

Bylaws of the Drake University Law School Student Bar Association

ARTICLE I

Section 1. The name of this document shall be “Bylaws of the Drake University Law School Student Bar Association.” A copy of the Bylaws shall be updated 24 hours after any revision and made publicly available to all students of Drake University Law School at all times.

ARTICLE II **Officer Responsibilities**

Section 1. The following is a list of elected and appointed officers in the Student Bar Association:

- a. The following positions are elected by the Drake University Law School student body:
 1. The President, Vice President, Treasurer, Secretary, Faculty Representative, University Representative, American Bar Association Representative, and the Career Development Office Representative.
- b. The following positions are appointed by the President of the Student Bar Association:
 1. The two Diversity Representatives, the six At-Large Representatives, and the Co-Chairs of the Events Planning Committee.

Section 2. The general duties of the Officers and appointed members include, but shall not be limited to the following:

- a. Each elected Officer shall:
 1. Represent the students of his or her constituency at Student Bar

Association meetings.

2. Propose, debate and vote on all the legislation and appropriations of the Student Bar Association.
3. Propose, debate and vote on all amendments to the Constitution and Bylaws of the Student Bar Association.
4. Debate and vote on all appropriate appointments of the Student Bar Association.
5. Actively serve on the standing and special committees of the Student Bar Association.

b. Each At-Large Representative shall:

1. Represent the entire student body at Student Bar Association meetings.
2. Actively serve on the standing and special committees of the Student Bar Association.
3. Propose, debate and vote on all the legislation of the Student Bar Association in Committee.
4. Speak and debate at General Assembly Meetings, but cannot cast a vote.

c. Each Honor Board Representative shall:

1. Serve on the Drake University Law School Honor Board on behalf of the Student Bar Association.
2. Ensure that the Honor Code is available to all law students.
3. Determine the validity of recall petitions of Officers, convict Officers once impeached.
4. Preside over the presidential selection process as provided in Article VI, § 9 of the Constitution.
5. Encourage all law students to exercise their full rights as members of the Drake University Law School community.

d. Each Committee Chair shall:

1. Chair all committee meetings and appoint others to preside over meetings in their absence.

2. Schedule the time of, and set the agendas for, committee meetings and monitor the attendance of committee members.
3. Ensure that the goals and expectations of the committee are being fulfilled.
4. Regularly report on committee business and deliberations to the Student Bar Association and the President.
5. Fulfill all duties pursuant to being an advisory member of the Executive Board.
6. Vote and break any ties in Committee.

Section 3. The specific duties of the Officers include, but shall not be limited to the following:

- a. The President shall:
 1. Be the official representative of the Drake University Law School Student Bar Association.
 2. Chair all General Assembly and special meetings of the Student Bar Association and all meetings of the Executive Board, and appoint others to preside over meetings in the President's absence.
 3. Vote during regular and special meetings of the Student Bar Association only when necessary to break a tie and recommend to the Officers such measures judged to be necessary and expedient for their consideration.
 4. Convene and adjourn all General Assembly Meetings of the Student Bar Association with the advice and consent of the Executive Board and call special meetings as necessary.
 5. Appoint members as directed by Article VI, § 8 of the Constitution.
 - A. Appoint and remove all Chairs and committee members with the advice and consent of the Executive Board.
 - B. Appoint a new committee chair, with the consent of the Executive Board, if there is a vacancy.
 - C. Appoint and remove all At-Large Representatives with the advice of the appropriate Committee Chair and the advice and consent of the Executive Board. The President may appoint up to two At-Large Representatives per standing committee, except for the Budget and Election Committees.
 - D. Appoint a total of 6 At-Large Representatives, reserving two positions for the incoming 1L class in the Fall.
 - E. Appoint and remove Diversity, and other Special Position

Representatives with two-thirds majority approval of the Officers.

