



LAW STUDENTS ASSOCIATION AT
UC DAVIS SCHOOL OF LAW
CONSTITUTION AND BYLAWS



Last Amended in Spring 2018 drafted by LSA President, Kimberly Waldon

UNIVERSITY OF CALIFORNIA DAVIS LAW STUDENTS ASSOCIATION CONSTITUTION

Established in 1978. Amended in 1995, 2005, 2007, 2011, and 2018.

PREAMBLE

We, the law students of the University of California, Davis, subscribe to the regulations and policies of the University and so establish this Constitution to promote, maintain, and regulate our law student organizations.

ARTICLE I. THE ASSOCIATION

Section 1.01. *Name and Membership*

- i. The name of this body shall be the UC Davis Law Students Association. In this Constitution, it shall be referred to as the LSA.
- ii. The membership consists of all enrolled law students of the University of California Davis School of Law regardless of standing. In this Constitution, these students will be referred to as members.

Section 1.02 *Officers and Board Composition*

- i. The Executive Officers of the LSA are President, Vice President, External Vice President, Treasurer, and Secretary. These Executive Officers will comprise a portion of the LSA Board.
- ii. The LSA Board shall consist of the Executive Officers, two 3L Representatives, two 2L Representatives, two 1L Representatives, and one Master of Law (LL.M. Representative). All positions in the subsection will have voting power as delineated by the Bylaws.
- iii. The LSA Board shall consist of additional representatives as follows: three 1L Section Representatives, one ABA Representative, one GSA Representative, one GSHIP Representative, one COSAF Representative, three Educational Policy Committee Representatives, two Faculty Appointment Committee Representatives, six Budget Policy Committee Representatives, one Wellness Committee Representative, and two Community Service Committee Representative. No representative in this subsection shall be afforded voting power on the LSA Board.

Section 1.03 The LSA serves as the UC Davis Chapter of the Student Bar Association (SBA) and as such may be referred to as the UC Davis SBA.

ARTICLE II. PURPOSE

Section 2.01 The purpose of the LSA Board is the decision-making body of the LSA. Board decisions require a simple majority vote of the members present at the time of the meeting as long as no less than six voting members are present.

Section 2.02 The LSA Board has general supervision of the funds, property, policy, and general affairs of the LSA. These funds include LSA fee, the Law Student Recreation and Intramurals Fund, and the Recruitment, Retention and Outreach Fund. The LSA has the discretion to amend this subsection should other funding sources become available.

Section 2.03 Duties of the officers and the representatives shall be delineated in the Bylaws.

Section 2.04 The LSA Board carries on its activities through Standing and Special Committees.

- i. Standing Committees shall be recognized by the LSA Board for long-term, ongoing activities and purposes.
- ii. Special Committees shall be recognized by the LSA Board as needed for specific purposes and will dissolve upon achieving their purpose.

ARTICLE III. ELECTIONS

Section 3.01 *Eligibility*

- i. Any member of the LSA in good standing with the University of California Davis School of Law is eligible to hold office with the LSA as a Board Officer or Board Representative.

Section 3.02 *Nominations*

- i. Nominations for the LSA Board Officers and the LSA Representatives shall be by petition signed by no fewer than ten LSA members. Petitions shall contain the candidate's name, phone number, email address, and the position for which the member is being nominated. Petitions are to be presented to the LSA Board, or a designated member of the LSA Board, on or before the date set by the Board.
- ii. The LSA members are entitled to nominate themselves for the LSA Board.
- iii. The LSA members seeking an LSA position who do not submit nomination petitions in a timely manner will be ineligible from participating as a candidate in a general election. These members are entitled to be appointed should a position be vacant following a general election.

Section 3.03 *General Elections*

- i. The term election refers to the 48-hour time period in which an LSA member may cast their vote.
- ii. *Fall Elections*
 - a. Fall elections will be for the purposes of filling the following positions:
 1. One Secretary
 2. Two 1L Representatives
 3. One LL.M. Representative
 4. Three Section Representatives – one each from sections A-B, C-D, and E-F
 5. One 1L Educational Policy Committee Representative.
 - b. The entire LSA membership is entitled to vote for Secretary. The 1L LSA members, only, are entitled to vote for the 1L Representatives and the 1L Educational Policy Committee Representative. The 1L LSA members are only entitled to vote for the Section Representative of the section for which they are a member.
 - c. Elections shall take place at the beginning of the fall semester, no later than four weeks after fall classes begin.
- iii. *Spring Elections*
 - a. Spring elections will be for the purposes of filling the following positions:
 1. One President
 2. One Vice President
 3. One External Vice President
 4. One Treasurer
 5. Two 3L Representatives

