

CONSTITUTION
STUDENT BAR ASSOCIATION OF ALBANY LAW SCHOOL
As Ratified by the Student Body of Albany Law School - September 2nd, 2009
As Amended by the Student Body of Albany Law School - April 18th, 2013

Article 1: Name, Membership, Dues, Meetings

Article 2: Senators, Senate Leadership, Vacancy of Office, Conflict of Office

Article 3: Expenditure of Funds

Article 4: Senate Committees

Article 5: Constitutional Amendments

Article 6: By-Laws

PREAMBLE

The students of Albany Law School establish the Student Bar Association for the following purposes:

- ☞ To enhance the legal education with particular attention to building a community that fosters professionalism; and
- ☞ to encourage internal reciprocity and civility among the students; and
- ☞ to facilitate an internal dialog and sense of civic engagement among Albany Law School community members; and
- ☞ to act as the principle channel of communication between the students, faculty, and administration of Albany Law School; and
- ☞ to act as an advocate for all students; and
- ☞ to fairly allocate the student activity fee to provide for activities that further the above purposes.

ARTICLE I

1. Name

This organization shall be known as the Albany Law School Student Bar Association. It shall hereinafter be referred to as the "SBA."

2. Membership

The membership of the SBA will consist of all members of the Albany Law School student body who are enrolled in a degree program.

(a.) Senate

(i.) The SBA will be governed by a student legislative body known as the Student Bar Association Senate. It shall hereinafter be referred to as the "Senate." Membership within the Senate shall consist of the Senate Leadership, Class Representatives and At-Large Members.

(ii.) Class Representatives: One (1) President and four (4) Representatives from each class year.

(iii.) At-Large Members: One (1) L.L.M./M.S. Representative, one (1) NYSBA Representative, and one (1) ABA Representative.

(b.) Senate Leadership/Executive Officers

(i.) The leadership of the Senate shall consist of an elected Senate President, Senate Vice-President, Senate Treasurer, and Senate Secretary.

3. Dues (Student Activity Fee)

Members of the SBA shall be assessed dues. The amount of these dues shall be determined by the Albany Law School Board of Trustees with input by the Senate.

4. Meetings

(a.) The Senate shall meet at least once a month during the academic calendar year. The scheduling of the first meeting each semester will be determined by the Senate Leadership and subsequent meeting dates shall be decided by the full Senate membership after the Fall elections of first-year class representatives. After the Fall elections, the Senate shall publish the SBA the semester calendar of Senate meetings.

(i.) The Senate shall meet at least two (2) times per month, except for the first and last month of each semester and during the summer recess.

(ii.) The Senate shall not schedule regular meetings on Fridays, Saturdays, or Sundays.

(iii.) Any member of the Senate may call for a Senate meeting by submitting a written petition with two-thirds of the total Senate membership to the Senate Secretary.

(iv.) All meetings shall be open to all members of the SBA, unless within Executive Session.

(v.) After the fall elections, the Senate shall adopt a set of procedural meeting rules such as Roberts Rules of Order.

(b.) The SBA shall meet on important occasion at the discretion of the Senate.

5. Voting

(a.) Two-thirds of the total Senate membership must be present in order to constitute a voting quorum.

(b.) Motions made shall require a majority vote, by the Senate membership, of those present at the Senate meeting unless otherwise stated within this Constitution.

(c.) Two-thirds of the present Senate membership at the meeting are required to move the Senate in to Executive Session/Secret Ballot.

(d.) No Senate vote can take place electronically or through proxy-voting.

(e.) The Senate President shall only cast tie-breaking votes. All other Members of the Senate shall have full voting privileges.

ARTICLE II

1. The Full Senate Membership

The duties of the full membership shall include, but are not limited to: regularly attending Senate meetings, maintaining at least one office hour each week, promulgating election rules pursuant to the by-laws, and actively participating and facilitating Senate sponsored events and initiatives.

2. The Full Senate Membership

The Senate Leadership shall include the executive officers as provided for in Article I, Section 2, Part b. The duties of the executive officers shall be as follows:

(a.) Senate President:

- (i.) The President shall serve as the facilitator and spokesperson for the SBA and Senate.
- (ii.) The President shall be responsible for presiding over and forming the agenda for the Senate.
- (iii.) The President shall attend and represent the SBA at faculty meetings or, if unable to attend, the Vice-President shall represent the SBA.
- (iv.) The President shall interpret this Constitution. Any Senator shall have the ability to object to an interpretation. Upon majority vote, the Senate may overturn an interpretation decision by the President and propose an alternative interpretation for majority approval by those present at the Senate meeting. The President shall not participate in the vote.
- (v.) Pursuant to Article I, Section 5, Part e, the Senate President shall not cast any votes within the Senate, unless to break a tie.

(b.) Senate Vice-President:

- (i.) The Vice-President shall serve as the facilitator, spokesperson, and faculty-meeting representative for the SBA and Senate in the absence of the Senate President.
- (ii.) The Vice-President shall be responsible for maintaining ethical oversight of SBA student groups, class years, and the Senate.
- (iii.) The Vice-President shall be responsible for organizing and executing a Senate transition program for any newly elected members of the Senate.
- (iv.) The Vice-President shall be responsible for the scheduling of Senate meetings and Senate member office hours.
- (v.) The Vice-President shall assume all reasonable duties placed upon the office by the Senate President and/or full Senate.

(c.) Senate Treasurer:

- (i.) The Treasurer shall serve as the chief financial officer for the SBA and Senate.
- (ii.) The Treasurer shall receive all monies due to the SBA.
- (iii.) The Treasurer shall make all disbursements as decided by this Constitution and its by-laws.
- (iv.) The Treasurer shall make a full financial report at each regularly scheduled meeting of the Senate and upon reasonable request by a member of the Senate.

(v.) The Treasurer shall keep the financial records up to date according to Albany Law School financial audit and accounting procedures.

(d.) Senate Secretary:

(i.) The Secretary shall take and record all minutes for meetings of the Senate Leadership, Senate, and the SBA. After recording, the minutes shall be published to the membership of the SBA in a time period not to exceed five school days before the next regular SBA meeting.

(ii.) The Secretary shall manage all SBA and Senate communication, including but not limited to: drafting all official Senate correspondence; and receiving all postal and electronic mail.

(iii.) The Secretary shall organize and maintain all official SBA and Senate records, historical documents, and manage the SBA archive drive on the law school's computer network.

3. Class Representatives

(a.) The Class Representatives shall actively represent the needs and concerns of their respect class years.

(b.) Outside the their Senate responsibilities, the Class Representatives shall organize and lead a class council to involve their classmates in the planning and execution of class-sponsored events and initiatives, with the ultimate goal to foster greater class cohesion.

