BY-LAWS OF THE CALVIN A. KUENZEL
STUDENT BAR ASSOCIATION
STETSON UNIVERSITY COLLEGE OF LAW

ARTICLE I
MEMBERSHIP DUES

The membership dues for each academic semester shall be $50.00, which shall be paid upon enrollment to Stetson University College of Law and every semester that the student is enrolled thereafter. All students are thus members of the Student Bar Association. To increase the membership dues, the Executive Council and the Legislative Body must first vote to approve any new increase. Following a majority vote by the Legislative and Executive Council to increase the membership dues, the proposed increase in membership dues must then be voted on by the members of the Association. A majority vote of the voting Association to increase dues is required in order to implement the increased membership dues.

ARTICLE II
EXECUTIVE COUNCIL

The Executive Council of the Student Bar Association shall be the President, the Vice-President, the Vice President of Part-Time Students, the Treasurer, the Secretary, the Parliamentarian, & the Sports Commissioner. The ABA-LSD Representative will serve as a Special Officer of the SBA, as defined in Article 4 of the SBA Constitution.

SECTION 1. OFFICER’S DUTIES

1. President:
   a. The President shall chair all Association, Executive Council, and Legislative Council meetings.
   b. The President shall have a tie-breaking vote in the Legislative Council.
   c. The President shall, at the beginning of his/her term of office and anytime thereafter as may be necessary due to vacancies, appoint chairpersons to All Committees, Standard and Special, unless otherwise stated below.
   d. The President may, on twenty-four (24) hour public notice, call a special meeting of the Legislative Council.
   e. The President shall be the official liaison between the student body and the American Bar Association, the administration of the College of Law, and the faculty of the college, and shall be the official representative of the Student Bar Association to members of the general public.

2. Vice-President:
   a. Shall serve as the acting president of the Association in the absence of the President of the Association.
   b. Shall serve in close cooperation with the President in the administration of the Student Bar Association as assigned by the President.
   c. Shall be the Executive Council’s liaison to the certain standing committees as designated by the Executive Council.

3. Vice-President of Part-Time Students
a. Shall serve in close cooperation with the President and Vice President in the administration of the Student Bar Association as assigned by the President.
b. Shall be Executive Council’s liaison to the part-time student population designated by the Executive Council.

4. Secretary:
   a. Shall record the minutes of all meetings of the Association, the Legislative Council, and the Executive Council and shall maintain and archive the records of the minutes.
   b. Shall publicly post a copy of the Legislative Council minutes within twenty-four (24) hours of their approval by the Legislative Council.
   c. Shall maintain a record of all official correspondence.
   d. Shall maintain a permanent file of all records in either paper or electronic format.
   e. Shall be the Executive Council’s liaison to the certain standing committees as designated by the Executive Council.
   f. Shall serve as the chair of the Communications Committee.
   g. Shall be responsible for publicizing SBA events.

5. Treasurer:
   a. Shall be responsible for all finances of the Association.
   b. Shall disburse all authorized expenses.
   c. Shall keep a permanent set of books of account for the financial business of the Association.
   d. Shall be the Executive Council’s liaison to all student organizations recognized in the Association in budgetary matters.
   e. Shall present monthly to the Legislative Council a written report detailing income, expenditures, and current balance of all Student Bar Association accounts, and may meet with the Dean at the request of the Student Bar Association President or the Law School Dean to present this monthly report for informational purposes only. After review and approval by the Legislative Council, the report shall be publicly posted.

6. Parliamentarian:
   a. Shall ensure that proper parliamentary procedures are observed at meetings of the Legislative Council.
   b. Meetings shall be conducted as provided under By-Laws Article VI (Parliamentary Procedure)

7. Sports Commissioner:
   a. Shall be elected to implement athletic and intramural programming in conjunction with the Office of Student Affairs.
   b. Shall be required to have good standing with the University and not be on probation at the time of election.
   c. Shall appoint vice-commissioners as necessary to implement the goals of the office.