6. Two 2L Representatives
 7. One 3L Education Policy Committee Representative
 8. One 2L Education Policy Committee Representative
 9. Two 3L Budget Policy Committee Representatives
 10. Three 2L Budget Policy Committee Representatives
 11. Two Faculty Appointments Committee Representatives
 12. One Wellness Committee Representative
 13. Two Community Service Committee Representatives
 14. One ABA Representative
 15. One GSA Representative
 16. One GSHIP Representative
 17. One COSAF Representative.
- b. The entire LSA membership is entitled to vote for President, Vice President, External Vice President, Treasurer, Faculty Appointments Committee Representatives, Wellness Committee Representative, Community Service Representatives, ABA Representative, GSA Representative, GSHIP Representative, and COSAF Representative. The 3L LSA members, only, are entitled to vote for the 3L Representatives, the 3L Education Policy Committee Representative, and the 3L Budget Policy Committee Representatives. The 2L LSA members, only, are entitled to vote for the 2L Representatives, the 2L Education Policy Committee Representative, and the 2L Budget Policy Representatives.
 - c. Elections may take place as early as the week following spring break, and shall take place no later than the last day of spring classes.
- iv. *Pre-Election Events*
 - a. In the week preceding each general election, or two weeks at the most, the LSA Board shall hold an informational meeting for LSA members. The purpose of the meeting shall be to explain the LSA Board members' duties to those who contemplate running for an LSA Board position.
 - b. The Vice President shall hold a Candidates Forum at some point between the information meeting described in Article III, Section 3.03(iv)(i), and the general election. The purpose of the Candidates Forum shall be to provide each candidate for LSA office an opportunity to address the LSA members.
 - v. *Voting*
 - a. General election shall be held for two consecutive midweek days (either Tuesday and Wednesday, or Wednesday and Thursday).
 - b. Voting shall occur either in person or online. If the LSA Board decides to hold voting in person, paper ballots shall be available for at least three hours each day, preferably from 11:00 a.m. to 2:00 p.m. If the LSA Board decides to hold voting online, voting shall be available for at least forty-eight (48) hours, preferably starting at 1:00 p.m. and ending at 1:00 p.m. for the forty-eight (48) hour period.
 - c. The Vice President may enlist the help of other LSA Board members to help count the ballots. The election results shall be made public no later than twenty-four (24) hours following the election.

- d. A candidate will be elected into the position by a plurality of the votes by the LSA membership, rather than by a majority of the votes.
- vi. *Run-off Elections.* A run-off election shall be held when the two or more highest vote getters for one office receive the same number of votes. If a run-off election is necessary, it shall be held as soon after the general elections as possible in accordance with the following requirements:
 - a. Run-off voting shall be available either in person, in which case paper ballots shall be available for at least three hours for one day, preferably from 11:00 a.m. to 2:00 p.m.; or online, in which case voting shall be available for at least twenty-four (24) hours.
 - b. The run-off ballot shall list only those candidates who received the identical highest number of votes for the contested position.
 - c. In instant runoff voting for online elections, the tabulation of votes proceeds in rounds. In each round, a value of one vote is assigned to each voter's highest remaining preference. For the election of the LSA President, a majority of votes is required. If a voter's preference is for a candidate with the lowest accrued vote total, that candidate is eliminated, and that vote is transferred to the next candidate still in the running (i.e., the voter's second choice). This process is completed when one candidate receives the required majority of votes.
 - d. For the election of 2L and 3L Representatives only, the #1 and #2 ranked votes shall receive equal weight. Voters must rank all candidates for 2L/3L Representative. The first 2L/3L Representative will be the candidate with the most combined #1 and #2 ranked votes; the second will be the candidate with the second-most combined #1 and #2 votes. In the event of a tie between two of three total candidates for the second 2L/3L Representative position, the #1/#2 votes will be distinguished and the candidate with more #1 votes will be declared the winner.
- vii. *Election Recount Procedure*
 - a. A candidate in any contested election may request the LSA Board for a vote recount within 48-hours after the election result distribution to the entire LSA membership. Requests for recount following 48-hours shall be denied by the LSA Board.
- viii. *Fall Election Appointments*
 - a. If no candidate submits a petition for Secretary, 1L Representatives, LL.M. Representative, Section Representatives, and 1L Education Policy Representative, the LSA President shall fill these vacant positions. The LSA President shall fill these vacant positions by two (2) weeks following the fall election. The LSA President's appointments shall not be official until approved by a two-thirds vote of the LSA Board members with voting power as it is currently filled.
- ix. *Spring Election Appointments*
 - a. If no candidate submits a petition for President, the incoming LSA Board with voting power, shall appoint by majority vote, a student to the vacant position.
 - b. If no candidates submit petitions for Vice President, External Vice President, Treasurer, 3L Representatives, 2L Representatives, 3L

