

**University of Florida Levin College of Law**  
**Student Bar Association**  
**BY-LAWS**

**I. General Provisions**

A. Definitions

1. "SBA," individually, shall be short for the Student Bar Association, a term which collectively refers to all SBA Officials.
2. The "Executive Board" refers to the President, Vice President, Secretary, Treasurer, and Parliamentarian.
3. "Quorum" is a simple majority of SBA Officials.

B. Effects of these Provisions

1. In the event that any provisions within these by-laws conflict with the SBA Constitution, the SBA constitutional provisions shall govern.
2. Except as otherwise limited by the Honor Code, the SBA Constitution, and these by-laws, the enumeration of responsibilities in these by-laws shall not be construed as a restraint on the exercise of powers necessary to effectuate the efficient and constitutional governing of the UF Law student body.

C. Interpretation

1. The Parliamentarian shall be responsible for interpreting these by-laws.
2. Upon petition, the Judicial Council shall review the Parliamentarian's interpretation of these by-laws and issue an opinion on the proper interpretation.
3. If any SBA Official disagrees with the Judicial Council's interpretation of these by-laws, three-fourths (3/4) of a quorum of SBA Officials may override the Judicial Council's interpretation to adopt an alternate interpretation.

D. Amendments to the SBA By-Laws

1. Any SBA Official may propose a by-law amendment in a General Body Meeting.
2. If the proposed by-law amendment receives affirmative votes from at least one-third (1/3) of the SBA Officials, the Rules and By-laws Committee shall consider and vote on whether to approve the proposed by-law amendment and refer it back to the next General Body Meeting for final approval.
  - a. If the Rules and By-laws Committee approves the proposed by-law amendment, the Chair of the next General Body Meeting shall call for a vote to approve the by-law amendment. The by-law amendment is

ratified if two-thirds (2/3) of the SBA Officials present approve the by-law amendment.

- b. If the Rules and By-laws Committee disapproves the proposed by-law amendment, the by-law amendment shall be deemed “failed.” SBA Officials may forward the failed by-law from the Rules and By-laws Committee for a final vote during any General Body Meeting upon an affirmative vote of two-thirds (2/3) of SBA Officials. The by-law amendment is ratified if two-thirds (2/3) of the SBA Officials present approve the by-law amendment.

Any proposed by-law amendment relating to elections of SBA Officials must be approved by three-fourths of the SBA Officials and shall not take effect until 30 days after ratification.

## **II. The Executive Board**

### **A. Duties and Powers of Executive Officers**

#### **1. Duties and Powers of the President**

- a. The President shall
  - i. Except as otherwise provided, serve as the Chair of the SBA, presiding over all SBA general body meetings and executive board meetings;
  - ii. Serve as a liaison between the student body and the University of Florida Administration and the Levin College of Law Administration;
  - iii. Regularly
    - a. Meet with the student body and student organizations,
    - b. Meet with UF Law Administrators, specifically the UF Law Dean and UF Law Dean of Student Affairs,
    - c. Update SBA Officials during the SBA general body meetings about University and UF Law matters;
  - iv. With advice and consent of SBA Officials, appoint
    - a. Committee Chairs
    - b. Committee Members
    - c. The Judicial Council Chair
    - d. The Student Organizations Council Chair
    - e. Judicial Council Members
    - f. Election Commissioners

- b. The President may
    - i. Designate the Vice President or Parliamentarian to serve as the Chair of SBA general body meetings;
    - ii. Designate the Vice President to serve as the Chair of executive board meetings;
    - iii. With the approval of all members of the Executive Board, chair or serve as a voting member of an ad hoc committee; or
    - iv. With the advice and consent of the executive board,
      - a. Remove a Committee Chair; or
      - b. Create ad hoc committees.
  - c. The President shall not
    - i. Chair or serve as a voting member of any constitutionally mandated committee; or
    - ii. Remove the Judicial Council Chair.
2. Duties and Powers of the Vice President
- a. The Vice President shall
    - i. Oversee the operation of all SBA Committees;
    - ii. Assist committees and committee chairs;
    - iii. Monitor the progress of SBA goals and initiatives;
    - iv. Oversee the transition of power between administrations; and
    - v. Have any other such special duties as the President may assign.
  - b. The Vice President may
    - i. With the approval of all members of the Executive Board, chair or serve as a voting member of an ad hoc committee.
  - c. The Vice President shall not
    - i. Chair or serve as a voting member of any constitutionally mandated committee.
3. Duties and Powers of the Parliamentarian
- a. The Parliamentarian shall
    - i. Ensure that SBA Officials are fulfilling their duties as outlined in the SBA Constitution and these by-laws, including through petitioning the Judicial Council as necessary;
    - ii. Enforce rules of deliberation adopted by the SBA;
    - iii. Assist the President in drafting SBA Rules;
    - iv. Communicate any proposed constitutional amendment to the Executive Board;

- v. Serve as Chair of the Rules & By-laws Committee
- vi. Serve as Chair of the SBA Election Commission; and
- vii. Have any other such special duties as the President may assign.

