



SYRACUSE UNIVERSITY

COLLEGE OF LAW
LAW STUDENT SENATE

ARTICLE I. DUTIES AND RESPONSIBILITIES

Section 1. Senate President *[hereinafter referred to as President]:*

- a. The President shall call and preside over Senate meetings
- b. The President shall set and distribute (via the executive board) the agenda for each Senate Meeting
- c. The President shall act as a liaison between the College of Law Student Body and Administration
- d. The President shall act as a liaison between the College of Law Student Body and the Faculty Senate
- e. The President (or his designee) shall represent the College of Law Student Body to greater Syracuse University Community
- f. The President (or his designee) shall represent the College of Law Student Body to all the greater Syracuse community
- g. The President shall be the official spokesperson for the College of Law Student Body to all external bodies
- h. The President shall perform other duties as specified within the Senate Constitution and these By-laws
- i. The President shall attend all meetings and events that are necessary to effectively fulfill his/her duties
- j. The President shall fulfill any and all duties that may be necessary and proper for the administration of the College of Law Student Body

Section 2. Senate Vice President *[hereinafter referred to as Vice President]*

- a. The Vice President shall call and preside over all Inter-Club Council (ICC) meetings
- b. The Vice President shall set and distribute the agenda for each ICC meeting
- c. The Vice President shall be responsible for overseeing student representatives to the Faculty committees
 - 1) The Vice President shall nominate and with majority approval from the Board of Governors appoint all representatives to the Faculty committees
 - 2) The Vice President shall solicit written reports from the senior student representative of each committee once a semester
 - 3) The Vice President shall present a summary of each committee report once per semester
- d. The Vice President shall serve as the chair of the Senate Social Committee
- e. The Vice President shall perform other duties as specified within the Senate Constitution and these By-laws
- f. The Vice President shall attend all meetings and events that are necessary to effectively fulfill his/her duties
- g. The Vice President shall assist the President as necessary



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- h. The Vice President shall assume the President's duties and powers in the event that the President is not available
- i. At the direction of a two-thirds vote of the Senate, the Vice President shall issue an expulsion notice to the Senate President not fulfilling his or her duties.
- j. The Vice President shall fulfill any and all duties that may be necessary and proper for the administration of the College of Law Student Body

Section 3. Senate Secretary [*hereinafter referred to as Secretary*]

- a. The Secretary shall record all Senate meeting minutes
 - 1) The minutes shall, but are not limited to, include
 - i. Attendance
 - ii. Roll call votes
 - iii. Synopsis of debate and discussion
 - 2) The minutes of open Senate meetings will be available for public distribution within 1 week of the Senate Meeting where they are approved
 - 3) The minutes of closed Senate meetings will be available to Members of the Senate only within 1 week of the closed session
- b. The Secretary shall supervise quorum requirements
- c. The Secretary shall maintain a record of all excused and unexcused absences
- d. The Secretary shall maintain the Senate bulletin board
 - 1) The Secretary shall post Senate Minutes
 - 2) The Secretary shall post a rolling calendar of current events and functions of the Senate
- e. The Secretary shall reserve all dates and meeting space for general Senate functions
- f. The Secretary shall be responsible for maintaining a current list of all student organizations that have complied with all recognition and registration procedures
- g. The Secretary shall administer the Posting Policy
- h. The Secretary shall administer the Law Social Policy
- i. The Secretary shall perform other duties as specified within the Senate Constitution and these By-laws
- j. The Secretary shall attend all meetings and events that are necessary to effectively fulfill his/her duties
- k. The Secretary shall fulfill any and all duties that may be necessary and proper for the administration of the College of Law Student Body

Section 4. Senate Treasurer [*hereinafter referred to as Treasurer*]

- a. The Treasurer shall record and maintain a record of all Senate expenditures and funds raised
- b. The Treasurer shall submit a written monthly report to the Senate detailing all financial transactions which will be published to the student body
- c. The Treasurer shall approve all Senate expenditures



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- d. The Treasurer shall chair the Budget Committee as outlined in Article III, Section 1 of the Senate Bylaws
- e. The Treasurer shall be responsible for the distribution and enforcement of the Senate funding procedure
- f. The Treasurer shall perform other duties as specified within the Senate Constitution and these by-laws
- g. The Treasurer shall attend all meetings and events that are necessary to effectively fulfill his/her duties
- h. The Treasurer shall fulfill any and all duties that may be necessary and proper for the administration of the College of Law Student Body

Section 5. Senate Parliamentarian [*hereinafter referred to as Parliamentarian*]

- a. The Parliamentarian shall be nominated and with the approval of majority of the Board of Governors, appointed by the Senate President within the first two meetings of the newly elected Senate
- b. The Parliamentarian shall ensure that meetings are held in conformity with Robert's Rules of Order to the fullest extent possible
- c. The Parliamentarian shall ensure that meetings are held in a orderly fashion
- d. In the event that the Parliamentarian is unable to fulfill his duties, a temporary replacement will be designated by the President

