

**Constitution for the Student Bar Association**  
**University of Baltimore School of Law**  
**Preamble**

We, the Students of The University of Baltimore School of Law, do establish this Constitution for our Student Bar Association to represent the entirety of the Law School community in furthering our education, advocating our concerns, and do require that the duties & offices here assigned be fulfilled according to the highest ethical standards of the legal profession.

**Article I – Purpose**

The purposes of the Student Bar Association are to:

- 1) Be the official representative of all law students to the law school and to the University of Baltimore community;
- 2) Further academic achievement;
- 3) Coordinate student activities and organizations;
- 4) Encourage student participation;
- 5) Promote school events;
- 6) Promote professional responsibility; and
- 7) Improve the quality of student life.

**Article II – Membership**

All currently enrolled students at the University of Baltimore School of Law shall be members of the Student Bar Association.

**Article III – Definitions**

- 1) Absences:
  - a. **Excused Absence:** Any absence whereby the President or Vice President has been given twenty-four (24) hours notice and has been deemed excused by their discretion.
  - b. **Unexcused Absence:** Any absence that has not been given twenty-four (24) hours notice and has not been approved by the President or Vice President.
- 2) **Academic Year:** Begins with the first day of classes of the fall semester and terminates on the last day of classes of the spring semester.
- 3) **Legislative Branch:** The legislative body of the Student Bar Association consisting of the House of Representatives (House).
- 4) **Consent:** A majority vote of the General Assembly.
- 5) **Executive Branch:** The executive body of the Student Bar Association consisting of the Executive Board and Executive Cabinet.
- 6) **General Assembly:** The Executive Board, Executive Cabinet, and the House of Representatives.
- 7) **SBA-At-Large:** All currently enrolled University of Baltimore Law Students, including students in the JD, LLM, Grad Tax, and any other future program offered through the law school.
- 8) **Representative:** All elected representatives in the House of Representatives.
- 9) **Officers:** All elected members of the Executive Board.
- 10) **Member in Good Standing:** A voting member of the General Assembly who is enrolled in classes, has not been impeached, has fewer than three (3) unexcused absences, and who is without Honor Code violations.
- 11) **Quorum:** Two-thirds (2/3) of all elected Student Bar Association Members in good standing.

12) **Blind Ballot**: The identity of the voter remains a secret but the amassed votes are made for public knowledge.

## **Article IV - The General Assembly**

*Section 1:* The SBA General Assembly shall act as the student governing and programming body of the SBA-at-Large.

## **Article V – The Executive Branch**

*Section 1:* Definition

- A. The Executive Branch shall consist of the Executive Board and Executive Cabinet
- B. The Executive Board (EB) shall consist of:
  - a. President;
  - b. Vice President;
  - c. Secretary; and
  - d. Treasurer.
- C. The Executive Cabinet shall consist of:
  - a. Chief of Staff;
  - b. Shared Governance & Alumni Relations Representative;
  - c. Orientation & Elections Representative;
  - d. American Bar Association (ABA) Representative;
  - e. Maryland State Bar Association Representative;
  - f. Programming Committee Chair; and
  - g. Fundraising Coordinator
- D. The Executive Board shall be elected by the student body.
- E. The Executive Cabinet shall be appointed by the President with the advice and consent of the Executive Board and a majority vote of the House of Representatives.
- F. The Executive Branch members shall serve a term of one (1) year.
  - a. The term of office will begin after the swearing in of the incoming Executive Branch in April/May, and continue through the following academic year until the next swearing in ceremony of a new Executive Branch.

*Section 2:* Qualifications for the Executive Branch

- A. Must be a current SBA-At-Large student who will be returning to the school in the upcoming fall semester in a program that constitutes them as an SBA-At-Large student.
- B. Candidate must be in good standing with a cumulative grade point average of at least a 2.0.
- C. Candidate must confirm their commitment for an entire academic year.

