

**DAY STUDENT BAR ASSOCIATION  
CONSTITUTION**

**ARTICLE I: NAME AND MEMBERSHIP**

SECTION 1: This organization shall be known as the “Loyola Law School Day Student Bar Association” hereinafter referred to as “DSBA”

SECTION 2: This association shall be composed of all students duly enrolled in the Day Division of Loyola Law School.

**ARTICLE II: PURPOSE**

DSBA exists in order to foster professional character and skill; further legal scholarship; advocate for the needs of students; create community for students; facilitate communication among the faculty, administration, alumni/ae and students; advance the professional standing, integrity and reputation of Loyola Law School; and to promote justice by involvement in the surrounding community.

**ARTICLE III: ORGANIZATIONAL STRUCTURE**

SECTION 1: All powers of the Association shall be vested in a Student Government, hereinafter referred to as “DSBA,” comprised of the following representatives: one (1) President, one (1) Vice-President, one (1) Secretary, two (2) Treasurers, one (1) Faculty Chairperson, one (1) Representative to the Law Student Division of the American Bar Association (“ABA/LSD”), three (3) Internal Social Chairpersons, two (2) External Social Chairpersons, one (1) Diversity Equity and Inclusion Chairperson, one (1) Sports Chairperson, one (1) Social Media Chairperson, one (1) Community Service Chairperson, one (1) Intra-Organizational Council (“IOC”) Chairperson, four (4) Third Year Representatives, and an adequate number of representatives from the first year and second year classes (traditionally four (4) members of the first year class, and four (4) members of the second year class).

SECTION 2: DSBA shall have the power to:

1. Assess all fees to be paid into DSBA Treasury;
2. Authorize all expenditures from DSBA Treasury; no expenditures shall be authorized whose sole purpose would be the personal gain of an individual member of DSBA;
3. Adopt resolutions and seek redress of student grievances;
4. Confer with the administration and the faculty of the Law School in all matters relating to the welfare of DSBA members;
5. Establish committees and confirm their membership by a simple majority vote of DSBA, and constitute tribunals; and
6. Make bylaws for the government and regulation of DSBA that shall be

necessary to the execution of the foregoing powers.

SECTION 3: DSBA shall conduct its operations in accordance with the following governing documents:

1. The DSBA Constitution.
2. The DSBA Bylaws.

#### **ARTICLE IV: INTRA-ORGANIZATIONAL COUNCIL**

SECTION 1: The Intra-Organizational Council, hereinafter referred to as, "IOC" shall consist of DSBA President, Vice-President, Treasurer(s), and the IOC Chairperson, individually or in any combination thereof, who will act as non-voting ex-officio members, and one representative from each presently chartered day and evening campus organization. The law journals will not be a part of the Intra-Organizational Council because their interests are different from that of other organizations.

SECTION 2: A quorum for the IOC meetings will be a simple majority of the voting members and meetings will be held approximately three (3) times per semester, but no less than once each semester.

SECTION 3: During elections in the Spring, students shall elect an IOC Chairperson by majority vote. If a Chairperson is not established, the vote may be conducted by DSBA Vice-President via email to the voting IOC Members. The IOC Chairperson will serve as the IOC Representative on DSBA, and will have a single vote on all DSBA matters except on individual organization Budgets.

#### **ARTICLE V: MEMBERS**

SECTION 1: The powers and responsibilities delineated in the following sections of this Article shall not be exercised unilaterally unless such exercise is expressly authorized in advance by DSBA.

SECTION 2: The President shall:

1. Preside over all meetings of DSBA not otherwise managed by the Vice-President; though shall not vote except in the case of a tie.
2. Follow nomination procedures as established by DSBA with guidelines providing for advance notice to encourage full participation of all DSBA members. Such nomination procedures shall provide affirmative action guidelines in the selection of committee members.
3. Oversee the preparation of a written agenda for each meeting of DSBA that shall be posted at least twenty-four (24) hours prior to the scheduled meeting.

4. Work with other members of DSBA to coordinate their activities and philosophies.
5. Serve as an ex-officio, non-voting member except in the event of a tie.
6. Work as a liaison with the University community at large, including the University administration.
7. Appoint chairpersons with a simple majority vote of DSBA in the case of a vacancy within fifteen (15) days of a resignation or an opening.
8. Have the same responsibilities as the ABA Representative outlined in Section 7, of Article V.
9. Oversee and be responsible for all other members.
10. Represent the student body as authorized by DSBA.