Section 6. Class Officers

- a. Class President
 - 1) The Class President shall represent the class in all matters as are necessary
 - 2) The Class President shall speak for and represent the Class both within and outside of Syracuse University Community where necessary and appropriate.
 - 3) The Class President shall give a class report at each Senate meeting
 - 4) The Class President shall coordinate and organize class activities
 - 5) The Class President shall coordinate and organize all class fundraising events
 - 6) The Class President shall call class Senate meetings as necessary
 - i. The Class President shall develop, and with approval of majority of elected class Senators, implement an attendance policy and corresponding disciplinary actions for class Senate meetings
 - 7) The Class President shall publish an agenda for all meetings 24 hours in advance of such meeting
 - 8) The attendance policy and disciplinary actions shall be submitted to the Board of Governors by the eighth week of the school year
 - 9) The Class President shall perform other duties as specified within the Senate Constitution and these by-laws
 - 10) The Class President shall attend all meetings and events that are necessary to effectively fulfill his/her duties



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- 11) The Class President shall fulfill any and all duties that may be necessary and proper for the administration of their class
 - 12) The Class President may serve on a SUCOL Senate Committee at his/her discretion, but is not required to.
 - 13) The 3L Class President shall be responsible for the planning and organizing of commencement activities. These activities shall include the following:
 - i. Organizing and forming the class commencement committee.
 - ii. Meeting with the Faculty Commencement Advisor
 - iii. Working with the administration on all logistical matters including:
 1. Selection of the commencement speaker
 2. Arrangements for both the Awards Ceremony and the Commencement Ceremony.
 3. Graduation programs, announcements, and invitations
 4. The 3L graduation night event
 5. Class photos
 6. The selection of the Professor of the Year
 7. Arrangements for a class gift (if decided by the Class Senate)
 - iv. The 3L Cocktail Party
 - v. Writing and Delivering the Commencement Address
 - vi. Any other activities that are related to commencement
- b. Class Vice President
- 1) The Class Vice President shall serve as a University Senator for the College of Law
 - 2) The Class Vice President (or a designee approved by the majority of the class senators) shall record and maintain minutes of all class meetings
 - 3) The Class Vice President (or her designee) shall present the minutes of each class meeting at the following class meeting
 - i. The minutes shall include, but are not limited to, the following:
 1. Attendance
 2. Roll call votes
 3. Synopsis of debate and discussion
 - ii. The minutes of open class Senate meetings will be available for public distribution within 1 week of each class Senate Meeting
 - iii. minutes of closed class Senate meetings will be available to Members of the class Senate only within 1 week of the closed session
 - 4) The Class Vice President (or a designee approved by the majority of the class senators) shall record and maintain all class financial records
 - 5) The Class Vice President shall assist the Class President as necessary
 - 6) The Class Vice President shall assume the Class President's duties in the event that the President is unavailable



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- 7) The Class Vice President shall perform other duties as specified within the Senate Constitution and these by-laws
- 8) The Class Vice President shall attend all meetings and events that are necessary to effectively fulfill his/her duties
- 9) The Class Vice President shall fulfill any and all duties that may be necessary and proper for the administration of their class
- 10) The 3L Class Vice President shall assist in all commencement related activities.

Section 7. The Senate Executive Board [hereinafter referred to as E-board]

- a. The E-Board will consist of the:
 - 1) President
 - 2) Vice President
 - 3) Secretary
 - 4) Treasurer
- b. The E-Board shall be responsible for the procedural and organizational aspects of the Senate
- c. The E-board shall organize and facilitate a yearly training session for all senators prior to the beginning of school
- d. The E-board shall organize and facilitate a training session for all new first year Senate members
- e. The E-board shall produce an attendance policy for the Senate prior to the first meeting of the fall semester
 - 1) The policy must list attendance expectations for all Senate members and include guidelines for notice of absences
 - 2) The attendance policy shall conform to the requirements set forth in the constitution and by-laws
- f. The E-board shall function as an singular unit for the purpose of ensuring the proper functioning of the Senate

Section 8. The Senate Board of Governors [hereinafter referred to as the BOG]

- a. The BOG shall consist of the:
 - 1) President
 - 2) Vice President
 - 3) Secretary
 - 4) Treasurer
 - 5) First Year Class President
 - 6) Second Year Class President
 - 7) Third Year Class President
- b. The BOG shall supervise and control the affairs of the Senate in between the Senate Meetings subject to the Senate Constitution and other sections of these by-laws
- c. The BOG shall promptly report actions it takes to the Senate



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- d. The BOG shall provide suggestions to the Senate regarding any issues of concern
- e. The BOG shall not act in derogation of any decision of the Senate
- f. The BOG, by a two-thirds vote, shall have the power to issue an expulsion notice to any member of the Senate not fulfilling his or her duties.