*Section 3:* Executive Board Officer Duties

- A. The President Shall:
  - a. Serve as the official spokesperson for the SBA;
  - b. Oversee the day-to-day operations of the Student Bar Association;
  - c. Call and preside over all Executive Branch Meetings;
  - d. Appoint Executive Cabinet members with the advice and consent of the Executive Board and a majority vote of the House of Representatives;
  - e. Serve as an ex-officio member of all committees within the SBA;
  - f. Stand in as an ex-officio member for any member of the SBA in their absence;
  - g. Advise and oversee all Executive Branch matters and activities;
  - h. Ensure that all the duties of the SBA officers and members are carried out in accordance to the SBA Constitution and By-Laws;

- i. Communicate with the Office of the Dean of the Law School on a regular basis, at least once per month, during the academic year to discuss concerns of the student body;
  - j. Attend all Faculty meetings on a regular basis, at least one per month, during the academic year to discuss concerns of the student body; and
  - k. Only vote in the case of a tie.
- B. The Vice President Shall:
- a. Assume the duties of the President in the event of the President's absence, incapacity, or leave from office;
  - b. Call and preside over all meeting of the House of Representatives;
  - c. Determine and distribute the agenda before all House meetings;
  - d. Establish and supervise the work of all standing committees; and
  - e. Act as the liaison between the House of Representatives and the Executive Branch.
- C. The Secretary Shall:
- a. Record the proceedings of each Executive Cabinet meeting;
  - b. Record the proceedings of each Executive Board meeting at the request of the President;
  - c. Maintain an attendance sheet for each Executive Branch meeting;
  - d. Ensure that all students, committees, and SBA officers and representatives have access to copies of the Constitution and By-Laws; and
  - f. Maintain an updated roster of the officers of all student run law organizations.
- D. The Treasurer Shall:
- a. Budget the internal and external financial accounts of the Student Bar Association;
  - b. Maintain records of all financial transactions;
  - c. Complete all financial transactions on behalf of the SBA in compliance with federal, state, local, University of Baltimore, and Center for Student Involvement rules and regulations;
  - d. Pay SBA approved debts and financial obligations from the funds designated by the Association for those purposes;
  - e. Serve as Chair of the Finance Committee; and
  - f. Prepare and provide monthly finance reports, due the first Friday of each month, to the Executive Board.

*Section 4. Executive Cabinet Member Duties:*

- A. Chief of Staff
- a. Coordinate the calendars of the SBA President and Vice President;
  - b. Assist the President in all communications and follow up;
  - c. Sit in on all Executive Board meetings.
- B. Shared Governance & Alumni Relations Representative shall:
- a. Maintain and update contact information in an alumni database;
  - b. Conduct regular correspondence with alumni to inform and encourage participation;
  - c. Represent the SBA at Shared Governance meetings; and
  - d. Present a full report to the Executive Branch and House of Representatives after each Shared Governance meeting.
- C. Orientation & Elections Representative shall:
- a. Assist UB Law Admissions with preview days, admission events, and any other tasks requiring assistances by Admission;
  - b. Assist with UB Law Orientation by coordinating peer advisors;
  - c. Coordinate with community service and outreach communities;
  - d. Serve as the Student Representative on the Baltimore Scholars Program Faculty Committee and the Student Life Committee; and
  - e. Preside over Elections Commission.

- i. Recruit five (5) impartial students to serve as Election Officials;
    - ii. Coordinate Fall General Elections of 1L and LLM Representatives; and
    - iii. Coordinate Spring General Elections for all elected SBA positions.
- D. American Bar Association (ABA) Representative
  - a. Represent, attend, and vote on behalf of the University of Baltimore School of Law at the ABA/LSD Annual, Mid-Year, and Circuit Meetings;
  - b. Develop and implement an action plan that disseminates ABA/LSD information to the student body;
  - c. Review and respond to any proposed changes to the ABA Standards and Rules of Procedure for Approval of Law Schools
- E. Maryland State Bar Association (MSBA) Representative
  - a. Represent, attend, and vote on behalf of the University of Baltimore School of Law at the MSBA Annual and Circuit Meetings;
  - b. Develop and implement an action plan that disseminates MSBA information to the student body;
  - c. Review and respond to any proposed changes to the MSBA
- F. Programming Committee Chair
  - a. Oversee the planning and promoting of the SBA events and sponsored events;
  - b. Utilize the Hallmark Events Coordinator, Graphic Designer, and Photographer to help with the events
- G. Hallmark Events Coordinator
  - a. Shall coordinate the planning, promoting, and executing of the University of Baltimore School of Law's hallmark events such as Barrister's Ball and BarBowl.
- H. Fundraising Coordinator
  - a. Coordinate the planning, promoting, and executing of fundraisers to raise money to fund class gifts for each graduating year;
  - b. Work with the 3L/4E House Representatives to choose an appropriate 3L class gift to give to the school from the current graduating class;
  - c. Shall organize the presentation of the 3L class gift to the school;
  - d. Hold at least one fundraiser for the UB Foundation SBA account.

