

**Student Bar Association Constitution
University of Hawai'i-Mānoa,
William S. Richardson School of Law**

ARTICLE I – NAME AND PURPOSE

Section 1

The name of this organization shall be known as the Student Bar Association at the University of Hawai'i (SBA).

Section 2

The purpose of the SBA is to serve as the organizational focus for the common interests of all students enrolled at the William S. Richardson School of Law, University of Hawai'i.

The SBA shall not preclude but fully and enthusiastically encourage all student organizations, students individually and/or collectively, as a matter of right to organize, and represent their opinions, positions, and concerns to any forum, faculty, administration, alumni, or community at-large.

The SBA is established:

- A. To provide representational input on policies affecting law students in general or any subgroup thereof;
- B. To provide an organization from which law student representatives can be selected for recommendation to serve on campus-wide, community, and other appropriate committees;
- C. To initiate and maintain extra-curricular programs which are relevant to law students;
- D. To provide an on-going association with the local and national Bar Associations.

ARTICLE II – MEMBERSHIP AND FEES

Section 1

All University of Hawai'i law students are eligible for membership in the Law Student Assembly.

Section 2

The membership fees shall be set by the SBA with approval by a majority vote of the Law Student Assembly.

- A. In order to formally initiate a fee decrease or increase, the SBA must vote by referendum pursuant to Article III for such a proposed change in the fee structure.
- B. Proposed changes in the fee structure by the SBA shall be submitted when required for approval to the Law Student Assembly.
- C. The membership fee is presently \$10 per semester for full-time law students (including LL.Ms, transfer and visiting students) and \$7.50 per semester for part-time law students. Membership fees are collected during orientation in one lump-sum payment of \$60.00.

ARTICLE III – LAW STUDENT ASSEMBLY

Section 1

The SBA board meetings shall be the forum for the discussion of matters affecting the Law Student Assembly.

Section 2

The SBA shall consist exclusively of members of the Law Student Assembly. Non-members may voice their opinions with the consent of the SBA.

Section 3

The SBA shall meet regularly, at least six (6) times a semester, or as scheduled by the President; or within two (2) weeks of when a petition signed by 10% of the membership of the Law Student Assembly is submitted to the President, with notice of agenda listing the petition to be posted at least one week in advance by the SBA.

- A. Special meetings may be called at the discretion of the President.
- B. Upon presentation of a petition of a majority of SBA members to the Board, and upon reasonable notice, a meeting will be held to discuss the issue(s) as requested at the time specified by the petition.

Section 4

A quorum must be present to hold SBA board meetings; a quorum shall consist of a majority of the voting members of the Board. Voting members are the Officers and the Class Representatives.

Section 5

A referendum on any issue shall be held upon the presentation to the President of a petition signed by 10% of the Law Student Assembly. The President shall then include the issue on the agenda for discussion at the next meeting of the SBA.

The referendum vote shall be held within ten (10) school days after the SBA meeting, at which time the issue will be discussed, and no referendum shall be adopted except by a majority of those voting.

Section 6

The Board is composed of four (4) officers, and the elected representatives from each of the classes, who shall act in an official capacity for the Law Student Assembly and the SBA.

Section 7

The Board assumes responsibility for all business of the Law Student Assembly with policy direction from the SBA. The Board is responsible for the agenda of the SBA, and shall include all matters raised by petition under Article III.

ARTICLE IV – OFFICERS

Section 1

The officers of the SBA shall be comprised of the following: President, Vice President, Treasurer, and Secretary.

Section 2

The officers are elected by the Membership during the Spring semester and serve a one-year (1-year) term beginning on Commencement Day in May.

Section 3

The officers' duties are as follows:

A. President

1. The President shall be the chief executive officer of the SBA at UH;
2. Chair all meetings of the Board;
3. Solicit applications by reasonable public notice for appointments of committee chairpersons as necessary, and upon approval of a majority of the Board, shall then make and may revoke these appointments with the approval of a majority of the Board, as otherwise provided for in this Constitution;
4. Vote during board meetings only in the case of a tie;
5. Represent the SBA and all committees thereof in all official dealings with the University administration, the faculty, and other organizations, firms, and persons, unless otherwise provided for in this Constitution, or by specific Board or Assembly appointment.

