



# Boston College Law School Law Students Association

## **BYLAWS OF THE BOSTON COLLEGE LAW STUDENTS ASSOCIATION**

*The purpose of these Bylaws is to provide a framework for the daily operation of the Boston College Law Students Association ("LSA") and is to be interpreted in light of the Constitution of the LSA (the "Constitution"). Elected Board members are delegated the responsibility to allocate money and resources belonging to all students enrolled at Boston College Law School. Any action taken by the Elected Board should reflect that responsibility.*

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# **LEVEL 100 - GENERAL PROVISIONS**

## **Bylaw 101 - Repeal of All Previous Bylaws**

All Bylaws of the LSA previous to the time of the passage of these Bylaws are hereby repealed, and are for all intents and purposes, null and void.

## **Bylaw 102 - Operation of Bylaws**

(a) These Bylaws shall take effect upon ratification by an absolute majority vote of the voting members of the Elected Board. An absolute majority is defined as a majority of all of the seats of the Elected Board, not simply a majority of those present.

(b) In the event that any provision within these Bylaws conflicts with the Constitution, the provisions in the Constitution shall govern and the conflicting Bylaw shall be void.

## **Bylaw 103 - Amendments to These Bylaws**

(a) Any proposed amendments to these Bylaws shall be submitted to the Executive Board as described in Bylaw 501. The Executive Board shall work with the sponsor(s) of the proposed amendment to ensure that the proposed amendment conforms with the general structure of these Bylaws, that it is carefully tailored to meet its proposed objective, and that it does not conflict with the Constitution or these Bylaws. Should the amendment purposefully conflict with existing provisions of the Bylaws, the Executive Board shall prepare a report for the Elected Board explaining the impact of the proposed amendments insofar as their effect on the existing structure of the LSA and its governing documents.

(b) After the Executive Board completes its review of the proposed amendment, the final draft, along with any report from the Executive Board, shall be circulated to the members of Elected Board for their review at least twenty-four (24) hours prior to the meeting at which the proposed amendment is to be voted on.

(c) The Executive Board shall update these Bylaws as they are altered by an act of the Elected Board and periodically circulate updated versions of the Bylaws to all members of the Elected Board.

(d) The Secretary shall review these Bylaws annually to ensure proper codification of amendments to the Bylaws and shall see to it that every member of the Elected Board receives a newly updated version of these Bylaws at the beginning of each new term of office. The Secretary shall have ultimate responsibility for keeping the Bylaws in order.

## **Bylaw 104 - Effect of Violations**

Violations of the written provisions or the spirit of these Bylaws shall be sufficient grounds for disciplinary action to be taken against the members by the Elected Board.

## **Bylaw 105 - Equal Opportunity Statement**

The LSA shall not discriminate on the basis of ancestry, color, or race; cultural or ethnic background; economic circumstance; ideological, philosophical, or political belief or affiliation;

marital or parental status; national or regional origin; disability; religion or denominational affiliation; gender; sexual orientation; or age. The LSA shall not encourage or condone discrimination, either implicitly or explicitly, and shall actively discourage discrimination on any such basis.

### **Bylaw 106 - Reservation of Elected Board Prerogative**

The Elected Board is empowered by the Constitution to exercise all power necessary and proper for efficient and constitutional student government at Boston College Law School. Furthermore, except as otherwise limited by Boston College policy, the Constitution, and these Bylaws, the enumeration of responsibilities in these Bylaws shall not be construed as a restraint on the exercise of such powers as may be necessary and proper to effectuate the efficient and constitutional governing of the LSA.

### **Bylaw 107 – Definitions**

Throughout these Bylaws:

(a) The use of any time period stated in hours, unless specifically stated otherwise, is to be construed as giving meaning to a period of days, not to a literal allotment of time as calculated by the hours and minutes of such period.

(b) The time period used within these Bylaws shall be calculated to exclude weekends, holidays, and those days that may fall within any of the following scheduled recesses of the University: Thanksgiving, Winter Break, Spring Break, Easter Break, and Summer Vacation.

(c) The Executive Board refers to the Executive Officers of the LSA. The Executive Officers of the LSA shall include the President, Vice President, Secretary, and Treasurer.

(d) The Elected Board refers to the Executive Officers and Representatives of the LSA. The Representatives of the LSA shall include the 1L Representatives, 2L Representatives, 3L Representatives, L.L.M. Representative, and Transfer Representative.

## **LEVEL 200 - THE EXECUTIVE BOARD**

### **Bylaw 201 - Executive Officers**

The executive power of the LSA shall be vested in the Executive Board

### **Bylaw 202 - The President**

(a) The President shall be the Chief Executive Officer of the LSA. The President shall be elected by the student body of the Law School in accordance with the provisions of Article II, Section A of the Constitution. The President's term shall commence in accordance with the provisions of Article V, Section E of the Constitution.

(b) The President shall:

(1) prepare the agenda for, and preside over, each meeting of the Executive Board and Elected Board, unless otherwise provided for by these Bylaws;

(2) be responsible for the prompt and orderly execution of all resolutions and

legislation adopted by the Executive Board or Elected Board;

(3) report to the Executive and Elected Boards and recommend certain actions for their consideration to effectuate the goals of the LSA;

(4) appoint, subject to confirmation by the Executive Board, all officers of the LSA, whose selection is not otherwise provided for in these Bylaws;

(5) represent the LSA to the Law School Faculty and Administration, the University Faculty and Administration, the American Bar Association, the student body, and the community at large;

(6) deliver an address during first-year Orientation and an address during the Commencement ceremony;

(7) receive the conferral of degrees on behalf of the graduating class during the Boston College commencement exercises;

(8) organize a "State of the LSA" event, presenting to the student body an insight into how the LSA operates, what has been accomplished, and future goals.