Section 9. Class Senators

- a. Class Senators, in conjunction with the E-board and Class officers, shall comprise “The Senate”
- b. It is the responsibility of all members of the Senate to fulfill their duties as outlined in this constitution and bylaws.
- c. Class Senators shall attend all Senate meetings in order to adequately represent their respective class members
- d. Class Senators must be an active member of at least one Senate Committee
- e. Class Senators shall assist in the coordination and organization of all Senate events
- f. Class Senators shall assist in the coordination and organization of all Senate fundraisers
- g. Class Senators shall assist in the coordination and organization of all class events
- h. Class Senators shall assist in the coordination and organization of all class fundraisers
- i. Class Senators shall comply with all applicable attendance policies
- j. Violation of Senate and Class Attendance policies shall be addressed following the procedures set forth in the Senate Constitution and these Bylaws
- k. Class Senators shall perform other duties as specified within the Senate Constitution and these by-laws
- l. Class Senators shall attend all meetings and events that are necessary to effectively fulfill their duties
- m. Class Senators shall fulfill any and all duties that may be necessary and proper for the administration of their class



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ARTICLE II. MEETINGS

Section 1. Senate Meetings

- a. The Senate shall meet no less than every three weeks
- b. Senate meetings will be conducted in accordance with the Senate Constitution and these Bylaws
- c. The E-board shall establish a meeting schedule for the Senate within the first four weeks of school
- d. Special or Emergency meetings shall be called at the discretion of the President
- e. The President (or his designee) shall distribute an agenda for all Senate meetings at least 24 hours prior to such meetings
- f. Meetings shall be ran in accordance with all provisions of the Senate Constitution and these Bylaws

Section 2. BOG Meetings

- a. The BOG shall meet at the discretion of the President
- b. Quorum for the BOG shall be majority of BOG members holding office
- c. All decisions made by the BOG will be done by simple majority vote
- d. In the event that a tie in voting occurs, the issue before the BOG will be taken to the Senate
- e. In the event that an issue before the BOG is unable to be decided and/or taken to the Senate, the President shall decide and take full responsibility for the decision
- f. Actions taken by the BOG will be reported to the Senate no later than the next meeting date



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ARTICLE III. COMMITTEES

Section 1. The Senate Budget Committee

The Budget Committee shall consist of the Board of Governors. The Senate Treasurer shall serve as chair of the Budget Committee. The Budget Committee shall develop the proposed annual budget in accordance with the requirements of the Senate Constitution and these by-laws. The Budget Committee shall submit a proposed annual budget to the Senate for approval.

Section 2. The Senate Elections Committee

The elections committee will operate as defined in Article IX of the Constitution. The

- a. elections committee will oversee all elections administered by the Senate.

Section 3. Senate Standing Committees

a. Senate Service Committee

The Service Committee shall represent, solicit, and report on student concerns in regard to the facilities and services provided at the College of Law. The Service Committee shall ensure a forum for dialogue exists between the College of Law administration, faculty, and student body. The Service Committee shall implement all Senate programs dealing with improvements to the law school, its facilities, and student academic life. The Service Committee shall perform all other duties as assigned by the Senate.

b. Senate Social Committee

The Social Committee shall oversee and implement all social events and programming sponsored by the Law Student Senate, with the exception of those events specifically sponsored by any other Senate Standing Committee. The Vice President shall serve as chair of the Social Committee.

c. Diversity Affairs Committee

The DAC shall coordinate and assist with cultural and diversity programming of Senate recognized organizations. The DAC shall coordinate and assist in providing programming on diversity issues and assist with an annual "Diversity Day," a programming effort to promote diversity.

d. Community Service Committee

The Community Service Committee shall plan and organize Community Service programs and projects throughout the year. The Community Service Committee shall coordinate and run the annual 5K Run/Walk. The Community Service Committee shall appoint a race coordinator to head up these efforts.

e. Senate Affairs Committee



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The Senate Affairs Committee shall review and make recommendation to the Senate on all proposed constitution and bylaw changes. The Senate Parliamentarian shall be an ex-officio member of this committee to assist in this purpose. The Senate Affairs Committee shall be responsible for publicity of all Senate activities and events. The Senate Affairs Committee shall perform other duties as assigned by the Senate Executive Board. The Senate Affairs Committee shall be open only to members of the Senate and the Senate Parliamentarian.

f. University Affairs Committee

The University Affairs Committee shall ensure dialogue between the College of Law and the Syracuse University at-large. Dialogue should be ensured with the purpose of representing the College of Law concerns related to other graduate schools and undergraduate community. The 2L Vice President shall serve as chair of the University Affairs Committee. As University Senators, the class Vice Presidents shall serve as ex-officio members of the University Affairs Committee. The University Affairs Committee shall report to the Senate any matters of interest from the University Senate, Student Association or any other relevant organization.

Section 4. Senate Ad hoc Committees:

If special problems arise in the normal course of Senate business, such problems may be referred to ad hoc committees, upon approval of a majority vote of the Senate. The Senate President shall create and appoint Senate Members to such committees and the Senate shall designate the duration and power of such committees, but in no case shall an ad hoc committee exist longer than one year or be empowered to perform acts which the Senate itself could not perform.