SECTION 3: The Vice-President shall:

1. Preside at all meetings of DSBA in the absence of the President; though shall not vote in such circumstances except in the case of a tie when presiding over a meeting.
2. Assume the office of the President in the event of a vacancy in that office.
3. Act as a liaison between DSBA and the Alumni/ae.
4. Assist the IOC Chairperson with their duties in relation to student organizations, managing the internal affairs of DSBA, including board member relations, troubleshooting internal suggestions and complaints, and helping board members navigate their duties as applicable.
5. Coordinate the Fall Orientation for the first year students.
6. Manage all DSBA elections, and determine the appropriate number of student representatives that shall be elected by the first and second year classes.

SECTION 4: The Secretary shall:

1. Prepare a written agenda for each meeting of DSBA that shall be sent/posted at least twenty-four (24) hours prior to the scheduled meeting.
2. Maintain an accurate record of DSBA meetings and shall post the minutes within twenty-four (24) hours after each meeting.
3. Be responsible for the general maintenance of DSBA office, all correspondence received by DSBA, and shall maintain the files of DSBA.
4. Prepare, and make available, information packets for the following year's DSBA board members (if need be). The board members shall receive at least a copy of this DSBA Constitution, the expiring DSBA Bylaws, and any notes the Secretary can collect from the outgoing members pertaining to the incoming member's duties of office.
5. Book all rooms and facilities related to any and all DSBA activities and events, including preparation of zoom links.

SECTION 5: The Treasurers shall:

1. Make disbursement of DSBA fees, make disbursements as authorized by DSBA, and recommend an appropriate fee rate as approved by DSBA to the administration when the school budget is prepared.
2. Update and maintain the DSBA Budget Form both semesters.
3. Keep a current record of all DSBA monies and expenditures, reviewable upon request, and give a numbers report to the President and Executive Board as they see fit. Members of the DSBA are entitled to view the Budget as distributed by the Treasurers.
4. Work with the Executive Board to make responsible funding allocations to each student organization.
5. Communicate budget allocations and budget updates to student organization leaders.
6. Maintain an internal budget for DSBA events and programs.
7. Enact procedures to ensure that all DSBA monies and expenditures are used for approved purposes, and that any unused monies granted to individual student organizations are reclaimed for reallocation by DSBA.
8. Approve or deny student organization funding requests or food-related reimbursement requests less than \$250 at their own discretion but defer reimbursements above \$250 or not food related to the rest of DSBA.
9. Treasurers will give their recommendation based on these requests, and voting members will then vote to approve in full, partially approve, or deny.
10. Be held to the highest fiscal and ethical standards to insure the proper expenditure of DSBA funds.
11. Manage the DSBA Treasurer email, ensuring prompt responses to funding requests and other inquiries.

SECTION 6: The Faculty Chairperson shall:

1. Attend all faculty meetings to represent the interests of the Association.
2. Make a report of such meetings at the next DSBA meeting.
3. Post regular reports to the Association.
4. Field student complaints regarding examination software, class conflicts, and scheduling.
5. Work to improve the relationships between faculty, DSBA, and the rest of the student body.
6. Help organize Staff Appreciation Day, typically held in the Spring.

SECTION 7: The ABA/LSD Representative shall:

1. Attend all meetings of the Law Student Division (“Division”), to the extent that this is made financially possible by DSBA or other administrative sources (including the ABA National Student Conference).
2. Represent the interests of the Association, both at the ABA Annual Meeting and at the Ninth Circuit meetings, to the extent that this is

made financially possible by DSBA or other administrative sources.

3. Promote and make available to DSBA members the various programs, benefits and services provided by the ABA-LSD, including, but not limited to membership in any of the divisions of the ABA and health insurance.

4. Assist in organizing Diversity Week, organize an ABA Mental Health Day for students, and nominate student organizations for annual ABA awards.

SECTION 8: The Social Chairpersons:

1. The Co-Internal Social Chairpersons shall:

- a. Plan and coordinate all Sidebar celebrations.
- b. Work with the Office of Student Affairs to handle beverage ordering for the year, instructs the student organizations on how to properly execute a Sidebar, and helps to coordinate volunteers to work at on-campus events as needed.
- c. Be responsible for all social events held on campus.
- d. Organize Staff Appreciation Day, typically held in the Spring.
- e. Assist the External Social Chairperson in planning Barrister's Ball and in any other way required.

2. The External Social Chairperson shall:

- a. Plan and coordinate Barrister's Ball.
- b. Be responsible for all social events held off campus, which shall include, but are not limited to the following: Bar Reviews and the Graduation Party (The External Social Chairpersons work with the Internal Social Chairpersons and the 3L Representatives to plan the Graduation Party for the graduating class).
- c. The External Social Chairperson may create and lead a Barrister's Ball Committee in order to select the venue, manage the Barrister's Ball budget, handle contracts and vendors with the Office of Student Affairs, and act as a liaison between the venue's event coordinator(s) and the Barrister's Ball Committee.
- d. Assist the Internal Social Chairperson in any way required.