(9) perform those other duties as may be specified in these Bylaws or by an act of the Board so vesting responsibility in the President.

(c) All powers not expressly delegated to the President, or impliedly flowing as necessary and proper to effectuate these enumerated powers, are reserved to the Elected Board.

### **Bylaw 203 - The Vice President**

(a) The Vice President shall be elected by and from the students on the same day as elections for the President. The term of the Vice President shall commence on the same day as that of the President.

(b) The Vice President shall:

(1) assist the President in the execution of his/her duties and in the direction of the Executive Board;

(2) exercise the powers of the President in the event that the President is absent or unable to fulfill his/her duties;

(3) become Acting President upon the resignation or removal of the President;

(4) chair the Appointed Board, as described in Article IV of the Constitution;

(5) execute the directives of the Elected Board as to the operation of LSA Committees; and

(6) chair those other committees as may be specified by other provisions in the Constitution or Bylaws of the LSA.

(c) Should the Vice President become Acting President, the Elected Board shall elect an

Acting Vice President by a simple majority vote of those voting members of the Elected Board present. The Acting President shall immediately direct the Finance & Elections Committee to conduct a special election to fill all vacant positions within two (2) weeks. The winners of this special election shall take office twenty-four (24) hours after their election has been certified by the Finance & Elections Committee and ratified by the Elected Board.

(d) In the unlikely event that the President and the Vice President both resign or are removed from office, the Elected Board shall elect an Acting President and an Acting Vice President by a simple majority vote of those voting members of the Elected Board present. The Acting President shall immediately direct the Finance & Elections Committee to conduct a special election to fill all vacant positions within two (2) weeks. The winners of this special election shall take office twenty-four (24) hours after the election results have been certified by the Finance & Elections Committee and ratified by the Elected Board.

### **Bylaw 204 - The Secretary**

(a) The Secretary shall be elected by and from the students on the same day as elections for the President. The term of the Secretary shall commence on the same day as that of the President.

(b) The Secretary shall:

(1) be responsible for distributing the agenda and recording the minutes for all meetings of the Executive Board and Elected Board;

(2) determine if a quorum of members, as required in Bylaw 401, is present at the meetings in order to transact business;

(3) make copies of the minutes of the meetings available to Elected Board members and members of the public who have an interest in viewing them;

(4) be responsible for any correspondence, memoranda, and/or materials necessary for the smooth functioning of the LSA, including a "LSA Weekly Update" sent to the student body via e-mail;

(5) be responsible for the proper maintenance and distribution of the Constitution and Bylaws;

(6) be responsible for maintaining a compilation of all legislation passed by the Elected Board, which is to be kept in the LSA office at all times, for members of the public who have an interest in viewing them; and

(7) execute other duties as assigned by the Executive Board or the Elected Board.

### **Bylaw 205 - The Treasurer**

(a) The Treasurer shall be elected by and from the students on the same day as elections for the President. The term of the Treasurer shall commence on the same day as that of the President.

(b) The Treasurer shall:

- (1) maintain all financial accounts and records of the LSA
- (2) process all paperwork necessary for the prompt payment of the financial obligations of the LSA for which funds have been appropriated;
- (3) develop, maintain, and present reports on the finances of the LSA as directed by the Executive Board and/or Elected Board;
- (4) assist Committee Chairs in preparing a budget for their planned activities;
- (5) abide by and enforce all financial regulations promulgated by these Bylaws, the Elected Board, Boston College Law School, or Boston College; and
- (6) execute other duties as assigned by the Executive Board or Elected Board.

### **Bylaw 206 - Student Organization Director**

(a) The Student Organization Director shall be elected by and from the students on the same day as elections for the President. The term of the Student Organization Director shall commence on the same day as that of the President.

(b) The Student Organization Director shall:

- (1) Maintain accurate and up to date records of all student organizations, leadership and members;
- (2) Hold regular student organization check-ins and report on these check-ins at LSA meetings;
- (3) Work to eliminate calendar/programming conflicts between organizations and seek to increase collaboration between groups on events and programming with similar topics/interests;
- (4) Work closely with the Assistant Director of Students Services on:
  - (i) Student organization maintenance, including activity/inactivity checks
  - (ii) Student organization creation
  - (iii) Org fair planning and execution
  - (iv) Mandatory org meeting planning and execution
- (5) Work with student organizations and the LSA Treasurer on petitions for ad hoc funding from the LSA internal budget; and
- (6) Execute other duties as assigned by the Executive Board or Elected Board



## **Bylaw 207 - Vacancies on the Executive Board**

Except as otherwise provided in these Bylaws, vacancies on the Executive Board shall be appointed by majority vote of the elected positions filled, after an application and interview process.

## **LEVEL 300 - REPRESENTATIVES**

### **Bylaw 301 - Apportionment of Representatives**

Representatives of the student body shall be elected to the Elected Board pursuant to, and in accordance with, Article III of the Constitution.