Section 5. Faculty Committees:

The student member positions on Faculty committees shall be appointed as follows:

- a. Within the first six weeks of the school year or within one week after a vacancy arises, the Senate Vice President shall solicit applications for membership from students. The applications shall consist of a letter of intent and resume submission by the applicants. The necessity of interviews will be at the discretion of the Vice President. The Vice President shall make appointments with the approval of the Board of Governors.
- b. Faculty committee appointments shall last for one year and are renewable on an annual basis with the exception of the Academic Integrity Committee. An appointment to the Academic Integrity Committee will be a three year assignment.
- c. Where possible, each class shall have at least one representative on each committee
- d. No student shall serve on more than one Faculty committee.



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e. Student members of committees may only be removed for cause. A two-thirds vote of the Senate shall be necessary to overturn a committee appointment

f. The Senate Vice President shall solicit written reports from the senior student representative of each Faculty Committee. Reports shall be solicited at least once each semester. These reports shall be made available to the Senate. Each semester, the senior student committee member may be called upon to make an oral report to the Senate at the discretion of the Senate President. Failure on the part of the student committee member to carry out this requirement shall be cause for removal.



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ARTICLE IV. STUDENT ORGANIZATIONS

Section 1. Student Organization

- a. A group may become a Senate Recognized Organization by majority vote of the Senate. Any group is eligible to become a Senate Recognized Organization. The group seeking Senate Recognition must provide the Senate Secretary with a completed copy of the Student Organization Registration Form from the Office of Student Life before they will be allowed to come before the Senate. In the event that the form is unavailable or obsolete, the group seeking recognition shall provide the Senate Secretary with a copy of the organization's Constitution, By-laws, Statement of Purpose, and a membership list in advance of the Senate meeting which the group seeks registration.
- b. Senate Recognized Organizations shall submit to the Office of Student Life a list of the organization's officers, a list of the previous year's organizational meetings and activities, and any other information requested of a group. Failure to provide this information in a timely manner may result in the organization being deemed "inactive", and the group's funds subject to reclamation by the Senate.
- c. Senate Recognized Organizations that request and receive any Senate contingency funds for an organizational activity must submit to the Senate Treasurer, within 30 days after the completion of the event, a report that details what the money was actually spent for, how it was spent, and a description of the activity. Failure to comply with this rule will affect future Senate funding of the organization.

Section 2. Organizational Rules

Senate Recognized Organizations must abide by all University and College of Law rules, as well as the Senate Constitution and Bylaws.

Section 3. Recognition Withdrawal

The Senate shall have the power to withdraw recognition of a Senate Recognized Organization if the organization has been inactive for a period of more than two years or if the organization has violated the above mentioned rules, constitutional policies and/or fails to hold at least three organizational meetings per semester. Notice of intent to withdraw recognition of an organization shall be made to the entire College of Law community via listserv no less than two weeks before the senate meeting where the issue is to be discussed. Any student who wishes to speak on behalf of the organization will have an opportunity to be heard at that Senate meeting. Any determination of the Senate to withdraw recognition of an organization may be appealed to the Judicial Board and its members. In the event of recognition withdrawal, all of the organization's funds, including any and all funds obtained through fundraising, shall revert to the Senate Contingency Fund.



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ARTICLE V: FINANCIAL POLICY OF THE SENATE

Section 1. Fiscal Year

The fiscal year of the Senate shall correspond with the fiscal year of the College of Law

Section 2. Preparation of the Annual Senate Budget

- a. By the 4th week of the academic year, the Budget committee shall prepare a proposed budget for the Senate
- b. The proposed Senate Budget will be structured in three parts
 - 1) The contingency fund
 - i. This fund shall be the equivalent to no less than 15% of the fiscal budget and all funds reclaimed from deactivated student organizations (excluding any carryover funds)
 - ii. The fund will be equally divided between both semesters
 - iii. Contingency funds will be dispersed in accordance with the policies as set forth within this article
 - iv. During the last financial meeting of the first semester the Senate shall be able to consider Spring contingency fund request
 - 2) Funds allocated to each standing committee of the Senate
 - i. Funding allocated to each committee will be done based on prior activities and expenses incurred by the committee
 - ii. Allocations will be made under the advisory of each named Committee chair
 - 3) Funds allocated to the e-board
 - i. Funds allocated to the e-board will cover all operational expenses of the Senate
 - ii. Funds allocated to the e-board will be under the direct control of the President (with the approval of the Senate Treasurer for all expenditures)
- c. The proposed budget shall not anticipate deficit spending
- d. The Senate President shall entertain a motion to accept the proposed budget as presented and/or amended
- e. Voting on the proposed budget shall be by roll call vote only
- f. A two-thirds majority of sitting senators is necessary for the passing of the proposed budget

Section 3. Publication of the Annual Senate Budget

- a. Immediately following the passage of the proposed budget, the Senate Treasurer shall publish the approved Senate budget to the student body
- b. Once approved, the Senate Budget must be continually updated, itemizing sources of income and expenses



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- c. The updated budget does not have to be continually publicized to the student body, however upon request a copy of the most recent budget must be made available to any student requesting such information within 10 days of a formal request being made to the Senate Treasurer