4. L.L.M./M.S. At-Large Representative:

The L.L.M./M.S. At-Large Representative shall actively represent the needs and concerns of all enrolled L.L.M. and M.S. students.

5. American Bar Association and New York State Bar Association Representatives

The ABA and NYSBA Representatives shall interact with their respective parent organizations and provide any resources and information from those organizations to members of the SBA.

6. Vacancy of Office:

(a.) Vacancy of an elected office shall have occurred when the officer has withdrawn from the school, resigned from office, recalled, or failed to advance with their class.

(b.) When a vacancy in office occurs, notice must be given to the Senate Vice-President who will work with the Senate Elections Committee to organize an election to fill the vacancy within fifteen (15) school days. If the vacancy is of the office of Senate Vice-President, the Secretary shall assume the responsibilities of the Vice-President as stated in this Article, Section B, Part ii.

(c.) In the event that an office in the Senate Leadership, other than the President, becomes vacant, the Senate President may choose a person amongst the full membership of the Senate to assume the duties of the vacant position until a special election is held. If the vacancy is of the office of Senate President, the Senate Vice-President may choose a person amongst the full membership of the Senate to assume the duties of the vacant position until a special election is held.

(d.) The line of Senate office succession shall start with the Senate President, then fall to Senate Vice-President, then fall to the Executive Treasurer, then fall to 3L Class President, then fall to 2L Class President, then fall to the 1L Class President, and then fall to whomever is elected by majority vote of the full Senate membership.

7. Conflict of Interest

(a.) Prior to the first meeting of each semester, each Senate Member shall submit to the Senate President a disclosure listing any and all conflicts of interests, as defined in subsection (b.) of this policy.

(i.) The Executive President shall publish all conflicts of interests at the first meeting of each semester and at each semester's budget meeting.

(b.) Conflict of Interest Defined.

(i.) A Senate Member shall be considered to have a conflict of interest if they:

(1.) hold or have previously held, during the current or prior academic year, an Executive Board position in an Albany Law School Affiliated Organization; or

(2.) are an Active Member of an Albany Law School Affiliated Organization.

(ii.) An Active Member is one who has, during the current academic year or prior academic semester:

(1.) paid dues to the Albany Law School Affiliated Organization; or

(2.) attended at least two meetings in a semester other than a general interest meeting; or

(3.) played in, planned, or carried out the activities of the Albany Law School Affiliated Organization.

(iii.) Albany Law School Affiliated Organizations include both SBA-Chartered Organizations and non-SBA-Chartered Organizations. Albany Law School Affiliated Organizations do not include each respective class year or the Student Bar Association at large.

(c.) Senate Members shall abstain from voting on any matter under consideration by the Senate regarding any Albany Law School Affiliated Organization with which the Senate Member has a conflict of interest.

(i.) This provision does not restrict Senate Members from engaging in discussion.

(d.) A Senate Member who is an Active Member of an Albany Law School Affiliated Organization shall only be subject to subsection (c.) if three or more Senate Members hold common membership, as Active Members or Executive Board Members, in the Albany Law School Affiliated Organization in which the Senate Member is an Active Member.

(i.) A Senate Member who is an Executive Board Member of an Albany Law School Affiliated Organization is subject to subsection (c.) irrespective of how many Senate Members hold common membership in the Albany Law School Affiliated Organization in which the Senate Member is an Executive Board Member.

(e.) Any Senate Member who is uncertain as to whether a conflict of interest exists may request the Senate to resolve the question by a 2/3 vote.

(f.) Any Senate Member who is subject to subsection (c.) of this policy may apply to the Senate for a waiver of the provisions of this policy. A waiver shall be authorized by a 2/3 vote of the Senate.

(i.) Waivers shall be granted on a per meeting, per person basis.

(ii.) The Senate Member who is the subject of the waiver request shall not participate in the vote.

(iii.) The grant of a waiver does not affect the assessment of common membership required under subsection (d.) of this policy.

ARTICLE III

- 1.** The SBA Budget, devised each academic semester, shall be appropriations of SBA funds for recognized student groups, class years, the Senate, and school wide initiatives and events that fall under the umbrella of the SBA for financial support.
 - (a.)** No recognized student groups, class year, or the Senate shall discriminate or segregate in its membership or any of its activities on the basis of sex, race, creed, religion, national or ethnic origin, age, marital status, or sexual preference
 - (i.)** SBA student groups petitioning for funding through the SBA budget process must allow participation of each and every member of the SBA for the requested appropriation.
 - (ii.)** Individual class years petitioning for funding through the SBA budget process must allow participation of each and every member of their specific class for the requested appropriation for the purposes of class cohesion.
 - (b.)** The Senate President may submit a proposal during each SBA budget process for appropriations to cover reasonable expenses associated with the operation of the Senate.
 - (c.)** Upon adoption of the SBA Budget, the Senate Treasurer shall publish all budget requests, budget appropriations, and the total budget to the membership of the SBA.
 - (i.)** The Senate Treasurer is responsible for maintaining records of the present SBA budget and the SBA budgets for the previous six (6) years.
- 2.** Interest-free loans will be available to SBA student groups and class years. These loans, with consent of the Senate, must be repaid in full at the date specified by the Senate. The purpose of a special loan is to provide “start-up” costs. Failure to re-pay the loan will result in penalization as deemed appropriate by the Senate membership.
- 3.** The Senate Treasurer is authorized to make any disbursement of the SBA funds as long as consistent with the adopted budget and the by-laws.
- 4.** In the event that there is urgency for SBA funds, which cannot be postponed until the next general Senate meeting, or in a time period insufficient to assemble a meeting of the Senate, an emergency disbursement may be appropriated with the approval of the Senate President and the Senate Treasurer. Such action must be reported at the next meeting of the Senate for approval or retraction.
- 5.** Allocated SBA funds to a student group, class year, or the Senate, distributed to it by the SBA budget, may not be revoked unless:
 - (a.)** they have not been spent by the end of the school semester for which they were appropriated;
 - (b.)** they have been used by a members of the organization contrary to a properly made decision of the organization;
 - (c.)** the organization voluntarily turns them back to the SBA; or
 - (d.)** they are removed by the SBA due to a use which violates this Constitution or the by-laws, such as discrimination.