### **Bylaw 302 - Constituencies**

- (a) The constituency of each 1L Representative shall include all students within their first year section who are enrolled in the Juris Doctor program.
- (b) The constituencies of the 2L, and 3L Representatives are students enrolled in the Juris Doctor program that are within their respective classes.
- (c) The constituency of the LL.M. Representative shall include all students enrolled in the Master of Laws (L.L.M.) program.
- (d) The constituency of the Transfer Representative shall include all second-year students enrolled in the Juris Doctor program that have transferred to Boston College Law School.
- (e) The constituency of the Exchange Student Representative shall include students enrolled in schools abroad who are participating in a temporary exchange program at Boston College Law School.

### **Bylaw 303 - Duties and Responsibilities of Representatives**

Each representative shall:

- (1) attend and participate in all regularly scheduled Elected Board meetings, and if unable to do so, inform the Secretary of his/her prospective absence;
- (2) report and gather feedback on, to the greatest extent feasible, all activities of the LSA that affect or may potentially affect his/her constituency;
- (3) vote on all resolutions, Bylaws, or Constitutional Amendments in person or by proxy, or abstain from such votes; and
- (4) perform such special duties as may be delegated to him/her in accordance with the provisions of these Bylaws, by vote of the Board, or by direction of the Executive Board.

## **Bylaw 304 – Third-Year Events**

- (a) 3L Representatives pursuant to Article III, Subsection A of the Constitution, shall be responsible for the planning and coordination of Third-Year events leading up to Commencement.
- (b) The 3L Representatives shall:
- (1) serve as primary liaison between the LSA and the Law School Administration on matters pertaining to Commencement;
  - (2) coordinate social activities for the graduating class between the end of classes and Commencement; and
  - (3) execute other duties as assigned by the Executive Board.
- (c) Third-year Executive Officers and the LL.M Representative shall be ex officio members of the third-year events committee and shall assist the Representatives as necessary.
- (d) The third-year Representatives may add members to the Committee to assist in executing these responsibilities.

## **Bylaw 305 - Vacancies Among the Representatives**

- (a) A vacancy occurs when a member of the Elected Board has:
- (1) Resigned;
  - (2) Removed; or
  - (3) Studies or works outside of the New England area during their term for the semester during their term.
- (b) Should vacancies among the Representatives remain after an election, or should a Representative become unable to complete his/her tenure for any reason, the President shall immediately direct the Finance & Elections Committee to conduct a special election to fill all vacant positions within two (2) weeks. The special election will be conducted at the discretion of the Finance & Elections Committee and all third year Elected Board members. The winner(s) of this special election shall take office twenty-four (24) hours after their election has been certified by the Elections Committee and ratified by the Elected Board.

## **LEVEL 400 - MEETINGS**

### **Bylaw 401 - Meetings of the Board**

- (a) The Secretary shall organize and establish a calendar of regular meetings at the beginning of each semester and circulate it to members of the Board. Special meetings of the Board may be called by petition of one-third (1/3) of the voting Representatives. An emergency meeting may be called by the President or Acting President if there are circumstances that require immediate attention and possible action by the Board.

(b) A quorum of the Executive Board for the purposes of an Executive Board meeting shall be three members of the Executive Board. A quorum of the Elected Board shall be one-half of the Representatives and Executive Board members entitled to a vote.

(c) All meetings shall require a quorum to be present in accordance with Bylaw 401(b). Should such quorum not be available for any Elected Board meeting, actions taken by participants in such a meeting shall be subject to review by the Elected Board at the next meeting having a quorum. Should such quorum not be available for any Executive Board meeting, the Executive Board shall not meet.

(d) The Chair of all meetings shall be the President. If the President is unavailable to serve as Chair, the Vice President shall act as Chair. Should the President become available, they may resume the Chair at that time.

### **Bylaw 402 - Executive Sessions**

(a) A closed meeting of the Elected Board, or an Executive Session, may be convened as needed by a vote of the majority of the voting members present. Attendance at Executive Sessions shall be limited to the Executive Officers and the Representatives, and such other persons whose attendance the Executive Officers and the Representatives deem appropriate or necessary to the purpose of the Executive Session. A majority vote of the voting members of the Board present shall suffice to call the meeting out of Executive Session.

(b) Executive Sessions shall be chaired in accordance with Bylaw 401(d).

(c) In disciplinary proceedings of which the President is the subject, the Vice President or their designee shall act as Chair.

(d) Minutes shall be taken during the Executive Session, with the publication of minutes from any given session at the discretion of the Elected Board in attendance, in consideration of the sensitivity of the topic(s) discussed.

### **Bylaw 403 – Mandatory Attendance at Meetings**

(a) Executive Officers and Representatives are required to attend all regularly scheduled meetings of the Elected Board. Prospective absences shall be brought to the attention of the Secretary before the meeting, if possible.

(b) In the event that an Executive Officer or a Representative is absent without an excuse from three consecutive meetings or more than five individual meetings, that person is automatically removed from office at the conclusion of the third consecutive or fifth individual meeting. When an Executive Officer or a Representative has accumulated either two (2) consecutive or four (4) individual unexcused absences, the Secretary shall notify that individual that one additional unexcused absence will result in removal from office. This notice must be provided, in writing, no later than one (1) week before the next regularly scheduled meeting.