*Section 5: Voting*

- A. Executive Board
  - a. Two-thirds (2/3) of all voting members constitutes a quorum;
  - b. Any voting member may move to have a matter voted by blind ballot;
  - c. Proxy vote will not be accepted; and
  - d. The President shall decide in the event of a tie.
- B. Executive Cabinet
  - a. Two-thirds (2/3) of all voting members constitutes a quorum;
  - b. Any voting member may move to have a matter voted by blind ballot;
  - c. Proxy vote will not be accepted; and
  - d. The President shall decide in the event of a tie.

*Section 6: Stipends*

- A. Shall only be for Executive Board Officers: President, Vice President, Secretary, and Treasurer; and
- B. Shall be issued at the end of each academic year and be no more than five hundred (500) dollars per year.

**Article VI – The House of Representatives**

*Section 1: Definition*

A. The House of Representatives shall be comprised of two (2) members of each day division (2L;3L), two (2) members of the evening division, one (1) member of each LLM division, and one (1) member of each 1L Contracts section (Day and Evening);

a. First year representatives shall be elected from amongst their Contracts sections.

B. The House shall appoint one (1) Speaker pro tempore at the first House meeting of the fall semester of each school year.

*Section 2: Qualifications*

A. Must be a current SBA-At-Large student who will be returning to the school in the upcoming fall semester in a program that constitutes them as an SBA-At-Large student.

B. Candidate must be in good standing with a cumulative grade point average of at least a 2.0.

C. Candidate must confirm their commitment for an entire academic year.

*Section 3: Duties*

A. Representative Duties

a. Members will represent and vote on behalf of members in their section, class, or division;

b. The first week of each month provide a report to their section, class, or division on actions taken by the SBA General Assembly;

c. Serve on at least one (1) standing committee; and

d. Serve on at least one (1) faculty committee.

B. Speaker Pro Tempore Duties

a. Record the minutes of each House of Representatives meeting;

b. Assume the office of the Vice President in the event of that person's absence, incapacity, or leave from office;

c. Preside over the meetings of the House should the Vice President be absent; and

d. Serve as an ex officio member of all standing committees.

*Section 4: Meetings*

A. House shall meet at least one-third (1/3) the number of weeks in a semester;

B. House meetings shall be open to all law students;

C. No House meeting shall convene without at least one (1) member of each day class;

D. The President, Vice President, or a simple majority of the House may convene an emergency meeting; and

E. The House may establish its own rules for meetings by a two-thirds (2/3) quorum so long as they do not conflict with the Constitution.

*Section 5: Voting*

A. All meetings and votes of the House shall require a two-thirds (2/3) quorum;

B. Each member of the House shall have one (1) vote in any and all matters before the House;

a. In the case of a tie, the Vice President shall cast the deciding vote.

C. Removal proceedings, budget approvals, constitutional amendments, and stipend adjustments are governed by the following voting rules:

a. Votes must be cast in person by blind ballot;

b. In the case of a tie, the Vice President must cast a vote within forty-eight (48) hours after the initial vote occurs;

c. Failure to vote or an abstention from voting by a voting member will be considered a nay;

d. The Vice President shall release the vote count forty-eight (48) hours after the initial vote occurs; and

e. A simple majority shall constitute a valid vote.

**Article VIII – SBA Committees**

*Section 1:* The President shall appoint, with the advice and consent of the Executive Board, chairpersons of all committees of the Student Bar Association, both standing and ad hoc.

*Section 2:* Committee Members shall be appointed by the respective chairpersons and perform all other duties as stated in the By-laws.

### **Article IX – Budget**

*Section 1:* At the first House meeting of the school year, the Finance Committee shall submit for approval and review by the House of Representatives a detailed budget outlining predicted spending for the year of internal and external funds.

*Section 2:* The Finance Committee shall submit to all duties and procedural requirements as stated in the By-laws.

### **Article X – Elections**

*Section 1:* The elections of Representatives and Officers shall be fair, open, and unbiased and shall be held to the highest ethical standards of democratic electoral conduct for participants, election officials, and monitors.

*Section 2:* All Officers of the Student Bar Association shall be elected pursuant to the Constitution and By-laws. They shall serve a term of office of one academic year.