SECTION 2. OFFICER’S QUALIFICATIONS

1. All Officers:
   a. Shall be members of the Association having attained good standing and shall not be on probation at the time of taking office.
b. Shall, at the time of assuming office, be expected to graduate from law school at a
date no earlier than that which will permit them to serve full terms of office to
which they are elected.

2. The President shall, by the semester that begins the term to which the President is
elected, have satisfied two semester sessions as a student. Eligibility to run for
President is restricted to Executive Council members, Committee Chairs in their 2L
year, or Legislative Council Representatives, who have served a minimum of two
semesters with the Association prior to the semester in which their Presidential term
would commence.

3. All Executive Officers except the President shall have completed one semester of
full-time credits before taking office. These Officers must also have completed
one year of full-time credits before the Fall semester of the next academic year.

4. The President and Vice-President shall be elected on separate, non-tandem
tickets.

5. The Vice-President of Part-Time Students, in addition to satisfying the
requirements of paragraphs (1) and (3), shall be a part-time student at the time of
election.

SECTION 3. SPECIAL TERM CONSIDERATIONS

1. Termination—Officers may be ejected from the Executive Council for cause by a two-
thirds (2/3) majority vote of the Legislative Council and Executive Council after
deliberation by the Executive Council for which the Officer in question was given proper
notice and an opportunity to defend the Officer’s position.
   a. “For Cause” here may be defined as, but is not limited to:
      i. Violating the Student Code of Professionalism and Conduct
      ii. Failing to meet the minimum attendance required as a member of the
          Executive Council
      iii. Any other violation of the duties described above in Section 1 of Article 2

SECTION 4. MEETINGS OF THE EXECUTIVE COUNCIL

1. Executive Council officers shall attend all meetings, official and special, of the
   Executive Council & Legislative Council. More than two (2) unexcused absences
   will result in a meeting of the Executive Council for a vote on ejection, as
described in Article 2, Section 3.

2. Regular meetings of the Executive Council shall be conducted weekly prior to
   Legislative Council meetings and specially called meetings may be convened
   when called by the President or a majority of the Executive Council members.
3. Minutes of meetings of the Executive Council open to the public shall be recorded by the Student Bar Association Secretary and shall be available to the Legislative Council upon request.

4. In preparation of the agenda for the Legislative Council, all committee reports and business to be brought before the Legislative Council shall be reviewed and approved by majority vote of the Executive Council.

5. The Executive Council shall prepare an agenda for the meetings of the Legislative Council.

6. In the spirit of Executive Privilege, the President may, at his discretion, make Executive Council meetings closed to the public. General agenda items of meetings closed to the public should still be made available to the Legislative Council upon request.

SECTION 5. SPECIAL COMMITTEES

The Executive Council may establish special committees it deems necessary to carry on the business and projects of the Association. A majority of the Executive Council shall be required to establish a special committee.

SECTION 6. BUDGETING

1. Emergency Funds: the Executive Council shall have the power to approve emergency expenditures for up to $1,000.00 during the time between Legislative Council meetings through a two-thirds (2/3) majority vote. A report of any expenditure shall be given to the Legislature by the Treasurer at the next Legislative Council meeting.

2. Executive Contingency Fund: The Executive Council shall have a contingency fund consisting of $1,000.00. This fund shall be used at the discretion of the Executive Council for the purpose of Executive Council operating expenses. If funds are spent from this fund, a report of any expenditure shall be given to the Legislature by the Treasurer at the next general meeting.