- Education Policy Committee Representative, 2L Educational Policy Committee Representative, 3L Budget Policy Committee Representatives, 2L Budget Policy Committee Representatives, Faculty Appointments Committee Representatives, Community Service Committee Representatives, Wellness Committee Representative, ABA Representative, GSA Representative, GSHIP Representative, or COSAF Representative, the incoming LSA President shall fill these vacant positions. The incoming LSA President shall fill these vacant positions by the end of the spring semester. The LSA President's appointments shall not be official until approved by a two-thirds vote of the LSA Board members with voting power as it is currently filled.
- c. The LSA President may elect to sit as the GSA Representative, GSHIP Representative, or COSAF Representative should they find no one to appoint to these positions, if vacant.
- x. *Absentee Ballots.* In the event of an in-person election, absentee ballots must be requested by the Friday before the elections by placing a hard copy ballot request in the Vice President's mail folder or by an electronic ballot request to the Vice President's email. Absentee ballots should be returned in an envelope with the absentee voter's signature across the envelope's seal.
- ix. *Term Commencement*
 - a. The Executive Officers and Representatives of the LSA Board elected in the fall shall commence their terms of office immediately following election.
 - b. The Executive Officers and Representatives of the LSA Board elected in the spring shall commence their terms of office at most two weeks after elected, or immediately if elections occur within less than two weeks of the last day of spring classes.
 - c. For spring term commencements, the previous LSA Board shall remain in their positions until the end of the academic year, but shall relinquish their votes to new the LSA Board unless they are the Secretary or the LL.M. Representative. The Secretary and the LL.M. Representative will relinquish their votes at the end of the spring semester.
 - d. The graduating class that will no longer be represented when the New Board commences its term shall be represented by the 3L Representatives of the old LSA Board when there is a matter on the agenda that substantially effects the graduating class and requires a vote. The graduating class retains their membership on LSA until Commencement is completed.
 - x. *Conflict.* If any current Board member runs for another office, that Board member may not participate in the proctoring of the election.

ARTICLE IV. INITIATIVE, REFERENDUM, AND REVISION

Section 4.01. *Recall*

- i. Any member of the LSA Board may be removed by presentation to the LSA Board of a petition calling for a recall election, declaring the reasons for the removal and signed by:

- a. 33% of the LSA membership in the case of Executive Officers, ABA Representative, GSA Representative, GSHIP Representative, COSAF Representative, Faculty Appointments Committee Representatives, Wellness Committee Representative, and Community Service Committee Representatives, or
- b. 33% of the class represented by the case of Class Representatives, Education Policy Representatives, and Budget Policy Representatives.
- ii. A recall election must be held within three (3) weeks of the presentation of the petition to the Board.
- iii. An affirmative vote to recall will result by a majority of:
 - a. The student body in the case of the positions as listed in Article IV, Section 4.01(i)(a), or
 - b. The class represented in the case of the positions listed in Article IV, Section 4.01(i)(b).

Section 4.02 *Initiative and Referendum*

- i. By petition of 15% of the members of the LSA membership, any matter specified in the petition can be voted on by members of the LSA at an election.
- ii. Upon a vote of five members of the LSA Board, the LSA Board may submit any matter to a vote of the LSA membership.

Section 4.03 *Revision*

- i. Notices of a constitutional election, as a result of action under Section 4.01 or Section 4.02 of this Article, along with a full copy of the Constitution, shall be posted conspicuously and communicated to the students at least one week prior to the election.
- ii. A favorable vote of the majority of the LSA Board voting members shall be required for adoption of constitutional changes, which are to take effect immediately upon passage, unless otherwise provided. Votes may not be proxied in the case of constitutional and bylaw changes.
- iii. This Constitution shall be reviewed by the LSA Board voting members at least every two (2) years and be reinstated or amended.

ARTICLE V. MEETINGS OF THE LSA BOARD

Section 5.01. *Notice.*

- i. The President shall decide when to hold meetings of the LSA Board and shall prepare the agenda. The President shall post conspicuous notice of the meeting, including the time, location, and agenda, at the UC Davis School of Law building or through email via all class listservs.
- ii. Notice must be posted in a reasonable amount of time prior to the meeting.

Section 5.02. *Location and Time*

- i. The President shall choose the location of the meeting so long as the location provides reasonable access to the public, and is a well-known place to the student body. Classrooms in King Hall meet this requirement.
- ii. The President shall choose a time for the meeting reasonably calculated so not to interfere with regularly scheduled classes.
- iii. The President should avoid scheduling meetings that conflict with the faculty meetings or any other meetings that the President is expected to attend.

Section 5.03. *Quorum.* Quorum shall be filled when a majority of the LSA Board voting members are present at the scheduled meeting time. The majority is reached when seven (7) of

the LSA Board voting members are present. Should quorum not be filled, all matters on the agenda requiring a vote shall be reserved for an emergency meeting as described in Article V, Section 5.08, or the next noticed LSA Board meeting as described in Article V, Section 5.01.