*Section 3:* The Election Commission will have the sole responsibility for organizing, conducting, monitoring, and certifying elections for all elected position of the Student Bar Association and perform other duties as stated in the By-laws.

### **Article XI – Vacancies**

*Section 1:* Shall the office of President become vacant, the Vice President shall immediately be sworn in as President.

*Section 2:* If a vacancy occurs in any elected position other than President, the House of Representatives shall immediately call a special election or appoint a replacement by a majority vote of all members of the House of Representatives.

*Section 3:* Shall the position of Speaker pro tempore become vacant, the House shall appoint one (1) Speaker pro tempore at the next House meeting.

### **Article XII – Removals**

*Section 1:* Any member of the SBA Executive Branch and House of Representatives, may be removed for Good Cause as stated in the By-laws.

*Section 2:* Any member of SBA Executive Branch and House of Representatives, who is absent from more than three (3) regularly schedule meetings per semester will be automatically removed from his/her position as stated in the By-laws.

*Section 3:* Any member of the SBA Executive Branch and House of Representatives who is no longer a currently enrolled law student is automatically removed from his or her position.

### **Article XIII – By-Laws**

*Section 1:* The SBA Executive Branch and House of Representatives may enact such By-laws as it deems necessary and proper to promote the purposes of the Constitution.

### **Article XIV – Referendums and Amendments**

*Section 1:* Any member of the SBA-at-Large may, by written request to the Vice President, propose amendments to the Constitution or place a matter on the House agenda for consideration before the House of Representatives as stated by the By-laws.

*Section 2:* Any member of the SBA Executive Branch and House of Representatives may propose amendments to the Constitution or place a matter on the House agenda for consideration before the House of Representatives as stated by the By-laws.

**UNIVERSITY OF BALTIMORE SCHOOL OF LAW  
STUDENT BAR ASSOCIATION  
BY-LAWS**

Chapter 1: Purpose

**S 100.0** These By-Laws are to be interpreted as a supplement to the Student Bar Association Constitution by providing rules and procedures for the Student Bar Association to utilize.

Chapter 2: Executive Branch

**S 200.0** The SBA does hereby establish the following guidelines concerning the SBA Executive Branch

**S 200.1** The President shall be required to call meetings of the Executive Branch at least once a month in the fall and spring semesters of his/her term in office.

**S 200.2** The times, places, and dates of these meetings shall be designated by the President and should be convenient to all Executive Branch members. The President may call special meetings by giving at least twenty-four (24) hours advance notice to all members.

**S 201.0      **Attendance****

**S 201.1** All Executive Branch members are expected to attend all meetings. Any Executive Branch member that has more than three (3) unexcused absences in one semester shall be removed from their position in Executive Branch.

Any notification of an absence must be presented to the President at least twenty-four (24) hours prior to the scheduled meeting. The President shall have discretion in determining whether said absence is excused or unexcused.

a. Any absences that has not been given twenty-four (24) hours notice and has not been approved by the President will be considered an unexcused absence.

b. Any absence whereby the President has been given twenty-four (24) hours notice and has been deemed excused by their discretion will be considered an excused absence.

**S. 201.2** The Secretary shall be responsible for taking attendance and reporting to the President should a member exceed three (3) unexcused absences.

**S 202.0      **Stipends****

**S 202.1** Shall not be changed except under the procedures for amending the Constitution.

**S 202.2** The President, at his/her own discretion, shall develop polices for evaluation of its' officers, and submit them to the SBA-at-Large for their consideration.

Chapter 3: The House of Representatives

**S 300.0** The SBA does hereby establish the following guidelines concerning the House of Representatives

**S 300.1** Representatives shall be responsible for providing a report to each respective section during the first week of every month of the Fall and Spring semesters.

**S 301.0      **Meetings****



**S 301.1** The Speaker pro tempore shall be responsible for roll call; reading of the minutes; committee reports, meetings, and announcements; old business; first reading of new bills, resolutions and amendments during each of the scheduled meetings for the House of Representatives.

**S 301.2** The Secretary shall be responsible for publishing the dates and locations of each House meeting for the student body.

**S 302.0      **Attendance****

**S 302.1** All House of Representative members are expected to attend all meetings. Any House of Representative member that has more than three (3) unexcused absences in one semester shall be removed from their position in House of Representative.