SECTION 7. EXECUTIVE COUNCIL VACANCIES

Filling Vacancies: If a member of the Executive Council resigns, or is otherwise dismissed from their position, a special election must be held in accordance with Article V to fill the open position. Candidates are subject to the same officer requirements and qualifications outlined in Article II, except for the Treasurer, who shall be temporarily replaced by the Finance Committee Chair until such time that a new Treasurer is elected, and the President, who shall be replaced by the Vice-President or the Vice-President of Part-Time Students. A majority vote of the Legislative Council shall determine whether the Vice-President or Vice-President of Part-Time students assumes the Presidency.
ARTICLE III
LEGISLATIVE COUNCIL

SECTION 1. LEGISLATIVE COUNCIL

1. Membership of the Legislative Council shall consist of:
   a. Class Representatives elected from each class as defined by semester of entry in the College of Law.
   b. Officers elected to the Executive Council. The Executive Council members shall not have voting privileges.
   c. Special Officers who shall be representatives elected by a common vote of all classes to serve special functions of the Association.

2. Special Officers shall consist of:
   a. The ABA-LSD Representative
      i. Shall represent the Association and the College of Law to the ABA-LSD at all of its functions
      ii. Shall be required to have attained a 2.25 overall grade point average and not be on probation at the time of election
      iii. Shall chair the Association’s standing committee on the ABA-LSD
      iv. Shall serve as the President of the Stetson College of Law Chapter of the ABA-LSD
      v. Shall conduct the business of the Stetson Chapter of the ABA-LSD in keeping with the guidelines of the National ABA-LSD and Constitution, By-Laws and Handbook of the local chapter.
   b. The ABA-LSD Vice-Representative
      i. Shall be elected to a two-year term, the second year to consist of automatically being appointed the ABA-LSD Representative and carrying out the duties of the ABA-LSD Representative as defined in Subsection (a) above.
      ii. Shall serve as the acting ABA-LSD Representative in the absence of the ABA-LSD during the first year of the term
      iii. Shall represent the Association and the College of Law to the ABA-LSD at all of its functions for the entire two year term.
      iv. Shall be required to have attained a 2.25 overall grade points average and not be on probation at the time of election.
      v. Shall serve as Vice-Chair to the Association’s standing committee on the ABA-LSD for the first year of the elected term.
      vi. Shall serve as the Vice-President of the Stetson College of Law’s Chapter of the ABA-LSD for the first year of the term.
      vii. Shall conduct the business of the Stetson Chapter of the ABA-LSD in keeping with the guidelines of the National ABA-LSD and Constitution, By-Laws and Handbook of the local chapter.

3. Number: There shall be one (1) class representative, who shall be a member of the academic group from which elected, for every twenty (20) members of said group.
An additional representative shall be elected for any remained over nine (9) after dividing the whole group by twenty (20). When electing representatives, every member of each group shall have the same number of votes as the number of representatives to be elected.

4. Requirements: Each elected representative with the exception of incoming first-year students shall have an overall 2.25 grade point average and not be on probation at the time of taking office.

SECTION 2. DUTIES

1. The Legislative Council shall conduct all business that may properly come before it in pursuing the best interests of the members of the Association and the goals established in the mission statement herein defined.

2. The Legislative Council shall approve all disbursements of Student Bar Association funds as herein provided:
   a. Approval of the budget as a whole and general allocations must be made by a majority of the members of the Legislative Council, except:
      i. The Legislative Council shall maintain a general contingency fund consisting of at least fifteen percent (15%) of the total budget as approved and accepted. Spending from the general contingency fund shall be allowed for expenditures only when duly approved by two-thirds (2/3) of the members of the Legislative Council.
      ii. The Finance Committee may approve allocations and reallocations of funds up to $250 without approval of the Legislative Council. The Legislative Council can by two-thirds (2/3) vote choose to veto any allocation or reallocation of the Finance Committee under $250.

3. The annual budget shall be approved in accordance with the practices of the Stetson University System.

4. Members of the Legislative Council are required to work at least two shifts on behalf of the Student Bar Association per semester. Shifts include set up and take down of SBA Meetings as well as door duties of socials, and any other assignments or duties that the Executive Council deems necessary.

