



## **CONSTITUTION OF THE UNIVERSITY OF ARKANSAS STUDENT BAR ASSOCIATION**

### **ARTICLE I: NAME AND LOGO**

The name of this organization shall be the University of Arkansas School of Law Student Bar Association (hereinafter referred to as Student Bar Association, Association, or SBA). The official logo of the SBA is shown above.

### **ARTICLE II: NAME AND PURPOSE**

The purposes of the SBA, which are to be exercised in the student and school interests, are as follows: to advance the academic interests and purposes of the student body; to assist the Administration of the University of Arkansas School of Law in maintaining the highest level of legal education; to provide a liaison among students, faculty and alumni, to serve as a forum for the discussion of professional problems and to assist in maintaining and improving the honor and dignity of, and respect for the legal profession.

This SBA is not affiliated with the law school and is an independent entity which functions socially, financially, and all other functions solely at the direction of the President and the President's current SBA executive board.

### **ARTICLE III: MEMBERSHIP**

#### **AMENDMENT 1: VOTED ON APRIL 20, 2021**

Section 1. (Social Members of SBA) All law students (hereby termed "social members") upon enrollment in the law school, are immediately deemed "social members" of the SBA of which all receive the same financial benefits at all Social Events, opportunities, and resources that are planned and executed by the SBA. Exclusive Social Membership designated fees at the

beginning of the year and differentiation of law student SBA membership is hereby revoked and is not a pre-requisite requirement to participate in SBA hosted activities.

Section 2. (SBA Fees) The SBA has the authority to determine, based on their financial situation at the beginning of each Fall semester, whether to offer all social members a dual financial option to pay for SBA bar review. The dual financial options consist of the following:

- (1) SBA offers an “up front bar review cost” for all law student social members. The cost (to be determined by SBA but not to exceed \$100 per student) is optional for students to pay for all bar reviews held by the SBA in the associated year. The cost will cover all bar reviews and gain the social member “free” admittance to each bar review held in that year by the SBA. This fee covers only bar reviews and does not cover the additional admittance fees for admittance to the SBA’s specialty events (Barristers, Faculty Auction, Ex Parte, etc.).
- (2) All law student social members have the choice to “pay by the event.” For students who elect to “pay by the event” for that associated year, the SBA will determine what the admittance fee is for each bar review considering the cost of the bar review and the SBA’s current financial situation.
- (3) The SBA will not offer social members who pay the “up front bar review cost”, discussed in (1) above, a discount or special admittance price for specialty events different from social members who chose to “pay by the event.” All specialty event admittance costs will be equal for each law student social member regardless of which financial option the social member chooses at the beginning of the Fall year.

Section 2. SBA has the authority, based on their current financial situation at the beginning of each Fall semester to offer (1) the dual financial option or (2) only offering all social members the “pay by the event option.” SBA does not have the authority to only offer an “up front bar review cost” option discussed in Section 2. (2) above.

Section 3. (Inclusion and Diversity Commitment) The SBA is authorized only to offer (1) or (2) in Section 2 because of the SBA’s commitment to involve every student enrolled in the law school by equal means.

#### ARTICLE IV: OFFICERS AND TERMS OF OFFICE

Section 1. (Officers) The officers of the Association shall be a President, a Vice President, a Secretary, a Treasurer, a Faculty Liaison, an Arkansas Bar Association Representative, an American Bar Association Representative, a Minorities’ and Women’s Affairs Representative, a Public Service Officer and four At-Large Representatives, one to be elected from each of the third year and second year student classifications and two from the first year student classifications.

Section 2. (Terms of Office) The terms of office for President, Vice President, Secretary, Treasurer, Faculty Liaison, Arkansas Bar Association Representative, American Bar Association Representative, a Minorities' and Women's Affairs Representative, the Public Service Officer, and the four At- Large Representatives shall each be one year. The term of office shall begin on the second Monday in April of each year.

Section 3. (Qualifications for Office) The minimum qualifications for all offices shall be in good standing (2.00 GPA and financially solvent to the SBA). For the office of President, only a second or third year student may serve. Only members of the Arkansas Bar Association may serve as the Arkansas Bar Association Representative, and only members of the American Bar Association may serve as the American Bar Association Representatives.