SECTION 9: The Diversity, Equity, and Inclusion Chairperson shall:

1. Serve as the primary connection between DSBA, the administration, the student body, and other student organizations on subjects that relate to the furtherance of diversity, equity, and inclusion.
2. Advise DSBA's response to incidents both within and outside the Loyola Law School community regarding diversity, equity, and inclusion.
3. Work with the IOC Chairperson to facilitate periodic town hall meetings with student leaders designed to understand, respond to, and advocate for student concerns—at least one per academic year.

SECTION 10: The Sports Chairperson shall:

1. Take whatever steps are reasonable, and made financially possible by DSBA or other administrative sources, to foster a healthy and active lifestyle in DSBA and at Loyola Law School.
2. Maintain and supply all sports and recreation equipment on campus.
3. Plan and coordinate intramural sports programs for the participation of

DSBA and the student body.

4. Establish the rules of competition, regulate the teams, arrange, and secure the necessary physical facilities.
5. Provide prizes for such events as is approved by DSBA.

SECTION 11: The Social Media Chairperson shall:

1. Keep records of DSBA events in all media formats.
2. Help publicize DSBA events in conjunction with DSBA members.
3. Create media platforms requested by fellow DSBA members.
4. Manage the DSBA Instagram, LinkedIn, and other platforms as they and DSBA see fit.
5. Work with Loyola's Marketing and Communications Department to help on behalf of Loyola students.

SECTION 12: The Community Service Chairperson shall:

1. Create, maintain, and organize events that further relationships between Loyola Law School and the outside community.
2. Be responsible in organizing events as they see fit as was done in the past such as: Blood Drives with the Red Cross, Annual Food Drive(s) with a community organization, the annual Loyola Law School Talent Show, etc.
3. Lead a committee to organize and execute Community Service Week with Public Interest Law Foundation (PILF).

SECTION 13: The Intra-Organizational Council Chairperson shall:

1. Host two meetings a semester for the president of each student organization to disseminate information and announcements to all organizations and to foster discussions and conversations between student leaders.
2. Act as a liaison between the IOC and DSBA.
3. Vote on all DSBA matters except on those involving individual organization budgets.
4. Be responsible for keeping track of supplies for clubs and DSBA.

SECTION 14: The Class Representatives shall:

1. Attend each meeting of DSBA to represent the interests of their class or section.
2. Report to their respective class or section the actions of DSBA at the earliest opportunity available.
3. Keep their respective class or section informed of all relevant opportunities and campus events.
4. Conduct class opinion polls at the request of either DSBA or fifteen (15) members of the class and report the results to DSBA.
5. The 3L Class Representatives are responsible for overseeing the selection process for the Day Student Graduation Speaker.

## ARTICLE VI: MEETINGS

SECTION 1: DSBA shall convene at least two times each month during the regular school year. This requirement may be waived during months wherein there are final examinations and/or vacation periods, through agreement of the Executive Board. Notwithstanding this waiver provision, special meetings may be called at the discretion of the President, the Executive Board, or by the petition of four (4) members of DSBA.

SECTION 2: Attendance at all DSBA meetings shall be open to the members of DSBA unless it is closed for a limited time by a two-thirds (2/3) vote of DSBA. Physical attendance by members of DSBA is *required*, unless by reason which the Executive Board sees fit.

SECTION 3: No act of DSBA shall be valid unless there is a quorum present, a quorum shall consist of a simple majority ( $1/2 + 1$ ) of DSBA's total membership at the time of the meeting. Quorum shall not fall below ten (10) members unless total membership is ten or lower.

SECTION 4: Any member of the Loyola Law School community may address DSBA by speaking upon recognition by the President, Vice-President, or whoever is presiding over the meeting, but shall not have the right to vote, or to make motions.

SECTION 5: Members are encouraged to maintain discretion regarding discussions held during club meetings. While confidentiality is not a strict requirement, we urge members to consider the sensitivity of topics discussed and to exercise care when sharing any information outside the club. This practice fosters an environment of trust, respect, and open dialogue, ensuring that all members feel comfortable participating in honest and productive discussions

## ARTICLE VII: ELECTIONS

- SECTION 1: Elected Representatives shall be elected for a term of office for one (1) year. Elections shall be conducted according to the following procedures:
1. DSBA shall post notices of impending elections, detailing procedures requisite for qualification on the ballot;
  2. Candidates for office shall have their names placed on the election ballot by written petition to DSBA;
  3. Elections shall be held on at least two (2) consecutive regularly scheduled class days;
  4. Elections will be won by a plurality of the votes. Only in the case of an exact tie in votes shall a run-off election occur to determine the Winner.
  5. The Vice President, or any other person organizing the election, shall under no circumstances place ANY candidate under pressure to accept or decline a position.

