# Georgia State University, College of Law Student Bar Association

**Policies and Procedures Manual**

## General

### Purpose

* + 1. The purpose of the Policies and Procedures Manual is to provide structural guidelines for the Board of the Student Bar Association of Georgia State University School of Law, hereinafter referred to as the “SBA.”
		2. The Policies and Procedures Manual should be updated once a year and may be revised at any point in accordance with the Constitution.

### Roles within the SBA

* + 1. President- Additional responsibilities outside of the SBA Constitution include: Setting the agenda for SBA meetings and presiding over the meetings. Creating a cleaning schedule for the office.
		2. Vice President**-** Additional responsibilities outside of the SBA Constitution include: Presiding over SBA meetings when the President is unable to attend.

Making the necessary changes to the Policies and Procedures manual throughout the year.

Serving as a liaison to the 1L Candidates during the election process.

* + 1. Secretary- Additional responsibilities outside of the SBA Constitution include: Submitting minutes to the President for posting to the website. Keeping a record of attendance at all meetings.

Presiding over the 1L Mentor Program, a mentoring program that consists of matching new students with 2L, 3L, and 4L students. The matching of students should be done no later than one month into school. It is the primary responsibility of the Secretary to encourage participation.

* + 1. Treasurer- Additional responsibilities outside of the SBA Constitution include: Attending biannual budgetary meetings.
		2. Class Representatives- Additional responsibilities include: Addressing concerns specific to the represented class.
		3. ALL Officers- Additional responsibilities include:

Attending monthly Meet and Greets and participating in said events by bringing down supplies and assisting in clean-up.

Maintaining a clean office space. The President shall establish a rotating cleaning schedule for each class. The schedule shall include cleaning the microwave,

removing old items from the refrigerator, and putting unshelved books into the computer inventory and shelving them.

* 1. **Governance**

 **1.3.1.** The organization and its members agree to abide by University policies and all federal, state, local laws.

 **1.3.2.** Non-Discrimination: Membership, leadership and participation in the organization must be open to all students without regard to race, color, sex (unless exempt under Title IX), age, religion, national origin, sexual orientation, gender identity, marital status, disability, or status as a U.S. veteran.

 **1.3.3.** Hazing Policy: This organization prohibits its members, both individually and collectively from committing any acts of hazing as defined in the Student Code of Conduct at Georgia State University.

 **1.3.4.** Organization Agreement: This organization agrees to abide by the Georgia State University Student Code of Conduct. Furthermore, agrees to abide by all Student Activities policies, to check the organization’s Panther Involvement Network (PIN) account, mailbox, communicate via email upon request, update the organization’s records on PIN, attend a student organization orientation annually, and renew the organization by May 1st.

## Board Meetings

### Scheduling

* + 1. Meetings should be held at a minimum of two times per month when classes are in session, except for the last month of each semester (i.e. December and May) when there must be at least one meeting per month.
		2. The first meeting of each semester shall be called by the President where the Board shall agree on the regular meeting place and time for any given semester.
		3. In the event that the regular meeting cannot be held (due to a holiday or scheduling conflict) the Board shall be notified no later than 3 days before the new meeting.

### Agenda

* + 1. The President shall prepare an agenda for every meeting of the Board. The agenda will be distributed to all Board members at the beginning of the meeting.
		2. Any information that a Board member wishes to discuss must be submitted to the President in advance.

### Attendance

* + 1. Before the start of every meeting, the Executive Secretary shall call attendance and record those present and absent in the minutes for the meeting.
		2. A quorum consists of fifty percent of the Board plus one. No meeting shall begin without there being a quorum present.

### Non-Attendance

* + 1. If any member of the Board accumulates more than two unexcused absences, he or she may face impeachment.
		2. An unexcused absence consists of missing a meeting without an excuse given prior to the meeting (when possible). The validity of the excuse shall be determined by the Board. Excuses may include class, illness, family emergency, death of a family or friend, or work. Excuses do not include appointments that may be rescheduled such as doctor’s visits or study groups, forgetting about the meeting, or other trivial excuses.
		3. Being more than 10 minutes late to a meeting without a valid reason constitutes an absence.
		4. Proxy voting is allowed by the Constitution. However, appointing a proxy does not excuse an unexcused absence. Proxies shall only be appointed when an officer misses a meeting for an excused reason.

## Voting

### Voting

* + 1. A quorum, consisting of fifty percent of the Board of Governors plus one, must be present for every vote.
		2. Proxy voting is allowed by the Constitution upon the consent of the absent member if the absent member speaks to an officer and another present member by phone during the meeting.

### Resolutions

* + 1. A member of the Board shall introduce the resolution and explain its origin.
		2. Any member of the Board may introduce a resolution for the Board to vote upon. In all case, the President must be given enough notice that the resolution may be given in the agenda for the meeting at which the resolution is to be voted upon.
		3. All motions are debatable within a reasonable timeframe determined by the President.