Section 4. Accountability of Student Organizations

- a. All Student organizations must maintain a treasury account with the College of Law via the Office of Student Life
- b. All funds raised, retained, and allocated to any Student Organization of the College of Law must be deposited in the official account of said organization via the College of Law budget office
- c. It is the responsibility of each student organization to maintain their own records independent of those kept by the Office of Student Life and the College of Law budget office
- d. It is the responsibility of each student organization to reconcile all accounting of funds with the Office of Student Life each semester
- e. All organizational funds, excluding those allocated from the contingency funds, that are not used by an organization at the end of the fiscal year, shall be carried over into the next fiscal year for said organization's use

Section 5. Dispersal of contingency funds by the Senate

- a. Any Senate Recognized Student Organization, in good standing, shall have the right to request financial support from the Senate via the contingency fund
- b. All request for contingency funds, made to the Senate, shall be voted upon by a roll call vote and require a two-thirds majority of Senators present to pass
 - 1) Any member of the Senate may move to amend any contingency fund request presented to the Senate
 - 2) The amendment can be approved by a simple majority of Senators present
 - 3) Once approved the requesting organization must be informed of the amendment
 - i. The President and/or other designee of the Senate shall inform the requesting organization of the proposed amendment
 - ii. The President and/or designee may not disclose any information in regard to the reasoning of the proposed amendment unless specifically instructed by the senate via a simple majority vote of the Senate
 - iii. The requesting organization has the choice of either accepting the amendment or rejecting it
 1. upon acceptance, the Senate will vote on the amended request
 - a. If the amended request is approved by the Senate the organization will be allotted the amount as indicated in the amended request



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- b. If the amended request is rejected by the Senate, the request is presumed to remain in its original form, open to further amendments or voting as is
 2. Upon rejection, the Senate will not vote on the amended request
 - a. The Senate may vote on the request in its original form or,
 - b. The Senate may approve another amendment to the request, in which the requesting organization will have the right to accept or reject
- c. Discussion and voting on all contingency fund request presented to the Senate will be conducted in a closed session that will be automatically initiated upon a motion to discuss following the oral presentation of the requesting organization.
- d. The discussion will be summarized in the Senate minutes, with notations of individual names, as recorded by the Senate Secretary
- e. The results of the vote will be recorded in the Senate minutes
- f. Any contingency funds allocated by the Senate, which are not used for the specific purposes for which they were dispersed, shall be returned to the Senate
- g. Any expenses incurred by the requesting student organization, in excess of the funds allocated from the Senate, will be the sole responsibility of the requesting student organization
- h. Contingency funds will be dispersed to the requesting organization in accordance with the College of Law budgetary guidelines and administrative procedures set forth by the Dean of Students

Section 6. Dispersal of contingency funds by the e-board

- a. Any Senate recognized student organization, in good standing, shall have the right to request financial support from the e-board, via the contingency fund so long as the requesting amount does not exceed \$500
- b. A majority of e-board members must approve the request before dispersal is authorized
- c. In the event that majority of e-board members can not agree, the request will be brought to the Senate at the next appropriate senate meeting
- d. The e-board may only approve one request under \$500, per organization, per semester
- e. Any contingency funds approved by the e-board, which are not used for the specific purposes for which they were dispersed, shall be returned to the Senate



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- f. Any expenses incurred by the requesting student organization, in excess of the funds allocated from the e-board, will be the sole responsibility of the requesting student organization
- g. Contingency funds will be dispersed to the requesting organization in accordance with the College of Law budgetary guidelines and administrative procedures set forth by the Dean of Students
- h. Any dispersal of contingency funds approved by the executive must be accounted for at the next senate meeting

Section 7. Approving dispersal of contingency funds

- a. Organizations seeking contingency funds from the Senate must make a formal written request as well as oral presentation at the next applicable Senate meeting
- b. Organizations seeking contingency funds from the executive must make a formal written request
- c. All written request for contingency funds must comply with the procedures and promulgated by the Senate treasure and must include
 - 1) The name of the requesting organization
 - 2) The name of all student members of the organization participating in the event and/or team
 - 3) A description of the requesting organization
 - 4) The amount of funds being requested
 - 5) The nature of the expense to be covered by said funds
 - 6) Any history of past request granted to said organization
- d. Organizations should also be prepared to answer all questions that relate to any factor which may be considered for approval as outlined below
- e. Factors that the Senate and/or the executive may consider, but are not limited to:
 - 1) Whether any student in the organization will attend the event in an official voting capacity (i.e. delegate, national board member)
 - 2) Whether the organization can demonstrate the benefit to the student body from the dispersal of funds
 - 3) Whether outside funding (co-sponsorships) have been explored and/or disclosed
 - 4) Fundraising conducted and/or planned by the student organization within the same fiscal year
 - 5) The size of the organization
 - 6) The nature of the expense being requested for funding



