECTION, VACANCY, AND REMOVAL OF MEMBERS OF THE BOARD OF GOVERNORS

SECTION 1: ELECTIONS

- A. The Board of Governors shall conduct, execute, and oversee all Baylor University School of Law elections in full compliance with the Student Bar Association Election Code.

SECTION 2: VACANCY

- A. If a vacancy occurs in any office, other than the Office of the Executive President, a candidate, qualified under the terms of the vacant office, may be appointed by the Executive President to fill the unexpired term of the vacated office. This appointment is subject to the approval of the Board of Governors by a majority

vote. At the completion of the unexpired term, the appointed individual must stand for election should he or she desire to continue in his or her position.

SECTION 3: REMOVAL

- A. Any member of the Board of Governors shall be removed from office for failure to fulfill the duties herein described.
 - a. Any member who shall miss a regularly scheduled Board of Governors meeting must notify the Executive President and Executive Secretary 24 hours before the meeting.
 - b. The Board of Governors shall determine by majority vote whether any absence is excused or unexcused.
 - c. If a member misses a meeting without notifying the Executive President and Executive Secretary, that absence is automatically unexcused.
 - d. The attendance will be included in the minutes every meeting with the reason for any absence and whether or not SBA voted the absence as excused or unexcused. Those minutes will be provided to the Student Bar Association every week.
 - e. If any member receives 5 unexcused absences over the course of their two quarter term, they shall be automatically removed from office and the vacancy filled according to the provisions of this Constitution. There is no limit for excused absences.
- B. To remove a member of the Board of Governors, a two-thirds vote of the Board of Governors is required. Only two grounds exist for removal by the Board of Governors: 1) Failure to perform the duties of office as described in the Student Bar Association Constitution, and 2) Conduct unbecoming of a Board of Governors member.
 - a. Conduct unbecoming a Board of Governors member: This basis for removal shall be defined as excessive and willful violation of any Student Bar Association charter document (Constitution or Bylaws), violation of Baylor Law School Honor Code, violation of local, state, or federal law requiring in-school discipline, or any conduct considered so egregious as to place the member of the Board of Governors,

the Board of Governors, or the Student Bar Association into substantial disrepute.

C. Procedure:

- a. Any Board of Governors member wishing to bring a removal vote against any member of the Board of Governors shall make their reasons known in writing to all members of the Board of Governors. Should no specific individual be requesting the removal, the Executive President shall bring the removal action.
- b. Further, in consultation with the Faculty Sponsor (or in the event of a vacancy in this position, the Associate Dean), a conference will be held between interested members of Board of Governors, any individual party seeking removal (or the Executive President), and the Faculty Sponsor (or Associate Dean) to discuss the matters underlying the request for removal. Once this conference is held, removal may proceed as defined under sub-section B of this Section and Article.
- c. Notice of a removal vote must be provided to all members of the Board of Governors prior to a meeting of the Board of Governors. the Board of Governors may not vote on whether or not to remove a member until at least one week has passed from this notice of a removal vote.
- d. A vote of removal is effective immediately.
- e. This section shall not apply to any removal brought on the basis of absences from regularly called Board of Governors meetings.

ARTICLE V: RECALL OF BOARD OF GOVERNORS MEMBER

SECTION 1: REMOVAL PETITION AND TIMING:

- A. Upon receipt of a petition containing a sufficient number of signatures, the Board of Governors shall call for an election within ten (10) days concerning each Board of Governors member specified in such petition.
- B. For Executive Officers, the removal petition must contain the signatures of thirty percent (30%) of all members of the Student Bar Association.

- C. For Class Officers, the removal petition must contain the signatures of thirty percent (30%) of that officer's Class.
- D. Verification of signatures shall be the responsibility of the Chairperson of the Election Committee. If this individual is the subject of the recall, this responsibility shall be given to the Executive Secretary.

SECTION 2: RECALL ELECTION PROCEDURE: Any recall election called based on Section 1 of this Article shall be conducted as follows:

- A. Except as otherwise provided in this Constitution, the recall election shall be conducted in accordance with the Student Bar Association Election Code.
- B. Prior to calling a recall election, the Faculty Sponsor (or in his or her absence, the Associate Dean) shall be consulted on the matters underlying the recall.
- C. The entire Student Bar Association shall be notified of the recall election at least one week prior to the recall vote.
- D. Those eligible to vote shall be all members of the Student Bar Association, except in the case of a Class Officer where only the members of that officer's Class may vote.
- E. The recall ballot shall inquire whether or not the officer(s) named in the petition filed with the Board of Governors should be removed from office. A simple majority of the votes cast shall be required to remove an officer under this Article.
- F. Any Board of Governors member subject to a recall may vote in his or her own recall election.

SECTION 3: Upon removal of a Board of Governors member under this Article, that office shall be considered vacated and shall be filled according to the provisions contained within this Constitution.

ARTICLE VI: MEETINGS OF THE BOARD OF GOVERNORS

SECTION 1: QUORUM: A majority of the Board of Governors shall constitute a quorum. No binding action shall be taken without a quorum present.

SECTION 2: EXPENDITURES: Expenditures of the Student Bar Association must be approved by majority vote of the Board of Governors.