SECTION 3. MEETINGS

1. The first meeting of the Legislative Council shall be held within two weeks (2) following the first day of the semester.

2. Meetings shall be held bi-monthly at a time, date and place to be established by the Executive Council. Once established, the time, date and place for the meetings shall be posted in a public place, including the Student Announcements or
similarly accessible mechanism, no later than five (5) school days prior to the meeting.

3. All regular and special Legislative Council meetings shall be open to all members of the Association, but proposals of official motions and any voting will be limited to the elected representatives only.

4. To conduct business at meetings, a quorum must be present. A quorum shall consist of fifty percent (50%) plus one (1) of the members.

5. Meetings shall be conducted in accordance with Robert’s Rules of Order, 11th Edition and as provided in Article VI (Parliamentary Procedure).

6. Minutes of meetings of the Legislative Council shall be recorded by the Student Bar Association Secretary and shall be presented to the Legislative Council for approval at the next meeting of the Council.

7. The Legislative Council shall work from an agenda prepared by the Executive Council.

SECTION 4. ATTENDANCE OF MEETINGS

All elected representatives of the Legislative Council and Summer Advisory Council shall be expected to attend all regularly scheduled meetings and any special meetings called by the President of the Association. More than two (2) unexcused absences may result in immediate removal from council. Request for excuses must be submitted in writing to the Executive Council in a timely fashion. Use of more than two (2) proxies in conjunction with more than two (2) unexcused absences in one academic year may result in removal from the council. The final determination of all Legislative Council absences rest exclusively with the Executive Council. Excused absences include situations where a Representative has a class at Stetson University College of Law (including in-class components for Dispute Resolution, Trial Team, and Moot Court, but not practice for competitions) and family or medical emergencies. Excused absences are also awarded to part-time students for the 12-1 meetings and for other pressing or extenuating circumstances approved by the Executive Council.

SECTION 5. OTHER CONSIDERATIONS

1. Concurrent Terms—No Class Representative member of the Legislative Council may serve as a member of the Executive Council while serving in those respective offices.

2. Termination—Members may be ejected from the Legislative Council for cause by a two-thirds (2/3) majority vote of the Legislative Council after deliberation by the Legislative Council for which the member in question was given proper notice and an opportunity to defend the member’s position.
a. “For Cause” here may be defined as, but is not limited to:
   i. Violating the Student Code of Professionalism and Conduct
   ii. Failing to meet the minimum attendance required as a member of the Executive or Legislative Councils constitutes grounds for expulsion from office, unless the Executive Council votes to not expel the member by a two-thirds (2/3) majority
   iii. Failure to meet the required event hours for Article III, Section 2, Paragraph 4.

3. Vacancies: Legislative vacancies shall be conducted in accordance with Article V.

SECTION 6. SUMMER ADVISORY COUNCIL

1. Function: The Council will sit as a Quasi-Legislative Council but its authority in promulgating rules and regulations is limited to the duration of the summer term and no rule or regulation promulgated during the summer shall have any force or effect after the end of the summer term. The President of the Student Bar Association shall endeavor to be available to call and preside over all meetings of the Summer Advisory Council. If the President is not available, he or she shall appoint a member of the Executive Council who will be on campus during the summer session to serve as presiding officer. If no members of the Executive Council are available, the President shall appoint a member of the Association who has served previously on the Executive Council or Legislative Council to serve as presiding officer.

2. Number: There shall be seven (7) members of the student body registered and attending the summer session elected at large for the purpose of serving on the Summer Advisory Council.

3. Requirements: Each elected representative, with the exception of incoming first-year students, shall have an overall 2.25 grade point average and not be on probation at the time of taking office.

SECTION 7. HANDBOOK

The Legislative Council may establish handbooks for its various functions as shall be deemed prudent. The handbooks:

1. May be the Official Rules of the Association regarding the matters addressed in them subject to the Constitution and By-Laws of the Association and published school policy.