Any notification of an absence must be presented to the Vice President at least twenty-four (24) hours prior to the scheduled meeting. The Vice President shall have discretion in determining whether said absence is excused or unexcused.

a. Any absences that has not been given twenty-four (24) hours notice and has not been approved by the Vice President will be considered an unexcused absence.

b. Any absence whereby the Vice President has been given twenty-four (24) hours notice and has been deemed excused by their discretion will be considered an excused absence.

**S 302.2** It shall be the responsibility of the Speaker pro tempore to keep track and inform the Vice President of any member that has exceeded three (3) absences.

**S 303.0      **Voting****

**S 303.1** If a quorum will not be available for the scheduled House meeting any voting shall be postponed.

The Vice President shall reschedule the postponed voting within one (1) week of the original meeting.

**S 303.2** The Vice President shall release the vote count no later than forty-eight (48) hours after the initial vote occurs.

Chapter 4: SBA Committees

**S 400.0      **Finance Committee****

**S 401.0      **Membership****

**S 401.1** The SBA Treasurer shall serve as the Chair.

**S 401.2** The Chair shall appoint two (2) members: one member of the House of Representative and one member of the Executive Cabinet.

**S 402.0       Duties**

- S 402.1**       Submit for approval a detailed budget outlining predicted spending for the year for internal and external funds;
- S 402.2**       Approve all SBA expenditures from the internal and external account exceeding one thousand dollars (1,000) in accordance with the SBA's approved budget;
- S 402.3**       Submit amendments to the approved budget to the floor of the House of Representatives for approval;
- S 402.4**       Review and approve each month's Treasurer Report; and
- S 402.5**       Allocate supplemental funding to law organizations, as funds are available.

**S 403.0       Programming Committee**

**S 404.0       Membership**

- S 404.1**       The Chairperson shall be appointed by the President
- S 404.2**       The Chairperson shall appoint each member of the Programming Committee; oversee the members of the Programming Committee; and schedule meetings for at least once a month in the fall and spring semesters.
- S 404.3**       The Hallmark Events Coordinator shall appoint two additional members to assist in the duties of planning, promoting, and hosting hallmark events such as BarBowl and Barristers Ball.
- S 404.4**       The Fundraising Coordinator shall appoint one (1) 1L representative, one (1) 2L representative, and one (1) 3L representative and raise funds for class gifts and other events intended for fundraising.
- S 404.5**       The Graphic Designer shall design posters, flyers, tickets, programs, signs, and any other advertisement to prepare and promote events.
- S 404.6**       The Photographer shall attend each even coordinated by the SBA in order to take pictures of the events, attend at least one (1) event each semester by student run law organizations to take pictures of the event, and take any other official picture upon request.

**S 405.0       Standing and Ad Hoc Committees**

- S 405.0**       The Vice President shall form and dissolve ad hoc committees; designate members of the House of Representatives to Standing or Ad Hoc Committees unless otherwise assigned by the Constitution and/or By-Laws.

- S 406.0**       All standing University Committee Student Representatives shall be appointed by the President with advice and consent of the Executive Board subject to a majority vote of the House of Representatives.

The appointed representatives shall be members of the House of Representatives.

- S 407.0** The Vice President shall oversee the student representatives on University Committees.
- S 408.0** All committee Chairs shall present such reports at the direction of the Vice President for the House of Representatives.
- S 409.0** All committee Chairs shall report on all expenditures of committee funds to the Treasurer in a timely manner.
- S 410.0** **Meetings**
- S 410.1** All students will be given notice of committee meetings by a posting of a meeting schedule.
- S 410.2** Each committee shall designate a committee member to act as the Designated Recorder and record the minutes of the meeting.
- S 410.3** The Designated Recorder must submit minutes to the SBA Secretary and committee members within twenty-four (24) hours of the meeting.
- S 410.4** Each committee must approve the minutes from the previous meeting at the beginning of each successive meeting.
- S 410.5** The Committee Chair or majority of a committee may convene an emergency meeting as circumstances require or at the request of the President.
- S 411.0** **Voting**
- S 411.1** All members of the committee shall have one (1) vote in any and all matters.
- S 411.2** All matters require a simple majority vote.
- S 411.3** Any voting member may move to have a matter voted by blind ballot.
- S 411.4** A proxy vote will not be accepted.