(c) An excused absence shall include scheduling conflicts due to class, clinics, job interviews, and emergencies. The Executive Board may grant additional excused absences at its discretion.

(d) Representatives removed under subsection (b) of this Bylaw shall be entitled to petition the Elected Board for reinstatement at the next regularly scheduled meeting. The Representative

seeking reinstatement shall notify the President at least forty-eight (48) hours before the meeting so that the President can place consideration of the petition on the agenda. By two-thirds (2/3) vote of the voting members of the Elected Board, the Elected Board may reinstate the petitioning Representative.

(e) Executive Officers removed under subsection (b) of this Bylaw shall not be entitled to petition either the Executive Board or Elected Board for reinstatement.

### **Bylaw 404 – Elected Board Voting**

(a) Voting in Elected Board meetings shall be by a method of one-vote-per-member. (b) The

Chair of the meeting, as defined by Bylaw 501(d), shall not vote unless to break a tie.

(c) Voice voting shall be employed unless a member of the Board calls for division by hand or by roll call.

### **Bylaw 405 - Conflicts of Interest in Voting**

(a) No Board member may vote on issues directly affecting a student organization of which he/she is an executive officer or on issues in which he/she has a financial stake.

(b) Whenever a voting Board member believes, or has reason to believe, that there is a conflict of interest between his/her Law Student Association duties and any other duty, obligation, responsibility, or interest, such Board member shall recuse himself/herself from voting on any issues so implicated.

(c) Whenever a Board member or a student indicates a possible conflict of interest on the part of any other Board member, the Board member having such putative conflict shall recuse himself/herself from voting on any such indicated issues or satisfy a majority of the Board that such conflict of interest does not exist.

### **Bylaw 406 - Proxy Voting**

(a) When a voting member of the Elected Board cannot be present for a meeting, or must leave a meeting early, he/she may submit a proxy form, directing that his/her vote be cast in a certain way on a particular matter. Proxies must be in writing if granted prior to the meeting. Proxies may be oral if granted during the meeting.

(b) In no event shall a proxy vote be cast other than specified in the proxy form.

## **LEVEL 500 - LEGISLATIVE PROCESS**

### **Bylaw 501 - Legislation: Resolutions and Bills**

(a) The Elected Board may consider legislation at its meetings. All legislation considered must be in writing and recorded in accordance with the following numbering scheme: “Bill/Res No.[academic year denoted XXXX / XX]\_[consecutive numbering]”. Legislation generally takes the form of either resolutions or bills. A resolution states a position or the sentiment of the Board. A

bill authorizes specific action. For example, a bill may authorize the expenditure of funds, an amendment to the Constitution or Bylaws, or the creation of a special committee.

(b) Unless specifically stated elsewhere in the Constitution or Bylaws, a majority vote of the voting members of the Elected Board who are present at the time of the vote shall be sufficient to pass legislation.

(c) Resolutions may be sponsored by any member of the Elected Board and may be introduced at the meeting at which they will be considered. Sponsors of resolutions are responsible for bringing a copy of the proposed resolution for each member of the Elected Board to the meeting.

(d) Bills may be sponsored by any member of the Elected Board. Bills must be submitted to the President and Secretary at least forty-eight (48) hours before the meeting at which they will be considered. Bills involving the expenditure of funds must also be submitted to the Treasurer. However, a two-thirds (2/3) vote of the voting members of the Elected Board present shall suffice to waive this requirement.

(e) The Elected Board may, from time to time, decide to vote on special funding requests from LSA officers, student organizations, or members of the student body. Funding requests must be submitted to the Finance & Elections Committee. The Committee shall meet and review all funding requests along with the Treasurer. The Treasurer and the Finance & Elections Committee shall

present to the Board a recommendation on how the Board should dispose of the request. The Secretary shall keep a permanent record of all such special funding requests and their final disposition by the Elected Board. The Treasurer shall keep a permanent record of all such special funding requests and note the expenditure on the public budget.

(f) A resolution passed by the Elected Board has no binding effect on subsequent Elected Boards. A bill passed by the Elected Board is binding on subsequent Elected Boards, unless that bill is specifically repealed by a subsequent bill.

## **LEVEL 600 - ELECTIONS GENERALLY**

### **Bylaw 601 - Scope of this Level**

(a) Except as otherwise provided, the provisions of these Bylaws apply to elections of the Executive Officers and Representatives during both the fall and spring elections.

(b) This Bylaw does not pertain to the referenda discussed in Level 700.

### **Bylaw 602 - Promulgation of Election Rules in addition to this Level**

The Finance & Elections Committee may promulgate and enforce any rules regarding elections that are not discussed in the Bylaws and are deemed necessary for running a successful election.

### **Bylaw 603 - Mandatory Meeting for Candidates**

(a) "All persons wishing to run for an elected position must attend the Candidates Meeting held by the Finance and Elections Meeting in person or by proxy in order to have their name placed on an official ballot in an election.

## **Bylaw 604 – Election Rules**

(a) All of the rules contained in this Bylaw shall be explained to the candidates at the Mandatory Candidates Meeting described in Bylaw 604. A pamphlet drafted by the Finance & Elections Committee and approved by the Elected Board (the “Elections Pamphlet”) may set forth additional election rules and parameters to supplement these Bylaws. The Elections Pamphlet shall be attached to the elections materials distributed to the candidates.