B. Vice-President

1. The Vice-President shall assume and discharge the duties of the President in case of the President's vacancy, absence, disability, or incapacity;

2. Consult with, advise, assist, and coordinate the activities of the SBA standing committees and ad hoc committees, and serve as an ex-officio member of all committees and report their activities to the Board;
3. Serve as the chairperson of the Election Committee.

C. Treasurer

1. The Treasurer shall handle all financial matters of the SBA;
2. Have custody of any cash funds which may be established and designated by the SBA or Law Student Assembly;
3. Keep records of all financial transactions of the SBA or committees thereof;
4. Present a report on financial transactions and the state of the budget at each SBA meeting, and prepare and present an annual financial statement;
5. Perform other such duties as may be assigned by the President, the Board, or the Assembly.

D. Secretary

1. The Secretary shall take minutes of all meetings of the SBA;
2. Maintain accurate and complete files of the agendas and minutes of all meetings of the SBA, and all committees thereof, copies of which shall be posted in a prominent place and made available on request;
3. Keep safely and open for the inspection of all people, all records and documents of the SBA, its officers, agents, and Law Student Assembly;
4. Perform other such duties as may be assigned by the President, the Board, or the Assembly.

Section 4

A vacancy shall be declared by the Board upon receipt of a letter of resignation from an Officer to the President.

Section 5

- A. In the event an Officer has been absent from two consecutive meetings, unless excused by the Board, a referendum shall be conducted to determine whether the officer should be recalled.
- B. A vacancy shall be declared by the Board upon approval of the recall by a majority vote of those voting.

Section 6

If a vacancy occurs, the Elections Committee shall, on the direction of the Board, conduct the election of a replacement from the Law Student Assembly within thirty (30) days.

ARTICLE V – CLASS REPRESENTATIVES

Section 1

There shall be three (3) representatives to the Board from each full-time class, one (1) representative from each part-time class, and one (1) representative from each L.L.M. class. They shall attend all meetings, and shall keep the members of their representative classes informed about the activities of the SBA at UH.

Section 2

Students in the Ulu Lehua Scholars program shall elect one (1) representative to the Board. This representative shall attend all meetings, and shall keep Ulu Lehua Scholars informed about the activities of the SBA.

Section 3

A vacancy shall be declared by the President upon receipt of a letter of resignation from a Representative.

Section 4

- A. In the event that a Representative has been absent from two consecutive meetings, unless excused by the President, a referendum, at the discretion of the Board, shall be conducted to determine whether or not the Representative should be recalled.
- B. A vacancy shall be declared by the Board upon approval of the recall by a majority vote of those voting.

Section 5

If a vacancy occurs, the Elections Committee shall, on the direction of the Board, conduct the election of a replacement from among the law students of the respective class.

ARTICLE VI – ELECTIONS

Section 1

An Election Committee, comprised of non-candidate student volunteers, shall conduct all elections of the SBA.

Section 2

The Vice-President, shall be the chairperson of the Election Committee.

Section 3

Any member of the SBA in good academic standing may run for office.

Section 4

No candidate may seek more than one office.

Section 5

Each candidate is limited to campaign expenditures of \$25 or less.

Section 6

The Election Committee shall publicly solicit nomination petitions for five (5) school days for full-time representatives and SBA officers, and two (2) days for part-time and L.L.M. class representatives.

Section 7

The election of Officers, Second (2L), and Third (3L) Year Representatives, and other committee representatives shall be conducted in April to serve a one-year (1-year) term beginning on Commencement Day in May.

Section 8

The First (1L) Year Representatives, including the Part-Time Representative and L.L.M. Representative, shall be elected in September for a term expiring on Commencement Day in May following their election.