ARTICLE IV

- 1.** The Senate shall have a committee system. Committees shall either be temporary as created by the Senate or standing as outlined in this Constitution or its by-laws.
 - (a).** Committee members are to be chosen by vote of the full Senate.
 - (b).** Chairpersons of all committee shall be internally elected from among each committee, unless otherwise provided for in this Constitution.
- 2.** The following Senate Standing Committees are created by this Constitution:
 - (a.)** Election Committee – shall be responsible for regulating and conducting nominations and elections for all elected positions as defined in Article I. It shall have at least three members. Any candidate seeking election is precluded from any direct participation in the electoral proceedings.
 - (b.)** New Senator Orientation/Transition Committee – shall be responsible for supporting the newest members of the Senate and provide resources and training. The Senate Vice-President shall serve as the committee chair.
 - (c.)** Finance Committee – shall be responsible for submitting each semester’s SBA Budget to the full Senate for approval. The Senate Treasurer shall serve as the committee chair.
 - (d.)** Events Committee – shall be responsible for the planning and execution of school wide and SBA sponsored events and activities, including but not limited to: Justice Jackson lectures, and at least one (1) social event in the fall and spring semester.
 - (i.)** The Justice Robert H. Jackson Lecture Series are educationally enriching lectures, presentations, or panel discussions put on for the purpose of brining high profile speakers before the Albany Law School community and the Capital Region as a whole. A student group, law school class year, or the Senate may organize the lectures. Due consideration shall be given to the budget requests of the Justice Jackson Lecture Series, in recognition of its longstanding tradition of excellence and its status within the SBA.
 - (e.)** Ethics Committee – shall provide oversight of the activities of student groups, class years, and the Senate. This committee shall be composed of Senate Vice-President, two other elected senators, and three non-elected members of the Senate. The Senate Vice-President shall serve as the committee chair. The committee chair shall not cast any votes.

ARTICLE V

Amendments to this Constitution may be initiated either by petition containing signatures of twenty percent (20%) of the SBA membership or by majority vote of the Senate. The petition shall contain the proposed amendment including any section being added, changed, or deleted. The Senate Secretary must verify the petition. Upon verification of the petition or after a vote to amend the Constitution by the Senate, the Senate Secretary shall publicize the date of the vote and post the proposed amendment. The vote must occur within ten (10) school days after verification of the petition or vote by the Senate. At least five (5) school days notice must be given to the membership of the SBA before the vote is held. Twenty five percent (25%) of the student body must participate in the vote in order for it to be valid. A simple majority is required of those voting, for the amendment to pass.

ARTICLE VI

By-Laws of the Student Bar Association Senate

As Ratified by the Student Bar Association Senate – September 16th, 2009

- I. The By-laws of the Student Bar Association Senate (hereinafter “Senate”) may be enacted, amended, or abolished in the following manner:
 - a. By a 3/4 vote of the full membership of the Senate.
 - b. By an amendment proposal by any member of the Senate requiring a majority vote pursuant to Article V of the Constitution.
 - c. A majority vote shall mean a simple majority of actual votes cast.

- II. Order and discussion
 - a. The Senate President shall preside over all Senate meetings. Any decision made by the Senate President at a Senate meeting is subject to appeal. Except as otherwise noted, a 2/3 vote by the Senate is necessary to overrule the Senate President.
 - b. Business will be attended to in the order it appears on the posted agenda. The order of agenda items may, however, be varied at the discretion of the Senate President, absent disapproval by a majority of Senate members.
 - c. The Senate President will conduct discussion of any business that is before the Senate. Discussion will be maintained in an orderly fashion. Anyone attending a Senate meeting, including non-members, shall have the right to be recognized by the Senate President and speak to any business before the Senate. Those wishing to speak shall do so in the order in which they are recognized. The Senate President may limit discussion of a motion and call a question to a vote, subject to appeal by Senate members as set forth in section III(a) of these by-laws.
 - d. Any member of the Senate may be recognized at any point during a discussion by raising a point of order. Such an interruption may be made for any reason, for instance, to request information or request quiet. A Senate member shall immediately be recognized by the President.
 - e. A meeting will be adjourned when all business to be considered at that meeting has been considered, or upon a duly voted upon motion to adjourn.

- III. Motions
 - a. Substantive motions
 - i. Any member of the Senate may make a substantive motion. The motion must be seconded by a voting member to discuss the motion or act on it. Once made and seconded, a motion will be discussed in accordance with Part II of these by-laws. Only one substantive motion may be considered at a time. Discussion should and may ensue. Upon completion of the discussion, the motion will be called to a vote. A majority of the Senate members present will carry a motion in the form of 0 : 0 : 0 : 0. (All in favor: all opposed: abstentions: no vote, respectively). A vote is valid only in the instance of there being an initial quorum.
 1. Votes may be recorded by a raising of hands. Such a vote may be recorded as an “Up/Down Vote” in the meeting’s minutes.
 2. Any Senate member may call for a “Roll Call Vote” requiring the Senate President to call the roll of the entire present Senate membership in order (from Vice-President to Bar Association Representatives) and ask for a response of “Yes,” “No,” or “Abstain.” Absent members will be marked as “Absent.” Such a vote may be recorded as a Roll Call Vote in the meeting’s minutes.
 - b. Procedural motions
 - i. Procedural motions are available to members of the Senate to aid in dealing with substantive motions or other Senate business. All procedural motions must be seconded, are debatable and are also carried by a majority vote as described above, unless specified

otherwise. Only one procedural motion may be considered at a time. Motions to call the question, to recess, or to open or close the meeting, however, may be considered at anytime. The following is a listing of procedural motions:

1. Lay on the table/take from the table - will postpone discussion in order to attend to more important business, or to re-introduce a motion previously tabled.
 2. Postponement to a definite time - will postpone discussion to a specified time.
 3. Call the question - will call to a vote any motion currently on the floor. This motion is not debatable and requires a 2/3 vote to carry.
 4. Commit or refer to committee - will send the motion to an appropriate committee for consideration.
 5. Amendments - will change a motion currently on the floor. No amendment may be made which substantially changes the character of the original motion.
 - a. If an amendment is made to which both the maker of the motion and the second agree, the motion shall be deemed automatically amended and there will be no further debate or discussion on it.
 - b. If the maker and the second refuse to agree to an amendment, the amendment must be individually and separately considered by being proposed and seconded. Once the amendment is made and seconded, the main motion shall be temporarily set aside, and the amendment discussed and called to a vote in the same fashion as a substantive motion would be.
- ii. Upon completion of this process, the main motion is again placed on the floor, either as it stood (if the amendment failed), or as amended (if the amendment passed).
- c. Close/Open Meetings - will exclude all from the meeting who are not Senate members or will reopen a meeting previously closed. Such a motion is out of order unless the action is permitted by this Constitution.
 - d. Division of a question and consideration by paragraph - will allow a motion to be called to vote one section or one paragraph at a time.
 - e. Suspension of rules - will suspend any rules in these by-laws. This motion requires at least fifteen votes to carry.
 - f. Recess - will recess the meeting for a fixed period of time. This motion need not be voted upon or seconded unless there is an objection.