Section 4. (Elections) Elections shall be handled by the Election Board in conformance with the Election Code. The Election Board shall be composed of the Honor Council and members of the SBA Executive Committee who are not running for a position, or are running unopposed.

Section 5. (Vacancy) In the event of a vacancy of an office, the President shall appoint a member of the Association to carry out the term of that office, which appointment must be approved by a majority of the Executive Committee. If there is a vacancy in the office of President, the Vice President shall assume the office of President.

#### ARTICLE V: EXECUTIVE BOARD

Section 1. (Membership) The Executive Board shall be composed of the Officers of the Association and the immediate past President (unless he shall have graduated). All except the past Presidents are voting members, each having one vote.

Section 2. (Classifications) All classifications, qualifications, terms of office and vacancies shall be handled in the same manner as prescribed by Article II of this Constitution pertaining to the officers of the Association.

Section 3. (Quorum) At any meeting of the Executive Board, a quorum, consisting of at least 7 members of said committee, is required in order to execute a valid vote.

Section 4. (Executive Officers) The Executive Officers make the Executive Council and shall include the President, the Vice President, the Secretary, and the Treasurer. The powers and duties of the Executive Council shall be as follows:

- a. Represent the interest of the entire student body to the SBA Executive Board, faculty and administration.
- b. Attend as many SBA planned events as possible.
- c. To act on any matter or program consistent with the Constitution which it deems in the interest of the Association.

- d. To forward recommendations of the Administration of the Law School regarding policies affecting student affairs
- e. Report any business which in its judgment shall require action of the Association.
- f. The appropriation of more than \$100.00 shall have a two-thirds (2/3) approval of the committee.
- g. To hear any member of the faculty.
- h. All motions except as otherwise stated must be passed by a majority of the Committee.
- i. To set up such temporary committees and appoint a chairperson as it deems necessary to carry out the goals and objectives of the Association.
- j. To select representatives to Faculty Committees, and schedule periodic appearances for those representatives to report to the Association at its general meetings. Any action taken by the Committee may be overridden by a majority vote of the Association (those present, except for an appropriation, which shall take two-thirds (2/3) vote.)
- k. An appointee of the Executive Council may be removed for cause shown by a two-third (2/3) vote of the Executive Council.

## ARTICLE VI: POWERS AND DUTIES

### **Section 1. Powers and Duties of all Student Bar Association Executive Members**

#### **All executive officers shall:**

- A. Uphold the integrity of the Association in speech, actions, and demeanor.
- B. Check-in students at at least two (2) Bar Reviews per semester.
- C. Assist in the advertising of events through tabling, sending virtual messages, word of mouth, and/or posting graphics created by the Secretary on social media accounts.
- D. Assist in maintaining the cleanliness of communal spaces such as the kitchen, fridges, and study areas in the Law School.

### **Section 2. (President) The President shall be the Chief Executive Officer of the SBA Board and shall be elected, serve and fulfill his/her duties in accordance with the Constitution.**

#### **The President shall:**

- A. Assume all powers of the Presidency upon election.
- B. Transfer all powers of the Presidency to the new President upon the election of a new President.
- C. Oversee the transition from the previous SBA Board to the current SBA Board.
- D. Serve as the official spokesperson of the SBA.
- E. Call and preside over all SBA Meetings
- F. Meet regularly with Law School administrators to share information and lobby on behalf of all law school students.
- G. Monitor the actions of the faculty and administration to ensure student rights are preserved.
- H. Request funds from Administration for implementation of SBA initiatives.

- I. Prepare and or update/ both a paper and electronic copy transition binder for his/her successor by the date the new President assumes office.
- J. The president shall have the power to call emergency meetings at any time he/she deems necessary.
- K. The President shall exercise such powers, not inconsistent with this constitution, as are usually possessed by presiding officers.
- L. Attend the American Bar Association Annual Meeting over the summer to represent the University of Arkansas.
- M. Attend the Arkansas Bar Association Annual Meeting to represent the University of Arkansas.