2. May establish Definitions and Rules of operation and procedure for the bodies, agencies, projects and operations to which they are addressed.
3. Shall be the property of the Association which shall reserve the exclusive right to publish, modify or rescind the various handbooks as determined by a majority vote of the Legislative Council of the Association.

ARTICLE IV
COMMITTEES

SECTION 1. CREATION

There shall be such standing committees as are designated herein below and others which may be created by a majority vote of the Executive Council and Legislative Council.

SECTION 2. BUDGETING

Committees shall be expected to follow the same budgeting process that Student Bar Association recognized organizations follow as defined in Article II, Section 5 of the By-Laws.

SECTION 3. STANDING COMMITTEES

To facilitate the mission and purposes of the Student Bar Association the following standing committees will be maintained with the purposes and functions herein defined:

1. ABA-LSD Committee—Shall promote the purposes of the American Bar Association Law School Division at the College of Law. The committee shall be chaired by the elected ABA-LSD Representative.

2. Alumni Relations Committee—Shall provide for the cooperation of the Associations with the Development Department of Stetson as it relates to development of cooperation with and involvement from Alumni.

3. Barrister’s Ball Committee—Shall provide for the annual Barrister’s Ball sponsored by the Association and shall work to promote the Barrister’s Ball as a dynamic link between the present and former student bodies, as an opportunity to promote cooperation between the Association and the administration in an important Association project, and as a celebration for the Stetson heritage of past and present students.

4. Communications Committee—Shall handle all Association communications (i.e. flyers, advertising, social media, HatterSync posts).

5. Constitution and By-Laws Committee—Shall provide a continual review of the Constitution and By-Laws of the Association to insure that the Association is operating within the parameters of its constitutional authorities; shall provide recommendations to the Legislative Council for amendments as deemed appropriate from time to time.

6. Diversity Committee—The SBA President has the authority to appoint any student currently enrolled in Stetson University College of Law to this committee, regardless of whether or not they are an elected member of the Legislative Council. The Student Bar Association adopts and recognizes the
Diversity Statement articulated by the Diversity Committee as well as the Mission statement adopted by the Diversity Committee. The Diversity Committee is tasked with planning and organizing periodic events and initiatives to promote inclusion and understanding on Stetson Law’s campus.

7. Elections Committee—Shall promote and manage the constitutionally mandated elections for the Association.

8. Finance Committee—Shall receive budget requests from each SBA recognized organization, compile a consolidated budget and submit it to the Legislative Council. Shall also be responsible for assisting organizations with saving money by establishing a list of preferred vendors (i.e. restaurants, transportation companies), assisting with providing metrics for SBA or student organization initiatives and fundraising as approved by Student Affairs.

9. Go Green Committee—Shall create initiatives that shall encourage environmental sustainability for the Association or SBA-governed Student Organizations.

10. Pro Bono Committee—Shall provide for assistance to the Pro-Bono Coordinating Team Members in coordination of and opportunities for pro bono work, working with local professional bar associations and the community at large.

11. Socials Committee—Shall provide for various social functions of the student body as shall be approved by the Executive Council of the Association.

SECTION 4. SPECIAL COMMITTEES

Special Committees may be established by the Executive Council.

SECTION 5. CHAIRPERSONS

The President shall, at the beginning of his/her terms of office and anytime thereafter as may be necessary due to vacancies, appoint chairpersons to all committees, standard and special, unless otherwise stated below.

SECTION 6. ACCOUNTING

Each committee will be funded by a separate line-item account to be in the consolidated financials maintained by the Treasurer and Finance Committee. The President shall propose committee-spending amounts to be included in the Budget submitted to the Legislative Council each semester.

