

**BYLAWS OF THE MITCHELL HAMLINE SCHOOL OF LAW
STUDENT BAR ASSOCIATION**

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PREAMBLE

These Bylaws are adopted by the Board of Governors of the Mitchell Hamline School of Law Student Bar Association (“SBA”) and reflects the purposes and structure of the organization. These Bylaws were adopted in accordance with, incorporate all definitions and guidelines set therein, and remain subordinate to the Constitution of the Mitchell Hamline School of Law Student Bar Association. All references to “the Constitution” or to sections of it mean that specific document.

ARTICLE I. DUTIES OF ELECTED OFFICE

A. SBA Board of Governors Duties

1. Represent the interests of Members of their respective class or section.
2. Address the needs of the Members through zealous advocacy, scholarship contributions, capital improvements to MHSL, and support of student organizations.
3. Act with good faith and due diligence in exercising their respective powers and fulfilling their respective duties.
4. Have the same voting rights as any member of the SBA Board of Governors (“Board”).
5. Hold Class Meetings at least once per semester.
6. Attendance. Attendance at all SBA Board Meetings is required. Absences require notice to the President or Secretary. Two absences without notification automatically subjects the Board Member to Board review and potential removal.
7. Communication. Each elected representative of the Board will appropriately communicate information and policies to the elected representative’s constituents. Additionally, each elected representative of the Board shall work toward identifying problems of particular concern or interest to the representative’s constituents and are responsible for pursuing those problems with the Board and/or the Mitchell Hamline School of Law (“MHSL”) faculty and administration.
8. Committee Assignment. Each SBA Board Member shall serve on one (1) or more SBA committees and will assist in projects sponsored by the SBA. Serving on two (2) SBA committees is strongly encouraged.
9. Each new SBA Board member shall read the SBA Constitution and SBA Bylaws before the SBA Board member’s first Board Meeting or SBA committee meeting.

B. Officer Duties

1. Scope of Authority. An officer shall not exceed the position’s express or implied authority by exercising discretionary judgment not in conformity with the Constitution and Bylaws.
2. Duties of the President. The President shall:

- a. Perform duties internal to the SBA as follows:
 - i. Serve as a Chair of the Executive Committee. ii. Call and conduct meetings in the manner provided for in the Constitution and Bylaws. iii. Be responsible for the general business of the SBA Board.
 - iv. Ensure that the Board fulfills its responsibilities for the governance of the SBA, functions effectively, interacts with administration optimally, and fulfills all of its duties.
 - v. Only vote at Board Meetings in the event of a tie. vi. Maintain awareness of the Board and SBA committee activity
 - vii. Be jointly responsible with the Treasurer for the development and promotion of formal accounting procedures for all SBA Treasury funds which shall include all student activity fee allocations, any SBA event-related cash or checks, any debit/gift cards purchased with student activity fees, any petty cash, or any other form of currency or funding which would otherwise fall under the spending authority of the SBA Board.
 - viii. Be an ex-officio member of all SBA standing committees.
 - ix. Be jointly responsible with the Treasurer to file, or cause to be filed, the annual Form 990 on a timely and accurate basis.
 - x. Serve as Chair of SBA Board Meetings
 - b. Perform Duties external to the SBA as follows:
 - i. Serve as spokesperson for the SBA and as liaison to the MHSL faculty, administration, and staff.
 - ii. Attend the MHSL faculty and Board of Trustee meetings. In the event of a scheduling conflict, the President shall appoint an alternative student representative to attend the meeting.
 - iii. Appoint student delegates, subject to the consent of the Board, to faculty committees and councils for the academic year or appropriate time. The President may make interim appointments to be confirmed by the SBA Board at the next Board Meeting. Preference should be given to members in their second year or higher. Student delegates shall submit a monthly report to the President, which will be discussed at the next Board Meeting. Notice of open positions shall appear on the MHSL website and/or via e-mail to the Membership of the SBA.
3. Duties of the Vice President. The Vice President shall:
- a. Exercise the powers and duties of the SBA President during the absence or incapacity of the President, in which case the Vice President shall not vote except to break a tie.
 - b. Succeed the President in office in the case of a permanent vacancy.
 - c. Serve as the liaison between SBA and its committees to the MHSL Student Organizations

