

**DAY STUDENT BAR ASSOCIATION
BYLAWS**

ARTICLE I: DECLARATION OF POWER

Pursuant to Article III, Section 3 of the Student Bar Association Day Division Constitution, the following bylaws set forth the organizational rules for the Student Bar Association Day Division (“Association”) of Loyola Law School.

ARTICLE II: ANNUAL RATIFICATION

These bylaws are required to be approved by a majority vote of the Day Student Bar Association (“DSBA”) Board and must be voted on every year at the first official meeting of the DSBA. These bylaws are to be read in congruence with the DSBA Constitution. These bylaws shall become effective upon ratification by a simple majority of votes cast in the ratification election.

ARTICLE III: ELECTIONS

SECTION 1: Fall and Spring elections will be scheduled at the discretion of the Vice-President; however, Fall elections must be conducted within three weeks of the beginning of Fall semester, and Spring elections must end no later than three weeks prior to the beginning of Spring finals.

SECTION 2: All candidates for office must be full-time day division students in good standing. Any student subject to disciplinary action, academic probation, or denied a transfer request to Loyola Law School shall be deemed ineligible for having their name placed on the DSBA election ballot.

SECTION 3: Candidates may only run for one position and may run on a slate.

SECTION 4: Candidates are only allowed to post flyers according to Loyola Law School’s official posting policy, which is available in the Student Handbook.

SECTION 5: Candidates cannot spend more than \$50 on campaign materials, including candy and small novelty items.

SECTION 6: Candidates are allowed to give announcements/speeches so long as each candidate informs all other candidates running for the same position at least 12 hours in advance of the speech. The Vice-President may, at their discretion, limit the time and place of any such speeches.

SECTION 7: Candidates may create social media accounts for their campaign, but accounts can be utilized only for campaigning purposes. If a candidate chooses to utilize these methods, however, the candidate must notify the Vice President within ten (10) minutes of its creation by inviting the Vice President to follow them in order to monitor their postings. Candidates may not utilize these accounts to make reference to any other candidate.

SECTION 8: Candidates may not utilize their campaign to speak about other students, faculty, staff, or anyone else associated with Loyola Law School.

SECTION 9: Candidates may not attack other candidates, regardless of if it is true or not.

SECTION 10: Candidates may not associate their campaign with any political affiliation.

SECTION 11: Student organizations may endorse a candidate only with the unanimous approval of their executive board, confirmed in writing or through an electronic recording. Abstentions are not considered part of the required unanimous vote for endorsements.

SECTION 12: All endorsements must adhere to established standards prohibiting defamatory or offensive statements regarding any other candidate. Endorsements may not reference, either explicitly or implicitly, any opposing candidate or slate.

SECTION 13: Endorsements must be reviewed by the Vice President or a designated DSBA member overseeing elections, as well as by the Office of Student Affairs at the Vice-President or candidate's discretion, prior to any public or general distribution.

SECTION 14: Any actions or behavior that the Vice President or standing President finds does not align with the goals and mission of DSBA, may subject the candidate to be unable to run at the discretion of the current Executive Board or by a majority vote of the DSBA.

SECTION 15: Candidates may make class announcements provided they (1) ask the professor, (2) inform the other candidates who are campaigning for the same position at least 12 hours in advance.

SECTION 16: Candidates can only advertise endorsements if written permission is obtained from the endorser.

SECTION 17: Candidates may run as a slate, but a slate can still only spend \$50 per person on campaign materials (\$100 total). Each member of a slate must still be individually elected.

SECTION 18: 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:

SECTION 19: 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 48 hours to fill this position, no matter if an election must be pushed.

SECTION 20: 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.

SECTION 21: 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.

SECTION 22: 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 23: 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 24: The Vice-President must investigate all meritorious claims of election violations. The Vice-President must recommend a sanction for violations to the DSBA, and if approved by a simple majority vote of the Executive Board or the DSBA, must enforce the sanction expeditiously.

SECTION 25: The Vice-President and President have the authority to establish additional rules regarding a particular election at any time prior to the announcement of candidates for that election. Such rules should be well-posted or advertised to those affected.

SECTION 26: If a candidate is found to violate any of these sections without good cause, they may be disqualified based on a vote of either the majority of the DSBA Executive Board or DSBA.

SECTION 27: Should the Vice-President decide to run for office, all election-related duties shall revert to the President. Should the President also be running, then the duties shall pass to the next member, not running for office, in the order of members as listed in Article III, § 1 of the Day Student Bar Association Constitution.

SECTION 28: Voting will take place online and shall be monitored by the Vice President, unless duties have reverted to another person.

SECTION 29: Winners of elected positions 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. No member shall represent themselves in an elected position before the official start of their term.

SECTION 30: Candidates may not use the general school-wide email list server to promote their campaign. Candidates may use club email servers, provided they follow the rules of endorsements as stated herein.

ARTICLE IV: DSBA BUDGET

SECTION 1: Every duly recognized student organization may ask the DSBA for funding during the school year.

SECTION 2: The Treasurers must diligently advertise the deadline for submission of student organization budgets. The recommended deadline is two weeks prior to the event, but the Treasurers may adjust at their own discretion.

SECTION 3: The DSBA Budget Committee consists of the two elected Treasurers. This committee must review all budgets pursuant to the DSBA budget guidelines. The budget committee must present their recommendations to the DSBA Board for final approval by a simple majority vote (if that amount is over \$250 or an amount agreed upon by the DSBA Executive Board).

SECTION 4: Student organization budget requests received after the posted deadline may be deemed ineligible for review, or may be greatly reduced, as decided by the DSBA Budget Committee.

SECTION 5: Any student organization is entitled to petition the DSBA for single-event funding by presenting their petition during any DSBA meeting.

SECTION 6: Student organizations/ students must submit receipts for reimbursement no later than one (1) month after the event or function. Any money not spent by student organizations at the end of each semester will automatically revert back to the DSBA.

SECTION 7: The Treasurer may adopt any additional rules regarding student organization budgets at their discretion. Such rules should be well posted or advertised to those affected.

ARTICLE V: DSBA MEETINGS

SECTION 1: The date and time for DSBA meetings shall be determined by the DSBA President when they see fit. The President shall make every effort to accommodate the schedule of every DSBA member.

SECTION 2: The date, time, and location for meetings shall not change unless every DSBA member is notified forty-eight (48) hours in advance.

SECTION 3: The Secretary shall prepare and post an agenda for every DSBA meeting no less than twenty-four (24) hours before each meeting. All agenda items must be delivered to the Secretary twenty-four (24) hours prior to the meeting, or on a timeline the Secretary approves of.

SECTION 4: Any board member of a student organization who is a DSBA member shall temporarily leave the DSBA assembly where funding decisions for events sponsored by their organization are being discussed or voted upon.

SECTION 5: All business not on the agenda may be presented during Open Forum.

SECTION 6: All votes taken by the DSBA are final unless overturned upon proper motion by a majority vote of the DSBA. All official votes taken by the DSBA require the presence of a quorum. All votes taken without quorum are deemed unofficial.

SECTION 7: The Secretary shall keep accurate minutes of all votes taken by the DSBA.