6. Serve as a non-voting member of every standing committee and as a voting member of the Budget Committee.
7. Create special committees and appoint their Chairs and members.
8. Review and suggest changes to the Drake University Law School Honor Code, the Student Bar Association Constitution and Bylaws and the rules for parliamentary procedure, as needed.
9. Oversee the chartering of student organizations.
10. Administer all oaths to the members of the Student Bar Association.
11. Serve as a representative to the meetings of the Drake University Law School Faculty Senate, and to meetings of the American Bar Association, as necessary.
12. Serve as a Counselor on the Drake Law School Board of Counselors, provide triannual SBA updates to the Counselors, and serve on a Committee of the Board of Counselors.
13. Maintain regular communications with the Dean of Drake University Law School, the President of Drake University and the President of the Drake University Student Senate, as needed.
14. Assist in coordinating Barrister's Ball, Supreme Court Day, the Opperman Lecture Series, Graduation, new student Orientations, Prospective Student Admission Days, and Law School Reunions.
15. Have an executive privilege for money allocations on an emergency basis. If a monetary amount of less than one hundred dollars is deemed necessary, the President is allowed to allocate the amount without a vote by the Officers. If this executive privilege is utilized, the President must disclose this information to the Officers at the next regular meeting. If a monetary amount of greater than one hundred dollars is deemed necessary to be allocated by the President and a decision must be made prior to the next regular meeting, the President must obtain approval of greater than half of the Officers via a recorded vote within forty-eight hours.
16. Assume all other powers and duties of the office as set forth in this Constitution and Bylaws.

b. The Vice President shall:

1. Assume the powers and duties of the President during the President's absence, including attending committee meetings as needed.
2. Assume all other such duties as the President delegates.
3. Serve as Chair of the Elections.
4. Oversee all Student Bar Association Officer elections operations and the campaigns for such elections.
5. Organize Student Bar Association involvement with new student Orientations and with any alumni events with the assistance of the President.
6. Review and revise the rules for parliamentary procedure to be used at regular meetings.
7. Advise the President and the members on matters of parliamentary procedure during meetings.
8. Fulfill all duties pursuant to being a member of the Executive Board.

c. The Treasurer shall:

1. Supervise and be responsible for the financial affairs of the Student Bar Association.
2. Serve as Chair of the Budget Committee, review all requests to the committee for funds and submit an annual budget to the Officers for their approval.
3. Annually review and make publicly available a budget packet and guidelines for student organizations.
4. Make publicly available the operating budget of the Student Bar Association with specific monthly updates.
5. Organize and run mandatory semester meetings with Student Organizations to review the current year's budget and plan for the next year's budget.
6. Meet regularly with the Law School Budget and Office Manager to reconcile the budget as necessary and reserve the right of final approval for all reimbursement requests submitted to the Manager for

Student Bar Association funds.

7. Communicate monthly with the Law School Budget and Office Manager to discuss updates with the budget.
8. Not serve as Treasurer of any student organization registered with the Drake Student Bar Association during the term as Student Bar Association Treasurer or vote on any student organization budget requests where they have any conflicts of interest.
9. Fulfill all duties pursuant to being a member of the Executive Board.

d. The Secretary shall:

1. Act as the recording secretary at all regular and special meetings of the Student Bar Association.
2. Compile the records and minutes of all meetings.
3. Organize and provide proposed agendas to the members and all law students not less than twelve hours before each meeting.
4. Later admissions to the proposed agendas can be added according to the discretion of the Secretary.
5. Publicize the minutes and individual votes from each meeting within two regularly scheduled class days.
6. Maintain a system for documenting any legislation passed and ensure that it is easily accessible to all law students.
7. Ensure the public availability and regular updating of the Constitution and Bylaws.
8. Maintain all records, amendments, and updates to the Constitution and Bylaws.
9. Maintain and publish all attendance records and recorded vote outcomes in the meeting minutes.
10. Fulfill all duties pursuant to being a member of the Executive Board.

e. The Faculty Representative shall:

1. Officially represent the Student Bar Association at all Drake University Law School Faculty meetings with the President.

2. Report all relevant information of the Faculty to the Student Bar Association.
3. Report all relevant information of the Student Bar Association to the Faculty.
4. Officially represent the Student Bar Association at the Drake University Law School Faculty Curriculum Committee meetings.
5. Serve as the Chair of the Internal Affairs Committee.

f. The University Representative shall:

1. Act as a liaison between the Drake University Undergraduate Student Senate and Student Bar Association.
2. Regularly correspond with the Drake University Undergraduate Student Senate President.
3. Promote the Student Bar Association within the activities and life of Drake University.
4. Send out an SBA feedback survey to all Drake University Law School students each school year.
5. Serve as the Chair of the Student & Organization Outreach Committee.

g. The American Bar Association Representative shall:

1. Represent the Drake American Bar Association Law Student Division and Student Bar Association at American Bar Association Annual Assembly and separate circuit meetings with the President.
2. Report to the Student Bar Association regarding American Bar Association and Law Student Division activities.
3. Promote American Bar Association and Law Student Division membership and programs through collaboration with student organizations.
4. Arrange and report on attendance at the Annual Assembly and any separate circuit meetings attended on behalf of the Student Bar Association.
5. Send out monthly emails about ABA events to the Student Body of the Drake University Law School in the SBA weekly newsletter.