- d. Appoint members of the SBA standing committees and ad hoc committees.
 - e. Be an ex-officio member of all SBA standing committees.
 - f. Assist the Secretary in preparing and posting the agenda for regular and special Board Meetings.
 - g. Oversee and manage the SBA Student Leadership Office (SLO).
 - h. Serve as a member of the Executive Committee.
 - i. Fulfill such other assignments as the President determines appropriate and desirable for the Vice President to perform.
4. Duties of the Secretary. The Secretary shall:
- a. Be responsible for taking minutes of all Board Meetings.
 - b. Act as with parliamentary authority at Board Meetings.
 - c. Possess knowledge of the most current edition of Robert's Rules of Order, and provide Robert's Rules training to all Board Members.
 - d. At the request of any officer or elected representative, decide questions of constitutional interpretation and of the constitutionality of SBA procedural actions and decisions, which may be appealed to the Judicial Council.
 - e. Collect, compile, and preserve all significant records and minutes of the SBA.
 - f. Prepare copies of meeting minutes for the Board for corrections and approval prior to the next regular Board Meeting. Upon Board approval, a copy of the approved minutes shall be posted on the MHSL website, or an equivalent message board, within fourteen (14) days following the Board Meeting.
 - g. Be responsible for maintaining the SBA's presence on the MHSL website.
 - h. Record attendance and votes at Board Meetings.
 - i. Serve as a member of the Executive Committee.
 - j. Have the same voting rights as any member of the Board.
5. Duties of the Treasurer. The Treasurer shall:
- a. Manage and assume joint responsibility with the President for all SBA finances, accounting, and bookkeeping, in conjunction with the Ways & Means Committee and the MHSL Finance Office.
 - b. Serve as the Chair of the Ways & Means Committee.
 - c. Hold a meeting for the student organization presidents and treasurers, or equivalent positions, to clarify the current budget policy and budget request process before the formal budget process begins in the upcoming academic year.
 - d. Inform student groups of the requirements to obtain funding from the SBA; and
 - e. Provide assistance to student organization in the completion of requirements to obtain funding from the SBA.
 - f. Prepare and file any required documents consistent with and pursuant to state law, for review by the Board, upon approval of the Board, including, but not limited to, the

- Annual Registration with the Minnesota Secretary of State and all necessary federal, state, and local tax forms.
- g. Prepare and provide to the Board a monthly Treasurer's Report including a Balance Sheet and Income Statement for the SBA Treasury.
 - h. Prepare, with the Ways & Means Committee, a projected expense and income budget of the SBA for the upcoming academic year.
 - i. Prepare, with the Ways & Means Committee, allocation of student organization funding of the SBA for the academic year, for approval by the Board.
 - j. The accounts of the SBA Treasury shall be made available for inspection to any Member of the SBA upon request. The Board Treasury shall be subject to annual audit upon the expiration of the Treasurer's term of office.
 - k. Serve as a member of the Executive Committee.
 - l. Have the same voting rights as any member of the Board.
6. Duties of At-Large Representative. The At-Large Representative shall:
- a. Represent the interests of the membership at large
 - b. Serves as the Chair of the annual fall semester student organization fairs.
 - c. Serve as a member of the Executive Committee.
 - d. Have the same voting rights as any member of the Board.
 - e. Together with the ABA Representative, manages the student initiatives and programming.
 - f. Assist SBA Board of Governors with the execution of internal student initiatives.
 - g. The At-Large Representative shall attend class meetings.
7. Duties of Other Elected Representatives. The American Bar Association ("ABA") Representative shall:
- a. Be an ABA/LSD member in good standing at the time of election and throughout their elected term.
 - b. Represent the SBA, along with the President, at all Circuit and National ABA/LSD meetings as a voting delegate, or arrange for the attendance by another Board Member who is also an ABA member to serve as a proxy.
 - c. Be the liaison to the ABA on behalf of all students at MHSL.
 - d. Regularly disseminate information regarding the ABA/LSD to the SBA Membership and Board.
 - e. The SBA shall fund reasonable travel expenses for the ABA-LSD Representative and the SBA President, or their proxies, to attend the ABA annual meeting. Such travel expenses may include airfare (where appropriate), lodging, vehicle rental, mileage and all other expenses deemed appropriate by the SBA.

- f. All formal complaints on behalf of the SBA or student org to the ABA will be forwarded to the ABA student representative within a reasonable amount of time. Each ABA student representative should make it known to the SBA what means of communication they prefer to be contacted with regarding these matters