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- 7) The accessibility of the event, organization, and/or team to the entire student body
 - 8) Past funds dispersed to said organization within the same fiscal year
 - 9) Past funds dispersed to said organization in past fiscal years
 - 10) Past funds dispersed to other organizations (in comparison as they relate to other factors above) within the same fiscal year
 - 11) Available funds in the contingency fund account
- f. Contingency funds will not be used for food or beverages of any kind
 - g. Contingency funds will not be used for Social events of any kind unless said social event is sponsored by the Senate Social committee
 - h. Contingency funds will not be used to fund regional or national dues
 - i. Expenses to be covered by contingency funds will be incurred at the lowest possible cost



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ARTICLE VI: POSTING POLICY

Section 1. This policy will govern the posting of any fliers and/or handbills within the Syracuse College of Law (SUCOL) on any student bulletin board. The provisions of this policy apply to any entity, individual and, organization who attempts to publicize their event within the college of law. Any student organization recognized by the Senate and/or The Office of Student Life and any organization classified as a Publication/Moot Court Honor society may post fliers and/or handbills within the college of law.

Section 2. Individual students and/or student organizations may post a maximum of ten (10) fliers and/or handbills in the college of law.

Section 3. The subject of these advertisements is limited to announcing an event that is being sponsored by any SUCOL organization or student. All posted advertisements must comply with the SUCOL alcohol policy (*see attachment (a) SUCOL Alcohol Policy*). All posted fliers and/or bills must be taken down within five (5) days of the date of the advertised event.

Section 4. All fliers and/or handbills posted must be approved by a member of the Senate Executive Board prior to posting.

Section 5. Individual students and/or student organizations are restricted from posting fliers and/or handbills any place other than the identified bulletin boards and plastic sleeves located throughout the college of law.

Section 6. Each individual student organization will be allotted space in or around the student lounge/cafeteria space located on the second floor. The allotments will be organized in Alphabetical order by organizational name. Fliers and/or bills posted in these spaces are subject to approval by the Senate Executive Board. Fliers and/or handbills posted in the allotted individual organizational space do not count as one of the ten permitted fliers and/or handbills to be posted within the college of law.

Section 7. All commercial and/or solicitation advertisements are prohibited from appearing on any bulletin board or posting space designated for college of law use.

- a. The following organizations are exempted from the preceding paragraph of the policy:
 - i. BarBri
 - ii. PMBR
 - iii. Pieper
 - iv. WestLaw
 - v. Lexis Nexis



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Section 8. Space will be allocated for such advertisements within the college of law. The allocated space will be explicitly designated as a “Non-College of Law Postings” site.

Section 9. Any member of the Senate e-board is authorized to remove any posting in violation of this policy without notice to the author. Ultimate interpretation of this policy will be left to the discretion of the Senate Secretary.

Section 10. The Senate Secretary shall have the power to impose any sanction deemed appropriate upon student organizations that fail to comply with the above policies.



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ARTICLE VII: LISTSERV POLICY

Section 1. This policy will govern the SULAW listserv. The provisions of this policy apply to anyone attempting to utilize the SULAW listserv. The SULAW listserv may be used by any Dean of the law school, any student organization recognized by the Student Senate and/or The College of Law Office of Student Life and any organization classified as a Publication/Moot Court Honor society. Senate sponsored events shall be exempt from this policy.

Section 2. The listserv will be utilized primarily for two purposes:

- a. The communication of events that are sponsored by Student Organizations at the Syracuse College of Law (SUCOL)
- b. The communication of school wide notices in regard to emergency conditions or actions.

Section 3. All class specific notices are to be sent to the Senate President directly. The President will forward the message to the appropriate class listserv. Students are not permitted to email the class listservs directly. All stipulations that apply to the SULAW listserv apply to class specific listservs as well.

Section 4. Student organizations are allotted one email per week, per event with a reminder email the day before or day of the event. If a correction must be made, student organizations may also issue one “correction” email. Student Organizations are expressly prohibited from issuing multiple emails about events occurring at the law school.

Section 5. Student Organizations are allotted two emails per semester to announce the first two weekly/monthly meetings. After the second email students must utilize their own individual organizational listservs to communicate with their members. Should student organizations require assistance in developing their own individual listservs, technical support may be obtained via The Office of Student Life.

Section 6. Messages to the listserv will only be reviewed/forwarded between the hours of 9:00am and 10:30pm. All messages received after 10:30pm will be distributed, via the listserv, the following day.

Section 7. The following forms of messages are expressly prohibited (this is not an exhaustive list):

- a. Class cancellations¹
- b. Lost & Found²

¹ Faculty are encouraged to use Blackboard to contact specific classes; only applies to emails approved through the Senate President

² “Lost and Found” is located in the Office of Student Life; only applies to emails approved through the Senate President



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- c. Politically charged announcements³
- d. Discriminatory messages
- e. Any announcement that singles out a specific faculty/staff member or student in a negative manner.
- f. Any message that violates the SUCOL Code of Conduct
- g. Any message inconsistent with the SUCOL Alcohol Policy(*see attachment (a) SUCOL Alcohol Policy*)

Section 8. The Executive Board encourages student groups to:

- a. Develop a listserv of their organization members
- b. Make use of the SUCOL weekly newsletter
- c. Utilize personal organization websites provided by SUCOL
- d. Utilize non-academic mediums (i.e. facebook, myspace, etc)

Section 9. Ultimate interpretation of this policy will be left to the discretion of the Student Senate President.