6. Follow all guidelines set forth by the ABA for the ABA Representative.
- h. The Career Development Office Representative shall:
 1. Serve as the liaison between the Student Bar Association and the Career Development Office at Drake University Law School.
 2. Assist the Career Development Office with advertising and planning events within the law school.
 3. Meet with the heads of the Career Development Office at least once a month and provide updates to the Student Bar Association at meetings.
- i. The Chair of the Events Planning Committee shall:
 1. Be appointed by the President of the Student Bar Association with the advice and consent of the Executive Board.
 2. Plan the following events:
 - A. A Fall and Spring all-school social event;
 - B. The Barrister's Ball;
 - C. 50 Day's Parties;
 - D. The End of the Year Picnic;
 - E. Any other events decided by the Events Planning Committee.
 3. Aid in any other events planned by Drake University Law School as needed.
- j. The Diversity Representative shall:
 1. Support student diversity at Drake Law School, including through collaboration with the Drake Law School Admissions office.
 2. Serve as a liaison between all diversity organizations, SBA, Drake Law School, and Drake University.
 3. Collaborate with diversity organizations to ensure each organization's success, engagement, and presence at Drake Law

School.

4. Assist the SBA and the Drake Law School in providing diversity related programming, including, but not limited to, a New Student event and Diversity week.
5. Serve on the Drake University Law School Equity and Inclusion Committee and regularly report to the SBA.
6. Serve as the head of the Diversity, Equity, and Inclusion Committee.
7. Encourage and assist in regular review of diversity at Drake Law School, bringing specific recommendations as appropriate.
8. Plan one diversity event each semester for the Drake Law Student Body utilizing the budget provided by the Student Bar Association.

ARTICLE III

Executive Board

Section 1. The President, Vice President, Treasurer, and Secretary shall be the members of the Executive Board.

Section 2. The Executive Board shall initially approve the chartering of all student Organizations. If a student organization constitution or bylaws violate the rules of Drake University Law School or the Constitution and Bylaws of the Student Bar Association, the student organization shall not be chartered.

Section 3. The Executive Board shall give their advice and consent to presidential appointment of committee Chairs, committee members, and At-Large Representatives.

Section 4. The Executive Board shall hear and determine any requests for removal of committee chairs, committee members, and At-Large Representatives, and give advice and consent to replacement chairs.

Section 5. The Executive Committee shall vote on excused and unexcused absences and evaluate the standing of all current members of the SBA and make recommendations for removal for violation of attendance policies per Article VII of the Constitution.

Section 6. The Executive Board shall have the ability to respond to any immediate Student Bar Association needs when necessary.

Section 7. The Executive Board shall remain confidential during and after meetings to

protect the security of those concerned. However, the President shall regularly update the Student Bar Association on internal decisions made by the Executive Board.

ARTICLE IV

Committees

Section 1. The following shall be the standing committees of the Student Bar Association:

- a. The Student & Organization Outreach Committee
- b. The Internal Affairs Committee
- c. The Budget Committee
- d. The Elections Committee
- e. The Event Coordination Committee
- f. The Diversity, Equity, and Inclusion Committee

Section 2. The following shall be the official responsibilities of each standing committee:

- a. The Student & Organization Outreach Committee shall:
 1. Regularly engage with students on current issues.
 2. Report on prominent and practical concerns to the members of the Student Bar Association.
 3. Formulate survey questions for students on current issues to gather data and feedback.
 4. Use collected student data and feedback to advocate on current issues on behalf of the student body.
 5. Assist in the implementation of policies, programs, or other undertakings resulting from the student engagement process.
 6. Collect all constitutions and bylaws of established student organizations and keep in a filing system.
 7. Make regular contact with assigned student organizations to ensure that groups are active, informed, and supported.