ARTICLE II. ELECTION COMMISSION

A. Elections

1. Frequency. An election for all SBA representatives, excluding 1L Section Representatives, shall be held annually in the spring semester not later than the April Board Meeting.
2. Election Commission
 - a. The Election Commission shall comprise a graduating member who is a Board Member and at least two (2) but not more than four (4) non-Board Members. One member of the commission shall be drawn from the pool of Cohort or non-full-time students.
 - b. The President shall appoint a graduating Board Member to the Election Commission. Members who wish to gain admittance to the Election Commission shall submit to the President a statement of their interest no less than 10 business days before commencement of the period of time after nomination petitions are accepted and before expiration of voting (“Election Period”). The President shall review each submitted statement of interest and has the discretion to appoint individuals to the Election Commission.
 - c. In the event an Election Commission does not comprise at least three (3) members at a date 8 business days before commencement of the Election Period, the President shall appoint eligible Board Members to the Election Commission such that the Election Commission comprises at least three (3) but no more than (5) individuals.
3. Candidate Nomination Information
 - a. Eligibility for Candidacy. All current Members in good-standing are eligible for election to the SBA provided:
 - i. The Member does not anticipate vacating their position prior to the expiration of their term of office.
 - ii. The Member has no reason to believe that he or she will be unable to fulfill the duties of office.
 - b. Nomination Petitions. Nominations for candidacy shall be by written petition. Notice of the election and filing requirements shall appear on the MHSL website no later than two (2) weeks prior to the election. The petition shall contain the name of the nominee, the position sought, the signatures of qualified Members of the nominee’s class, and, if applicable, the section to which the nominee seeks election. The nomination period shall extend at least five (5) days after notice appears on the MHSL website. The

Election Commission shall verify that any students who submit petitions are eligible for election to that office.

- i. Petitions for nomination to candidacy for 1L Section Representative shall be signed by at least ten (10) members within the nominee's class year and section.
 - ii. Petitions for nomination to candidacy for elected representatives other than 1L Representatives and the President and Vice President ticket shall be signed by at least fifteen (15) members within the position's constituency.
 - iii. Class Representative candidates shall submit either a statement of their intent to run along with a candidate information statement or shall submit a petition with the required number of signatures for their class.
 - iv. Nominations to candidacy for President and Vice President shall be sought in a single petition.
 - v. Petitions for nomination to candidacy for the President and Vice President ticket shall be signed by at least fifty (50) members total.
 - vi. If elected to a position, a member must sign a written acknowledgement of the duties of the position along with a statement expressing an understanding of budgetary and reimbursement policies of the SBA.
- c. Nominee Campaigns. Nominees shall not campaign until after submission and acceptance of a completed nomination petition to the Elections Committee.
- d. Election Rules. All SBA Board candidates agree to execute their campaigns in accordance with the election rules that accompany each election. The Election Commission shall communicate election rules to all candidates prior to the start of every Nomination Period.
- e. Election Report. In next meeting of the SBA Board after an election, the Elections Commission Chair shall submit a report of election rules violations and action taken, if any, to the Secretary as part of the minutes.
- f. SBA Election Procedures. SBA Board members on the Elections Commission shall organize and facilitate elections for any elected representative, officer position, or ballot question. Members on the Election Commission who are also a candidate for election shall not facilitate the election in which he or she is a candidate. Elections shall be conducted as follows:
- i. Election Announcement. Announcement of elections shall be made on the MHSL website or by the office of the Dean of Student Affairs and Student Life, beginning before the end of March and the election shall be completed by the final Board Meeting.
 - ii. 1L Representative Elections. An annual election for all 1L Representatives shall be held in the fall semester not later than the September Board Meeting. The

election for each 1L Representative shall be conducted within each respective section and only members registered for that section shall be eligible to vote. The first order of business at the first regular Board Meeting following the election shall be the certification and seating of the 1L Representative(s). iii. Elections shall be conducted by electronic ballot. Only members registered within a class or section to which the candidate is seeking election shall be allowed to vote for that elective position. A separate section of the ballot shall be prepared for each elected position containing the names of all candidates seeking election for that position. iv. Each eligible voter shall have one vote and any ballot that contains more than one vote shall not be counted, except as otherwise provided in the Constitution and Bylaws. The Chair of the Elections Commission shall retain the ballots for a period of at least one (1) month following any election or referendum vote, or until the Board certifies the election results, whichever comes later. A student that has received a refund of their SBA fees during the school year is not an eligible voter.