ARTICLE V
ELECTIONS

SECTION 1. NOMINATIONS

1. Legislative Council - Nominations shall be in writing in a manner and time so designated by the current Elections Committee.
2. Executive Officers - Candidates for offices to be elected at-large shall be nominated in writing in a manner and time so designated by the current Elections Committee. These offices include:
   a. The Executive Council offices of President, Vice-President, Vice-President of Part-Time Students, Secretary, Treasurer, Parliamentarian, Sports Commissioner and Special Officers.

3. Prospective candidates for any position may nominate themselves.

4. All candidates must meet the qualifications set forth in Articles 2 and 3.

SECTION 2. VALIDATION BY NOMINEE

1. Legislative Council: Each nominee shall validate a nomination in writing in a manner and time so designated by the current Elections Committee.

2. Executive Officers: Each nominee shall validate nomination in writing in a manner and time so designated by the current Elections Committee.

SECTION 3. SCHEDULING OF ELECTIONS

1. Elections for the offices of President, Vice-President, Vice-President of Part-Time Students, Secretary, Treasurer, Parliamentarian, Sports Commissioner, Special Officers and Legislative Council Class Representative shall be conducted as herein defined.

2. Elections for the Executive Council and Special Officers, as well as for 2L, 3L and PT Representatives shall be conducted by no later than two (2) nor earlier than four (4) weeks before the end of the spring semester.

3. Elections for Legislative Council 1L Representatives of entering classes shall be held no later than four (4) nor earlier than one (1) week after the beginning of the fall semester.

4. Elections for vacant Executive and Special Officer positions shall be held no later than four (4) weeks after the beginning of the current semester or no earlier than two (2) weeks after the position becomes vacant.

5. Elections for vacant Legislative Council Class Representative shall be held no later than six (6) weeks after the beginning of the current semester.

6. Terms for which election is herein provided shall be defined as follows:
   a. Candidates elected at large, that is, those elected commonly by all academic class groupings, shall be for a term of one year unless otherwise provided.
b. Students entering in the Fall semester shall elect Class Representatives in an election at the beginning of the Fall semester and serve for the Fall and Spring semesters.

7. The election for the Summer Advisory Council members shall take place at the beginning of the Summer Term, no later than two (2) weeks after the start of classes.

SECTION 4. PROCEDURE FOR FILLING OFFICES

1. The candidates for President, Vice-President, Vice-President of Part-Time Students, Secretary, Treasurer, Parliamentarian, Sports Commissioner and Special Officers receiving a majority of the votes cast shall be elected.

2. If no majority is received on the first ballot, the two candidates receiving the highest number of votes cast shall be voted upon again.

3. In case of a tie for second on the first ballot where no majority is reached, a run-off election shall be held between those candidates tied for second. An election shall then be held between the candidate receiving the highest number of votes cast in the run-off election and the candidate receiving a plurality in the run-off vote election.

4. In the case of a tie between only 2 candidates running for an Executive Council or Special Officers position, a runoff election must be held between those two candidates. If, after the runoff election, the candidates are tied again, then a coin is to be flipped, and the winner will thus be decided.

5. In the event that a runoff election is needed, the runoff election shall begin within ten days of the general election concluding.

6. For the offices of Legislative Council and Summer Advisory Council, the candidates, equal to the number of offices available, who receive the highest number of votes, shall be elected. In case of a tie for the last position available, a run-off shall be held.