8. Manage any Student Bar Association online profiles and actively promote the interests of the organization on such platforms.
9. Create monthly event calendars consisting of student organization and law school events to post on all platforms of Student Bar Association social media accounts.
10. Create posters, displays, handouts, or other materials necessary to promote the interests of the Student Bar Association.
11. Provide, upon request, assistance to student organizations in filing documents, planning events, transitioning officers, securing financing, recruiting members, or any other activity which substantially furthers the interests of the student organization.
12. Accept delegated tasks from the Executive Board and Student Bar Association as requested.

b. The Internal Affairs Committee shall:

1. Design, order, maintain stock, and distribute Drake Law School-branded items for student organizations speaker gifts.
2. Oversee the maintenance of student amenity areas such as lounges and kitchens, the cleanliness of student appliances such as fridges and microwaves, and the stocking of student utensils and condiments.
3. Maintain Student Bar Association offices and supplies.
4. Design, order, and distribute Student Bar Association apparel and promotional items.
5. Facilitate the composition and publication of any news or institutional articles concerning the Student Bar Association.
6. Accept delegated tasks from the Executive Board and Student Bar Association as requested.

c. The Budget Committee shall:

1. Evaluate all budget requests.
2. Determine the criteria for all evaluations of budget requests.
3. Assist the Treasurer in preparing the annual budget to be submitted to the Officers for approval.

4. Hear and recommend the outcome of any appeals made to the Budget Committee to the Student Bar Association.
5. Avoid any conflict of interest when evaluating and voting on Budget Committee matters. Any Budget Committee member with a conflict of interest concerning a Budget Committee matter shall abstain from voting on the specific matter.
6. Evaluate on a yearly basis the methods by which the SBA can remain cost efficient.
7. Accept delegated tasks from the Executive Board and Student Bar Association as requested.

d. The Elections Committee shall:

1. Administer fair and impartial elections that adhere to the guidelines specified in the Constitution and Bylaws.
2. Design election ballots, approve areas for campaign materials as needed.
3. Receive and determine the merits of petitions for recounts and disqualify candidates when so required.
4. Address questions and concerns relating to all Student Bar Association elections.
5. Accept delegated tasks from the Executive Board and Student Bar Association as requested.

e. The Event Coordination Committee shall:

1. Plan all events of the Student Bar Association and any other regularly held events that the organization may form.
2. Contact relevant parties in coordinating events and secure all aspects necessary to ensure the success of all Student Bar Association events.
3. Actively promote such events and encourage student attendance.
4. Set-up, oversee, and tear down any events in accordance with the directions of the Committee Chairs.
5. Preserve and maintain relevant information in order to ensure the success of future events.
6. Members are encouraged to assist in formulating new and engaging

events that promote the interests of the Student Bar Association; specifically, events that focus on promotion of academic excellence, diversity, philanthropy, and wellness.

7. Accept delegated tasks from the Executive Board and Student Bar Association as requested.

f. The Diversity, Equity, and Inclusion Committee shall:

1. Regularly engage with students and student organizations about diversity, equity, and inclusion.
2. Advocate on behalf of the student body for diversity, equity, and inclusion issues.
3. Support student diversity at Drake Law School, including through collaboration with the Drake Law School Admissions office.
4. Collaborate with and support diversity organizations to ensure each organization's success, engagement, and presence at Drake Law School.
5. Assist Diversity Representative/s to plan at least one diversity event per semester for the Drake Law Student Body and utilize the budget provided by the Student Bar Association.
6. Engage in diversity, equity, and inclusion programming to spread awareness and educate the Drake Law Student Body, including but not limited to the New Student Luncheon and Diversity Week.
7. Accept delegated tasks from the Executive Board and Student Bar Association as requested.

Section 3. Special Committees of the Student Bar Association:

- a. A Special Committee shall be created by the President to achieve a specific designated objective, as outlined by the President.
- b. The committee shall regularly report to the Student Bar Association of their progress.
- c. The dissolution of a Special Committee must be approved by a majority of the General Assembly.

Section 4. All members shall make their preferences for committee service known before the first official meeting of a newly elected Student Bar Association.

Section 5. Each member shall serve on at least one standing committee and shall attend all regular committee meetings. The Committee Chair may excuse committee members and may recommend to the Executive Board the removal of committee members from the committee.

Section 6. Each member may serve on any number of special committees.