- v. Election to a 1L Representative position requires an affirmative majority of votes cast within the respective section. For all other elected positions, candidates with a plurality of the votes cast by Members of the position's constituency shall be declared the winner upon Board certification.
- vi. Election of Judicial Council shall be conducted by cumulative voting. Each eligible voter has three (3) votes with which to cast in any fashion for up to three (3) Judicial Council candidates. Any Judicial Council ballot that contains over three (3) votes shall not be counted. The three (3) Judicial Council candidates with the highest number of votes are declared elected upon SBA Board certification.
- vii. Each prepared ballot shall contain a space for a write-in candidate. In the event a write-in candidate is elected, the Chair of the Elections Commission shall certify that the winner is eligible for election to that position. If not eligible, the candidate with the next highest number of votes shall be declared elected upon Board certification.
- viii. In the event of a tie, the Elections Commission shall conduct a runoff election among the candidates who received equal votes. Ballots should be made available to all Members who are eligible to vote for the respective positions. The runoff election shall be completed within ten (10) calendar days of the conclusion of the general election.
- ix. In the event a position to be elected has no candidate or a position is vacant, a special election will be held within the position's constituency subject to vacancy. If, after a special election is called, the office remains without a candidate, the President shall nominate a candidate and the board shall vote to approve the candidate in accordance with the Constitution and Bylaws. During the interim, while a position remains vacant before a replacement is found

through a special election, the President may appoint an interim representative to fill that position with approval from a majority of the Board of Governors.

- x. Graduating Members may vote for President, Vice President, Secretary, Treasurer, At-Large Representative, Judicial Council, and all other ballot questions open to the entire Membership.
- xi. The annual spring election shall be conducted via e-mail and electronic ballot. Candidate names shall be placed in alphabetical order according to last name. The last name of a candidate for President will be used for the President and Vice President ballot.

B. Transition

1. The next regular Board Meeting following the election shall be attended by each of the outgoing Board Members and all newly elected representatives in order to conclude old business and elect officers.
2. After the resolution of the aforementioned agenda items, the Board shall certify the election of Board Members-elect. Upon the certification of the election of the Board Members-elect and their seating as members of the Board, each incumbent Board Member's term shall expire.
3. The incumbent Board shall retain its powers and make a good faith effort to resolve any and all agenda items possible prior to the certification of the Board-elect. Members of the Board-elect do not have an official voice in any business before the Board until certification occurs. The incoming Board's responsibilities begin immediately after certification. The outgoing committee chairs retain responsibility for executing and coordinating all events and tasks initiated during their Board's term. Incoming committee chairs are encouraged, but not required, to help with the execution of these events.
4. Certification Process.
 - a. The outgoing President shall swear in the incoming President.
 - b. The outgoing Board disbands by an affirmative 2/3 vote of present Board Members.
 - c. The incoming President swears in the incoming Board.
 - i. Swearing in language. The following shall be used to swear in all members of the Board: "I swear to dutifully uphold the Constitution and Bylaws, and serve the best interests of my fellow students and this school to the best of my ability throughout my term in office." ii. The incoming President may generate his or her own oath for certification.

ARTICLE III. MEETINGS

A. Generally

1. Meeting Conduct. Board Members shall conduct themselves in a respectful and courteous manner.
2. Location. All Board Meetings shall be held at MHSL, preferably in the Kelley Board Room.
3. Frequency. The Board shall hold a meeting at least once per month each semester. The summer term is exempted from this requirement.
4. Notice. The place, time, date, and agenda for any Board Meeting shall be published at least seven (7) days prior to the scheduled meeting, unless otherwise exempted by these Bylaws.
 - a. Notice may be given via email to all elected representatives.
 - b. Elected representatives may be delegated the responsibility of giving notice to their constituents.
5. Minutes. Minutes from each Board Meeting shall be prepared by the Secretary, or their designee, and published within fourteen (14) calendar days after the meeting.
 - a. Minutes shall be archived.
6. Parliamentary Procedure. The rules of procedure contained in the latest edition of Robert's Rules of Order shall govern at all regular and special Board Meetings, except when such rules are in direct conflict with the provisions of the Constitution, these Bylaws, or other applicable law.
7. Open Meetings. All Board Meetings shall be open to all Members and guests, except that a meeting may be closed for data privacy purposes. The SBA conducts itself according to state and federal guidelines and laws and shall endeavor to comply as best as possible with the spirit and intentions Minn. Stat. ch. 13D, Minnesota Open Meeting Law.
8. On/Off Record Procedure
 - a. Regular Board Meetings shall be open to the Membership of the SBA, and anything discussed at regular Board Meetings shall be on the record.
 - b. Any Board Member may present a motion to go off the record at any meeting. If the motion is seconded, the subsequent discussion will not be recorded.

B. Special Meetings

1. Special meetings may be called by:
 - a. The SBA President;
 - b. The Chair of the committee to be convened;
 - c. The written request of one fourth (1/4) of the members of the Board; or
 - d. A written petition signed by twenty (20) Members of the SBA.
2. All Special Meetings shall be limited to the subject(s) indicated in the published agenda or petition.

3. Advance notice of at least two (2) days, stating time, place, and agenda shall be given to each Board Member or member of the committee to be convened.