SECTION 3: PROCEDURE :

- A. The Board of Governors shall meet at least one time during every complete week of regular class of the Baylor Law School academic quarter. They shall meet at a regular time in a consistent location which shall be determined by the Board of Governors at the first meeting of each quarter. The regular meeting time and place shall be made known to the entire student body each quarter. No meeting shall be held during the week immediately preceding and the week of final examinations.
- B. All meetings of the Board of Governors shall be open to any member of the Baylor Law School student body as well as faculty and staff members, except as otherwise provided by sub-section C.
- C. Executive Session: The Board of Governors may meet in executive Session, to which attendance is limited to only the members of the Board of Governors. These sessions should be limited to extraordinary circumstances in which the privacy of the matter to be discussed is paramount.
 - a. Executive Session Procedure:
 - i. If such extraordinary circumstances are present, a simple majority vote in favor is required for the Board of Governors to meet in executive session.
 - ii. The reason for the executive session should be recorded in the minutes and made public at the time of the vote. The executive session should be limited to the minimum period of time necessary to sufficiently discuss the matters of sensitivity at hand.
 - iii. No binding action shall be taken in executive session.
 - iv. Should it become necessary, the Board of Governors may change the location and time of a meeting to be conducted in executive session. This decision shall be

made based on a simple majority vote of the Board of Governors.

- D. Special meetings of the Board of Governors may be called by the Executive President at his or her discretion or by a simple majority of the Board of Governors.
- E. Robert's Rules of Order shall govern in the absence of a rule of procedure adopted by the Board of Governors.
- F. All votes of the Board of Governors shall be by simple majority unless this Constitution or applicable procedure in Robert's Rules of Order states otherwise.
- G. A reasonable period of time must be reserved at the start of every regularly called meeting of the Board of Governors for individual students to address the Board of Governors. To participate in this, a party must send written notice to the Executive President and Executive Secretary twenty-four (24) hours in advance of the meeting at which the party wishes to address the Board of Governors. The party wishing to address the Board of Governors must state in his or her written notice the subject upon which he or she wishes to speak.

ARTICLE VII: BYLAWS ELECTION CODE, AND POLICIES

SECTION 1: The Board of Governors may enact such Bylaws as are necessary and proper to effectuate the objectives of the Student Bar Association.

SECTION 2: All enacted Bylaws shall be repealed or amended by a two-thirds majority vote of the Board of Governors.

SECTION 3: In all cases where provisions enacted by the Board of Governors are in conflict with this Constitution, the Constitution shall prevail.

SECTION 4: An Election Code shall be enacted to effectuate the election of all Board of Governors members. This Code shall take effect upon approval by a two-thirds (2/3) supermajority of the Board of Governors. This election code shall be appended to this Constitution.

SECTION 5: Amendment of the Election Code shall be by a two-thirds (2/3)

supermajority of the Board of Governors.

SECTION 6: The Board of Governors may operate without bylaws, but an Election Code must always exist and be in full force and effect.

SECTION 7: Unless adopted for a specified duration of time, bylaws and policies adopted by the Student Bar Association will be presumed to remain in effect indefinitely.

ARTICLE VIII: RELATION TO STUDENT ORGANIZATIONS

SECTION 1: The Student Bar Association is the umbrella organization for all official student organizations at Baylor Law School. As such, any group seeking to become an official student organization must be recognized by the Board of Governors.

SECTION 2: In order to qualify for recognition, and at all times following recognition, a student organization shall: maintain an active roster, it shall hold regular meetings open to the whole student body, it shall have a faculty sponsor, it shall have a written constitution not in conflict with this Constitution, it shall have officers who are responsible for the conduct of the organization and to ensure that the purposes of the student organization and Baylor Law School are being followed.

SECTION 3: At all times prior and subsequent to recognition of a student organization by the Board of Governors, the officers of that organization are responsible for the organization's conduct and actions.

SECTION 4: Recognition of a student organization may be withdrawn by a two-thirds majority vote of the Board of Governors. No student organization shall have its recognition withdrawn without notice one week prior to the vote on withdrawal of recognition and an opportunity to address the Board of Governors.

SECTION 5: Any organization which has not met for a period of one academic year shall be considered inactive, and must notify the Board of Governors prior to its resumption of activity. Any inactive organization resuming activity shall do so under its previous organizational documents.

Any organization which then remains inactive for two additional academic years shall be considered defunct at the end of that period, and will no longer be recognized by the Student Bar Association. A defunct organization must present new organizational documents and seek recognition from the Board of Governors.

SECTION 6: The Student Bar Association may delegate regulation of student organizations to the Administration of Baylor Law School as is necessary and expeditious.

SECTION 7: Any student organization requesting funds from the Student Bar Association must comply with procedures adopted by the Board of Governors.

ARTICLE IX: AMENDMENTS AND REVISIONS

SECTION 1: Amendments and revisions to this Constitution may be proposed to the Student Bar Association by submitting to the Board of Governors a petition signed by a least forty percent (40%) of the members of the Student Bar Association, or upon the affirmative vote of two-thirds (2/3) of the member of the Board of Governors. A copy of the proposed amendment or revision shall be provided to Student Bar Association at least one week prior to a vote on the amendment or revision.

SECTION 2: Any amendment or revision shall be placed on the next regularly scheduled election ballot for vote by the Student Bar Association as a whole. Should the matter require immediate action, a special election may be called according to the provisions of the Election Code. A two-thirds (2/3) affirmative vote of the Student Bar Association shall be required for adoption of an amendment or revision.

SECTION 3: Copies of the Constitution, the Election Code, and any Bylaws enacted by the Board of Governors as well as any other governing documents shall be made available upon election to all members of the Board of Governors by the Executive President-Elect. A copy of said documents shall be maintained with the Baylor Law School Administration and shall be available upon request for inspection by any member of the Student Bar Association. The Executive Secretary shall be responsible for the execution of this section.

ARTICLE X: SUPREMACY CLAUSE

This Constitution shall be construed as controlling in the event of any disagreement with any provision of the Bylaws, Honor Code, and Election Code adopted pursuant to this Constitution. This Constitution shall be construed as controlling if there is any disagreement with the constitution of any student organization. Upon approval by the student body, this Constitution shall take effect immediately and supersede all prior documents.

As adopted, April 2013, and as amended, April 2020.