SECTION 5. PROCEDURE FOR FILLING VACANCIES AFTER GENERAL ELECTIONS

1. Executive Council and Special Officer Vacancies shall be conducted as follows:
   a. The Student Bar Association members, elected and non-elected, shall be notified of vacancies and given an opportunity to nominate qualified individuals to fill the vacancies in accordance with the general nomination and validation procedures defined previously in these bylaws.
   b. A special election shall then be conducted in accordance with these bylaws.
2. Legislative Council Class Representative Vacancies shall be filled through Open-Seat Elections as follows:
   a. During a regularly scheduled bi-monthly meeting of the Association, an election shall be held to fill all open seats.
   b. Open seats shall be available based on the classification of the vacancy.
   c. Nominations to fill the vacancy shall be made orally at the meeting by a current Legislative Council Class Representative in good standing.
   d. Students who are in the classification of the open seat and qualified shall be considered first for the vacancy. If the vacancy is not filled by a student in that classification, then the vacancy shall be open to any nominated qualified student in the same program, part-time or full-time, as the open seat. If the vacancy is not filled by a student in that program, then the vacancy shall be open to any nominated qualified student.
   e. The candidates may be given time to make a short speech as determined by the Elections Chair.
   f. Only the Legislative Council members may vote. The winners who receive the highest number of votes, shall be elected. In case of a tie for the last position available, a run-off shall be held.

SECTION 6. PROCEDURE FOR CONDUCT OF ELECTIONS

1. The standing committee on Elections must prepare an instructional guide (also known as the Election Rules), which must be followed by the candidates for office and published to the Association and Legislative Council. The Elections Committee Chair(s) is responsible for management of the Instructional Guide and shall not receive undue influence from any individual. The Chairperson(s) for the Elections Committee shall not promulgate rules in conflict with these bylaws.

2. The Instructional Guide shall be approved by the Office of Student Affairs and subsequently by a majority of the SBA Executive Council prior to being implemented.

3. Discussing with other students an interest in running for a position or inquiring about the elected opportunities that may be available within the Student Bar Association is not an election violation at any time. Actively soliciting votes is considered campaigning and subject to the rules below.

4. Negative campaigning in any form (including bribery, intimidation, or forcing another candidate to reconsider) will not be tolerated.

5. Posting any campaign materials prior to the date determined by the Elections Committee or pre-validation, is prohibited and will result in a violation.

6. The Elections Committee will promulgate the final rules as they relate to endorsement of candidates.
7. No announcements may be made during class time as defined in the instructional guide.

8. The Elections Committee will promulgate the final rules as they relate to social media policies.

9. Candidates can email individuals and/or individually entered email addresses as a group. Candidates may not email campaign material to a pre-existing listserv or class roster.

10. Student Organizations are not permitted to endorse specific candidates.

11. Votes shall be received by the Elections Committee in the time and manner so designated by the current Elections Committee.

12. The counting of votes will be conducted and certified by the Administration’s liaison to the Student Bar Association.

13. The Elections Committee shall submit to the SBA President the certified results of the votes within forty-eight (48) business hours of the close of the election.

14. Upon completion of the election, the raw vote totals and percentages of the vote for all candidates running for all Executive Council positions will be made public to the general student body and published by the Office of Student Affairs. Additionally, the raw vote totals and percentages of the vote for all candidates running for Legislative Council positions shall not be made publicly available, but may be made available to the candidate upon request in accordance with the election rules.
   a. No vote totals may be disclosed before the conclusion of the voting period.

SECTION 7. WRITE IN VOTES

No write-ins will be accepted for any election.

SECTION 8. ELECTIONS COMMITTEE

1. An election committee is to be created consisting of at least four (4) elected Members of the Legislative Council or Student Body.
2. The President of the Association shall appoint the committee Chairperson(s).
3. The Elections Committee Chairperson(s) is/are ineligible to run for the Executive or Legislative Council during the year that they are the general elections overseer.

ARTICLE VI
PARLIAMENTARY PROCEDURE

SECTION 1. RULING AUTHORITY
The rules contained in the 11th edition of Robert’s Rules of Order, Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these By-Laws, and any special rules of order the Association may adopt.

SECTION 2. PARLIAMENTARY AUTHORITY

The Parliamentarian shall be the final arbiter of all questions of parliamentary procedure. Only upon a unanimous vote of the Legislative Council can a decision of the Parliamentarian on procedure be overruled.