C. Quorum for Regular Board Meeting

1. Quorum shall be consistent with Article III, Section D of the Constitution.

D. Voting at Regular Board Meeting

1. Proxy voting by Board Members at any meeting of the Board shall not be allowed.
2. In the existence of exigent circumstances, any action, other than Election or Referendum, may be taken by:
 - a. Written action that is signed, or consented to by authenticated electronic communication, by three-fourths (3/4) of the Board.
 - b. Such written consent or authenticated electronic communication shall be filed with the minutes of the Board.
3. Each Board Member shall have one vote, unless otherwise provided in the Constitution or Bylaws.
4. A majority vote of those constituting a quorum shall represent the action to be taken by the Board:
 - a. Except any vote regarding financial matters of more than \$1,000 shall require a two-thirds (2/3) vote of the Board.
5. Electronic Voting. Calling for a vote and voting by e-mail will be allowed when a decision is needed and a meeting cannot be called.
 - a. The e-mail shall be sent to all Board Members.
 - b. At least three-fourths (3/4) of the members of the Board shall cast a vote and at least one (1) representative from each class shall cast a vote in order for action to be taken.
 - c. A member of the Executive Board shall keep track of, and announce, the vote.
 - d. All restrictions on voting provided in the Constitution and Bylaws apply to electronic voting.
 - e. Only the President can authorize an electronic vote, except:
 - i. The Board can force the President to authorize an electronic vote by an affirmative vote of two-thirds (2/3) of the Board.
 - ii. A majority of votes cast shall determine the action to be taken, provided all other requirements of the Constitution and Bylaws are met.

E. Non-Attendance at Board Meetings

1. Any Board Member who misses three (3) Board Meetings during their term shall be automatically removed from the Board.

2. The Secretary shall include a statement on the record during the taking of attendance that the Board Member has missed their third Board Meeting, and that upon adjournment of the current Board Meeting, the Board Member is automatically removed from the Board.
3. Immediately following the Board Member's removal, the Secretary shall provide to the removed Board Member:
 - a. Notice of removal; and
 - b. The procedure for reinstatement.
4. Any removed Board Member may request reinstatement by submitting a written request for reinstatement to the Secretary.
 - a. The request shall be submitted not less than three (3) school days prior to the first regular Board Meeting following the Board Member's removal.
 - b. Upon receipt of the request for reinstatement, the removed Board Member shall be given a reasonable amount of time to present their case for reinstatement at the first regular Board Meeting following the Board Member's removal.
5. A two-thirds (2/3) vote of those present in favor of reinstatement is required to reinstate a removed Board member.
6. If the request for reinstatement is not presented at the first regular Board Meeting immediately following the removal, or if two-thirds (2/3) support of the Board is not garnered on a motion for reinstatement, the removal will become final.

F. Attending Meetings Electronically

1. A Board Member who is unable to attend a Board Meeting in person may fulfill their attendance requirement by attending the meeting electronically through videoconferencing, teleconferencing, or other available electronic means.
2. A Board Member shall submit a request to the Secretary forty-eight (48) hours in advance of the scheduled Board Meeting.
3. A Board Member attending electronically shall exercise any of the duties of their position during the course of the meeting attended electronically.
4. A member or officer shall conduct themselves in accordance with Roberts Rules of Order during the meeting attended electronically.
5. If attending electronically, the Board Member shall request recognition during the course of the meeting in an unobtrusive manner.

G. Class Meetings

1. The Class Representatives shall convene a meeting of their Class at least once each academic year.
2. The At-Large Representative shall attend class meetings.

H. Committees

1. Membership
 - a. The tenure of Committee Chairs and members shall coincide with that of the SBA President.
2. Notice. The place, time, date, and agenda for any committee meeting shall be published at least five (5) days prior to the scheduled meeting, unless otherwise exempted in these Bylaws. Notice may be given via e-mail to all committee members.
3. Minutes. Minutes for committee meetings shall be prepared by the Committee Chair, or their designee, and published within seven (7) calendar days after the meeting. Minutes are considered published if they are e-mailed to all committee members, including the President and Vice President.
4. Committee Disputes
 - a. Any disputes regarding committee duties, powers, policies, and functions shall be resolved by Parliamentary advice; and if not resolved then the Board shall clarify the question with a majority vote.
 - b. Disputes resolved by either Parliamentary advice or the Board may be appealed to the Judicial Council.