**Section 3. (Vice-President) It shall be the duty of the Vice President to**

- A. Assume the power of the Vice Presidency upon election
- B. Transfer all powers of the Vice Presidency to the new Vice President upon the election of a new Vice President
- C. Perform the duties of the President during the latter's absences or inability to act, to Assist the President and to assume such office in the event the President is unable to hold such office.
- D. The Vice President shall be the Association's Liaison with other Law School organizations.
- E. The Vice President shall chair the Association's Activities Committee and such other committees as the Association may appoint him to chair.
- F. The Vice President shall oversee all events organized by the SBA including but not limited to
  - a. Bar Reviews
  - b. Ex Parte
  - c. Any and all events that the Administration request the SBA to assist.
  - d. Maintain a list of those responsible for various event planning tasks
  - e. Coordinate the creation and sale of all tickets for SBA events.
- H. Maintain a database of event information to pass on to future Vice Presidents.
- I. Prepare and/or update both a paper and electronic copy transition binder for his/her successor by the time the new Vice President assumes office.

**Section 4. (Secretary) The Secretary shall:**

- A. Assume the powers of the Secretary upon election.
- B. Transfer all powers of the Secretary to the new Secretary upon the election of a new Secretary.
- C. Ensure that copies of the Constitution are made available to all students.

- D. Record and distribute minutes of all SBA meetings.
- E. Serve as a liaison to student groups regarding announcement of events, notices, and activities.
- F. Handle all official SBA correspondence.
- G. Maintain the SBA Facebook page, Instagram, and all other social media account.
- H. Maintain and organize the bulletin board designated to the SBA.
- I. Prepare introductory materials for new SBA Board members.
- J. Prepare and or update both a paper and electronic copy transition binder for his/her successor by the date the newly elected Secretary assumes office.
- K. Further, the Secretary shall take roll at all meetings of the Association.

**Section 5. (Treasurer) The Treasurer shall:**

- A. Assume the powers of the Treasurer upon election
- B. Transfer all powers of the Treasurer to the new Treasurer upon the election of a new Treasurer.
- C. Oversee all SBA funds.
- D. Maintain records of all SBA Transactions.
- E. Examine receipts and process reimbursement request by SBA members.
- F. Process fees and cut checks for the SBA.
- G. Prepare and/or update both a paper and electronic copy transition binder for his/her successor.
- H. It shall be the duty of the Treasurer to collect, take charge of, and, under the direction of the Executive Committee, dispose of all funds of the Association.
- I. The Treasurer shall keep a complete record thereof and shall present a full report each month to the Executive Committee and the Association.

**Section 6. (Faculty Liaison) The Faculty Liaison shall** act as intermediary between the Association, the Faculty, and the Law School Administration. The Faculty Liaison shall present to the Administration such matters as deemed necessary by the Association Executive Committee and the Student-Faculty Committee.

**The Faculty Liaison shall:**

- A. Make every effort to attend all faculty meetings, and such is expected by the faculty and its bylaws.
- B. Make sure he is receiving the faculty meeting agenda, and the minutes after each meeting.
- C. Review the agenda before each meeting, and have an understanding of what students think about the issues beforehand.

- D. Be prepared to vote and deliberate on matters that come before the faculty at the meeting.
- E. Understand the bylaws which grant the liaison the right to propose his/her own motions at faculty meetings.
- F. Understand that the bylaws grant the faculty liaison the responsibility of nominating students to the Dean to serve as voting members of the faculty committees.

It is critically important that to have student representation on these committees, and the liaison needs to know that he/she is supposed to do this at the beginning of the year. The Dean defers to the chairs, so the process is to contact the faculty chair of each committee, and obtain their assent to the student nominated. If the chair agrees, the student is confirmed. The liaison is also expected to notify the SBA President of the nominees.

- G. Promptly notify the SBA leadership before each faculty meeting, and ask them for any motions they may have for him/her to present.
- H. Be responsible for coordinating and representing student petitions for changes to the curriculum and schedule each semester, and negotiate these issues with the Dean of Academic Affairs.
- I. Develop a close working relationship with the Dean of Academic Affairs.