(b) Each candidate shall complete and sign a Candidate Petition by a date determined by the Finance & Elections Committee. Petitions for Representative positions must be signed by twenty five (25) students from the class to be represented. Petitions for Executive Officer positions must be signed by fifty (50) students from the student body.

(c) Each candidate shall sign an agreement drafted by the Finance & Elections Committee whereby each candidate represents that they: (1) have read the pertinent rules and bylaws concerning elections; (2) have asked questions about items they do not understand.

(d) Joint tickets and joint campaigning are prohibited, except for President and Vice President who must run as a ticket. Candidates must run individually for a single position. No candidate, contested or uncontested, may make a statement supporting or campaigning for another candidate. “Joint tickets” and “joint campaigning” shall have the meaning set forth in the Elections Pamphlet.

(i) Campaign materials may only be posted in designated areas on campus.

(j) No off campus gatherings may be held by a candidate, or on behalf of a candidate, for campaign purposes during the campaign and election period.

(k) Candidates or their representatives must obtain the permission of the Professor prior to speaking before or after class time. An email shall be sent to the entire law school faculty at the beginning of the campaign period outlining the rules and rights of candidates to speak before or after class time, including the prohibition on faculty and staff endorsements.

(l) A spending limit for campaign materials shall be determined by the Finance & Elections Committee. Candidates, and person(s) campaigning on behalf of candidates, shall maintain a record for their spending.

(m) No candidate may make negative comments or insinuations about other candidates in the course of campaigning or take down or cover the campaign materials of other candidates.

(o) No candidate or candidate representative may use a pre-existing Facebook group or GroupMe, or similar group messaging platform, that was created for a non-election purpose for campaigning purposes. This rule does not pertain to text messages.

(q) The Finance & Elections Committee reserves the power to actively address election issues and rule infractions at any time. This shall include the power to prescribe remedial action in conformity with Bylaw 607 where it deems appropriate.

(r) In the event the Chair is a candidate, the Finance & Elections Committee shall substitute the Chair with one of its other members to access the results and carry out the necessary functions

that ensure fair and accurate results.

### **Bylaw 605 - Ballots and Voting Procedures**

- (a) The Finance & Elections Committee shall create an online ballot in collaboration with Associate Director, Academic & Student Services.
- (b) Upon opening of the polls, access to the results of the online ballot during the voting period must be restricted to the Chair of the Finance & Elections Committee, the Dean of Student Services, and any other necessary law school faculty. (c) Candidates' names shall appear on the ballot in alphabetical order by last name. For the President and Vice President the President's name will determine the order.
- (d) All ballots shall include an abstain option for each contested position, to be listed after the names of the candidates for that office.
- (e) Uncontested positions shall be elected via ratification. A contestant can be ratified by plurality.
- (f) All ballots shall include the name of each candidate that is entitled to have his or her name on the ballot due to full compliance with all election bylaws.
- (g) Neutral notices of the election shall be posted throughout the Law School and/or emailed to the student body. These notices shall include the hours during which the polls shall be open and the web location at which voting takes place.

### **Bylaw 606 - Violations of Election Rules**

- (a) Alleged violations may be identified by the Finance and Elections Committee on its own or via submission by the public through a process identified in the elections pamphlet.
- (b) All alleged violations will be reviewed by the Finance and Elections Committee and all third year Elected Board members shall hold a vote to determine the allegation should proceed to a Elections Commission hearing. A vote of the majority of the Finance and Elections Committee and all third year Elected Board members will determine whether or not there is a full Elections Commission hearing.
- (c) In the event of an affirmative vote as described in subsection (b) the Finance and Elections Committee, one member from the Diversity, Equity, and Inclusion Committee, one member from the law school's administration chosen by the Finance & Elections Committee, and all third year Elected Board members ("Elections Commission") shall hold a hearing.
  - 1) During the hearing the Elections Commission will apply sanctions in accordance with the following guidelines:
    - a) The first violation will result in a reduction of the candidate's final vote share by 5%.
    - b) The second violation will result in a reduction of the candidate's final vote share by an additional 5%.
    - c) The third violation will result in disqualification from the ballot.
    - d) In the event the Elections Commission determines a violation was unintentional and had a negligible effect on the election the Elections Commission may issue a

warning.

## **Bylaw 607 – Certification, Ratification and Announcement of Elections Results**

(a) Within twelve (12) hours of the close of the polls, the Finance & Elections Committee shall submit a report to the Elected Board naming the winner of each office, certifying that the online elections system was secure, that each vote was accounted for, that the election was conducted in an unbiased and fair manner to each candidate, and that the winner of each office has received the greatest number of votes cast for that office.

(b) The LSA President and Vice President shall announce the unofficial results of the election to the candidates, including the percentage of the total vote share, within forty-eight (48) hours of receiving the Finance & Elections Committee's report.

(c) The official results of the Spring Election shall be e-mailed by the LSA President to the entire student body within seventy-two (72) hours of the end of the petition window. If a petition has been filed against one or more candidates, results of the elections involving the candidate(s) shall be withheld pending resolution of the petition. Furthermore, the Finance & Elections Committee, in collaboration with the Executive Board, may withhold results at its discretion pending resolution of any other election-related issue.