ARTICLE IV. COMMITTEES

A. Committee Creation, Dissolution, and Definitions

1. Standing Committee
 - a. Definition. A standing committee is comprised of two or more members. The purpose and functions are carried over from the previous Board's term.
 - b. Creation Procedure. An ad hoc committee must be active for two full semesters before it can become a standing committee within the SBA. Upon meeting the twosemester requirement, the ad hoc committee may transition into a standing committee by a twothirds (2/3) vote of the Board.
 - c. Dissolution. Any standing committee may be dissolved by a 2/3 vote of the Board.
2. Ad Hoc Committee
 - a. Definition. An ad hoc committee is comprised of two or more members. Ad hoc committees are established with a specific function or purpose in mind at the time of creation. Its purpose and functions are not carried over from the previous SBA Board's term.
 - b. Creation Procedure. An ad hoc committee may be created by a majority vote of the Board. The motion to create an ad hoc committee must include its proposed membership and purpose.

- c. Dissolution. All ad hoc committees are automatically dissolved at the end of the Board's term under which it was created. In order for an ad hoc committee to carry over to the next Board, a majority vote is required by the incoming Board.

B. Standing Committees

1. Executive Committee

- a. Membership. The Executive Committee shall be comprised of the President, Vice President, Treasurer, Secretary, and At-Large Representative. The President shall be the Chair of the Executive Committee.
 - b. Purpose. The Executive Committee is responsible for planning Board Meetings, assisting the President in conducting and addressing the business of the SBA between Board Meetings, assisting the President in reviewing applications for faculty committees and other appointed positions, assisting the Vice President in appointing Members to standing committees, recommending Board business, other tasks assigned by the Constitution or Bylaws, and other business as it arises.
 - c. Commitments. The Executive Committee may conduct business of the SBA, but shall not have the authority to bind the SBA in any action. After approval of the operating budget, the Executive Committee may make commitments, in accordance with the Board's decision and all other rules governing elected representatives, which bind the SBA.
2. Alumni Relations Committee
 - a. Membership. The Alumni Relations Committee shall be composed of no fewer than four (4) members. One part-time Board Member and one full-time Board Member shall chair the Committee. The Alumni Relations Committee is open to all Members who wish to participate.
 - b. Purpose. The purpose of the Alumni Relations Committee is to provide opportunities for students to network with attorneys and other legal professionals, to foster relationships with the MHSL alumni base, and to provide alumni with opportunities to serve and interact with MHSL and its students. The Alumni Relations Committee shall, at a minimum, organize one (1) major networking event each semester. The Committee is responsible for: maintaining a budget, selecting dates and locations, contacting attorneys, arranging any necessary catering or beverages, promotion, and other appropriate preparation. The Alumni Relations Committee shall consider the needs of all students when planning events. The event themes and goals may change each year, but the Committee shall be mindful of each class's unique needs.
 - c. Commitments. After approval of the budget and the event by the Board, any Chair of the Alumni Relations Committee may make commitments, in accordance with the Board's decision and all other rules governing elected representatives, which bind the SBA.
 3. Bylaws Committee
 - a. Membership. Membership of the Bylaws Committee is expressly restricted to Board Members.
 - b. Purpose. The Bylaws Committee is responsible for revising and maintaining the Bylaws, as needed, to reflect the decisions made by the Board affecting the Bylaws.

- a.
4. The Committee on Culture & Diversity
 - Membership. The Committee on Culture & Diversity shall be open to all students who wish to participate. A Member appointed by the President shall chair the Committee.
 - b. Purpose. The purpose of the Committee on Culture & Diversity is to work with MHSL to foster an understanding and appreciation for diverse perspectives; and to promote an academic and cultural environment that develops mutual respect for persons of all diverse groups including, but not limited to, race, ethnicity, sexual orientation, religion, and gender of students on campus.
5. Communications Committee
 - a. Membership. The Communications Committee is open to all Members who wish to participate.
 - b. Purpose. The purpose of the Communications Committee is to enhance transparency and collaboration between the Board and the Administration. Members of this Committee shall create monthly bulletins that partner with the Board Meeting minutes. This Committee will do a review of the MHSL Student Handbook and MHSL policies and programs as they are applicable to the student body. This Committee will also assist with any communication initiatives that the Board deems proper.
6. Elections and Membership Commission
 - a. Membership. The Elections and Membership Commission (“Elections Commission”) shall be open to any and all members of the SBA.
 - i. The Chair position is reserved for a graduating 3L or 4L Board Member.
 - ii. The Committee shall consist of a maximum of five (5) members.
 - b. Purpose. The Elections and Membership Commission shall conduct all SBA elections as well as assist and coordinate recruitment of membership for all SBA committees.
7. Health and Wellness Committee
 - a. Membership. The Health and Wellness Committee shall be open to all Members who wish to participate. A Board Member shall serve as Chair of this Committee and at least one additional Board member must serve on the Committee.
 - b. Purpose. The Health and Wellness Committee is devoted to finding ways to improve the personal health awareness of all students and to providing opportunities for students to engage in healthy lifestyle choices and activities. The Health and Wellness Committee works in cooperation with the MHSL administration to plan and host Wellness Week, held on an annual basis. The Health and Wellness Committee shall plan and host additional health-related events as it or the Board deems appropriate. This Committee shall coordinate a health insurance/health services information session with the Dean of Students office annually.