IV. Election Procedure:

- a. At least three (3) school days notice shall be given in advance of any election for a position listed in Art. II of the Constitution.
- b. Elections shall not be held on a Friday, Saturday or Sunday.
- c. A petition must be filed with the Senate Elections Committee in order for a candidate's name to be placed on a ballot for any position listed in Art. II. A petition shall contain the signatures of: at least fifty (50) members of the student body for a position on the Senate Executive Board; at least twenty-five (25) members of a respective class for a position on the 1L, 2L and 3L Class Boards; at least twenty-five (25) members for the position of the ABA/LSD Rep, and for the NYSBA/LSD Rep; at least five (5) members for a position as L.L.M./M.S. student representative.
- d. Senate Executive Board, 2L/3L Class Presidents, ABA/LSD, NYSBA/LSD
 - i. In order to be elected to the above listed positions, a candidate must receive a majority of votes cast. In the event that no candidate receives a majority, a run-off will be held within two (2) school days following the election, but not on a Friday, Saturday or Sunday. The run-off will be between the candidates having the first and second highest vote totals. If there is a tie for the highest vote total, all candidates so tied will be the participants in the runoff.
- e. 2L/3L/L.L.M./M.S. Class Representatives

- i. Joint Degree and Part-Time Student Designation
 - i. For the purposes of determining election eligibility, students who are at the law school for more than 3 years shall be designated for the first two years with the classes with which they entered, and as 3L's for each subsequent year.
- j. Petition and Recall
 - i. A petition may be created demanding the recall of any elected member of the Senate. This petition must contain any charges upon which the recall is based. It must be signed by at least 20% of the SBA for a school-wide elected position or by a majority of the members of a specific class for a class board position.
 - ii. This petition is to be submitted preferably to the Executive Secretary or in the case of conflict to any member of the Executive Board. Notice and a duplicate of the petition must be given to the officer named in the petition within one (1) school day after its receipt. The officer receiving the petition must call a meeting of the full membership of the Senate within two (2) school days of its receipt. The Election Committee shall be required to attend this meeting.
 - iii. The Election Committee shall be responsible for verifying each and every signature on the petition, and for determining if the necessary percentage of signatures has been obtained. If the petition is valid and contains the necessary percentage of signatures, the Election Committee shall hold a special recall election. The recall election shall be held no earlier than five (5) school days from the time the petition is validated. To be a valid recall election, 50% of the eligible voters must participate. A simple majority of those voting must vote in the affirmative in order to recall the elected official. If the member is voted out, according to the requirements set forth above, then the vacancy shall be filled according to SBA Constitution Art. II(6).
- k. Internal Recall
 - i. An elected member of the Senate may be removed from office by a vote of the full membership of the Senate for gross dereliction of duties. The vote must be made by the full membership of the Senate as set forth in section III(a) of these by laws, with the exception of the member being voted on.
 - ii. There must be a 3/4 vote for the removal to be allowed. The member being voted on must receive actual notice of the impending vote, and must receive notice at least five (5) school days before the vote. The member being voted on must be informed of the formal charges and the reasons for the impending vote at least five (5) school days before the vote. Prior to the vote, the member being voted on must be allowed to address the full Senate for the purposes of responding to the charges alleged. The member shall so address the full Senate at the meeting in which the vote is to occur. The member being voted on shall immediately receive the results of the vote. If the member is voted out, according to the requirements set forth above, then the vacancy shall be filled according to Art. II (6).
- l. Absentee Ballots:
 - i. In order to foster the participation of the entire student body in SBA elections, students unable to vote during the days of the scheduled election shall be provided an absentee ballot from which to deliver their vote. Through an absentee ballot students not able to vote will still have the opportunity to do so and choose the student representatives for their respective class year and Albany Law School.
 - ii. If a person will not be able to vote, by reason of disability, illness, or being absent from the school premises, on the date or the dates of an election, then he or she may cast a vote by means of an absentee ballot.
 - iii. Absentee ballots will be available for voters electronically or at the SBA office commencing one week before an election and continuing thereafter until the date of an election announced to the class by the SBA Senate Executive Board.

- iv. Absentee ballots must be requested prior to poll closing time on the date of the election announced by the SBA Senate Executive Board. If a student does not request an absentee ballot prior to poll closing time, he or she is not eligible to cast their vote by means of an absentee ballot. Students that properly file a request for an absentee ballot prior to poll closing time have 24 hours from the time the polls close on the date of the election to submit their absentee ballot, either electronically or in person to the SBA Elections Committee Chairman. If a student fails to send or deliver their absentee ballot prior to the end of the 24-hour period, the vote shall not be recorded.
 - v. Upon request and receipt of the absentee ballot to the SBA Election Committee, the name of the individual will be recorded so as to prohibit such person from voting again in the same election.
 - vi. Electronic ballots must be cast from an Albany Law personal email address and must contain a signed affidavit affirming the validity of the ballot, its origin, and compliance with professional ethical standards. The Elections Committee is responsible for verifying each and every electronic absentee ballot cast.
 - vii. Electronic absentee ballots shall be opened and counted in the presence of at least two members of the Ethics committee and viewed by a minimum of four members of the Elections Committee, consistent with the ballot-counting rules and procedures governing ordinary ballots in Article VI section IV(m) of the SBA Constitution.
 - viii. In the event that the method for electronic balloting is changed by the SBA, the provision requiring an affidavit as detailed above is non-negotiable and must be present, irrespective of any procedural change to electronic balloting.
 - ix. Absentee ballots will be kept in confidence and unexamined by the SBA Election Committee until the advertised poll closing time on the final date of the election, at which point they will be tallied with ballots received at the physical ballot box under the ballot counting procedures in Article VI section IV(m) of the SBA Constitution.
 - x. The foregoing provisions shall apply to run-off elections, which shall be held within two school days following the election (with the exception of Friday, Saturday, and Sunday), provided however, that absentee ballots shall be available within the first 24-hours of the announcement of the run-off election and shall be sent electronically or delivered in person to the SBA Elections Committee Chairman prior to the end of the run-off election.
 - xi. In the event that a student who anticipates being absent the day of the election is actually present on election day and has filed an absentee ballot with the SBA, he or she may rescind their absentee ballot or keep their recorded absentee ballot with the SBA. If the student chooses to keep their votes recorded as an absentee ballot with the SBA, he or she cannot vote again. If a student chooses to rescind an absentee ballot, he or she must do so in writing before the advertised poll closing time on the final date of the election, and may thereafter cast a vote in person.
- m. **Ballot Counting:**
- i. **Rules:**
 1. The Senate Election Committee will be charged with counting ballots following a completed election.
 2. Counting of the ballots will take place in the SBA Senate office, behind closed doors.
 3. Counting of the ballots will take place no later than twenty-four (24) hours after the completion of the election.
 4. No member of the Senate may count ballots involving an election that they are eligible to participate in, regardless if they are actively seeking office in that election.
 5. Counting will be conducted in the presence of at least two (2) members of the Ethics Committee.