Section 9

All elections shall be conducted by the Election Committee.

Section 10

The Election Committee shall provide the opportunity for members of the Law Student Assembly to observe the counting of ballots.

Section 11

The election shall be conducted no sooner than five (5), but no later than ten (10) days, after the close of the nominations.

Section 12

Notices shall be posted in various places, including email notification to the entire Assembly, in the School of Law informing voters of the candidates, referendum questions, and constitutional amendments.

Section 13

All elections shall be by secret ballot.

Section 14

Recall: Recall of any Officer or Class Representative elected under this Constitution is possible upon the submission to the Board of a petition signed by 25% of those eligible to vote for that office. The Election Committee will then schedule and conduct within five (5) school days, a recall vote. Recall will be effectuated upon two-thirds (2/3) of those voting.

Section 15

Class Representatives to the Student-Faculty, Curriculum, Admissions, Appointments, Evaluations, and Library Committees shall be elected by each class pursuant to the procedures of this Article.

Section 16

The Law School shall be represented on the University of Hawaii Student Caucus (“UHSC”) by two members of the Law School Assembly.

- A. The 1st Chair UHSC delegate representing the Law School on the UHSC shall be filled by an election at the beginning of the academic year in September. All members of the Law School Assembly will be eligible to vote for the 1st Chair UHSC position. The term of the 1st Chair, At-Large delegate will be one calendar year.
- B. The 2nd Chair UHSC delegate representing the Law School on the UHSC will be filled by a sitting member of the SBA in that academic year. A simple majority vote of the SBA members elected after the First Year (1L, part-time, L.L.M.) Representative election at the beginning of the academic year will appoint said SBA member as 2nd Chair for UHSC. The term of the SBA delegate will be one year unless that person is not on the SBA for the following year and the SBA, by simple majority vote, decides not to allow the SBA delegate to continue serving on the UHSC through the summer.
- C. The Alternate position will be appointed by a simple majority vote of the SBA whenever it is necessary to fill the position.
- D. The UHSC delegates must be chosen before the first UHSC meeting.

Section 17

There shall be a non-voting member of the SBA known as the Young Lawyer’s Division (YLD) representative. The YLD representative shall be filled by an election at the beginning of the academic year in September. Any member of the law student Assembly shall be eligible to serve as the YLD representative. The term of the YLD representative shall be one calendar year. The YLD representative shall serve as the liaison between the SBA and the YLD. The SBA shall appoint the YLD representative to the YLD.

ARTICLE VII – COMMITTEES

Section 1

Committee membership is open to all law students in good academic standing.

Section 2

Committee chairpersons shall be appointed by the President with the consent of the Board.

Section 3

The following are committees to which the Law Student Association elects Representatives.

1. Two (2) Admissions Committee Representatives
2. One (1) Library Committee Representative

3. One (1) Space Committee Representative
4. One (1) Faculty Hiring Committee Representative
5. One (1) Curriculum Committee Representative

ARTICLE VIII – PARLIAMENTARY AUTHORITY

Section 1

Robert's Rule of Order, Latest Revised Edition, shall be the parliamentary authority of the SBA.

ARTICLE IX – AMENDMENTS

Section 1

A meeting of the SBA shall be called to consider proposed amendments to this Constitution within ten (10) school days of a petition submitted to the President, signed by 10% of the membership of the Law Student Assembly. The petition and its issue shall be on the agenda for the following SBA meeting, and shall be posted at least five (5) school days in advance by the Board.

Section 2

Amendments shall become effective upon approval by two-thirds (2/3) vote of all students voting in a special election conducted by the Election Committee.

ARTICLE X – RATIFICATION

Section 1

The Constitution of the SBA shall become effective upon approval by two-thirds (2/3) of the votes tallied at the ratification election that the two-thirds (2/3) constitutes more than fifty percent (50%) of the Law Student Assembly.

Section 2

The first election of Board members shall be conducted with thirty (30) days of ratification of this Constitution, in accordance with the Articles of this Constitution.