4. Duties and Powers of the Treasurer

a. The Treasurer shall

- i. Be responsible for the collection and disbursement of SBA funds;
- ii. Keep accurate, accessible, and comprehensive records of all SBA financial transactions;
- iii. Prepare standard financial statements for presentation to SBA Officials and UF Law Administration;
- iv. Present a financial report at every SBA general body meeting;
- v. Upon request, comment on the financial impact of a proposal; and
- vi. Have any other such special duties as the President may assign.

5. Duties and Powers of the Secretary

a. The Secretary shall

- i. Publish a tentative schedule of general body meetings to all SBA Officials, once set by the President;
- ii. Provide digital copies of proposals to all SBA Officials no later than forty-eight (48) hours before the meeting;
- iii. Take meeting minutes during SBA general body meetings;
- iv. Distribute meeting minutes to SBA Officials for SBA general body meetings no later than seven days after the meeting adjourns;
- v. Make available the meeting agendas and minutes to the UF Law student body;
- vi. Manage any records of the SBA; and
- vii. Have any other such special duties as the President may assign.

B. Notice of Executive Action

1. Except as otherwise provided, any action taken by the Executive Board pursuant to Article IV.B.2.a.v on behalf of the SBA when the SBA is not in session shall be announced at the next General Body Meeting by the President.
2. Actions taken pursuant to the Executive Board's constitutional executive powers are not included in this requirement.

### **III. Committees**

#### **A. SBA Committees:**

1. Here we can list out the different SBA Committees that comprise the SBA.
2. Then also include a provision related to Ad Hoc Committees

#### **B. Ad Hoc Committees**

1. The President, after consulting the Executive Board, may create ad hoc committees as deemed necessary and advisable.

#### **C. Committee Appointments Process:**

1. The President shall
  - a. Nominate and, upon confirmation vote by a majority of SBA Officials, appoint SBA Officials to serve as committee chairpersons and committee members; and
  - b. Take SBA Officials' committee preferences into consideration when nominating committee chairpersons and committee members.

#### **D. Committee Charters**

1. The President shall
  - a. Draft a charter for each committee describing that committee's purpose for the President's term;
  - b. Consult with the Executive Board regarding the content of all draft committee charters;
  - c. Consult with committee Chairpersons regarding the draft of the committee charter for each Chairperson's Committee;
  - d. Document the feedback and opinions of the Executive Board and the Committee Chairpersons related to the draft committee charters as required by SBA By-laws; and
  - e. Ultimately decide, finalize, and distribute the content of the committee charters for the President's term.

#### **E. Committee Business**

1. The Chairperson of each committee shall
  - a. Call committee meetings at least once a month and on a regular basis,
  - b. Ensure the committee reviews all proposals assigned to the committee before the next general body meeting;
  - c. Preside over every committee meeting, or appoint a vice-chair to preside in their absence;
  - d. Coordinate the committee's business;

- e. Delegate responsibilities such that committee members are active participants in the committee; and
  - f. Inform the Vice President of committee business regularly and report at each SBA general body meeting as necessary to inform all SBA Officials.
2. Duties for Second Readings
- a. Committees shall be responsible for reading proposals assigned to the committee by the President on second reading of the proposal.
  - b. The committee chairperson shall inform the proposal's sponsor of the time and location of the second meeting. The sponsor is encouraged to attend the committee meeting to answer any questions from the committee.

#### **IV. SBA Meetings Procedures and Rules:**

##### **A. SBA General Body Meetings**

1. Open to the Public:

Unless a quorum of SBA Officials calls an executive session, all SBA general body meetings shall be open to the public.

2. Notice of SBA GBM to the Public:

The Secretary and Communications Committee shall be responsible for providing adequate notice to the student body of all SBA general body meetings.

3. General Body Meeting Standing Meetings:

The President shall set a standing meeting time for SBA general body meetings on alternating weeks during the fall and spring semesters, not including reading week and exam periods

4. Procedure:

SBA general body meetings shall be conducted according to rules proposed by the President and confirmed by all SBA Officials. The Parliamentarian shall advise the President, or presiding officer, of the proper procedures for conducting the meetings. If the President and Parliamentarian disagree as to the proper procedure under the rules, Robert's Rules of Order shall govern as interpreted by the Parliamentarian:

5. Attendance Requirements:

- a. All SBA Officials are required to attend all SBA general body meetings, with exceptions enumerated below.
- b. The Secretary shall record attendance at SBA general body meetings