6. Each completed ballot will be viewed by no less than two (2) members of the Election Committee.
 7. A minimum of four (4) members of the Elections Committee will count ballots.
- ii. Procedure:
1. Ballots will be counted in a slow and orderly fashion.
 2. Ballots will be counted in two rounds.
 - a. Round One of counting will consist of one speaker, and four counters.
 - b. Round Two of counting will consist of a different speaker than Round One, and four counters.
 3. The speaker will read the votes aloud, and the counters will tally the votes.
 4. Counting will pause each time the lead candidate reaches a vote-count in intervals of 10 and the counters will confirm their vote counts aloud. (i.e. voting will stop at 10, 20, 30, 40 votes).
 5. Overseeing members of the Ethics Committee may stop counting at any time and demand a vote count.
 6. Violations of these rules will be taken up with the Elections Chairperson, and the Elections Chairperson has the discretion to demand recounts.
- n. Election Rules:
- i. Personal Statements:
 1. Each candidate must submit a typed personal statement not to exceed one page in length due by email addressed to Senate Executive Vice President, no later than the time petitions are due.
 2. Personal statements must be emailed to: sba@albanylaw.edu.
 3. Personal statements shall not endorse any other candidate.
 4. Personal statements will be made available to students via email, and will also be made available at the ballot box.
 - ii. Petitions:
 1. Potential candidates must have the required number of signatures as indicated in section IV(c) of these by-laws to be placed on the ballot.
 2. Candidates choosing not to appear on the ballot remain subject to all election rules; any violation will go before the Senate Elections Committee and may result in immediate disqualification. Petitions must be submitted via the locked box on the bookcase to the right of the library entrance no later than the date communicated to the class by the Senate Executive Board.
 - iii. Campaign Rules:
 1. Known or reported violations of any of the following campaign rules will be taken up with the Senate Elections Committee and may result in immediate disqualification.
 2. Spending Limits:
 - a. Executive Board Candidates: Each candidate shall be limited to \$100.00 in total campaign expenditures. If a runoff campaign is required, each runoff candidate may spend an additional \$25.00 in promoting his or her candidacy in the runoff election.
 - b. Class Candidates: Each candidate shall be limited to \$50.00 in total campaign expenditures. If a runoff campaign is required, each runoff candidate may spend an additional \$25.00 in promoting his or her candidacy in the runoff election.
 - c. If a candidate is running for both a Class and Executive Board position, that candidate shall be limited to \$100.00 in total campaign expenditures.
 - d. These amounts are inclusive of all goods, services, and gifts that are used to promote a student's candidacy in any way.

- e. Candidates must keep all receipts related to campaign expenditures and submit those receipts along with a Campaign Expense Report to the SBA Senate Office no later than one week following the completion of the election.
3. Campaign Materials:
- a. Candidates may campaign in any way not restricted by these rules. The content of campaign materials should be tactful: attacks on other candidates, inappropriate materials and vulgarity are prohibited. Creativity is encouraged.
 - b. Examples of Campaign Materials:
 - i. Flyers (Quarter Sheets)
 - ii. Posters
 - iii. Stickers
 - iv. Candy
 - v. T-shirts
 - vi. Cowboy Hats
 - c. Candidates are permitted to hang up to but no more than five posters.
 - d. For purposes of SBA Senate elections, a poster may be no larger than 8 ½” x 11”.
 - e. Candidates are permitted to place one flyer in each student’s school mailbox, and may furnish students with one flyer in person.
 - f. Candidates may furnish this flyer to potential voters in the following four locations only: the cafeteria, the east and west foyers, and the courtyard.
 - g. For purposes of Senate elections, a flyer may be no larger than 1 quarter of an 8 ½” x 11” paper. Candidates are permitted to distribute double-sided flyers.
 - h. Flyers/Posters may not contain the following:
 - i. Endorsements for more than one candidate
 - ii. Attacks on other candidates
 - iii. Alcohol coupons
 - i. Candidates are prohibited from placing posters, flyers, stickers or other visible campaign materials anywhere other than student mailboxes, foyers, cafeteria and the courtyard.
 - j. Candidates are required to remove all posters, flyers, stickers and other visible campaign materials within two school days following the election.
4. Campaigning:
- k. Electronic Campaigning:
 - i. If students wish to use Facebook, Twitter, Google+ or any other social networking tool to help with their campaign they are free to do so, provided that their campaign materials do not suggest any representation of Albany Law. Specifically, Albany Law’s name and/or logo may not appear anywhere on the website, message, or event page. Phrases like “Vote Rob the Pirate for SBA President” are completely acceptable. Phrases like “Vote Rob the Pirate for Albany Law SBA President” are not acceptable.
 - ii. Students may collect email addresses from friends and classmates, but they may not use any school distributed email list for campaigning. Candidates are encouraged to use the ‘BCC’ field when emailing multiple people to keep reply-all’s to a minimum. All candidate emails must include an opt-out statement, which instructs the recipients to email the sender if they wish to stop

receiving emails. Candidates must honor any such opt out requests; spamming is strictly prohibited, and the Elections Committee will take seriously any violations of this email policy.

- i. Social Events:
 - i. Candidates may hold social events off campus to promote their campaigns, subject to the campaign budget policies outlined above.
 - ii. Candidates may not hold social events on campus pertaining to the election.
- m. Restrictions:
 - i. Students are not permitted to campaign within 100 feet of the ballot box at any time on Election Day.
 - ii. Students are not permitted to bribe students for their vote.
 - iii. Students are not permitted to intimidate or bully students for their vote.
- iv. Meet the Candidates Forum:
 1. The Meet the Candidates Forum will occur on the date communicated to the class by the Senate Executive Board. At this time, the candidates will receive questions from members of the student body. Only candidates who have submitted completed petitions and personal statements will participate in the forum.
 2. The order that the candidates for each respective position present shall be chosen through a random lottery system, not alphabetically.
- v. Election:
 1. The election will occur on the date communicated to the class by the Senate Executive Board.
- vi. Complaints and Recounts:
 1. Any candidate may formally demand a recount of their position within 24 hours of certification. The Elections Committee handles all recounts. The results of the elections are suspended until a recount has taken place. Any contestant may demand a meeting with the Elections Committee Chairperson within 48 hours of the election if the candidate has a problem with how the election was conducted.
 2. Any and all complaints must be submitted in writing to the Elections Committee by emailing the Elections Committee Chairperson.
 3. Any member of the Albany Law community may file a complaint during elections.
 4. The Elections Committee retains sole authority to resolve disputes concerning any campaign violations prior to certification of the election results. If candidates wish to register a complaint for any reason prior to certification, candidates must submit their complaint in writing to the Elections Committee. The Elections Committee will respond to complaints at its discretion.
 5. If the Elections Committee receives written notice of a complaint regarding the election following the certification of election results, the Elections Committee shall immediately refer the matter to the Ethics Committee. The Ethics Committee shall, within 48 hours, gather all evidence regarding the complaint, give fair hearing to persons requesting an audience, and issue a written majority vote opinion. The Ethics Committee may either uphold the result of the election as certified by the Elections Committee or require that a new election be held immediately.
 6. Candidates may only contest their respective election results.