- a.
8. Social Committee
 - Membership. The Social Committee shall be open to all Members who wish to participate.
 - b. Purpose. The purpose of the Social Committee is to provide opportunities to socialize and to organize social gatherings. The Social Committee shall, at a minimum, organize two (2) activities per year. This includes: maintaining a budget, choosing dates, choosing locations, arranging for catering and beverages, providing for entertainment, promotion, and any other organization that may be required. The attire and theme for the social events may change from year to year and from fall to spring. The Social Committee shall consider all enrollment options of Members when organizing social events.
 - c. Commitments. After approval of the budget and the event by the Board, the Chair of the Social Committee can make commitments, in accordance with the Board's decision, that would bind the SBA.
9. Student Services and Facilities Committee
 - a. Membership. The Student Services and Facilities Committee shall be open to all Members who wish to participate.
 - b. Purpose. The purpose of the Student Services and Facilities Committee is to address and oversee issues including, but not limited to, food services, transportation to and parking on or around campus, safety issues that involve the MHSL community, and the general workings of the school's facilities. Further, this Committee strives to maintain and improve the quality of the student experience and MHSL.
 - c. Hachey Commons and Student Chambers. This Committee also oversees the operation of Hachey Commons and the Student Chambers. This Committee serves as a liaison between the SBA and all parties granted access to Hachey Commons by the MHSL administration and by the Board. This Committee shall also serve to provide student input on any existing or future concerns regarding the physical campus, excluding the Student Chambers.
10. Ways & Means Committee
 - a. Membership. The Treasurer shall serve as Chair of the Ways & Means Committee. The President and Vice Presidents shall be members of this Committee. Membership of this Committee is open to any and all members:
 - i. Ex Officio Members. The Treasurer, President, and Vice President shall be voting members of this Committee. The Treasurer shall submit monthly Treasurer's Reports to the Board.
 - ii. Committee Members. The committee shall consist of six (6) members from the entire Membership in addition to the Treasurer, President, and Vice President.

a.

All members of this Committee shall be voting members.

- b. Purpose. The Ways & Means Committee is responsible for revising and maintaining Article VI of these Bylaws, as needed, to reflect the decisions made by the Board affecting the SBA Budget Policy. Additionally, the Ways & Means Committee is responsible for insuring that money collected from student activity fees is used in accordance with the Constitution, its Bylaws, and any authorizing directives of the Board. The Ways & Means Committee is responsible for evaluating requests for funding, auditing expenditures, and whenever possible, coordinating the efficient and cost-effective use of student activity fees by student organizations, SBA committees, or other requesting individual(s) or organization(s). The Committee may conduct its business via e-mail, though the committee must hold one (1) regular meeting every semester. Article VI shall control budget activity.
- c. Duties. In accordance with its duties, the Ways & Means Committee shall:
 - i. Responsibly execute the SBA Budget Policy.
 - ii. Gather and evaluate, per guidelines listed in the SBA Budget Policy, the budget requests of the student organizations at the beginning of each academic year.
 - iii. Create an operating budget for the academic year that includes money for: student organization allocations, the SBA committees including SBA social events, SBA administrative costs, and a discretionary fund.
 - iv. Recommend the operating budget for Board approval.
 - v. Create a student organization allocation budget by evaluating student organization budget requests.
 - vi. Recommend the student organization allocation budget for Board approval.
 - vii. Review any funding request of newly organized student organizations that occur outside of the regular budget cycle.
 - viii. Review student organization spending to ensure compliance with the Constitution, its Bylaws, and the directives of the Board.
 - ix. Ensure student activity fees are used to enrich the experience of the greatest number of students.
 - x. Seek to prevent money from sitting dormant by funding reasonable and clear requests.
 - xi. Collect and allocate money in accordance with the Constitution, its Bylaws, and its Budget Policy.
 - xii. Ensure equal opportunities to all students, regardless of MHSL enrollment option.

ARTICLE V. THE JUDICIARY

A. Duties

1. The Judicial Council shall hold hearings as required to exercise powers described in the Constitution.
2. The Judicial Council shall establish the jurisprudence of the SBA.
3. The Judicial Council may make findings of fact regarding allegations of misconduct. B.