- Section 5.04. The Board may only decide on matters that have been noticed in the posted agenda.
- Section 5.05. *Proxy Votes.* LSA Board Executive Officers or Representatives may proxy their vote as described by the LSA Bylaws. An Executive Officer or Representative may only be a proxy for one individual. Only voting members on the LSA Board may serve as a proxy. A proxy vote will not overcome the requirement that no less than six voting members be present at the time of the meeting as described in Article II, Section 2.01.
- Section 5.06. *Conflicts of Interest.* An LSA Board voting member is required to abstain from voting on an LSA matter and considered to be in conflict when one or more of the following are present:
- i. They are on the executive board of the student organization that is requesting funds or parking passes.
 - ii. They are involved in the planning of the event that the student organization is submitting a request for funds or parking passes for.
 - iii. They are the individual that has submitted the request for funds or parking passes that is currently being considered for a vote.
 - iv. They perceive a situation which may present a conflict of interest that has not been indicated herein.
- Section 5.07. *Public Meetings.* With limited exception, all meetings of the LSA Board shall be open to the public. In this context “public” includes the student body, the administration, the media, and any other individuals who may or may not have business with the Board.
- Section 5.08. *Closed Meetings.* The only meetings that may be closed to the public are meetings that discuss personnel, pending litigation, and property negotiations. The topic of closed meetings must be made public in accordance with Article V, Section 5.01. A report of all action taken in closed meetings must be made public within a reasonable time after the meeting.
- Section 5.09. *General Public Comment Period*
- i. Every LSA Board meeting shall include an allotted General Public Comment Period. During this period, public comments may or may not relate to any item on the agenda. At the presiding officer’s discretion, general public comment may be limited to three (3) minutes.
 - ii. During a LSA Board Hearing, the public will be allowed to comment as long as the comment relates to the matter under discussion.
 - iii. The presiding officer may limit repetitive or time-consuming comments to a reasonable period of time. Three (3) minutes of comment is a reasonable period.
- Section 5.10. *Emergency Meetings.* The Presiding officer may call an emergency meeting without public notice. At a reasonable time after the meeting, a notification of cause for the emergency meeting and meeting minutes must be made publicly available.
- Section 5.11. *Meeting Minutes*
- i. The Secretary shall transcribe thorough meeting minutes for every LSA Board meeting and every emergency meeting as described in Article V, Section 5.08.
 - ii. Meeting minutes shall be disseminated by the Secretary to the LSA Board following the meeting and approved by the LSA Board voting members at the next scheduled LSA Board meeting.

- iii. A favorable vote by the majority of the quorum of the LSA Board voting members shall be required for approval of the meeting minutes.
- iv. The President shall disseminate meeting minutes in no more than a week following the approval of the minutes. The President shall post the minutes conspicuously at the UC Davis School of Law building or through email via all class listservs.

Section 5.12. *Nullification.* Failure to comply with any provision of this Article shall nullify any decision, action, or resolution the Board purports to make.

UNIVERSITY OF CALIFORNIA DAVIS LAW STUDENTS ASSOCIATION BYLAWS

Established in 1978. Amended in 1995, 2005, 2007, 2011, and 2018.

I. DUTIES OF EXECUTIVE OFFICERS

Section 1.01. *President*

- i. Has one vote. May elect to proxy their vote to any other executive officer in the event of absence from a LSA Board meeting or an emergency meeting, and quorum is not met without their vote.
- ii. Has access to all student listservs.
- iii. Calls and chairs general and committee meetings.
- iv. Creates the meeting agenda and distributes in accordance with Article V, Section 5.01 of the LSA Constitution.
- v. Appoints students to serve in all roles that have not been fulfilled by the election process in respect of the appointment process as described Article III, Section 3.03(viii) or Article III, Section 3.03(ix) of the LSA Constitution.
- vi. Attends alumni and faculty meetings as the LSA liaison and provides an LSA Alumni Report to the Marketing and Development Assistant or an appropriate individual in the External Relations Department upon request.
- vii. Attends meetings with the Senior Assistant Dean for Administration and the Senior Assistant Dean for Student Affairs to address financial and other student concerns.
- viii. Disperses a weekly newsletter with information about the week's events, upcoming events, and announcements. The weekly email shall satisfy this requirement.
- ix. Plans an appreciation event for the custodians in the spring semester.
- x. Serves as the main liaison between the students and the administration, the greater UC Davis community, and beyond.
- xi. Determines those who may access the LSA workroom and provides a list of students to the IT Department.
- xii. Creates a master calendar of culture weeks and other events, and updates the calendar periodically with the assistance of the Treasurer.
- xiii. Retrieves and disperses the LSA mail, received in the Deans suit, to the appropriate Executive Officer, Representative, or other student organization.