Section 7. If committee approves proposed legislation by a majority vote of the committee, that committee shall present the proposed legislation to be voted on by the General Assembly.

Article V

Voting Procedures

Section 1. All results of votes of the Student Bar Association shall be recorded in the meeting minutes.

Section 2. Votes of the Student Bar Association shall be held by voice vote, or, upon the request of one voting member, a recorded vote shall take place. Upon a requested recorded vote, the Secretary shall read aloud a list of all voting members and each member shall state how they vote. Upon the conclusion of the voting, the President shall announce the result of the vote and the results, including the recorded vote, shall be inputted into the meeting minutes.

Section 3. All votes shall be public, unless a vote of majority members deems a matter of heightened confidentiality that a secret ballot is necessary. The President shall determine the mode of a secret ballot. The results of a secret ballot shall be announced and inputted into the minutes without names.

Section 4. To pass general legislation and appropriations of the Student Bar Association, a majority of members present must vote in favor.

Section 5. To pass a change to these bylaws of the Student Bar Association, a vote of 2/3 of members present must vote in favor.

ARTICLE VI

Campaign Rules and Procedures

Preface. Definitions

- a. For the purposes of this section, the terms “campaign” or “campaigning” shall be defined as “to perform series of activities intended to bring about the successful election to an SBA office.”
- b. For the purposes of this section, the term “solicit” shall be defined as “to approach or petition another student with the goal of obtaining their opinion or vote regarding an election.”
- c. For the purposes of this section, the terms “possess” or “possession” shall be defined as “to have and to hold under exclusive control.”

Section 1. All provisions contained within this article are subject to the discretion of the Vice-President along with the Election Committee.

Section 2. In order to run for an Executive Board position in the Student Bar Association, a law student must have completed one semester of law school (or 15 credits) prior to the upcoming election.

Section 3. There shall be a limit of four 8 ½ by 11" and one 22" by 28" campaign posters per each of the three designated areas of the Cartwright Hall basement, the first floor of Cartwright Hall, and the hall connecting Cartwright Hall to Opperman Hall.

Section 4. All campaign posters and materials shall be posted in the following areas only:

- a. On the brick surface between Cartwright and Opperman Hall, but not the dedication bricks in Opperman Hall.
- b. On the glass of the entrances to Cartwright Hall and Opperman Hall.
- c. On any unused bulletin boards inside the east staircase.
- d. On the wall above your head as you go to the Cartwright Hall basement.
- e. Lockers in the Cartwright Hall basement with express permission of the locker owner.

Section 5. No campaign posters or materials supporting a candidate shall be permitted in any classroom, except those items which can be reasonably considered an extension of the person bearing them. Such items may include, but are not limited to: stickers, buttons, shirts, or screensavers.

Section 6. Law students are prohibited from campaigning within the law school or on Drake University property with the use of food or beverages. This includes but is not limited to any and all beverages, candy, snacks, treats, and regular food items.
Interpretation of this section is subject to the discretion of the Vice-President, who shall be the final authority on all campaign matters.

Section 7. Law students are prohibited from campaigning within the law school or on Drake University property with the use of personalized gift items. A personalized gift is defined as any item(s) except those items which can be reasonably considered an extension of the person bearing them. Such items that can be reasonably considered an extension of the person bearing them may include, but are not limited to: stickers, buttons, shirts, or screensavers. Interpretation of this section is subject to the discretion of the Vice-President, who shall be the final authority on all campaign matters.

Section 8. All campaigning activities are prohibited until the election packet submission deadline has passed. All campaign posters shall be removed before 5:00 p.m. on the day after the election.

Section 9. Candidates may fill student folders with election materials until 12:00 midnight the day before any election.

Section 10. Candidates are prohibited from soliciting votes from students while they are voting.

Section 11. Any violation of the aforementioned rules may result in disqualification from a general or removal from office upon a hearing by the Elections Committee and a three-fourths majority vote of the Officers of the Student Bar Association.

Section 12. All candidates, including write-in candidates, shall follow the rules set forth in the Constitution and the Bylaws of the Student Bar Association.

Section 13. Any misconduct involving candidates or students who are not candidates shall be reported to the Elections Committee, who may refer the matters to the Honor Board for further investigation.

Section 14. Any misconduct involving students who are members of the Elections Committee shall be reported to the Honor Board for further investigation.