#### Chapter 5: University Committees

- S 500.0** **Academic Committee**
- S 501.0** **Membership**
- S 501.1** “Academic Standards” Faculty Committee Student Representative.
- S 501.2** “Faculty Appointment” Faculty Committee Student Representative.
- S 501.3** “Curriculum” Faculty Committee Student Representative
- S 501.4** “Committee on Adjunct Faculty” Faculty Committee Student Representative
- S 501.5** “Library and Educational Technology” Faculty Committee Student Representative

**S 502.0 Student Life Committee**

**S 503.0 Membership**

**S 503.1** “Student Life” Faculty Committee Student Representative.

**S 503.2** “Building and Facilities” Faculty Committee Student Representative

**S 504.0 Professional Development Committee**

**S 504.1** “Career Services” Faculty Committee Student Representative.

Chapter 6: Budget

**S 600.0 Procedure**

**S 600.1** At the first meeting of the school year, the Finance Committee shall submit for approval a detailed budget outlining predicted spending for the year for internal and external funds;

**S 600.2** The budget shall be reviewed by the House of Representatives;

**S 600.3** Each proposed expenditure shall be subject to discussion or revision;

**S 600.4** Budget shall be approved by three-fifths (3/5) vote of the House of Representatives;

**S 600.5** The Treasurer submits monthly budget reports to the Finance Committee to be approved; and

**S 600.6** The Treasurer presents the approved monthly budget to the House of Representatives.

Chapter 7: Elections

**S 700.0 Eligibility**

**S 700.1** Only members enrolled in the University of Baltimore School of Law (SBA-at-Large) are eligible to vote for Officers and Representatives.

**S 701.0** Under no circumstance shall a candidate for office have any responsibility for organizing, conducting, monitoring, or certifying elections.

**S 702.0 Election Commission**

**S 702.1** The Orientation and Elections Representative shall organize, conduct, monitor, and certify elections for all House of Representatives and Executive Branch elections; conduct all special elections; and, maintain rules and policies governing SBA elections.

**S 703.0** **With the exception of the Orientation and Elections Representative,** SBA General Assembly members are not permitted to serve as Election Officials.

**S 704.0      Fall General Elections**

**S 704.1**      First Year Class Representatives and LLM Division Representatives shall be elected during the Fall General Elections.

**S 704.2**      The Election Commission shall schedule and conduct the Fall General Elections no later than the third week of the fall semester.

**S 705.0      Spring General Elections**

**S 705.1**      Representatives and Officers, except for the First Year Class Representatives and LLM Division Representatives, shall be elected during the Spring General Elections.

**S 706.0**      If no candidate receives a majority of the votes cast, a run-off election of the two candidates receiving the most votes in the initial elections shall be held immediately to determine a winner; and

**S 707.0**      In the event of a tie, a vote of the House of Representatives shall determine the winner.

**S 708.0      Transitions**

**S 708.1**      The Transition Meeting marks the transfer of office of the outgoing General Assembly to the incoming General Assembly.

**S 708.2**      The Transition Meeting occurs at a mutually agreeable time after elections and before commencement.

**S 709.0      Candidates**

**S 709.1**      All candidates for the President and Vice President positions shall hold an open forum debate for the Student Body the first day of elections week.

The Secretary shall be responsible for reserving a room suitable for such a debate.  
The Programing Committee Graphic Designer is responsible for advertising the debate.  
The President is responsible for the oversight of the debate.

Chapter 8: Vacancies

**S 800.0      Executive Vacancies**

**S 800.1**      Should the President resign, be impeached and removed, or become otherwise incapacitated, the Vice President shall assume the Presidency;

**S 800.2**      Should the Vice President resign, be impeach and removed, become otherwise Incapacitated, or assume the Presidency, the House of Representatives shall immediately call a special election or appoint a replacement by a majority vote of all members of the House of Representatives.

**S 800.3**      Should the Secretary or Treasurer resign, be impeached and removed, or become otherwise incapacitated, a special election will be called to fill their positions; and

**S 800.4** Any other vacancy in the cabinet will be filled by the President, with the consent of the House, according to usual appointment proceedings.

**S 801.0 House Vacancies**

**S 801.1** Should a vacancy arise in the House for any reason, the Vice President or Speaker pro tempore will notify that class or section, and a special election will be called;

**S 801.2** The special election will be held within two (2) weeks of the vacancy occurring and will conform to the by-law's section on elections; and

**S 801.3** Should no one be nominated, the President may appoint a student to that seat with the consent of the House and subsequent notice to the class or section.