Section 1.02 *Vice President*

- i. Has one vote. May elect to proxy their vote to any other executive officer in the event of absence from a LSA Board meeting or an emergency meeting, and quorum is not met without their vote.
- ii. Assists the President in calling and chairing meetings.
- iii. Administers elections and related issues.
- iv. Organizes a presentation of various student groups to the 1L Class within the first two (2) weeks of school with the help of the LSA President and the rest of the LSA Board, especially the voting members.
- v. Serves as the primary liaison between the LSA Board and King Hall student organizations by being responsible for the following:
 - a. Creating and updating a listserv for student organization for the respective year.

- b. Maintaining a student organization contact spreadsheet.
- c. Establishing a process for application for active organization, culture weeks, and lockers.
- d. Promoting student organizations within and without the King Hall community.

Section 1.03 *External Vice President*

- i. Has one vote. May elect to proxy their vote to any other executive officer in the event of absence from a LSA Board meeting or an emergency meeting, and quorum is not met without their vote.
- ii. Sets an annual External Affairs Agenda by the third week of the first semester detailing advocacy and lobbying efforts for the current school year.
 - a. The External Vice President will formally present the External Affairs Agenda to the LSA Board of Directors after meeting with law school constituent groups, identifying issues of most concern to LSA members, conducting research on measures and bills currently pending before the UC Regents, and state and national legislatures, and developing a strategy to best advance the position of LSA members.
 - b. The External Affairs Agenda must thereafter be approved by a majority of the voting LSA Board Members.
- iii. Selects members and Chair the permanent LSA External Relations Committee, responsible for executing the External Affairs Agenda.
- iv. Coordinates and conducts advocacy and lobbying efforts and provides regular updates on these efforts to LSA members.
- v. Communicates regularly with the LSA President, LSA Board of Directors, and UC constituencies, including the UCD GSA External Chair and ASUCD LobbyCorps.
- vi. Communicates regularly with sister UC law schools to build consensus on issues of importance to all UC law students, and coordinate advocacy and lobbying efforts.
- vii. Attend, when appropriate, off-site conferences, events, and meetings concerning issues central to the External Affairs Agenda or its implementation.
- viii. Updates the LSA website, LSA Facebook account and any/or all other social media.
- viii. Any other duty necessary to advance and improve the experience of LSA members.

Section 1.04 *Treasurer*

- i. Has one vote. May elect to proxy their vote to any other executive officer in the event of absence from a LSA Board meeting or an emergency meeting, and quorum is not met without their vote.
- ii. Sits concurrently with the Recruitment, Retention, and Outreach Committee as a full voting member.
- iii. Manages funding procedures for all LSA related accounts. Funding procedures must consider the following requirements:
 - a. Within five (5) weeks of the start of the regular fall Semester, the Treasurer shall prepare, and have issued by the President, written or electronic funding procedures to all students.

- b. The LSA budget year runs concurrent with the academic year. Budget requests may be approved on a rolling basis at any time throughout the budget year.
- c. May bundle completed requests to make LSA Board meetings more efficient.
- d. May call an ad hoc committee to examine and revise funding procedures on a yearly basis.
- iv. Sets funding request guidelines for all student organizations on a yearly basis providing maximum allotments for culture weeks, banquets, workshops, general meetings, panels, external speakers, professor speakers, cultural celebrations, mixers, and class networking events.
- v. Organizes and publicizes a student organization funding meeting for all King Hall student organizations within two (2) weeks of the start of the Fall Semester.

Section 1.05 *Secretary*

- i. Has one vote. May elect to proxy their vote to any other executive officer in the event of absence from a LSA Board meeting or an emergency meeting, and quorum is not met without their vote.
- ii. Takes detailed minutes for every general meeting, modifying general meeting minutes with emergency meeting minutes as necessary.
- iii. Distributes meeting minutes to the LSA Board no longer than a week following the meeting for which the minutes were taken. Minutes will be moved for approval at the following meeting by the President and distributed to students by the President no longer than a week following their approval.
- iv. The Secretary shall keep a copy of the LSA Constitution and the LSA Bylaws posted conspicuously in the Law School building and on the LSA's official website.

II. DUTIES OF REPRESENTATIVES

Section 2.01 *3L Representatives*

- i. Have one vote each. May proxy their vote only to the other present 3L Representative in the event of absence from a LSA Board meeting or an emergency meeting, and quorum is not met without their vote.
- ii. Has access to the 3L Class listserv only.
- iii. Works with the UC Davis School of Law Events Manager and Executive Director of Marketing and Public Relations on Commencement.
- iv. Solicits the Commencement keynote speaker, faculty speaker, faculty hooders, and student speaker.
- v. Works with the UC Davis School of Law Associate Director of Alumni Relations and Annual Giving to coordinate the class gift.
- vi. Appoints a LSA member to coordinate Aokirama which may be funded by the LSA off campus account only, unless other funding sources are deemed by the LSA Board to be more appropriate.
- vii. Serves as a liaison between the 3L students and the LSA Board communicating concerns of the 3L students to the LSA Board and important information from the LSA Board to 3L students.