ARTICLE VII
NATURE OF TIME PROVISIONS

Whenever specific periods of time are mentioned in these By-Laws, they are to be construed as mandatory, and shall be subject to change by the President when circumstances so require through notification to the Legislative Council. At the next Legislative Council meeting, the Legislative Council may vote to rescind any changes to time provisions made by the President, and such rescission shall not have retroactive effect.

ARTICLE VIII
AMENDING THE BY-LAWS

The By-Laws shall be amended utilizing the following process:

1. Proposed amendment(s) shall be submitted in writing to the Executive Council for approval by majority vote of the Executive Council; and
2. Upon Executive Council approval, the Parliamentarian shall then submit the proposed amendment(s) to the Legislative Council for review for a minimum of (1) week prior to a vote on the proposed amendment(s); and
3. The Legislative Council shall vote to place the proposed amendment(s) on a referendum to the Association, whereby a majority vote of the Legislative Council is required to do so; and
4. The Association referendum shall not take place earlier than two (2) weeks and no later than six (6) from the Legislative Council’s vote to approve; and
5. In order for the Association to adopt the proposed amendment(s), a majority vote of the voting Association is required; and
6. Upon Association approval, the effective date shall be the first school day following the adoption of the amendment, unless otherwise specified.

ARTICLE IX
EFFECTIVE DATE

The By-Laws shall become effective January 1, 2018.
ARTICLE X
CHARTERING AND RECOGNITION OF STUDENT ORGANIZATIONS

SECTION 1. RECOGNITION

1. Student organizations shall be recognized first by fulfilling the criteria outlined in the Student Organization Handbook. Once the organization has met the criteria outlined by Student Affairs in the Student Organization Handbook and receives approval by the Office of Student Affairs, the organization must be recognized by the SBA Legislative Council in order to receive funding. Recognition by the Legislative Council requires a majority approval of the Legislative Council as to recognition of the organization. During the intervening period between Student Affairs Approval and SBA Legislative Council approval, the organization will not be eligible for SBA Funding unless otherwise specified by a motion brought in front of SBA at the time of SBA Legislative Council approval.

2. Every student organization must submit a copy of current financial records with receipts to the Treasurer of the Student Bar Association at the end of each semester. The reports shall be properly organized and shall be archived for reference and for the benefit of successors. Organizations that have not yet had a semester of operation shall not be refused recognition for reason of non-compliance herewith in their first semester of operation.

3. Every student organization must submit a proposed budget for the coming semester by deadlines to be determined by the President and Treasurer in conjunction with the Finance Committee.

4. Any organization that fails to comply with the above items of this section may not be approved until the criteria provided is satisfied. Upon satisfaction of the above criteria, the organization will follow the recognition or re-recognition process outlined in the Student Organization Handbook.

5. Recognition of new organizations will only be considered during the time period stated in the Student Organizations Handbook and should abide by the general process outlined in the Student Organization Handbook. Any organization proposed after such time will be considered at the start of the following semester.

SECTION 2. FACULTY SPONSORSHIP

Each Student Organization is required to secure a Stetson Faculty or Administration member to serve as their advisor, per the requirements outlined in the Student Organization Handbook.

SECTION 3. CONDUCT OF BUSINESS

1. Meetings of student organizations should be conducted in accordance with Robert’s Rules of Order, Newly Revised.
2. Minutes of student organization meetings should be recorded and shall be archived for successors in office.

3. Association recognized organizations shall submit budget requests at the beginning of each semester in preparation for the Executive Council’s spending recommendations to the Legislative Council. The SBA President and Treasurer, in conjunction with the Finance Committee, shall agree and set the date for which budget requests for the following semester are due.

SECTION 4. NEWLY PROPOSED CLUBS

Newly proposed organizations may be granted temporary status by meeting the criteria outlined in the Student Organization Handbook.

SECTION 5. LOSS OF REQUISITION ELIGIBILITY

Failure of any student organization to adhere to the above guidelines as well as those listed in the Student Organization Handbook will result in the organization losing its active status and eligibility to apply for SBA funds.