## **Bylaw 608 – Oath of Office**

(a) The Executive Officers and Representatives shall take the following Oath of Office upon inauguration, administered by the out-going President:

“I do solemnly swear that I will, to the best of my ability, preserve, defend, and enforce the provisions of the Constitution and Bylaws of the Boston College Law Students Association. I solemnly swear that I will exercise utmost care to uphold the good name of our school. I also solemnly swear that I will diligently, faithfully, and conscientiously perform all my duties as an officer of the Boston College Law Student Association.”

## **LEVEL 700 - REFERENDA**

### **Bylaw 701 - General Provisions Applying to all Referenda**

(a) A petition bearing the valid signatures and student identification numbers of seventy- five (75) students shall cause a specific question to be placed on a ballot for a referendum vote by the student body.

(b) Balloting and voting for referenda shall be conducted as follows:

(1) Voting shall be done in person and/or via a virtual, online process. The ballot box for voting in person on the referendum shall be conspicuously placed. Neutral notices of the balloting shall be posted throughout the law school or dispersed electronically. These notices shall include the hours



during which the polls shall be open and the location at which balloting will take place.

(2) Balloting shall take place at a convenient time for students as determined by the Finance & Elections Committee. During this time, the Finance & Elections Committee shall distribute one (1) ballot to each student who properly identifies himself/herself with a valid student identification card. The poll worker shall immediately check off the name of the voter on the official master list of the law students acquired from the Law School Registrar prior to the opening of the polls.

(3) After completing his or her ballot, the voter shall place it into the ballot box. After a student has received a ballot from the Finance & Elections Committee, no member of the Finance & Elections Committee shall handle or touch any ballot until after the close of the polls. Ballots which do not conform to the rules or instructions promulgated by the Finance & Elections Committee may be disqualified at the Finance & Elections Committee's discretion.

(c) Vote counting shall be conducted as follows:

(1) After the polls are declared closed by the Finance & Elections Committee, the Committee shall conduct the official ballot counting.

(2) The Finance & Elections Committee shall retain the ballots after counting is completed, until the time that the Elected Board ratifies the results as per Bylaw 702.

(3) The Finance & Elections Committee shall announce the results of the elections as soon as practicable after completion of all counting.

(d) The Finance & Elections Committee may promulgate and enforce any rules regarding referenda that are not discussed in the Bylaws and are deemed necessary for running a successful vote on a referendum.

(e) The Finance & Elections Committee may amend Bylaw 701(b) and (c) as necessary, with approval of 3L Representatives, if elections are conducted online.

(f) Challenges to any aspect of the referendum shall be handled according to the provision of Bylaw 607.

## **Bylaw 702 – Certification and Ratification of Referenda**

(a) The Finance & Elections Committee shall submit a report to the Elected Board, certifying that each ballot box used was in valid physical condition when opened by the Committee, that each ballot was counted, and that the referendum "winner" received the most votes. A referendum question succeeds pursuant to Subsection D of Article VI of the Constitution.

(b) The certification report of the Finance & Elections Committee must be confirmed by the Elected Board without amendment to effectuate a ratification of the results of the referendum. Disagreement with the results of a referendum is not a

valid ground for the Elected Board to fail to ratify the results of a referendum. The Elected Board may only fail to ratify the results if there is a bona fide dispute as to the validity of contested results.

### **Bylaw 703 - Constitutional Amendments by Referendum**

(a) Any and all petitions for amendments to the Constitution arising under Article VI of the Constitution shall be submitted to the Elected Board at least three (3) weeks prior to the scheduled date of elections in either the Fall or Spring semester. The express purpose of this Section is to allow the Elected Board the proper time to comply with the time restraints concerning notification to the student body of the proposed amendment.

(b) The results of the vote on proposed Constitutional Amendments shall be certified and ratified by the procedures set forth in Bylaw 702.

### **Bylaw 704 - Recall Election of a Board Member**

(a) Pursuant to Article VII of the Constitution, should the Board receive a petition bearing the signatures of seventy-five (75) students, the Board shall cause the Finance & Elections Committee to conduct a recall election of the Board member who is the subject of the petition. The recall election shall be held as soon as practicable after the receipt of such a petition for recall at a general meeting of the Board, regardless of when the next regularly scheduled election is to take place.

(b) If the said petition is submitted later than two weeks before the beginning of the final examination period of a semester, a recall election need not be held during the

reading or examination period. In such a case, the recall election shall be held as soon as practicable after the start of the following semester. Only those persons eligible to vote in the previous semester shall participate in a recall election held the following semester pursuant to this section.

## **LEVEL 800 - STANDING COMMITTEES**

### **Bylaw 801 – Nomination, Approval, and Removal of Committee Chairs**

(a) Committee chairs and members shall be selected by the Executive Board. The chairs and members shall be selected no later than four (4) weeks prior to the conclusion of the semester in which the President takes office. The President shall publicize vacant positions and devise a method for considering students interested in committee positions. With the exception of those committees enumerated in Level 800 of these Bylaws, committees may be formed and disbanded at the discretion of the Executive Board..

(b) No student shall serve as Committee Chair of more than one (1) Committee unless that student is a member of the Elected Board. The Executive Board may waive Bylaw 801(b) if necessary.

(c) Each Committee Chair will be assigned a liaison on the Executive Board before the end of the Spring Semester. Committee Chairs shall report directly to their corresponding Executive Board member.