Section 2.02 *2L Representatives*

- i. Have one vote each. May proxy their vote only to the other present 2L Representative in the event of absence from a LSA Board meeting or an emergency meeting, and quorum is not met without their vote.
- ii. Has access to the 2L Class listserv only.
- iii. Develops introduction week programs and events for incoming 1L students keeping in mind Admissions Office programming.
- iv. Appoints a LSA member to coordinate the annual Float Trip in the Fall Semester. The event should be funded entirely by ticket sells. Extra proceeds will be deposited into the LSA off campus account. In the event that there are not enough funds to cover the costs, the planners will be refunded by the proceeds of Barrister's Ball.
- v. Plans the law school's Barrister's Ball funded entirely by ticket sells. All proceeds should be deposited into the LSA off campus account. A budget shall be created for the event by the Treasurer and approved by the President.
- vi. Works with the UC Davis School of Law Events Manager and Executive Director of Marketing and Public Relations to secure volunteers for Commencement.
- vii. Serves as a liaison between the 2L students and the LSA Board communicating concerns of the 2L students to the LSA Board and important information from the LSA Board to 2L students.

Section 2.03 *1L Representatives*

- i. Have one vote each. May proxy their vote only to the other present 1L Representative in the event of absence from a LSA Board meeting or an emergency meeting, and quorum is not met without their vote
- ii. Has access to the 1L Class listserv only.
- iii. Coordinates the purchase of business cards for the 1L class.
- iv. Organizes a Graduate Student Mixer which may be held either in the Fall or Spring Semester.
- v. Serves as a liaison between the 1L students and the LSA Board communicating concerns of the 1L students to the LSA Board and important information from the LSA Board to 1L students.

Section 2.04 *LL.M. Representative*

- i. Has one vote. May proxy their vote to any executive officer in the event of absence from a LSA Board meeting or an emergency meeting, and quorum is not met without their vote. LL.M. may not serve as a proxy for any other voting member.
- ii. Has access to the LL.M. Class listserv only.
- iii. Serves as a liaison between the LL.M. Students and the LSA Board communicating concerns of the LL.M. students to the LSA Board and important information from the LSA Board to LL.M. students.
- iv. Works with the Associate Dean of International Programs to develop programs that address the needs of LL.M. students.
- v. Coordinates with the 1L Representatives to place orders for business cards for LL.M. students.

- Section 2.05 *1L Section Representatives*
- i. Non-voting members of the LSA Board.
 - ii. Serves as the liaison between specific section that is represented and the UC Davis LSA.
 - iii. Coordinates, each semester, the gift or other show of appreciation, to the professors of their respective section.
- Section 2.06 *ABA Representative*
- i. Non-voting member of the LSA Board.
 - ii. Serves as the liaison between ABA Law Student Division, the SBA, and the UC Davis LSA.
 - iii. Prepares programming to SBA increase membership.
 - iv. Reports ABA Law Student Division, the SBA, events, programs, and initiatives to the LSA Board.
 - v. Makes reasonable efforts to attend the national conference and sit as the delegate for UC Davis School of Law.
- Section 2.07 *GSA Representative*
- i. Non-voting member of the LSA Board.
 - ii. Serves as the liaison between the Graduate Student Association and the UC Davis LSA.
 - iii. Attends GSA meetings regularly and reports to the LSA Board with items of interest to the LSA Board.
- Section 2.08 *GSHIP Representative*
- i. Non-voting member of the LSA Board.
 - ii. Responsible for representing law student's health insurance interests in Graduate Student Health Insurance Plan discussions, meetings, and plans.
 - iii. Shall report to the LSA Board when health insurance information is subject to any modification or change.
- Section 2.09 *COSAF Representative*
- i. Non-voting member of the LSA Board.
 - ii. Serves as the liaison between the Council on Student Affairs and Fees and the UC Davis LSA. Attend COSAF meetings regularly and reports to the LSA Board when any fees are subject to modification or change.

III. DUTIES OF COMMITTEE REPRESENTATIVES

- Section 3.01 *Educational Policy Committee Representatives*
- i. Each representative shall be a voting member of the Educational Policy Committee and a non-voting member of the LSA Board.
 - ii. Each representative shall have a voice, but no vote, at the faculty committee meetings on subject matter that is before the EPC.
 - iii. Representative shall periodically report to the LSA Board especially when policy changes are being considered.
 - iv. The EPC shall advise the faculty and Dean on changes in the curriculum, regulations, and other matters of educational policy referred to it by the faculty or Dean.
 - v. The full committee shall consist of four faculty members and three elected students.

