



VILLANOVA UNIVERSITY CHARLES WIDGER SCHOOL OF LAW

STUDENT BAR ASSOCIATION *-BYLAWS-*

Article I: Authority and Definitions

§ 1. Purpose

The Executive Committee and Board of Officers hereby establish these Bylaws to codify the operational and management procedures governing the Villanova University Charles Widger School of Law Student Bar Association (SBA). These Bylaws shall serve as a supplement to the SBA Constitution (*as amended 2023*).

§ 2. Supremacy

The Executive Committee and Board of Officers shall hold the SBA Constitution as supreme, and no Bylaw may conflict with or be inconsistent with it. These Bylaws may clarify the Constitution or supersede it regarding matters not covered by the Constitution.

§ 3. Definitions

A. Board of Officers

The Board of Officers shall be the governing body of the SBA. All legislative power shall be vested in the Board of Officers, including the authority to execute the Constitution and operate the daily functions of the SBA as determined through these Bylaws.

a. Voting

The following positions compose the elected members who hold voting power during scheduled and emergency meetings: President, Vice President, Secretary, Treasurer, Alumni Relations Chair, Bar Representative, Events Chair, Diversity and Inclusion Chair, Intramurals Chair, Student Groups Chair, Villanova University Senator, Wellness Chair, Class Representatives and At-Large Representatives.

b. Additional Board of Officers Positions

The Executive Committee shall have the authority to create a new Board of Officers position or remove a current Board of Officers position at its discretion.

Creating or removing a voting position requires a simple majority vote of those voting by the entire Student Bar Association membership, held pursuant to Article VIII of the Student Bar Association Constitution. Creating or removing a nonvoting position requires a simple majority vote of the Board of Officers.

B. Executive Committee

The Executive Committee shall control and direct the actions of the Board of Officers of the Student Bar Association. The Executive Committee shall be comprised of the following positions: President, Vice President, Secretary, and Treasurer.

C. At-Large Appointments

The President shall accept nominations for At-Large Representatives from the Board of Officers, ordinarily during election time following the commencement of the academic school year or immediately following the Fall elections. The President will appoint At-Large Representatives by confirmation of a simple majority of the Board of Officers.

Article II: Roles and Responsibilities

§ 1. Executive Committee

A. President

The President shall have the authority to set the date, time, place, and agenda of all Board of Officers meetings. The President, or their designee, shall preside over all meetings. The President serves on the budget committee, organizes/appoints SBA members to committees within the SBA, and appoints students to various faculty committees. The President also meets directly with members of the administration and faculty to discuss student concerns.

B. Vice President

The Vice President assists the President with their duties, presides over meetings when the President is unable to attend, serves on the SBA executive board and the SBA budget committee, and meets regularly with members of the administration to discuss student concerns. The Vice President also organizes and runs the 1L Mentor-Mentee program.

C. Secretary

The Secretary sends the SBA weekly announcement email for Villanova Law community, takes and transcribes minutes at each SBA meeting, sits on the budget committee, runs SBA social media, and oversees communications.

D. Treasurer

The Treasurer oversees the annual SBA budget, is responsible for setting budget guidelines for student groups and the SBA and presides over bi-annual budget hearings. The Treasurer also handles the SBA checking account, signs SBA checks, and reimburses

student organizations for approved expenses. The SBA Treasurer shall not hold a similar treasurer position in any other student organization at the same time.

§ 2. Board of Officers

A. Alumni Relations Chair

The Alumni Relations Chair works directly with the Alumni Relations Office to promote virtual and in-person events at the law school. They also attend Board of Alumni meetings and help create distribution materials for the SBA newsletter.

B. Bar Representative

The Bar Representative is responsible for enrolling law students as members of the American Bar Association. They shall inform law students about new developments with ABA activities, events, policies, and procedures. The Bar Representative shall attend both Pennsylvania Bar and Philadelphia Bar meetings. They shall inform law students about new developments related to the Pennsylvania Bar Exam, application process, practice requirements, and any associated events and activities. The Bar Representative shall organize on-campus Pennsylvania Bar and Philadelphia Bar events.

a. Additional Bar Association Representation

The Bar Representative shall be designated as the official representative for, and liaison to, all bar associations who (i) maintain a partnership with the Villanova University School of Law and (ii) require a candidate to be named to the position by the school.

b. American Bar Association Delegate Responsibilities

The Bar Representative shall be responsible for representing the law school in all voting decisions that are made available to American Bar Association Representatives. They shall inform themselves of the benefits and detriments of rule proposals, and in the case of elections for ABA Young Lawyer's Division Board Positions, the merits and demerits of each candidate who is campaigning. Lastly, in circumstances where the SBA President is empowered by the ABA with the ability to vote, whether it is the sole vote representing the law school or is in addition to a vote granted to the Bar Representative, it is the Bar Representative's responsibility to inform the President of: their ability to vote, the choices available, the considerations of each choice, and their personal recommendation as to how the vote should be cast.