**Section 7. (Arkansas Bar Association Representative)**

It shall be the duty of the Arkansas Bar Association Representative to act as the liaison between the Association and the Arkansas and Washington County Bar Associations. He shall chair such committees as may be appointed by the Association or Arkansas Bar. The Arkansas Bar Representative shall:

- A. Attend the Annual Arkansas Bar Association Meeting held each June.
- B. Attend the Young Lawyers Meetings
- C. Attend all University of Arkansas School of Law Events.
- D. Network with lawyers and represent the students of the law school.
- E. Coordinate a networking event in the Spring and the Fall with the Young Lawyers Section.
- F. Encourage active student participation with the Arkansas Bar Association.
- G. Encourage graduating students to become members of the Arkansas Bar Association upon completion of the Bar exam.
- H. Prepare/and or Update both a paper and electronic copy transition binder for his/her successor.

**Section 8. (American Bar Association Representatives) It shall be the duty of the American Bar Association Representatives to act as liaisons between the American Bar Association and the Association.**

**The ABA representative shall:**

- A. Keep the law school community abreast of SBA events, scholarships, and other opportunities.

- B. Attend the American Bar Association Annual Meeting over the summer to represent the University of Arkansas.
- C. Serves as the liaison between the SBA and the national and regional chapters of the ABA.
- D. Encourage active student participation with the American Bar Association by making students aware of positions and opportunities within the ABA Law Student Division.
- E. Prepare/update both a paper and electronic copy transition binder for his/her successor.

**Section 9. Class Representatives:**

**All Class Representatives shall:**

- 1. Represent the interest of their respective class to the SBA Board, faculty and administration.
- 2. Actively aid the Executive Council members in their respective duties.
- 3. Be present at the majority of SBA planned events.
- 4. Prepare and or update both a paper and electronic copy transition binder for their successor.

**A. 3L Class Representatives**

- a. One (1) rising 3L shall be elected to serve as 3L Representative starting in the spring of their 2L year.
- b. 3L Class Representative shall serve from the spring of their 2L year through the end of the academic year.
- c. 3L Class Representative shall:
  - i. Collaborate with student organizations.
  - ii. Work with the Vice President to plan annual events.
  - iii. Pursue policy initiatives that interest them.
  - iv. Serve as liaisons between the 3L class and the SBA Board.
  - v. Serve as the liaison on behalf of the 3L class to all request made by Administration.
  - iii. Keep all lockers, locks, and combinations maintained in the database and distribute those lockers, locks, and combinations the week before the Fall term starts each year.
  - iv. Organize the “Law School Impact” awards for graduating student. The program shall allow all graduating students to present one (1) “Life Impact Award” to a faculty or staff member of their choosing before graduation.
- d. 3L Class Representative shall:
  - i. Collaborate with student organizations.



- ii. Work with the Vice President to plan annual events.
- iii. Pursue policy initiatives that interest them.
- iv. Serve as liaisons between the 3L class and the SBA Board.
- v. Serve as the liaison on behalf of the 3L class to all request made by Administration.

**B. 2L Class Representatives**

- a. One (1) rising 2L shall be elected to serve as 2L Representative starting in the spring of their 1L year.
- b. 2L Class Representative shall serve from the spring of their 1L year through the spring General Election of Class Representative their 2L year.
- c. 2L Class Representatives shall:
  - i. Collaborate with the Secretary to advertise SBA events and initiatives.
  - ii. Order graduation awards for all graduating 3Ls who serve on the SBA Board during their time in law school.
  - iii.iv. Serve as liaison between the 2L class and the SBA Board.
  - iv. v. Assist in SBA tabling and advertisement efforts.
  - v. Serve as the liaison on behalf of the 2L class to all requests made by Administration.
  - vi. Organize and promote the Mentorship Program. The program should allow all 1L students to receive a 2L or 3L mentor during their first semester of law school.

Serve as the liaison on behalf of the 2L class to all request made by Administration.

**C. 1L Class Representatives**

- a. Two (2) 1Ls shall be elected to serve as 1L Representatives starting in the fall of their 1L year in accordance with this Constitution. One (1) Representative shall be elected from each section. If the number of 1L sections created by the administration exceeds two (2), the number of 1L Representatives shall increase to equal the number of 1L sections so that one (1) Representative is elected from each section.
- b. 1L Class Representatives shall serve from the fall of their 1L year through the spring General Election of Class Representatives their 1L year.
- c. The 1L Class Representatives shall:
  - i. Collaborate with the Secretary to advertise SBA events and initiatives.