Section 3.02 *Budget Policy Committee Representatives*

- i. *Mission Statement.* The purpose of the Committee is to work with the King Hall administration to obtain information on King Hall expenditures and advocate on behalf of the students for budgeting decisions to the King Hall administration.
- ii. *Structure of the Committee.*
 - a. *Representatives.*
 1. King Hall students will elect five (5) Representatives to serve on the Committee. Three will be from the rising 2L class and two will be from the rising 3L class. The entire student body will elect these representatives in the spring elections.
 2. The elected 2L and 3L Representatives will appoint one 1L representative from the incoming class in the fall after the election.
 3. Each representative shall be a voting member of the Committee. Each representative will be a non-voting member of LSA.
 4. No Committee Representative may simultaneously hold a voting position on LSA.
 - b. *Chair.*
 1. The Chair will be chosen from, and by, the four (4) elected Representatives. The elected 2L and 3L representatives will nominate and elect the Chair of the Committee by a simple majority vote.
 - c. *Non-Voting Members.* The LSA President will serve as a non-voting member of the Committee in an advisory capacity.
 - d. *Faculty Members.* If possible, the Committee will consult with at least four (4) different faculty members during the academic school year.
 - e. In the event of a vacancy, the sitting Committee will fill the vacancies subject to LSA Board approval by a simple majority vote.
- iii. *Duties of the Committee.*
 - a. *Collect Information.* The Committee and LSA will work with the King Hall administration to collect information about the following:
 1. The cost of attending King Hall including the mandatory system-wide fees, Professional Degree Supplemental Tuition (PDST), books and supplies, room and board, transportation, and miscellaneous personal expenses for a King Hall student;
 2. The line item budget of the expenditures and revenues of the law school;
 3. And the amount and distribution of financial aid at King Hall including grants, student research assistant positions, and scholarships.
 - b. *Publish Information.* The Committee will publish reports and recommendations on its findings under Article III, Section 2.02(iii)(a) of the LSA Bylaws. The reports and recommendations can be published separately or together.

1. The reports will contain material information regarding each finding listed under Article III, Section 2.02(iii)(a) of the LSA Bylaws.
 2. The recommendations will contain comments to the information including, but not limited to: commentary and suggestions for upcoming budget decisions, including the setting of the PDST; commentary and suggestions on trends in the distribution of financial aid; commentary and suggestions on the cost of attending King Hall relative to other comparable law schools.
 3. The recommendations shall be distributed by LSA and posted on the LSA website. Prior to distribution, LSA and the Committee must meet and confer to discuss the recommendations that will be published. LSA may decline to disseminate the recommendations by a simple majority vote of the LSA Board. "Disseminate" includes publication through the LSA President's listserv and other LSA channels.
 4. Regardless of whether LSA publishes the recommendations, they will be presented to the student body at a public town hall meeting. The town hall meeting will be publicized by: inclusion in the weekly announcement emails to the student body sent by the LSA President, fliers posted around school, notice on the Intranet, and any other reasonable means of publicity. If LSA declines to disseminate the recommendations, LSA will be allotted 10 minutes at the town hall meeting to explain their position.
 5. The Committee may publish reports and recommendations aimed to inform alumni of the current cost of attending King Hall.
 6. The Committee may extend outreach activities to prospective and incoming students. Outreach activities may include a presentation at admitted students' day or introduction week on the current cost of attending King Hall and expected debt upon graduation.
- c. *Advocate on Behalf of Students.* The Committee will be in the best position to advocate on behalf of students to the King Hall administration, regarding any matters relating to the PDST.
1. The Committee will work closely with the King Hall administration to stay informed about the annual setting of the PDST. The committee will submit recommendations on the annual setting of the PDST to the students, LSA, and the King Hall administration. This can be accomplished through publication of the recommendations in the same manner as described in Article III, Section 3.03(iii)(b) of the LSA Bylaws. The Committee's recommendations will be attached to the PDST Proposals that are submitted by the King Hall administration to the Chancellor and UC Regents.