V. Requirements for Recognition of Student Organizations

- a. To be recognized by the Senate, all student organizations must submit a written charter, which must include the following:
 - i. a statement of non-discriminating policy,
 1. ex., “This organization does not discriminate or segregates in its membership or any of its activities on the basis of sex, race, creed, religion, national or ethnic origin, age, marital status, or sexual preference.”
 - ii. a statement of purpose,
 - iii. a provision for the positions of President and Treasurer.
- b. The written charter may include other provisions as the group sees fit.
- c. A student organization must also submit its by-laws or constitution, which lay out the manner of elections within the group, how a member of the group becomes active, eligible for election, and how an officer or member may be removed from the group and for what causes.
- d. Failure to meet any article of the student organization constitution for any event or activity endorsed or sponsored by an SBA-chartered organization, regardless of whether or not funded directly or indirectly by the Senate, may result in non-recognition. The period of non-recognition is in the discretion of the current Senate and the current Senate may recommend to the succeeding Senate for continuation of the period of non-recognition.
 - i. Oversight of such circumstances will be provided by review of the Senate Ethics Committee.
- e. Special Group Dues
 - i. Any SBA-chartered organization may impose upon its members special group-specific dues. The group's treasurer shall collect and account for these dues, and shall make available to the Senate Treasurer or the Senate, upon request, all records of the collection and expenditure of these dues. **During the budgeting process each semester, a group imposing special dues must place within its budget request a section containing the specific amount of dues to be collected from each member of the group, whether there has been an increase over the previous semester, and the reasons for the imposition of such dues.**
 - ii. No dues shall be permitted which are prohibitive of membership by the general student body. Any conflict arising concerning the prohibitive nature of any dues imposed shall be mediated by the Senate pursuant to a student grievance.
 - iii. Any student with a grievance concerning special dues imposed by a group, shall notify the Senate, in writing, of the specific grievance and the pertinent facts. At the next general meeting of the Senate, the student shall present the grievance for discussion. The leader(s) of the group shall also be requested to attend the meeting to answer any questions posed by the Senate and to offer justification for the dues. The Senate will then render a decision concerning the special dues, which shall be binding upon the group. A simple majority vote of the present Senate is required.

VI. Requirements for Continued Recognition of Student Organizations

- a. The current executive board of a SBA-chartered organization must submit the names and contact information for the newly elected or appointed executive board to the Senate to remain active for the next academic year.
 - i. All submissions must be emailed to the Executive Secretary at eba@albanylaw.edu prior to the last day of classes for the spring semester.
 - ii. The Executive Secretary must notify all currently chartered organizations of the requirement in subsection (a) no later than ten days prior to the deadline.
- b. Currently chartered organizations that fail to submit the information required in subsection (a) prior to the deadline will be placed on probation and have their fundraised funds frozen.

- i. The Executive Secretary must inform all organizations currently on probation of their status no later than five days prior to the deadline in subsection (e).
 - c. Any currently chartered organization on probation may be deemed active and regain its fundraised funds if it submits the information required in subsection (a) no later than five school days prior to the fall budget meeting.
 - i. If the required information is not submitted prior to the deadline, the organization shall be deemed inactive and have its fundraised funds frozen.
 - ii. Fundraised funds shall remain frozen for the fall semester, after which time the funds will be deemed forfeited.
 - 1. Forfeited funds shall be rolled into the student activity fund for the spring semester.
 - d. Appealing the freezing of fundraised funds
 - i. Inactive organizations that feel their fundraised funds were improperly frozen may request a reconsideration in one of the following ways:
 - 1. Presenting the Executive Secretary a petition with the valid signatures of twenty five percent (25%) of the student body, demanding reconsideration; or
 - 2. Presenting a written request signed by ten members of the Senate.
 - ii. To be reconsidered, petitions or requests shall be presented to the Executive Secretary no later than the last day of classes for the fall semester.
 - iii. No organization shall receive more than one reconsideration.
 - iv. A majority vote of the present Senate is required for reallocation of frozen fundraised funds upon reconsideration.
 - e. An organization that is reallocated its fundraised funds upon reconsideration shall be deemed active and not required to submit a new charter.

VII. Reporting Requirements for SBA-Chartered Organizations.

- a. All SBA-chartered organizations are required to submit a semester report, in the manner identified on the report form, no later than the last day of classes for the Fall and Spring semesters.
- b. The purpose of this policy is to develop and maintain a system of event and semester reports that serve as a record for student organizations. Its primary function is to assist student organizations in assessing their organization's events and structure each semester. A secondary function is to assist the SBA in fulfilling its purposes outlined in the preamble of the SBA Constitution. The overall intent is that SBA-Chartered Organizations will use the information to improve the purpose, efficiency and operation of their respective organizations
- c. The semester report shall include, but is not limited to, the following information:
 - i. Organization name;
 - ii. Outgoing officers (if applicable);
 - iii. Incoming officers (if applicable);
 - iv. Number of members;
 - v. Number of meetings;
 - vi. Number of events;
 - vii. Total semester budget, including but not limited to:
 - viii. Any funds allocated by the Senate;
 - ix. Any dues collected; and
 - x. Any fundraised funds.
 - xi. Top three goals for the upcoming semester.