- ii. Serve as liaisons between the 1L Class and the SBA Board.
- iii. Assist in SBA tabling and advertisement efforts.
- iv. Serve as the liaisons on behalf of the 1L class to all request made by Administration.
- v. Organize Spirit Week and coordinate the competition between sections

**Section 10. (Public Service Officer.) The Public Service Officer shall:**

- A. Organize, plan, and execute two fundraising events to benefit the legal community.
  - a. The Public Service officer shall plan the Benefit Tournament of choice to benefit the SBA's legal charity of choice in the Fall or Spring semester.
    - i. Appoint a Committee to help organize the event.
    - ii. Talk to potential vendors for food and beverages.
    - iii. Promote the event to the school and legal community at large.
    - iv. Oversee all aspects of the Tournament
  - b. Organize the Faculty Auction
  - c. Appoint a committee to help organize event.
    - i. Work closely with the Faculty Liaison to gather Faculty Donations.
    - ii. Talk to potential vendors for food and beverages to be donated.
    - iii. Promote the event to the school and legal community at large.
    - iv. Oversee all aspects of the Faculty Auction
  - d. The Public Service Officer shall promote all SBA events to the student body and the legal community.
  - e. The Public Service Officer shall meet regularly with the Public Service Director of the School of Law and inform students about all public service opportunities.

**Section 11. (Women and Minority Representative) The role of the Women and Minority Representative shall be to:**

- a. Educate the legal community and general public on issues relating to minorities and women in the practice of law;
- b. Support and serve minority and women practicing attorneys and students, by advocating the retention and advancement of minority and women lawyers;
- c. Develop strategies to broaden the legal opportunities for minority and women attorneys; and

- d. Promote the "Statement of Goals for Increasing Minority and Woman Representation and Retention"
- e. Represent the interests of Women and Minorities to the SBA Board, Faculty and Administration.
- f. Be present at the majority of SBA Events.
- g. Organize events with other school organizations for women and minorities.
- h. Prepare and or update both a paper and an electronic copy of the transition binder for their successor.

#### ARTICLE VII: MEETINGS

Section 1. (Date and Time) Meetings of the Association shall be held at least once in a month during the regular school year, the date and time being at the discretion of the Executive Committee. Notice of all meetings shall be posted in a public place in the Law School building at least two days prior to the meeting.

Section 2. (Motions) An affirmative vote of a majority of the members present at any duly called meeting shall be necessary for the normal conduct of Association business, except for an appropriation, which requires two-thirds (2/3).

#### ARTICLE VIII: ORDINANCES

Section 1. (Ratification) This Constitution is to take effect immediately upon ratification in the manner prescribed by Article IX of amending the Constitution.

Section 2. (By-Laws) By-Laws may be established or amended at any regular meeting during the school year by a two-thirds (2/3) vote of the members voting, provided that notice of the proposed By-Law or amendment shall have been given at least (3) days prior to the meeting at which the vote is to be taken by publicly posting such proposal in the Law School Building.

#### ARTICLE IX: SUSPENSION OF THE CONSTITUTION AND RULES

Whenever it appears, at a regularly called meeting of the Association, that a grave emergency exists, and immediate action is necessary, the presiding officer may entertain a motion to suspend the Constitution and rules. The passage of such motion shall be by a vote of three fourths (3/4) of all members present and voting. Such provisions or rules shall be suspended for the purpose and in the manner stated in the motion. Attendance of not less than one-tenth (1/10) of the active membership is required for this procedure. Suspension of the Constitution and Rules shall last for a reasonable amount of time.

#### ARTICLE X: AMENDMENTS

The Constitution may be amended in the following manner only: the President will publish a proposed amendment publicly and invite comments on the proposed amendment. In the same announcement the President will declare a date at least 14 days after publication of the notice on which there will be an open SBA meeting about the proposed amendment. All members should be encouraged to attend the meeting and there will be a period of open debate on the proposed amendment. At the close of debate, the President will take a vote of all SBA members present at the meeting. If the proposed amendment receives an affirmative vote of two-thirds (2/3) of the members present, then the proposed amendment will be adopted.