Section 15. A student may only run for two positions on the SBA. A candidate elected to two positions shall decide which position they will hold when contacted regarding election results.

ARTICLE VII

Election Rules and Procedures

Preface. Definitions

a. For the purposes of this section, the terms “campaign” or “campaigning” shall be defined as “to perform series of activities intended to bring about the successful election to an SBA office.”

b. For the purposes of this section, the term “solicit” shall be defined as “to

approach or petition another student with the goal of obtaining their opinion or vote regarding an election."

- c. For the purposes of this section, the terms "possess" or "possession" shall be defined as "to have and to hold under exclusive control."
- d. "Ranked Choice Voting" means a method of casting and tabulating votes that simulates the ballot counts that would occur if all voters participated in a series of runoff elections with one candidate eliminated after each round of counting. In elections using the Ranked Choice Voting method, voters may rank the candidates in order of preference.
- e. "Advancing candidate" means a candidate who has not been eliminated.
- f. "Continuing ballot" means a ballot that is not an exhausted ballot.
- g. "Exhausted ballot" means a ballot on which there are no choices marked other than choices for eliminated candidates.

Section 1. Any currently enrolled law student may vote in an election for Officers of the Student Bar Association.

Section 2. The Vice President, with the help of the Drake Law School Faculty if necessary, shall make election packets available to all currently enrolled law students, who may be nominated for office by filing a packet with the Vice President.

- a. The petition included in the packet must be signed by at least twenty-five members of the law students the candidate will represent.
- b. Law students may sign more than one petition.
- c. A single, scanned PDF document of the completed election packet must be submitted by each candidate electronically (sent by e-mail) at the date and time specified within the packet.
- d. The Vice President shall make petitioning accessible to students who are not physically on campus by waiving the signature requirement, permitting special virtual signatures, or other equitable remedies as requested by a student-candidate.

Section 3. Voting shall be conducted electronically. If the Vice-President determines a paper ballot is necessary to achieve a fair election, a paper ballot shall be implemented with a two-thirds vote in support from all Student Bar Association Officers.

- a. Ballots shall alphabetically list all candidates.
- b. Ballots shall include a write-in space.

- c. Ballots shall be differentiated according to class level with the means of differentiation decided by the Elections Committee.
- d. For the purposes of this section, a “safe and effective” system will be one which:
 - 1. Permits only students of Drake University’s School of Law to access the election ballot as voters;
 - 2. Permits law students to rank candidates in order of preference for each eligible election;
 - 3. Allows votes to remain anonymous;
 - 4. Allows students to only cast a single ballot;
 - 5. Is reasonably protected from efforts to tamper with or augment the election results.
 - 6. If, for any reason, an electronic voting system fails, the Election Committee, by a two-thirds vote, has the discretion to re-hold an election using paper ballots within a reasonable time.

Section 4. In the event of a paper ballot election, the Elections Committee is delegated the responsibility of designing all ballots, in adherence with the following guidelines:

- a. Ballots shall alphabetically list all candidates;
- b. Ballots shall include a write-in space where applicable;
- c. Ballots shall be differentiated according to class level with the means of differentiation decided by the Elections Committee;
- d. The Vice President or designated polling place attendees shall initial each paper ballot before it is placed into the ballot box;
- e. Any paper ballots not initialed by a member of the Elections Committee or one of its designated polling place attendees shall be held void.

Section 5. General Elections

- a. Candidates for the offices of President, Vice-President, Treasurer, Secretary, Faculty Representative, University Representative, American Bar Association Representative, Career Development Office Representative, Honor Board Representatives, and Class Representatives shall be elected according to the

Ranked Choice Voting Procedure outlined in Section 7 of Article VI.