(d) Nothing in this Level shall be construed to prohibit the President from appointing Co- Chairs if the situation is appropriate. The President shall also have the power to create additional Committee Chair positions or ad hoc committees as he/she deems necessary to effectively execute the responsibilities of the LSA. Such Committees and Committee Chair members shall also be subject to approval and confirmation by a majority vote of the Executive Board excluding the President.

(e) Committee Chairs serve at the pleasure of the Executive Board. Pursuant to Articles IV and VII of the Constitution, Committee Chairs may be removed by the President with the approval of the Executive Board.

(f) The Executive Board will provide a document detailing the roles and responsibilities of each committee prior to selecting committee members. The Executive Board will publish this document on the LSA webpage and update it annually.

## **Bylaw 802 – Finance & Elections Committee**

(a) The Finance & Elections Committee shall consist of at least one graduating member of the Executive and/or Elected Board, and two at-large members who are not officers of the Board. The President may not serve as a member of the Elections Committee but may provide the Elections Committee with advice and information as requested.

(b) No person may be a member of the Elections Committee who is running for office in an election. No member of the Elections Committee may campaign or work on behalf of any candidate or referendum issue while a member of the Committee and may not sign candidate petitions pursuant to Bylaw 604(c).

(d) The Committee shall:

(1) run elections and referenda in accordance with Levels 600 and 700 of the Bylaws;

(2) promulgate rules for all elections and referenda in accordance with Levels 600 and 700 of the Bylaws;

(3) hear and act upon election complaints and/or violations of these Bylaws or rules promulgated by the Elections Committee;

(4) organize publicity for all elections and referenda, and distribute necessary information to candidates;

(5) certify all elections and referenda upon their completion, and present the results to the Board for ratification in accordance with Levels 600 and 700 of the Bylaws; and

(6) execute other duties as assigned by the Board.

(e) The Chair of the Elections Committee shall coordinate all activities of the Elections Committee.

(f) Decisions of the Elections Committee shall be final for purposes of its certification of elections and referenda. However, appeals may be made directly to the 3L Representatives prior to its ratification of the certification.

### **Bylaw 803 – Academic Standards Committee**

(a) The Executive Board shall select at least one second or third year student to serve as the Committee Chair. The Chair shall coordinate all activities of the Academic Standards Committee.

(b) The Committee shall:

(1) ensure integrity in exam administration and create policies to respond to students' concerns about exam administration;

(2) work with faculty regarding changes in the curriculum and exam scheduling; and

(3) attend disciplinary hearings following academic code violations.

### **Bylaw 804 – Appointments and Promotions Committee**

(a) The Executive Board shall select at least one second or third year student to serve as the Committee Chair. The Chair shall coordinate all activities of the Appointments and Promotions Committee.

(b) The Committee shall:

(1) represent the student body in the process of selecting new professors;

(2) assist in compiling recommendation reports to the Dean;

(3) participate in the evaluation process for professors being considered for tenure and promotion in accordance with the processes set forth in the relevant University Statutes and Law School Procedures on Promotion and Tenure;

(4) survey the student body for input on hiring and tenure decisions; and

(5) act as the student representatives in the selection of a new Dean, when necessary.

### **Bylaw 805 – Diversity, Equity, and Inclusion Committee**

(a) The Executive Board shall select at least one second or third year student to serve

as a Committee Co-Chair. The Co-Chair(s) shall coordinate all activities of the Diversity, Equity, and Inclusion Committee.

(b) An Additional Co-Chair will be appointed and selected by the Student Directors of BC Law's LAHANAS. This Co-Chair is responsible for facilitating communication and coordination between LAHANAS and the LSA.

(c) The Committee shall:

- (1) plan, coordinate, and publicize Diversity Month (April);
- (2) communicate with affinity groups and help address their concerns;
- (3) secure guest speakers for diversity events;d
- (4) schedule regular meetings between affinity groups and the LSA to discuss co-sponsorships and collaboration of events; and
- (5) coordinate a monthly meeting between the LSA President and or Vice President and the leadership of LAHANAS.

### **Bylaw 806 – Student Organizations Committee**

(a) The Executive Board shall select at least one second or third year student with prior experience in a student organization to serve as the Committee Chair. The Chair shall coordinate all activities of the Student Organizations Committee.

(b) The Committee shall:

- (1) assist the Student Organizations Director in their duties;
- (2) assist individual student organization leaders with navigating group leadership procedures; and
- (3) ensure student organization feedback and needs are being communicated to the Student Organizations Director and other Elected Board members.

### **Bylaw 807 – Internal Development Committee**

(a) The Executive Board shall select at least one second or third year student to serve as the Committee Chair. The Chair shall coordinate all activities of the Internal Development Committee.

(b) The Committee shall:

- (1) act as a liaison between campus resources and the LSA;
- (2) facilitate student-faculty interaction through lunches, receptions or events with faculty and administrators (e.g. Dean's Luncheons, State of the LSA, State of BC Law);
- (3) revise, organize, and promulgate an annual, self-published student report on Quality Assessment, which details student perspectives on school operations, administration, and broader perceptions of the law school;

- (4) update the student body on what BC is doing to improve in the rankings; (5) assist faculty in brainstorming and implementing campus renovation projects; and
- (6) periodically review the LSA Constitution and Bylaws and present recommended changes to voting LSA members for discussion and potential adoption.