**S 802.0 Procedure**

**S 802.1** When any Executive Board position becomes vacant, the President will notify both the House and the SBA-at-Large of the vacancy and who has filled the position;

**S 802.2** When any House seat becomes vacant, the President, Vice President, and Speaker pro tempore will notify the appropriate class or section; and

**S 802.3** When any of the positions allocated to the law school in the University of Baltimore SBA General Assembly become vacant, the President will notify the SBA-at-Large.

Chapter 9: Removal

**S 900.0 Grounds for Removal**

**S 900.1** Failure to fulfill duties under the Constitution or By-Laws;

**S 900.2** Commission of an Honor Code violation, with all appeals exhausted; and

**S 900.3** Conviction of a criminal offense other than a minor traffic violation.

**S 901.0 Petitions for Removal**

**S 901.1** A petition for removal, to be done in writing, may be undertaken by any member of the SBA-at-Large, Executive Branch, or House of Representatives;

**S 901.2** Petitions brought by members of the SBA-at-Large must be signed by at least thirty (30) students;

**S 901.3** Petitions brought by the Executive Branch must be approved by a majority of its' members;

**S 901.4** Petitions brought by the House of Representatives must be approved by a majority of its' members.

**S 901.5** A petition must state:

- 1) The person sought to be removed;
- 2) The reasons seeking for removal; and
- 3) The legible names and signatures of every student signature.

- S 901.6** Petitions must be delivered to the Vice President once complete; and
- S 901.7** The accused will never take physical custody of the petition.
- S 902.0** **Process**
- S 902.1** Once a petition is received by the Vice President, they will present the accused with a copy of the document within twenty-four (24) hours, and an email copy is acceptable;
- S 902.2** The accused may choose to resign within twenty-four (24) hours after receipt of the petition with no impeachment process starting; otherwise, the process will commence;
- S 902.3** Failing immediate resignation, the Vice President shall distribute to the House members the petition, and call a special meeting within seven (7) business days;
- S 902.4** The accused may file a written response to the charges to the Vice President which will be likewise distributed;
- S 902.5** The allegations and response will be read aloud to House members, after which they shall debate and vote on the removal;
- S 902.6** No person shall be removed from the office without a two-thirds (2/3) vote of the House, conducted by secret ballot;
- S 902.7** Such positions so vacated will be filled using the standard vacancy process; and
- S 902.8** If the President, Vice President, Secretary, or Treasurer should be impeached or resigned, they will no longer be eligible for their stipend.

#### Chapter 10: Referendums and Amendments

- S 1001.0** **Referendums**
- S 1001.1** Any student may, by written request to the Vice President, place a matter on the agenda for consideration before the House of Representatives;
- S 1001.2** Any student may present a petition for referendum endorsed by at least thirty (30) SBA-at-Large members;
- S 1001.3** The House of Representatives, by resolution, may cause an issue to be placed before the student body by referendum;
- S 1001.4** Upon presentation of a petition for referendum to the General Assembly, the Election Commission shall promptly schedule and conduct a school wide vote:  
1) The referendum(s) shall be approved by two-thirds (2/3) of all votes cast; and  
2) At least one-third (1/3) of SBA-at-Large members must vote in the election to deem the election valid.
- S 1001.5** The results of said vote shall be binding on the SBA-at-Large.

**S 1002.0        Amendments**

S 1002.1        Any General Assembly member or SBA-at-Large member may propose amendments to the Constitution by submitting a proposal to the House of Representatives.

S 1002.2        If the submission did not occur by a member of the General Assembly, then the submission of a proposal shall be accompanied by signatures and printed names of at least one hundred (100) SBA members on a petition stating that the members signing the petition favor the adoption of the proposed amendment to the Constitution; and

S 1002.3        The petition shall be in a format so that the entire proposed amendment(s) is affixed to the signed petitions.

**S 1003.0        Procedure**

S 1003.1        Within two weeks of the submission of the proposal, The Vice-President shall call a meeting of the House of Representatives to discuss the proposed amendment(s) and to vote on it.

S 1003.2        The amendment(s) shall be approved by a two-thirds (2/3) vote of the House of Representatives.

S 1003.3        The proposed amendment shall be considered approved and effective immediately upon approval of the House of Representatives, unless the amendment expressly provides an alternative effective date.