Section 6. Instant Run-Off Elections & Ranked Choice Voting

- a. Elections for all Drake University Student Bar Association positions shall use Instant Runoff Voting (“IRV”) methods prescribed herein:
- b. For offices for only one elected individual, the initial round of counting shall be a count of the first choices marked on each ballot. If any candidate receives a majority of the first choices, that candidate shall be declared the winner, pending ratification by the Elections Committee.
- c. If no candidate receives a majority of first choices, there shall be a second round of counting. The last-place candidate shall be eliminated, and all the continuing ballots shall be recounted. Each continuing ballot shall be counted as one vote for that ballot’s highest ranked advancing candidate.
- d. If no candidate receives a majority at the second round of counting, there shall be a third round of counting, continuing in the manner prescribed above.
- e. The process of eliminating the last-place candidates and recounting all the continuing ballots shall continue until one candidate receives a majority of the votes in a round. The candidate who receives a majority of the votes in a round shall be declared the winner, pending ratification.
- f. When a ballot does not list a preference for any given round, it shall not be counted in that round or any subsequent round.
- g. If there are not sufficient second and lower choices for any candidate to receive a majority, the candidate with the highest number of votes shall be declared the winner, pending ratification.
- h. When a ballot becomes an exhausted ballot it shall not be counted in that round or any subsequent round.
- i. For elections for Class Representative, the process described above shall continue until the number of candidates remaining matches the number of positions available.
- j. If available, the Election Committee shall use a Ranked Choice Voting software. The committee shall review the calculated results manually to ensure accuracy.

Section 7. On the day of elections, voting shall be open and available to students for a minimum of 8.5 hours.

- a. This time period must begin no later than 9:00 AM on the day of the election.

- b. If an error is discovered after 9:00 AM on election day, the Vice-President shall take reasonable remedial measures to ensure that the election is fair to all candidates.

Section 8. Any individual who harasses, threatens, intimidates or interferes with a candidate during the course of an election will be reported to the Honor Board.

- a. If this individual is a candidate in the election, they may be disqualified from the election by approval of the Elections Committee and three-fourths majority approval of the Officers of the Student Bar Association.

Section 9. The Vice President shall serve as Chair of the Elections Committee unless such person is running for an office. In this case, the President shall appoint a 3L student who is not running in the current election to serve as an Elections Committee Chair.

- a. Members of the Election Committee may be candidates in an election.
- b. Members of the Election Committee shall not vote on or take part in any discussion, decision, or ruling that actually or has the appearance of a conflict of interest.
- c. The Vice President or Chair of the Elections Committee shall enforce the above provisions by moving to disqualify a committee member for purpose of a conflict of interest.

Section 10. At the close of the polls, ballots must be counted in a location accessible to all members of the Election Committee.

- a. The Election Committee shall count the election ballots or verify the electronic voting results.
- b. In the event that the ballots cannot be counted immediately after the close of the election, the following procedures will be followed:
 1. All physical ballots shall be left in the possession of the Associate Dean of Students, or be held in the presence of two members of the Election Committee at all times.
 2. All electronic ballots shall remain unaccessed by any member of the SBA, except for purposes of closing the electronic voting program, until all requisite parties are present to verify the election results.
- c. All ballots must be counted, verified, and candidates notified of the final results within 18 hours of the close of the election.

- d. A summary of the results of the election shall be published and emailed to all Drake Law Students. The summary must identify the candidates who have been elected to office and identify students receiving an appointment to office. The summary may not include any information on votes received by any candidates.
- e. Any student may examine a full election report by making a request to the Vice President within 14 days of the election day. The full election report must contain all the voting totals for all candidates who submitted a valid petition to run for office.

Section 11. Any and all complaints concerning election procedure shall be in writing, signed by the complainant and filed with the Honor Board by email or hard copy. The Honor Board shall handle the matter by the requisite Honor Board procedure.

- a. Members of the Election Committee shall be notified of complaints that specifically involve the actions or decisions of the Election Committee.

Section 12. Complaints shall be filed as soon as noticed or within thirty-six (36) hours after the polls close on election day.

Section 13. Any violation of the aforementioned rules may result in disqualification from current or subsequent elections or removal from office upon a hearing by the Elections Committee and a three-fourths majority vote by the Officers of the Student Bar Association.

Section 14. Recount

- a. Any candidate seeking a recount must first petition the Elections Committee, according to the following guidelines:
 - 1. Petitions shall be made within thirty-six hours of the closing time of the polls on election day;
 - 2. Petitions must include any reasons for requesting a recount;
 - 3. A copy of the petition shall be made public;
 - 4. The Elections Committee shall determine whether or not to proceed with a recount; and
 - 5. If denied by the Elections Committee, the petitioner may appeal to the Officers of the Student Bar Association, who may order a recount by a simple majority.

ARTICLE VIII

Law School Organizations

Section 1.