SECTION 2: Candidates shall be deemed elected by reference to the following procedures:

1. The candidate who receives a plurality of the votes cast for that office shall be deemed elected. Only in the case of an exact tie in the number of votes cast shall a run-off election occur between the top two candidates to determine the winner.
2. Upon winning an election, should the winner elect to no longer take on the role and responsibilities of their position, the next runner up shall take on the role. If no runner up exists, the President will be ultimately responsible for the appointment of the vacant position, with a simple majority vote of DSBA.

SECTION 3: In the event that a member of a slate for President/ Vice President elects to no longer take on the role of running with their running mate, candidates must reference the following procedures:

1. If a candidate running on a slate for President/ Vice President elects to drop the slate position, the remaining slate member must be given at least 24 hours to fill this position, no matter if an election must be pushed.
2. If a candidate running on a slate for President/ Vice President elects to drop the slate position, the remaining slate member must be given the option to continue to run for the position, and if that remaining slate member wins the election, must be given the option to agree to accept the slate being filled with a person not previously slated with them.
3. If the candidate who wins President/ Vice President does not wish to accept the position with the non-slated member, the newly elected DSBA must vote to fill this position.
4. For positions beyond President and Vice President that also run as a slate, if one candidate is unable or unwilling to assume office, the winning candidate(s) shall assume their respective positions, and the vacant position shall be appointed by the President, with a simple majority vote of DSBA.

SECTION 4: First Year Representatives shall be elected within the first two weeks of the Fall semester that begins their term of office. The number of class representatives for each 1L section shall be one, or as determined by the Vice-President. All other members shall be elected within the final month of the Spring semester prior to their term of office. The winner of the elected position shall begin to hold their office after the last day of the academic school year. All terms of office shall expire on the last day of the academic school year.

SECTION 5: In the event that not all elected positions are filled during the spring election, the board may vote in representatives by a simple majority vote, appointed by the President. Representatives will be recognized by a simple nomination process.

### **ARTICLE VIII: QUORUM**

SECTION 1: Each Representative, except the President and Vice President, shall have one (1) vote. The President shall vote only in the event of a tie. DSBA shall not exercise its powers unless a quorum of the members described in Article V is present.

SECTION 2: A quorum shall consist of a simple majority ( $1/2 + 1$ ) of the members described in Article IV. The IOC Representative shall be considered a

member for quorum purposes. Quorum shall not fall below ten (10) members unless total membership is ten or lower.

SECTION 3: By petition signed by ten percent (10%) of the members of the Association, or by a simple majority vote of DSBA, an initiative or referendum measure shall be placed on a special election ballot and shall pass with a simple majority of the votes cast in that election.

#### **ARTICLE IX: REMOVAL**

SECTION 1: All elected and appointed representatives with voting powers of DSBA are subject to removal from their elected or appointed office in accordance to the provisions of this Article.

SECTION 2: This section refers to the removal of any and all of the representatives as described in Article V of this Constitution, or any appointed representative granted voting powers by a majority vote of DSBA. The following shall be grounds for removal of such representatives:

1. Failure to attend three (3) consecutive duly-noticed meetings of DSBA, absent exigent circumstances;
2. Failure to reasonably carry out the duties of their office as set forth in this Constitution and its Bylaws;
3. Substantial misuse and abuse of their office or position, including but not limited to:
  - a. Embezzlement or misappropriation of funds
  - b. Election fraud.
4. Engagement in actions or behavior that do not align with the goals and mission of the DSBA.

SECTION 3: The procedure for such removal shall be effectuated in accordance with the Bylaws of this Constitution but in no event shall:

1. A voting member being considered for removal be able to vote with respect to such removal;
2. Any voting member be removed without the approval of at least two-thirds of all representatives present at the meeting where such removal is voted upon;
3. Said voting member be denied notice of such pending removal or an opportunity to be heard.

SECTION 4: Appointed representatives, who are not voting members, are subject to removal at any time, at the discretion of the President, subject to a noticed hearing before a quorum of DSBA, wherein two-thirds of those representatives described in Article V ratify the action of the President.

**ARTICLE X: AMENDMENTS**

SECTION 1: Amendments to this Constitution or the Bylaws may be initiated by petition of ten percent (10%) of DSBA members, or by a simple majority vote of DSBA. If the proposed Amendment(s) pass(es) by a simple majority vote of DSBA, the Amendment(s) may operate on a pro tem basis until the next general election, when they shall be placed on the ballot and shall be passed by a simple majority of the votes cast. Proposed Amendments may also be placed on a special election ballot and shall be passed by a simple majority of the votes cast.

**ARTICLE XI: RATIFICATION**

SECTION 1: This Constitution shall become effective upon ratification by a simple majority of votes cast in the ratification election.