C. Events Chair

The Events Chair helps plan SBA-sponsored events throughout the year along with the Executive Committee. They are the point person for the annual Barristers' Ball.

D. Diversity and Inclusion Chair

The Diversity and Inclusion Chair shall work directly with SBA and the affinity groups to organize the law school's annual diversity and inclusion week. They also shall organize an independent council to help promote affinity group events and lead SBA and schoolwide diversity and inclusion programs.

a. Diversity and Inclusion Week

In the Spring of each academic year, the Diversity and Inclusion Chair shall be responsible for organizing, publicizing, and running the annual diversity and inclusion week. Potential tasks for this weeklong event(s) include, but are not limited to: consulting with the Director of Student Affairs, Director of Events, and facilities management to set a date/time/place for the event(s); communicating with heads of affinity groups to ensure accurate representative programming; and publicizing the week long event(s) through email, social media, and class announcements.

b. Affinity Group Council

The Diversity and Inclusion Chair shall organize an independent council consisting of affinity group executive committee members. The council shall facilitate communications among the law school affinity groups and serve as a resource for the Diversity and Inclusion Chair to receive feedback concerning SBA's efforts toward the promotion of a diverse and inclusive environment within the law school.

E. Intramurals Chair

The Intramurals Chair works with the University to coordinate law school teams for various intramural sports throughout the year. They also reserve gym space for pick-up basketball for the law school; and in the past have organized teams to compete at the North Grounds Softball League Invitational at the University of Virginia and the annual law school ski trip in the spring semester.

F. Student Groups Chair

The Student Groups Chair is the SBA's contact person for the heads of cocurricular student organizations; informs the various groups about budget issues, requirements, and policies; assists student groups with recruitment; manages table reservations in the cafeteria; and runs the Ed Huber Student Activities Fair.

a. Ed Huber Student Activities Fair

At the beginning of each academic year, the Student Groups Chair shall be responsible for organizing, publicizing, and running the annual student activities fair. Duties for this event include: Consulting with the Director of Student Affairs, Director of Events, and facilities management to set a date/time/place for the event (usually held in the Commons in early September); Creating a layout for

placement of each table at the fair, assigning one table to each participating group; Communicating with heads of student organizations to ensure proper registration and staffing for each group's table; Publicizing the event through email, social media, and class announcements; and Encouraging participating groups to turn in budget request forms and Student Organization Recognition Forms (SORFs) to the Director of Student Affairs, to ensure funding and recognition for the upcoming school year.

G. Villanova University Senator

The Villanova University Senator organizes the biannual apparel sale in both the fall and spring semesters. They communicate directly with representatives from the manufacturer, as well as the university employees that the sale concerns. Ahead of each sale, the Senator gives a brief presentation at the Board of Officers meeting to discuss styles, and the Board of Officers may vote on specific items. The Senator also attends monthly University Senate meetings on main campus.

H. Wellness Chair

The Wellness Chair works directly with the Director of Student Affairs to organize Wellness Week and other wellbeing events throughout the school year. They also work with the Treasurer to secure funding for various wellness projects/giveaways/investments for law school students and staff.

I. 3L Representatives

Represents the third-year class and addresses concerns specific to 3Ls.

J. 2L Representatives

Represents the second-year class and addresses concerns specific to 2Ls.

K. 1L Representatives

Represents the first-year class and addresses concerns specific to 1Ls.

L. At-Large Representatives

Represents the class they are a part of, and addresses concerns specific to said class.

§ 3. Oath of Office

In accordance with Article VII of the Constitution, each Officer of the Student Bar Association shall take an oath to uphold the values, principles, and rules of Villanova University Charles Widger School of Law.

A. Oath

- a. "I, [state your name], do solemnly swear to faithfully uphold my individual responsibilities to my fellow students and to the Villanova University School of Law, to respect and abide by the Student Bar Association Constitution and Bylaws, and to

work diligently to foster an effective avenue of communication between the student body and the administration here at Villanova Law.”

- b. This oath may be altered in any form as determined by the Executive Committee.

B. Violations

Any Officer found to be in violation of the Oath of Office shall be subject to discipline up to and including probation, temporary removal of voting power, temporary suspension from Board of Officer activities, or removal from Office completely.

Article III: Meetings

§ 1. Procedure

The Board of Officers shall convene weekly for the purpose of transacting business at a specific day and time to be proposed by the President and agreed upon by simple majority of all Officers. These proceedings shall be considered general meetings and follow the procedures below.