#### ARTICLE XI: STANDING COMMITTEE

The following committees shall be perpetual:

1. Chief of Staff: Shall be appointed by the President in consultation with the Vice President. The Chief of Staff shall serve at the President's pleasure. The Chief of staff shall (a) Attend all SBA Board meetings (b) assist in the administration of SBA business (c) manage the work flow document of all SBA initiatives.
2. Activities Committee: Shall be chaired by the Vice President. Duties include overseeing all activities, social and academic, sponsored by the Association. It shall be made up of no less than (5) members chosen from among the Association membership by the Executive Committee.

#### ARTICLE XII: DUTIES OF STUDENTS WHO REPRESENT THE SCHOOL IN VOTING CAPACITIES

Section 1. Whenever a student represents this school in any voting capacity he shall listen to and consider the comments and opinions of any other students from this school that might be present.

The student with the vote is to represent the students of this school, not necessarily his own personal interests.

Section 2. Whenever a student represents this school in any voting capacity he shall be required to report to the Executive Committee the votes he placed and any reasoning behind those votes, should it be requested.

#### ARTICLE XIII: REMOVAL FROM OFFICE

Section 1. (Grounds) An officer may be removed from office for violation of the Constitution, the By-Laws, abuse of office, or gross neglect of duties.

Section 2. (Procedure) The procedure for removal of office shall be as follows:

1. Any person wishing to institute removal from office proceedings must so move and be seconded at the Association general meeting. A vote shall be taken, with a simple majority required to go further with the procedure.
2. At the same meeting, a committee of five (5) persons shall be elected by a vote of those present to serve as an investigating body. It will be their duty to investigate the charges. They will arrange, within five (5) days, a meeting with the officer in question to give him an opportunity to speak to the charges.
3. Within five (5) days the committee shall form and make a recommendation whether to impeach.
4. The recommendation of the committee shall be presented at the next regular meeting of the Association. A vote shall be taken of those attending, with a two-thirds (2/3) majority required to impeach.

## SBA ELECTION CODE

### I. Timing of Elections, Offices, Qualifications for Office, Terms of Office, Votes Required to Win

A. **TIMING OF ELECTIONS.** Each year there will be two (2) SBA elections. (1) The first election of the year will be designated as the fall election and will be held during the third week of classes in the fall. (2) The second election of the year will be designated as the "general election" and will be held the second Monday immediately preceding Spring break of each year. (3) If a runoff election is needed, the runoff election will be held on the Thursday of that same week.

B. **OFFICES** (1) **Fall Election.** Two persons are to be elected as the first year Representative-at-Large to the SBA. Only first year students will be permitted to vote in the election of the first year representatives. There will be two Honor Council Members elected from the first year class, two from the second year class, two from the third year class, and one Member-at-Large. Only members of a particular class shall vote for representatives of that class. The American Bar Association Committee shall be elected at this time. All students may vote on the members of this committee. (2) **GENERAL ELECTION.** Officers to be elected in the general election will be President, Vice President, Secretary, Treasurer, Faculty Liaison, an Arkansas Bar Association Representative, an American Bar Association Representative, a Minorities' and Women's Affairs Representative, and one Representative-at-Large to the SBA from each of the upcoming second and third year classes. All students may vote on a professor to receive the professor of the year award.

C. **QUALIFICATIONS FOR OFFICE.** Any student in good standing may run for any office except: (1) Only students who will be in their second or third year during the prospective term of office may run President of the SBA (2) Only students who have at least two (2) semesters remaining before graduation may run for American Bar Association Representative, Arkansas Bar Association Representative, or Faculty Liaison. (3) Only members of a particular class may represent that class as a Honor Council Member or as a SBA Representative-at-Large. (5) Only members of the Arkansas Bar Association may serve as Arkansas Bar Association Representatives and only members of the American Bar Association may serve as an American Bar Association Representative. (6) No member may simultaneously hold two SBA elective offices.