2. The Committee will work closely with the King Hall administration to remain informed about the three-year PDST proposals. The Committee will submit recommendations on the three-year PDST proposals to the students, LSA, and the King Hall administration. This can be accomplished through publication of the recommendations in the same manner as described in Article III, Section 3.03(iii)(b). The Committee's recommendations will be attached to the PDST Proposals that are submitted by the King Hall administration to the Chancellor and UC Regents.
 3. In the event of a proposed increase in the PDST in either the annual or three year plan, the Committee shall request the following information from the King Hall administration in order to make informed recommendations: a justification for a fee increase proposal, setting forth the facts supporting the fee increase; a statement specifying the purposes for which revenue derived from a fee increase will be used; a description of the efforts to mitigate the impact of the fee increase on recruiting and retaining students from economically disadvantaged backgrounds; an analysis of the potential impact to students, including, but not limited to: median salary for new hire associates in the State of California, debt-to-service ratio of 10% based on median income¹ of new hire associates in the State of California, the average student loan debt upon graduation, and current year institutional financial aid awards; alternative proposals can be considered in lieu of the proposed net student fee revenue proposal.
 - iv. The Committee has the power to pass governing rules for its internal procedure and amend them by majority vote.
 - v. This committee does not preclude any other student or student organization's efforts to obtain information and advocate alternative positions to budget decisions.
- Section 3.03 *Faculty Appointment Committee Representatives*
- i. The Faculty Appointments Committee shall advise the faculty and Dean on prospective faculty appointments.
 - ii. The committee shall investigate and interview applicants, and recommend applicants for consideration by the faculty.
- Section 3.04 *Wellness Committee Representative*
- i. The committee shall create programs and initiatives catered to mental and physical wellness and shall advise the psychologist and Dean of Students on the programming needs of the students.
 - ii. The committee shall consist of the one LSA representative, the in-house psychologist, and the Senior Assistant Dean for Student Affairs.

¹ See U.S. Census Bureau, available at: http://pubdb3.census.gov/macro/032005/perinc/new03_010.htm); see also "Project on Student Debt," available at: http://projectonstudentdebt.org/files/pub/Debt_is_Too_Much_November_10.pdf

- Section 3.05 *Community Service Committee Representative*
- i. The committee shall coordinate for King Hall students at least one community service and pro bono activity each month of the school year, not including the month for which finals are administered.
 - ii. The committee may recruit ten (10) additional students to aid in the search for service and pro bono activities. These additional students will be members of the community service committee.
 - iii. The committee shall consist of the two representatives, the recruited students, and the Senior Assistant Dean for Academic Affairs at the discretion of the committee representatives.
 - iv. The committee may appoint the Vice President, at any time, to sit as a representative on the committee, especially in times of decision stalemates.
- Section 3.06 *Appointment of Ad Hoc Committees*
- i. The Dean may appoint ad hoc committees of faculty, staff, or students to advise the faculty or the Dean on a subject which is beyond the jurisdiction of the established committees.

IV. LSA BOARD AND PROCEDURES

- Section 4.01 *Grievance Policy*
- i. The LSA Board hereby gives general notice to the entire King Hall community of the following procedure for airing any grievance or disagreement with the LSA Board.
 - a. Write a letter expressing your concern and submit it to the LSA President.
 - b. Schedule a meeting and discuss your concern with the entire LSA Board. This meeting should take place within five (5) school days of the written grievance or at the next LSA meeting, whichever later.
 - c. If the grievance cannot be resolved after meeting with the LSA Board, schedule a meeting with the Dean of the law school and appropriate administrative staff. This meeting should take place within five (5) school days of the discussion with the LSA Board.
 - d. Resolution to the grievance will be presented at the next scheduled LSA meeting.
 - e. The LSA Board will make every reasonable effort to accommodate the needs of the student body.
- Section 4.02 *Endorsement Policy*
- ii. No member of the LSA Board may purport to represent the views of the entire LSA Board with respect to elections, funding, or student concerns without the express authority of all Board members.

V. RIGHTS AND REQUIREMENTS OF STUDENT ORGANIZATIONS

- Section 5.01. Active organizations are entitled to the rights provided and responsible for completing the requirements of this article. Inactive organizations are not entitled to the rights provided nor responsible for completing the requirements of this article.
- i. *Active Organizations.* An active organization is one that has registered with the LSA Board on a yearly basis at some time prior to Introduction Week by request for culture week or other process as proscribed by the Vice President; and has registered with Aggie Life on a yearly basis.

- ii. *Inactive Organizations.* An inactive organization is one that has failed to register with the LSA Board and Aggie Life on a yearly basis in a timely fashion. Inactive Organizations may be reactivated following Introduction Week or culture week assignments, whichever later.
- Section 5.02. Student organizations are entitled to request funds for culture week and other events based on the guidelines and procedures as defined by the Treasurer.
- Section 5.03. Student organizations that have been assigned a culture week are required to sign-up for clean the basement student lounge refrigerators, microwaves, and kitchen area generally through a process defined by the Vice President. Failure to complete the cleaning requirement will result in an unfavorable consideration of a culture week application for the following academic year.
- Section 5.04. *Student Organization Offices.* The organizations that have namesakes to the offices in the basement shall maintain their offices unless good cause dictates that they be removed as determined by a true majority vote of the LSA Board. LSA Board votes may not be proxied in this matter.
- Section 5.05. Student organizations should make best efforts to schedule large events (e.g. banquets and mixers) with the UC Davis School of Law Events manager or appropriate faculty member in the summer prior to the commencement of fall classes. Culture Week events should be scheduled as far in advance of the culture week as possible.