A. Board of Officer Meetings

a. Agenda

The agenda shall be set by the President and distributed by the Secretary to the Officers prior to the scheduled meeting time. The agenda may consist of: Call to Order; Welcome by the President; Report by the President; Individual Reports from Each Officer; Committee Reports; Open Forum; and Adjournment.

b. Conduct

All Board of Officer members must act professionally and respectfully in each meeting. Disrespectful conduct, such as speaking out of turn, harassment, an unexcused absence as set forth in subsection C of this Section, and any other disruptive behavior, may be subject to discipline as outlined in these Bylaws.

B. Executive Committee Meetings

Held at the discretion of any Executive Committee Officer for any reason.

C. Record

The Secretary shall maintain minutes of Board of Officers meetings and submit these minutes via email to all Board of Officers immediately following meeting. This record shall be kept under the direction of the Secretary. The record shall contain a transcription of presentations and debate, however, any reports or speeches made at a meeting can be supplemented by a written statement to be entered into the record. The record shall also contain all motions and votes cast.

§ 2. Attendance

Attendance of the general meetings of the Board of Officers is mandatory for all Officers. Officers' attendance will be noted by the Secretary and included in the meeting minutes distributed to all Officers.

A. Excused Absences

a. Guidelines

For an absence to be excused, a Board of Officer member must notify the Secretary 24 hours in advance of a meeting, unless in the case of emergency or other circumstances that may prohibit communication. The Secretary has discretion over whether to accept an excuse for an absence but must keep a record of all stated reasons for the absence.

b. Allowable Reasons

Absences may be excused for the following reasons: severe illness or hardship (i.e. death in the family); class; concurrent exam; or any other reason at the discretion of the Secretary.

B. Unexcused Absences

a. Definition

Any absence other than an Excused Absence shall be considered an Unexcused Absence. The Executive Committee shall retain the authority to consider an otherwise Unexcused Absence as an Excused Absence.

b. Absence Quantity Review Trigger

If a Board of Officer member accumulates two unexcused absences per semester from general meetings or events, then their membership will be subject to review. If an Officer accumulates four excused absences per semester from general meetings or events, then their membership may be subject to review.

C. Review

a. Review Committee Formation

The review shall be administered by a Review Committee formed solely for this purpose. The committee will consider the nature of the absences and determine whether to bring the member before the Board of Officers for a vote of removal at the next general meeting.

b. Review Committee Members

The Review Committee shall be chaired by the Secretary, who shall only vote in the case of a tie and will have the following additional members: President; Vice President; A member of the Board of Officers appointed by the President with

consent of the Executive Committee; and A Standing Committee member of the Board of Officers chosen by the person under review.

c. Executive Committee Member Review

If the President is under review, the Vice President shall name the committee that would normally be appointed by the President. If the Vice President or Secretary is under review, the President shall name, with consent of the Board of Officers, a representative to fill his or her committee seat. Should a Standing Committee Chair come under review, they not name themselves to the special committee.

D. Removal Procedures in the Case of Absences

In the case of excess absences, procedure for removal is as follows: 1) Report by the Secretary on the nature of the absences, not exceeding five minutes 2) An opportunity for the member to be removed to make a statement, not exceeding five minutes 3) Questions 4) Discussion 5) Vote. The Removal Procedure should take place within one week from the absence that causes the Quantity Review Trigger.

Article IV: Committees

§ 1. Creation

Committees will be formed at the beginning of the Fall Semester, and again in the Spring Semester if needed. Formation will take place at the first Board of Officers Meeting following Fall elections and will be based upon volunteers and individuals' interests. Committees may be different each year depending upon what needs and goals must be met in a certain school year at the discretion of the Executive Committee.

§ 2. Duties and Obligations

Each committee will be independently responsible for taking all steps necessary to ensure completion of its individual goal, during both individual events and ongoing activities. Committee members will act cooperatively and complete all tasks in a timely manner.

§ 3. Termination

Committees will cease to exist upon completion of their individual goals or the end of the school year, whichever occurs first. Committees will be again reformed the next school year pursuant to Subsection A above.

§ 4. Review Committee

The Review Committee, as described in Article III § 2 Section C, shall not be subject to the provisions of this Article.

Article V: Events

§ 1. Responsibilities

The Board of Officers shall be responsible for creating, organizing, and promoting various events throughout the school year. The Executive Committee shall retain oversight over all events, however a Board of Officers member or group of Board of Officers may be charged with planning and organizing an event.

§ 2. Attendance

All SBA members are responsible for assisting with SBA events during each semester.

§ 3. Events

A. Ed Huber Student Activities Fair

See Article II § 2 Section E Subsection a.

B. Social Events

The Executive Committee shall organize and host at least two social events per semester. These social gatherings shall be regarded as a sponsored break from educational activities, where food and beverages may be served, finances permitting. Optimally, the Executive Committee will arrange for one social event per month for the entire school year, however circumstances may prevent this from occurring.