³ This does not prohibit the advertisement of speakers or other events sponsored by political organizations. However, the expression of political views via the listserv will not be permitted.



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ARTICLE VIII: LAW SCHOOL SOCIAL POLICY

Section 1. This policy will govern the reservation, promotion, and execution of all social events sponsored by SUCOL student organizations.

Section 2. Law School Socials may be organized by any student organization and any Publication/Moot Court Honor society. Preference in the distribution of dates will be as follows:

- a. SUCOL Student Senate
- b. Third year class
- c. Second year class
- d. First year class (preference given in regard to dates remaining after class officers are elected)
- e. Senate recognized organizations
- f. Office of Student Life recognized organizations
- g. Publications/Moot Court Honor Society

Section 3. Organizations may reserve one Friday during the academic year as their “Law School Social” (LSS) night. All other organizations are prohibited from sponsoring any event that would result in a time conflict with the scheduled LSS night.

Section 4. LSS dates will be assigned on a first come, first serve basis. After Senate elections have been finalized, student organizations will be required to submit three dates which will serve as their top three choices for their LSS night during the next academic year. Organizations will submit these dates to the newly elected Senate Secretary at a date specified by said Secretary, during the spring semester. Organizations may NOT submit dates until all re-registration forms have been turned into the Office of Student Life.

Section 5. The SUCOL Senate will automatically be assigned the first Friday of the academic year. The incoming Third year class and Second year class will then choose their LSS dates in that respective order.

Section 6. Senate recognized organizations will be given a time period, of no less than one week and not to exceed two weeks, to submit their dates to the Senate Secretary for their LSS night. During this initial time period, only Senate recognized organizations who have registered with the Office of Student Life, will be allowed to submit dates. After the initial time period has passed, Publications/Moot Court Honor Society organizations, as well as organizations recognized solely by the office of Student Life, will be given one week where they may submit their choices for LSS nights. Following this final time period, no further request will be taken until the fall.



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Section 7. After the first year elections have been completed and the first year class LSS night chosen, Senate recognized organizations may request to have a second LSS date reserved. This process will occur on a first come, first served basis.

Section 8. The following dates will be unavailable for request:

- a. First Friday of the Fall semester
- b. Friday preceding the Saturday Senate Halloween Party (October 26th for the 07-08 year)
- c. Friday preceding the Barrister's Ball (March 29 for the 07-08 year)
- d. Any Friday occurring within the reading period/final exam period

Section 9. All advertisements for LSS nights must contain the following:

- a. The location of the event (name and address)
- b. The cover charge (if applicable)
- c. The dress code for the venue/event
- d. Organizational contact person & email address

Section 10. All posted advertisements must conform to the SUCOL alcohol policy (*see attachment (a) SUCOL Alcohol Policy*).

Section 11. Upon confirmation of their reserved date, student organizations must sign a \$50 lien form connected to the use of their LSS night. Failure to sign the lien form within 48 hours of the date confirmation will result in the loss of the reservation. Organizations will be fined \$50 for failure to utilize their reserved date. The lien will be lifted and voided after the LSS night has occurred.

Section 12. If organizations are unable to use their LSS night, due to unforeseen circumstances, organizations may avoid the penalty by canceling their event no less than seven days prior to their scheduled LSS night (the counting of the seven days does NOT include the actual reserved dates as the seventh day).

Section 13. If a cancellation should occur, at any time, the secretary will notify all other student organizations that the date is available and will take request for that date on a first come, first served basis.

Section 14. Organizations are encouraged to be creative in the planning and advertising of their events in order to maximize their potential for success. This policy does not require nor prohibit alcoholic beverages at any LSS. However, this policy does require the full compliance with all other policies that govern alcoholic consumption and promotion at SUCOL events. Should there be any conflicts with the provisions of this policy and the SUCOL alcohol policy, the alcohol policy will control (*see attachment (a) SUCOL Alcohol Policy*).



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ARTICLE IX: ELECTIONS

Section 1. Elections

The following is a list of campaign rules regarding Senate elections for class Judicial Board members, class Senators, the class Vice Presidents, and the class Presidents; as well as individuals running for a Senate Executive Board position. These rules are intended to supplement Article IX of the SUCOL Senate Constitution.