- d. All SBA-chartered organizations are required to submit an event report, in the manner identified on the report form, no later than five school days after an event, as defined in subsection (5), is held.
- e. The event report shall include, but is not limited to, the following information:
 - i. Organization name;
 - ii. Event name;
 - iii. Event description;
 - iv. Number of attendees;
 - v. Event cost;
 - vi. Advertisement methods used; and
 - vii. Event assessment.
- f. For the purposes of subsection (d), an event shall not include:
 - i. Games and matches organized by athletic SBA-Chartered Organizations. This provision does not exclude tournaments attended or hosted by the SBA-Chartered Organization from the requirements of subsection (d).
 - ii. Internal members meetings in which an organizations activities are discussed. This provision does not exclude general interest meetings from the requirements of subsection (d).
- g. The Executive Secretary is responsible for maintaining all semester and event report forms.
- h. Sanctions.
 - i. Any SBA-chartered organization that fails to submit either a semester or event report form prior to the applicable deadline may be subject to sanctions including but not limited to:
 - 1. Revocation of all or part of SBA funds;
 - 2. Suspension of the Organizations Charter and/or Events; or
 - 3. Revocation of the Organizations Charter.
 - ii. A majority vote of the Senate is required for any sanctions to be levied.

VIII. Finance Committee

- a. Pursuant to Art. IV(2)(c), the Finance Committee shall be responsible for reviewing and preparing each semester's SBA Budget. The Senate Treasurer shall serve as the committee chairperson.
- b. The Finance Committee will be comprised of the entire Senate.
 - i. The Senate Treasurer shall serve as the committee chairperson and shall not cast any votes, with the exception of breaking a tie.
 - ii. The Senate President is permitted to cast votes during Finance Committee deliberations.
 - 1. This is the only instance in which the President has a traditional voting right, other than a tie-breaking vote in other proceedings.
 - iii. The Senate Secretary, in addition to contributing to deliberations, shall also keep minutes which will be incorporated into the finalized SBA Budget.

IX. Budget Meeting

- a. The Senate shall meet at the beginning of each semester to pass student organization budgets for the upcoming semester.
 - i. At the start of the meeting, the Senate shall decide on the maximum value of various commonly-occurring events and items including, but not limited to, movie nights, speaker gifts, keg costs, and general interest meetings.
- b. Prior to the Meeting, the Executive Treasurer shall arrange a mandatory meeting with all student organization leaders to explain deadlines, forms, and general procedure for submitting budget proposal requests. Each student organization shall submit a comprehensive budget proposal composed of:

- i. Details of all anticipated events, including fundraising.
- ii. An organization report outlining the results of all activities of the prior year.
- iii. Additional documents, e.g., vendor quotes, to supplement requests.
- iv. Contact information of at least two representatives who will be on call during the day of Finance Committee deliberations to address any issues that come up.
- v. Any student organization can choose to personally appear to present their budgets for no longer than five (5) minutes with notice to the Executive Treasurer within five (5) days before the Finance Committee meeting.
- c. All groups receiving budget appropriations shall receive their funding from the Student Activities Fund, assessed to all students as “dues” for membership in the SBA, and any remaining balance carried over from the previous semester.
- d. The Senate shall determine budget appropriations consistent with this Constitution and these by-laws. The Senate shall fund each of its respective classes, as well as determine the Executive Budget which will encompass the costs necessary for the operation of the Senate.
- e. Each organization’s budget as well as the complete finalized Senate Budget will be determined by a majority vote.

X. Expenditure of Funds

- a. The Executive Treasurer is authorized to make any disbursement of SBA funds as long as consistent with the adopted budget, and these by-laws pursuant to Art. III.
 - i. Organization spending that varies from the initial approved line item amounts is permissible so long as the variations relate to the event and total funding requests do not exceed the total group allotment.
 - ii. Groups wishing to transfer allotted funds of over \$50 from one event to another must submit a written request to the Senate for approval at the next scheduled meeting. Transfer requests under \$50 may be submitted to the Executive Treasurer, who has discretion to approve or reject.
 - iii. Groups wishing to request additional funding for new events not originally accounted for in their budget proposals must submit a written budget proposal to the Senate for approval at the next scheduled meeting. The proposal must include all the same documents that are submitted for budget requests at the beginning of the semester, as discussed in section VIII(b) of these by laws.
 - iv. In the event that there is an urgent need for additional funds which were not initially disbursed at the beginning of the semester, and a request cannot be postponed until the next general Senate meeting, or in a time period insufficient to assemble a meeting of the Senate pursuant to Art. III (4), an emergency disbursement may be appropriated with the approval of the Senate Treasurer and the President of the Senate. The maximum disbursement allowed shall be \$100. Such action must be reported at the next meeting of the Senate for approval or retraction.
- b. In the SBA Budget shall be allocations of SBA funds for SBA-chartered student organizations, activities and events which fall under the umbrella of the Senate for financial support.
- c. In order to receive reimbursement from allotted funds, the group requesting funding must submit a written budget request to the Senate Treasurer that includes:
 - i. Organization name
 - ii. Event date
 - iii. Detailed reason for the request
 - iv. Total amount requested, by whom and to whom the check should be paid
 - v. Requester’s contact information
- d. Student organizations will not be reimbursed for the cost of keg deposits nor can they allot for these costs in their budget proposals. To encourage student organizations to be responsible with returning vendor kegs, either fundraised funds or out-of-pocket funds can be used to cover deposit costs.

- e. SBA Special Loans
 - i. Interest-free loans will be available to SBA-chartered student organizations. These loans are made subject to unanimous Senate approval and are to be repaid at the date specified by the Senate. Any group requesting such a loan must give the Senate reasonable notification of its needs and present the Senate with its request at a general meeting of the Senate. The request shall also include a recommendation of the procedure for repaying the loan. The purpose of a special loan is to provide "start-up" costs to a recognized student organization.

XI. Revocation of Funds

- a. Allocated funds of a student organization distributed to it through the SBA Budget may not be revoked unless:
 - i. They have not been spent by the end of the school term for which they were allotted, or;
 - ii. They have been used by a member of the organization contrary to a properly made decision of the organization, or;
 - iii. The organization voluntarily returns the funds to the SBA, or;
 - iv. They are removed by the Senate due to use which violates the Constitution, by-laws, or the policies of the Senate (i.e., discrimination).
- b. Grounds for revocation of funds may be reviewed by the Senate Ethics Committee.

XII. Appealing Expenditure of Funds

- a. Organizations dissatisfied with their allotted SBA funding may request a reconsideration of their allocation in one (1) of the following ways:
 - i. Presenting the Executive Secretary a petition, with the valid signatures of twenty five percent (25%) of the student body, demanding reconsideration of a particular budget;
 - ii. Presenting a written request signed by ten (10) members of the Senate;
- b. To be reconsidered, petitions or requests shall be presented to the Executive Secretary no later than five (5) school days after the budget is posted.
- c. No organization shall receive more than one reconsideration per event.
- d. A 3/4 vote of the Senate is required for reallocation upon reconsideration.
- e. An approved reallocation upon reconsideration shall have the effect of a pro-rata reduction of all previously approved allocations, except where the budget contains an unrestricted surplus, in which case, the surplus shall be exhausted before pro-rata.