## **LEVEL 900 - FINANCIAL PROVISIONS**

### **Bylaw 901 – Collection of Revenue**

- (a) The LSA receives a portion of the Student Activity Fee from the Office of the Dean for Students.
- (b) Unless authorized by these Bylaws, no Committee shall raise funds without approval of the Elected Board.

### **Bylaw 902 – Authority to Appropriate Funds**

- (a) Except as otherwise provided in this Bylaw, the Elected Board shall have sole authority to allocate funds in excess of two-hundred and fifty dollars (\$250).
- (b) Except as otherwise provided in this Bylaw, the Executive Board has authority to allocate funds in amounts smaller than two-hundred and fifty dollars (\$250).
- (c) Pursuant to Section C of Article VIII of the Constitution, both the President and Treasurer have the authority to allocate no more than one-hundred dollars (\$100) for a particular purpose. The Treasurer shall report any such allocations to the Elected Board at its next meeting.

### **Bylaw 903 - Requirements for Disbursal of Funds**

- (a) Except as otherwise provided in this Bylaw, the Treasurer shall be able to authorize the disbursal of funds allocated by the Elected Board. Under no circumstances shall any officer authorize a disbursal of funds to himself/herself. The President shall authorize required disbursals to the Treasurer.
- (b) The Treasurer shall process only those requests for expenditures or reimbursements made on the proper forms and supported by proper documentation. The forms shall be designed and maintained by the Treasurer and shall request all information the Treasurer deems necessary to process the request. Proper documentation shall include, but is not limited to, original receipts and invoices. A request for reimbursement or expenditure must be accompanied by the original receipt or invoice. The Treasurer may require the requestor to submit multiple copies of the forms and documentation.
- (c) Reimbursements shall only be made to the individual who incurred the expense.
- (d) As the University is a tax-exempt organization, the Law Student Association shall not generally make reimbursements or expenditures for sales tax. The Treasurer shall give all parties allocated funds access to the University's taxpayer identification number upon request.

(e) No Law Student Association funds may be expended for the purpose of influencing or impacting campus political campaigns.

(f) No expenditure or reimbursement shall be processed which violates Federal, State, or local law, University rules and regulations, or the Constitution and Bylaws.

### **Bylaw 904 - Emergency Approval of Expenditures**

(a) In the event that the Treasurer is unavailable, the President shall have the authority to authorize the expenditure of or reimbursements from allocated funds. In the event that the President is unavailable, authority shall pass first to the Vice President, then to the Secretary. Should the President, or other officers of the LSA, authorize the expenditure of funds in violation of these Bylaws, they will have committed a violation of these Bylaws, and must be reported to the Elected Board.

(b) When any officer other than the Treasurer authorizes the expenditure of or reimbursements from allocated funds, that officer shall report the action to the Treasurer as soon as possible. Failure to do so is a violation of these Bylaws and must be reported to the Elected Board.

## **LEVEL 1000 -- Communications & Technology**

### **Bylaw 1001 – Methods of Communication**

The Executive Board shall communicate official information to LSA members through the LSA E mail Listserv, the LSA Portal on MyBC, and/or LSA Social Media accounts. The Executive Board maintains the discretion to select the appropriate method of communication to be used.

### **Bylaw 1002 – LSA E-mail Listserv**

(a) The Secretary will be responsible for managing the LSA e-mail account. All messages delivered through the LSA E-mail Listserv must be approved by the Secretary. The President and Vice President are also authorized to approve and send out e-mails from this account. (b) Use of the LSA E-mail Listserv is reserved for the promotion and dissemination of LSA sponsored events and information. The LSA E-mail Listserv shall not be used to send one-off e mails promoting a particular ideological, philosophical, or political belief or affiliation.

### **Bylaw 1003 – MyBC**

(a) The Secretary will be responsible for managing the LSA Portal on MyBC. Specifically, he or she will be responsible for populating the Events Calendar with LSA events, populating and updating the Committee groups, and providing Event Planning Access when necessary.

(b) Once a week, the Secretary will send an LSA Weekly Updates message to the student body. The message will include announcements on LSA events, as well as any submissions of promotional announcements received by student organizations.

(c) Members of student organizations may request for the LSA to send a promotional announcement about an event or opportunity on their behalf to the student body. These announcements must be submitted to the Secretary for approval and inclusion no later than one day prior to the LSA Weekly Updates message delivered via e-mail to the student body. The Secretary is responsible for making LSA members aware of the protocol in place for submitting

promotional announcements.

### **Bylaw 1004 – Social Media**

(a) Members of the Executive Board may choose to communicate official information with LSA members through the LSA Social Media accounts.

(b) Each of the 1L Representatives is responsible for inviting and adding students within their section to the LSA Facebook Group. Each of the 1L Representatives should also make a good faith effort to invite students to the LSA Facebook event pages.

## **LEVEL 1100 – HISTORICAL PROCEDURE**

### **Bylaw 1101 – History**

Proposed on March 7, 2006

Adopted on March 15, 2006

Amended on April 17, 2008

Proposed on February 22, 2016

Amended on February 29, 2016

Proposed April 12, 2021

Amended April 15, 2021

Proposed on February 21, 2022

Amended on February 28 and March 14, 2022

Proposed February 13th

Amended February 16th

Proposed February 23rd

Amended February 23rd

Proposed March 20, 2023

Amended March 21st, 2023