Article VI: Budget

§ 1. Responsibilities

A. Treasurer

The Treasurer is responsible for allocating the allotted money to the Student Bar Association among the various approved student groups. All student groups requesting funding must be an Administration-approved student group and fill out a Budget Request Packet.

B. Awarding

Funding is awarded on a case-by-case basis and is subject to the regulations set forth in the Budget Handbook, which is distributed by the Treasurer to every student organization at the beginning of each semester.

§ 2. Student Organization Materials

Each year, the Treasurer will send a copy each of the “Villanova Law Student Group Budget Handbook” and “Villanova Law Student Group Budget Request Packet” to every eligible student

organization's treasurer. Student organizations who do not fill out an up-to-date Student Bar Association Student Organization Recognition Form will not be able to fill out a budget.

Article VII: Member of the Week Award

§ 1. Award

The Member of the Week Award is presented weekly at the Board of Officers Meeting. The honoree is selected based on their efforts from the previous week. The Vice President has the honor of placing the ceremonial sticky note on the cubby of honoree in the Student Bar Association Office.

§ 2. Nomination

At the first Board of Officers Meeting of the Fall semester, the President will nominate the Member of the Week Award honoree. After that, the honoree will nominate the next honoree at the following Board of Officers Meeting. The process will then continue till the end of the Spring semester.

§ 3. Eligibility

A member may not be selected to receive the honor more than once per semester.

Article VIII: Karen Spence Memorial Student Organization Award

§ 1. Background

A. Qualifications

a. Ideal Recipient

An ideal recipient will be a highly visible student organization that makes concerted efforts to enrich its members' law school experience, interacts with the school's community at large, and reaches out through philanthropy efforts beyond Villanova Law School. Only one group will be selected each year. In the case of a tie, the Director of Student Affairs shall decide the winner between those groups involved in the stalemate.

b. Award Criteria

The Award will honor the organization that best: Inspires a sense of community; sponsors quality educational and professional development programming; engages a broad range of individuals; and demonstrates selflessness and service to others.

B. Eligibility

All approved Villanova Law School student organizations are eligible for the Award, which will be presented each year at the end of the spring semester. The Public Interest

Fellowship Program (PIFP), SBA Board of Officer committees, and VLIR shall not be eligible.

§ 2. Nomination

Nominations should be submitted in writing to the SBA Board of Officers by a date set by the Board and announced each year. The nomination should describe the organization's mission, activities, and accomplishments.

§ 3. Award

The winning organization will have its name added to a perpetual trophy displayed prominently at the Law School. An organization that receives the award two consecutive years will be ineligible the year following its last award but will be eligible the year after its ineligibility.

§ 4. Deadlines

The Board of Officers will select a deadline for nominations in the spring semester at its discretion. The Secretary shall inform Student Bar Association members, faculty members, and the Administration of this date a minimum of two weeks in advance of the due date.

Article IX: Amendments, Safeguarding, and Revisions

§ 1. Amendments

Any member of the Board of Officers may propose an amendment to these Bylaws. The following provisions, in the order listed, shall govern the process and procedure of amending these Bylaws:

- A. The proposed amendment shall be submitted to the Executive Committee.
- B. The proposed amendment shall be reviewed by the Executive Committee and presented to the Board of Officers as a whole.
- C. The proposed amendment must be approved by a simple majority of the Board of Officers, or the amendment is rejected with prejudice for the remainder of the academic year.
- D. If approved, the amendment shall be appended to the appropriate sections of these Bylaws and take effect as proposed and approved.

§ 2. Safeguarding

The Secretary shall safeguard and maintain these Bylaws in paper form and on the Villanova University Charles Widger School of Law website. The Secretary shall be responsible for producing a copy of these Bylaws as requested by students, faculty, staff, or any other individual requesting them.

§ 3. Constitution and Bylaw Revision

Mandatory every two years or as otherwise determined. The Executive Committee shall meet in the Spring semester of every odd-numbered year, beginning in 2013, to discuss whether any revisions, updates, or amendments are necessary to either the Villanova University School of Law Constitution or these Bylaws.

Article X: Enactment

These Bylaws shall be put to the Board of Officers for enactment following due consideration and discharge from the Bylaws Committee. Enactment shall occur upon attaining a required two-thirds majority consent by the voting members of the Board of Officers consistent with Article VI § 2 of the Student Bar Association Constitution.

Andrew M. Rein

J.D./M.P.A. Candidate, 2012
SBA Vice President
Chairman, Bylaws Committee 2011-12

Austin J. Meo

J.D. Candidate, 2022
SBA Vice President
Bylaws Review, May 2021

Kevin M. Sheppard II

J.D./MBA Candidate, 2023
SBA President
Bylaws Review, April 2023