D. **TERMS OF OFFICE:** All offices will be one year beginning the second Monday in April each year.

E. **VOTES REQUIRED TO WIN.** (1) **SBA OFFICES.** A majority of the votes cast is required to win any SBA office and the Offices of American Bar Association and Arkansas Bar Association Representatives, notwithstanding the exception below. If no candidate has a majority of the votes for a particular office in the primary election, the two candidates for such office with the highest number of votes will compete in a run-off election. Further, if there is more than one candidate receiving the second highest number of votes, the run-off election shall consist of the candidate receiving the highest number of votes. When there are more than two people in run-off election, the winner shall be determined by a plurality. (2) **HONOR COUNCIL**

MEMBERS. A voter may cast as many separate votes for Honor Council candidates as there are positions to be filled with his or her particular class. A voter may not cast more than one vote for any one candidate. The candidates with the highest number of votes will win.

## II. Administration of Elections Polls, Ballot, Who May Vote

A. ADMINISTRATION OF ELECTIONS. The Honor Council will administer all elections along with SBA according to this code. Only the students who are not running for an office or are running unopposed may administer the election. It will be the responsibility of the incumbent SBA President to request the Chairperson of the Honor Council to assume responsibility for conduction each election. This request will be made no later than one week prior to the beginning of the registration period.

B. POLLS.(1) Polls will be open at a table on the first floor of the Law School, the exact place to be at the discretion of the Dean or Assistant Dean of the law school. The time the Polls will be open will be determined by the current SBA officers. Polls should be attended by at least one Honor Council Members at all times. One person will distribute the ballots and mark the voter's name off a master list of students; the other person will make sure that the ballots are placed in the ballot box. (2) The ballot box shall be attended at all times while the polls are open. Three students who have administered the election will count the ballots after the polls close and will immediately thereafter post the results in a public place in the Law School building and announce whether there will be a run-off election. Only the winners of a race should be indicated, no final members shall be disclosed.

C. BALLOTS. There will be three classes of ballots designated at first, second, and third year ballots. Each ballot will include only the offices for which a member of a particular class may vote. One ballot will be printed for each member of each class, and each voter may have only one ballot. A sample ballot for each class is to be posted on the SBA bulletin board at least 24 hours before the election. Ballots which are not marked by 2 p.m. on Election Day will be promptly destroyed.

D. WHO MAY VOTE. All enrolled students may vote for the offices of President, Vice President, Secretary, Treasurer, Faculty Liaison, American Bar Association Representative, Arkansas Bar Association Representative, Public Service Officer, and Minorities' and Women's Affairs Representative. Only members of a particular class may vote for the office of SBA Representative-at-Large representing that class and for the Honor Council Members representing that class.

## III. Candidate Registration, Campaigning

A. CANDIDATE REGISTRATION. On Monday of the week preceding election week, the incumbent secretary of the SBA will post notice of the upcoming election on the SBA bulletin board along with a registration poster. Registration to run for office will be signified by signing in the appropriate space provided on the registration poster. Registration will be closed at 5 p.m. on the Thursday preceding election week. The number of candidates for any office will be unlimited.

B. CAMPAIGNING. Campaign posters will be limited to two poster size signs and three 8 1/2 inch signs. All signs should be posted on bulletin boards. Verbal campaigning and hand out material will not be limited. However, campaign leaflets in student mail boxes are discouraged. Distributions in student mailboxes are limited to one session per election per candidate. Any such distribution must be at the student's expense. No signs may be posted prior to 8 a.m. on the Thursday preceding election week, and all signs must be removed by the candidates no later than 5 p.m. on the Thursday of election week. Campaign posters may not be posted near the election table, nor may the candidate campaign near the election table. Nonconforming signs and those posted on walls and windows will be removed. Candidates are limited to posting on their respective Social Media walls. Candidates shall refrain from posting on all Social Media pages that involve the University of Arkansas School of Law, including but not limited to the SBA Facebook Page and the University of Arkansas School of Law Group Page

#### IV. Transfer of Responsibilities of Office

TRANSFER OF RESPONSIBILITIES OF OFFICE. Officers will assume the responsibilities of office on the second Monday in April except: (1) The first year SBA Representatives-at-Large and the first year Honor Council Members elected in the first year election will assume the responsibilities of office on the day after the fall election concludes.

Updated March 1, 2024