### Motions

* + 1. All motions must be seconded and are adopted by a majority vote unless indicated otherwise.
		2. All motions are debatable within a reasonable timeframe determined by the President.

## Standing Committees

### Requirements

* + 1. All members of the Board are required to serve on at least one standing committee of the SBA.
		2. Each standing committee shall be run by a chair who shall be selected within the first month of the beginning of the school year.

## Appropriations

### Allocation of Funds

* + 1. Each recognized student organization is funded by the SBA. Information regarding the rules and regulations of the SBA budget process is communicated by the SBA during the budgetary hearing.
		2. The annual budget of the Student Bar Association shall be allocated during a preliminary meeting prior to the start of the school year.
		3. The Budget and Finance Committee shall revisit and revise allocations at the start of the Spring semester.
		4. Student Organizations must follow the budget approval process as determined by SBA and send a representative to the Budget hearings each semester. Failure to do so may result in a minimal allowance.

### Unused Funds

* + 1. Unused funds will leave the organization at the end of the school year.
		2. Failure to utilize the funds allocated may result in less funding in the Spring or following year.

### Event Funding

* + 1. In case additional funding is granted to the College of Law, the SBA has the discretion of what to do with the funds.
		2. In order for student organizations to receive additional funding, student groups must provide a reasonable amount of detail describing the subject matter and the specific expenses of the event.
		3. A grant of additional funds may be considered by the SBA if two organizations choose to band together and host a joint event. Such a grant will be referred to as a Family Grant, and the funds may be attained in addition to original budgetary allowances by the Budget and Finance Committee. The Family Grant may cover up to 40% of the total cost of the event.

### Travel funding

* + 1. The SBA is authorized to support students who wish to travel to national conferences and other events in order to network and raise visibility for the Georgia State College of Law.
		2. Students should file the application attached as Appendix A to the Board Procedures Manual along with a statement of no more than 500 words explaining what benefit the student, the organization, and the student body at large will receive from attendance at this event.
		3. Students seeking travel reimbursement from SBA must travel on behalf of a recognized student organization and obtain approval from the faculty sponsor.
		4. Multiple students applying for support to attend the same event are only required to fill out one form.
		5. SBA may cover up to 25% of applicant’s eligible expenses.
		6. Total SBA funded travel expenses per semester will be limited to a per semester amount set during summer budget hearings by the Budget and Finance Committee.
		7. The application needs to be submitted to the SBA board at a board meeting before the conference. Meetings are bi-weekly, so plan accordingly.
		8. Per university rules, all expenses need to be documented with an *itemized* receipt in order to receive reimbursement.
		9. Eligible expenses are expenses for which the school will issue a reimbursement. Most notably, neither Georgia State nor the SBA will spend state funds on alcohol.
		10. After returning from the event and before receiving a reimbursement, the student or students must prepare a report on the event outlining the positives and negatives and what ways, if any, the organization would benefit from attending in the future. Both SBA and the organization should keep a copy of this report to aide future students in evaluating whether to attend the event again.
		11. Please note that it is an honor code violation for students receiving outside funding to apply for funding that will result in the student receiving more than the total cost of all eligible expenses on the trip.

## Communications

### Email Policy

* + 1. Email correspondence shall be done using the SBA email account found at HYPERLINK "mailto:gsulawsba@gmail.com" gsulawsba@gmail.com. Personal emails may not be sent from the address.
		2. The inbox should be checked and dealt with whenever an SBA official is working book swap hours. Important emails should be starred and left for the appropriate officer.

### Weekly Newsletter Announcements

* + 1. The SBA may use the College of Law weekly newsletter for distribution of important information. Sending mass emails to the student body is discouraged. Special exceptions may be allowed for Barrister’s Ball announcements.
		2. The appropriate SBA official will be responsible for submitting announcements to the weekly newsletter by the Friday before to meet the deadline.

### Website

* + 1. The SBA President will appoint a webmaster who will be responsible for keeping the SBA website up-to-date. The webmaster shall submit new events to the calendar and post minutes on the SBA website.
		2. The website shall not be a personal or political reflection of the members of the SBA, but

### Office Hours

* + 1. Office hours provide a time for students to come to the SBA office and shop for books and communicate and get to know the SBA representatives. The SBA representative should provide aid to any student shopping, record any transaction made, and check the SBA email while in the SBA office.
		2. All SBA representatives are required to serve office hours. Two hours are required weekly from each representative, but since there are more representatives than shifts, every representative must serve one shift every two weeks. These hours may be fulfilled in either a 11:00G1:00 shift or a 5:00G7:00 shift once a week.
		3. Two unexcused absences from or office hours will constitute an unexcused absence from a meeting.
		4. These office hours will be public information and will be posted on the SBA website.

**6.4.5** While serving office hours, every representative shall be responsible for picking up the office.