- a. Campaign Materials:
 - 1) Campaign materials for Senate elections are limited to the following: posters, buttons, websites and other online social network advertisements, emails in compliance with the Senate Listserv policy, and items of nominal value, including candy, which can fit within a student mailbox folder.
 - 2) Posters may be no larger than 16" x 16". Outside of the Student Lounge, posters and other campaign materials may only be placed on bulletin boards, and candidates may only place one poster per bulletin boards. There shall be no taping of posters and other campaign materials to lockers or walls.
 - i. Posters must conform with the definition of "Professional Manner" as explained below in section b, Conduct of Candidates.
 - 3) Before the election date, at a time to be determined by the Election Committee, a public forum will be provided for candidates to speak on their own behalf. Candidates for all Senate e-board positions as well as Class President and Vice-President are required to speak. Candidates for all senator and judicial board positions will have the option to speak.
- b. Conduct of Candidates:
 - 1) No candidate shall actively campaign on the floor of the building where the ballot box is located during the elections. Furthermore, candidates shall conduct themselves in a professional manner throughout the campaign period.
 - 2) 'Professional manner' regarding all campaign materials includes, but is not limited to, not using profanity, nudity, pornography, and no attacks on other candidates.
 - 3) 'Professional manner' in other respects includes, but is not limited to, integrity and competency regarding the campaigns of others running for election.
- c. The Election Committee shall post a sample ballot at least two days before the election. All candidates are responsible for checking that they are listed on the ballot before the day of the election. If they do not, the Election Committee is not responsible for any errors or omissions on the ballot. The ballot must make some accommodation to allow for write-in candidates.
- d. Violations of these rules should be reported to either the Senate President or the Election Committee. Sanctions shall be imposed at the discretion of the Election Committee and may include disqualification from the election. Violations include, but are not limited to, violations of Article VII, Section 1(a) and (b).



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e. Access to Results:

- 1) After election votes are tallied, the results shall be posted on the Senate Bulletin Board detailing number of votes for each candidate, the percentage of the total votes cast for each candidate, and the percentage of the class that voted.
- 2) To ensure the integrity of the election processes, all candidates must be allowed to inspect the ballots relevant to their candidacy upon request and be provided with vote totals tallied by the Elections Committee relevant to their candidacy upon request. Candidates must be supervised when inspecting ballots.



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ARTICLE X: RIGHTS, RESPONSIBILITIES, AND REMOVAL

Section 1. Statement of Responsibility

It is the responsibility of all members of the Senate to fulfill their duties as outline in SUCOL Student Senate Constitution and Bylaws. Violation of Senate and Class Attendance policies, Constitutional restraints, or Bylaw responsibilities shall be addressed following the procedures set forth in this Constitution and Bylaws.

Section 2. Statement of Voting Rights

All members of the Senate have the right to participate in the discussion and debate of any matter brought before the Senate during an open session of the Senate. All class senators have the right to vote on all matters brought before the Senate. All Class Officers and Senate Officers have the right to vote in all matters brought before the Senate. The President shall not vote on any matter except in the event of a tie. The Advisor shall not vote on any matter brought before the Senate.

Section 3. Expulsion Notices

- a. Senators and Judicial Board Members
 - 1) The Senate Board of Governors, by a two-thirds vote, shall have the power to issue an expulsion notice to any member of the Senate not fulfilling his or her duties
 - 2) The execution of the expulsion shall follow the procedures set forth in the SUCOL Student Constitution
- b. Class Officers, Vice President, Treasurer, Secretary
 - 3) The Senate, by a two-thirds vote, shall direct the Senate President to issue an expulsion notice to any Class Officer or Senate Officer excluding the President themselves
 - 4) The President, shall issue said notice once a two-thirds vote has been achieved
 - 5) The execution of the expulsion shall follow the procedures set forth in the SUCOL Student Constitution
- c. President
 - 6) The Senate, by a two-thirds vote, shall direct the Vice President to issue an expulsion notice to the President
 - 7) The Vice President, shall issue said notice once a two-thirds has been achieved
 - 8) The execution of the expulsion shall follow the procedures set forth in the SUCOL Student Constitution



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ARTICLE XI: AMENDMENTS

Section 1. Proposal

- a. Amendments to these bylaws shall be initiated by:
 - 1) Any member of the Board of Governors or
 - 2) One-third vote of the Senate or
 - 3) The Senate Affairs Committee or
 - 4) Petition to the Senate of no less than ten percent of the Student Body

Section 2. Procedure

- a. Once initiated, proposed amendments shall go before the Senate for consideration and voting
- b. The Senate may choose to pass, amend, or reject any proposed amendment
- c. If passed, the proposed amendment is not to be considered as ratified or enforced
- d. Upon initial passage by the Senate, the proposed amendments shall be publicized to the Student body pursuant to the requirements of this Article
 - 1) Publication of all proposed bylaw amendments must be publicized for a period of no less than two weeks prior to ratification
 - 2) Publication includes but is not limited to public posting
- e. Once the publication period has ended, the Senate shall vote on the proposed amendments at the next Senate meeting
- f. If during ratification, the proposed amendments are amended, the Senate does not need to re-publicize to the Student Body



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Article XII: Ratification

Section 1. Amendments to the bylaws may only be ratified after proper consideration of the Senate and publication to the Student Body

Section 2.

- a. These By-laws shall be amended by a two-thirds vote of the Senate
- b. Upon ratification, the amended provisions of these bylaws shall be effective immediately
- c. Upon ratification, the by-laws will be publicized to the College of Law community