- c. SBA Officials shall inform the Secretary, prior to the start of the meeting, if they anticipate being absent from any SBA general body meeting, along with a reason for that absence, if the SBA Official wants the absence excused.
  - d. The Secretary may, at the Secretary's discretion, approve the absence as Excused. The Executive Board may overrule the Secretary's decision by a majority vote.
    - i. Reasons for excusing an absence include, but are not limited to:
      - a. A class or academic commitment;
      - b. Religious holiday or commitment;
      - c. Bereavement leave;
      - d. Medical condition or sick leave; or
      - e. Family emergency.
    - ii. SBA Officials are allowed two (2) unexcused absences during their term of office. Upon an SBA Official's accrual of a third unexcused absence, the Secretary may petition the Judicial Council to discipline that SBA Official.
6. Approving SBA Meeting Food Expenses:
- a. During the first general body meeting of the semester, the Presiding Officer shall call for a vote to authorize funding for SBA general body meeting food expenses.
7. Quorum
- a. An SBA General Body meeting shall only be conduct in the presence of a quorum of General Body Officials to conduct business at an SBA general body meeting.
  - b. In the event that an SBA general body meeting loses quorum, the Presiding Officer must suspend the meeting until quorum is regained.
8. Voting
- a. Voting during SBA general body meetings may be conducted by any means reasonably calculated to allow the Presiding Officer to determine the status of the motion.
    - i. In the event of a roll call vote, the Secretary shall record votes.
    - ii. In the event of a vote by secret ballot, the Secretary shall collect and count the votes.
    - iii. In the event of voting based by raising hands, the Secretary shall count the votes.

- b. Before voting begins, any SBA Official may request that the vote be conducted by voice, raising hands, secret ballot, or roll call. If the Presiding Officer denies that request, the requesting SBA Official may move that the method of voting be voted on by the body.
- c. An SBA Official may vote “yes” or “no” on any motion. An SBA Official may abstain from voting.
- d. To vote, an SBA Official must be physically present in the general body meeting.
- e. A simple majority is considered to be fifty percent plus one (50% + 1) of the SBA Officials present.
- f. The President or Presiding Officer shall only vote in the event of a tie.

## **V. Event & Planning Proposals**

- A. Any SBA Official may submit a proposal that
  - 1. Outlines a policy for the SBA to adopt;
  - 2. Creates a new SBA program or event; or
  - 3. Appropriates SBA funds to a project or program beneficial to the student body.
- B. Procedures for Proposal Drafting: Proposals must be typed and digitally submitted to the Vice President no later than seventy-two (72) hours before the SBA general body meeting at which the proposal is to be considered.
- C. If the deadline is met, the President shall incorporate these proposals into the Agenda for the general body meeting. The President may incorporate late proposals, at their discretion.
- D. Requirements for Proposal Drafting: All proposals must contain the following information:
  - 1. Title;
  - 2. Detailed description;
  - 3. Name of the Sponsor(s) and any Co-Sponsor(s);
  - 4. Statement of purpose stating how the proposal relates to the purpose and duties of the SBA;
  - 5. If funding is requested, the amount of funds requested and a description of how the funds will be expended, including any quotes, cost per participant, or estimated attendance; and
  - 6. If communication through official SBA channels is requested, a reasonably detailed strategy for that communication.



E. The Secretary shall provide digital copies of the proposals to all SBA Officials no later than forty-eight (48) hours before the meeting. The Secretary and Communications Chair shall ensure that all proposals are available to the student body at least 24 hours before the general body meeting at which they are to be considered.

1. All SBA Officials are expected to review all proposals before the meeting at which they are to be considered.

F. First Reading

1. When recognized by the Presiding Officer, the Sponsor of the proposal shall present the proposal for a first reading. The Presiding Officer shall allow for discussion and debate per the SBA rules governing general body meetings.

2. At the conclusion of the discussion period, the SBA shall vote on whether to approve the proposal on first reading. If one-third (1/3) of the SBA Officials present vote “yes,” the proposal shall advance to committee review [hereinafter, “second reading.”].

3. If approved on first reading, the President shall assign the proposal to a Committee.

G. Second Reading

1. Committee members shall review the proposal, discuss, and amend the proposal before the next SBA general body meeting.

2. Committee members may propose amendments to the proposal during the second reading. The committee may amend the proposal by a simple majority vote.

3. Before voting to approve the proposal on second reading, the proposal must contain the following information:

a. A final list of SBA co-sponsors;

b. A final list of Student Organization co-sponsors, including a description of their role in the proposal;

c. A description of any services required from the Communications Committee in implementing this proposal; and

d. Any other content deemed necessary or helpful by the Committee Chair.

4. Second Reading Proposal Approval Process:

a. The Committee Chair shall call for a vote to approve the proposal on second reading.

- b. If the committee approves a proposal by a simple majority vote, the proposal shall advance to final reading [hereinafter, “third and final reading”].

#### H. Third and Final Reading

1. If approved on second reading, the Committee Chair shall submit the approved version of the proposal to the Vice President to be included on the agenda for the next SBA general body meeting.
2. The proposal shall be presented for a third time by the Chair of the reviewing Committee. The presenting Chair shall describe any changes made during second reading.
3. An SBA Official may move to amend the proposal by a simple majority of the SBA Officials present.
4. After time for discussion, debate, and amendments, the proposal may be approved by a simple majority of the SBA Officials present at the general body meeting.
5. Upon adoption, the Executive Board will be responsible for taking the appropriate steps to ensure that the position is implemented. The Executive Board may delegate this responsibility to the appropriate committee or SBA Official. The delegee shall put the position into effect as close in accordance with the final proposal as practical.