- a. All proposals for the establishment of a new student organization shall be submitted to the President and Secretary for the approval of the Executive Board.
- b. A proposal shall include:
 1. the name of the new organization;
 2. the purpose and benefit of the organization to the Law School; and
 3. the name and contact information of the prospective president and faculty advisor of the organization.
 4. an organizational roster; and
 5. a copy of the organization's proposed constitution and bylaws.
- c. The Executive Board shall approve the student organization if it does not appear to have a mission that violates a policy of Drake University or the Drake University Law School.

Section 2.

- a. Upon initial approval by the Executive Board, the SBA General Assembly shall vote to approve or deny the creation of the student organization at the next General Assembly Meeting.
 1. If the General Assembly is not in session due to the summer months, the Executive Board shall vote to approve whether remote voting by the General Assembly for approval of the proposed student organization is appropriate.
- b. All proposed documents must comply with the policies of Drake University, and the Drake University Law School.
- c. If approved by a majority vote of the General Assembly, the organization shall have the full rights and privileges, including:
 1. Right to participate in the next open regular allocations cycle;

2. Right to access the materials, printing, and storage options the Student Bar Association offers;
3. Right to include a representative as a voting member of the Council of Leaders.

Section 3. All organizations shall submit a copy of its constitution and bylaws to the Treasurer along with its request for funding each year, regardless of whether any changes have been made. Any funding shall be refused until such documents have been submitted.

Section 4. All law school student organizations shall have their elections completed and positions filled prior to Spring Break. Prior elected positions shall assist newly elected positions throughout the budget process or more as needed. Both prior and newly elected positions are mandated to attend the informational meeting for the budget in the Spring.

Section 5. The Student Bar Association shall not tolerate nor permit any unlawful discrimination by its members or the student organizations which it funds, on the basis of sex, gender identity, citizenship status, race, color, religion, creed, national or ethnic origin, age, disability, veteran status or sexual orientation.

ARTICLE IX

Drake American Bar Association Law Student Division

Section 1. The Drake American Bar Association Law Student Division shall be a permanent subsidiary within the Student Bar Association. The Division shall be responsible for coordinating greater involvement between Drake University Law School and the American Bar Association Young Lawyer Division.

Section 2. Every student active member to the American Bar Association shall be considered a member of the Division.

Section 3. The student elected as American Bar Association Representative to the Student Bar Association shall serve as the Chair of the Division.

Section 4. The President may appoint and remove any student to serve as an Officer within the Division, subject to the advice and consent of the American Bar Association Representative.

Section 5. The Division shall meet regularly, provide a report to the Student Bar Association at each general meeting and submit an annual budget request to the Budget Committee detailing its needs for the coming year.

Section 6. The Division shall host philanthropic and social events to increase awareness of those issues of concern to the legal profession and to further its commitment to legal ethics and public service.

Section 7. The Division shall promote American Bar Association and Law Student Division membership and programs.

ARTICLE X

Student Grievance Policy

Section 1. The Student Bar Association shall at all times adhere to the grievance process stated below. Any student who has a grievance against any official action or inaction by the member in their official capacity and wishes to be heard by the members on that grievance, must do one of the following:

- a. Submit an agenda item to the SBA Secretary no less than 48 hours before a regularly scheduled General Assembly meeting in accordance with Article VII, § 7 of the Constitution, or
- b. Call a special meeting of the Officers in accordance with Article VII, § 8 of the Constitution, or
- c. Submit a grievance through an online reporting form and request the item to be brought up and discussed at the next regularly scheduled General Assembly Meeting.

Section 2. At the meeting:

- a. Any number of students may attend.
- b. The length of time a student is allotted to speak shall not exceed fifteen (15) minutes, with additional time permitted by a majority vote of the officers in attendance.
- c. The presentation shall be followed by questions from and debate between the members.
 1. Adhering to rules of order adopted by the Officers and outlined in this Constitution in Article VII, §5, the students shall be allowed to engage in the debate.
 2. At the close of debate, the President shall open the opportunity for motions to be made from the floor.

Section 3. The actions of the Honor Board and Budget Committee and all actions, omissions, or proceedings of the Honor Board and Budget Committee shall not be subject to this Bylaw.

Section 4. This Bylaw shall not be interpreted to deny any student the opportunity to address a concern at a General Assembly Meeting regarding any issue which has already been placed on the agenda for that General Assembly meeting.