XIII. Restrictions on Expenditures by SBA-Chartered Organizations

- a. Expenditures made by SBA-Chartered Organizations with funds allocated by the Senate are limited to only those which the organization can pay for in full at the time of purchase. SBA-Chartered Organizations are prohibited from spending based on anticipated fundraised funds.
 - i. For the purpose of this provision, fundraised funds shall include any dues, donations, or financial awards the organization anticipates to collect.
 - ii. For the purpose of this provision, SBA-Chartered Organizations shall not include any expenditure made on behalf of the SBA, 1L, 2L, or 3L class.
 - iii. Organizations may only place a deposit on a purchase if they are able to pay for the purchase in full at the time the deposit is placed.
- b. All contracts entered into on behalf of an SBA-Chartered Organization in an amount exceeding \$500 USD must receive the signed approval of the Executive Treasurer.
- c. Any SBA-Chartered Organization may apply to the Senate for a waiver of the requirements of subsection (a).
 - i. The waiver must describe the amount of fundraised funds the organization anticipates to collect and a detailed plan as to how the funds will be collected that includes, but is not limited to, benchmarks by which certain fundraising goals shall be met
 - ii. A ¾ vote of the Senate is required for the approval of a waiver request.

- d. Any SBA-Chartered Organization which violates subsections (a) or (b) may be subject to sanctions including but not limited to:
 - i. revocation of all or part of SBA funds;
 - ii. suspension of the Organization's Charter and/or Events; or
 - iii. revocation of the Organization's Charter.
- e. Any violation of subsections (a) or (b) shall be referred to the Albany Law Office of Student Affairs for possible disciplinary action.

XIV. Limitation on the Use of Fundraised Funds

- a. SBA-chartered organizations may only use their fundraised funds for:
 - i. items or events that are substantially related to the mission of the organization; or
 - ii. efforts to enhance on-campus social opportunities for students; or
 - iii. items or events that are open to all members within the organization.
- b. The Senate has within its discretion the power to approve or disapprove of any allocation of fundraised funds by an SBA-chartered organization that is inconsistent with subsection (a).
 - i. A majority vote of the present Senate is required to approve or disapprove of an allocation.
- c. Organizations that are dissatisfied with the Senate's decision may appeal the decision through the procedure set out in section XI of these by-laws.

XV. Ethics Committee

- a. The Ethics Committee shall provide oversight of the activities of student organizations, class years, and the SBA Senate. This includes allegations of discrimination, harassment and impropriety.
- b. This committee shall be composed of:
 - i. The Senate Vice-President, Chairperson
 - ii. Two elected Senators
 - iii. Three non-elected students.
 - 1. Non-elected students shall serve a term of one (1) academic year.
 - 2. Each fall, interested non-elected students will be requested to complete an application to the Senate for appointment.
 - 3. Non-elected students will submit personal statements expressing their interest in serving on the ethics committee.
 - 4. Non-elected students will be reviewed by the Albany Law School Assistant Dean of Students and approved by the Senate.
- c. The committee chairperson shall not cast any votes, with the exception to break a tie.
- d. The purpose of the non-elected members on the Ethics Committee is to provide checks and balances for the elected Senate members.

XVI. Discrimination

- a. Any student with a discrimination or segregation grievance shall notify the Executive Secretary in writing. The written allegation shall contain all the pertinent facts and the signature of the aggrieved student.
- b. The Executive Vice-President shall immediately call a meeting of the Senate Ethics Committee within seven (7) days.
- c. The aggrieved student shall present the grievance at a scheduled meeting of the Ethics Committee or elect to have a Senate member present the written grievance on his/her behalf to the Ethics Committee, provided that the Ethics Committee retains the right to request the attendance of the aggrieved person for the purpose of clarification of the alleged charge.
- d. Notice of a meeting to discuss any alleged discrimination or segregation shall be given to the leader(s) of the student organization in question, at least five (5) school days in advance.

- e. A finding by the Ethics Committee that such discrimination or segregation has occurred will be reported to the next general meeting of the Senate and shall result in the revocation of funding for the remainder of that semester in which the funds were allocated. If a finding of discrimination or segregation occurs in the latter half of the semester, the current Senate shall revoke the funds for the remainder of that semester and may submit recommendation to the Senate membership deciding the budget for the next semester to suspend funding for the following semester.
- f. A simple majority vote of the Senate is required to revoke funds under this section.

XVII. Email Policy for SBA-Chartered Organizations

- a. Procedure for having a school-wide email sent:
 - i. All class or school-wide messages, announcements, advertisements, or the like shall be emailed in the format communicated to the students by the Executive Secretary. Any organization interested in having a school-wide email sent should email sba@albanylaw.edu.
- b. Prohibition on sending school-wide emails:
 - i. Students acting on behalf of any SBA-Chartered Organization are prohibited from emailing the following email-groups directly without the express consent of the Executive Secretary:
 - 1. Students
 - 2. Faculty
 - 3. Staff
 - 4. Class Groups (i.e. class of 2012, class of 2013, class of 2014)
 - 5. LLM
 - 6. Or the equivalent, to be interpreted by the SBA Senate.
 - ii. Violations:
 - 1. Any SBA-Chartered Organization which prohibits the provisions of this by-law may be subject to sanctions including, but not limited to:
 - a. Loss of SBA allocated funds;
 - b. Suspension of the organizations charter and/or event; or
 - c. Revocation of the organization's charter
 - 2. A majority vote of the Senate is required for any sanctions to be levied.

XVIII. Advertising Policy for SBA Chartered Organizations

- a. Any group holding an event using SBA funds must advertise the event and must allow participation and attendance by every student. The minimal standard for advertising may be achieved by:
 - i. Emailing the Executive Secretary at sba@albanylaw.edu by 5pm Sunday the week before the event who shall then promote the event via the SBA Shared Weekly Email; or
 - ii. Emailing the Academic and Student Affairs Coordinator the week before the event so that he or she can place your event in the school calendar; or
 - iii. Emailing the Facilities/Administrative Services Assistant before the event so that he or she can place your event in the video advertising system; or
 - iv. Any other means reasonably calculated to inform the student body about the event.
- b. Any group that holds an event using SBA funds and fails to sufficiently advertise the event to the entire student body may be subject to sanctions including but not limited to:
 - i. Revocation of all or part of SBA funds; or
 - ii. Suspension of the Organizations Charter and/or Events; or
 - iii. Revocation of the Organizations Charter.
- c. The Executive Vice President shall actively enforce the requirements set out in (a) of this section and report any violations to the Senate Ethics Committees.

- d. Grounds for the implementation of any sanctions under this section shall be reviewed by the Senate Ethics Committee.