Recall

Submission to the Judicial Council of a petition, which clearly states the reason(s) for the recall and bears the valid signatures of fifteen percent (15%) of a Board Member's constituency, shall cause the Board to hold a special recall referendum for that Board Member.

1. The Council shall review the petition and submit a summary of the Judicial Council's review of the petition and the petition to the Board within with five (5) days of receipt.
2. If the Board does not convene a special meeting to receive the petition, the Chief Judge shall convene a special meeting of the Board for the purpose of presenting the petition and review memo to the Board.
 - a. Only if convening a special meeting is impractical, the Chief Judge may submit the petition and a written review memo to the Board via e-mail.
 - b. The Board may ask questions about the Council's review of the petition at the meeting.
3. The recall referendum shall be held within fourteen (14) school days of the submission of the petition to the Judicial Council.
4. A two-thirds (2/3) majority of the votes cast shall be necessary for removal from office by recall, provided that votes are cast by at least forty percent (40%) of the eligible Members in the constituency of the Board Member being recalled.

C. Impeachment

1. Bill of Impeachment

- a. The Board shall bring a Bill of Impeachment against any Board Member for misconduct.
- b. Misconduct shall include, but is not limited to, incompetent or negligent performance of duties, violation(s) of the Constitution or Bylaws, mismanagement of SBA funds, violation(s) of the MHSL Code of Conduct, or gross unethical conduct.
- c. A Bill of Impeachment shall include the specific allegation(s) of the misconduct.
- d. Signatures of a majority (1/2) of the members of the Board on a Bill of Impeachment shall constitute impeachment.

2. Impeachment Hearing

- a. The Judicial Council shall conduct an Impeachment Hearing within fourteen (14) school days of the impeachment.
- b. The Chief Judge shall publish notice of the hearing.

- c. The Judicial Council will conduct the hearing(s) in the manner they deem appropriate, so long as it does not conflict with provision in the Constitution or any other provision in the Bylaws. An impeached individual shall have the full right to present his or her case to the Council at such hearing.
 - d. If the Judicial Council finds that there is not substantial evidence to support the impeachment, the Council shall dismiss the impeachment.
 - e. The Chief Judge shall report its finding, including the manner in which the hearing(s) were conducted, the Judicial Council's findings, and the reasons for dismissing the charge, to the Board within seven (7) school days of the final hearing.
3. Vote of the Board on Impeachment
- a. If the Judicial Council finds substantial evidence of the charge, the Chief Judge shall submit a written report to the Board within seven (7) school days of the final hearing. The report shall include the manner in which the hearing(s) were conducted, the Council's findings, and the grounds for sustaining the charge.
 - b. Per the request of any five (5) Board Members, the Judicial Council shall also appear in front of the Board to report their findings.
 - c. Board Members may ask the Judges questions about their hearing(s) and findings.
 - d. A two-thirds (2/3) vote of the entire Board shall result in removal of the impeached member from office.
4. Jurisprudence. The Judicial Council has the power to interpret the Constitution and Bylaws. The Judicial Council shall create a body of jurisprudence of its official review of actions by the Board or the Election Commissions.
5. Misconduct Hearings. The Judicial Council shall conduct a Misconduct Hearing within fourteen (14) school days of receipt of a written request by any Member alleging violations of the Constitution or Bylaws by any Member, Board Member, or student organization.
- a. The Council may conduct the misconduct hearing(s) in any manner they deem appropriate, so long as it does not conflict with any provision of the Constitution, or any other provision in the Bylaws.
 - b. If, upon completion of a hearing, the Judicial Council does not find substantial evidence of a violation of the Constitution, the matter shall be dismissed and the Board may take no action.
 - c. The Chief Judge shall make a formal report to the Board at the next meeting. The report shall include the manner in which the hearing was conducted, the Council's findings, and the grounds for dismissal.
 - d. If, upon completion of a misconduct hearing, the Judicial Council finds substantial evidence supporting the allegation, the Council shall make a formal report to the Board within seven (7) days. The report shall include the manner in which the hearing(s) were conducted, the Council's findings, and the grounds for sustaining the allegation.

- e. Upon a finding of misconduct by the Judicial Council, a two-thirds vote of the entire Board shall result in sanctions and discipline as determined by the Board, which may include, but is not limited to: removal from elected office, loss of student organization funding, and referral to the MHSL administration for further review.

ARTICLE VI. BUDGET POLICIES

A. Use of Student Bar Association Funds

1. These rules apply to the registered student organizations, SBA committees, and individual Members that receive funding from the SBA.
2. The fiscal year calendar of the SBA runs July 1 through June 30.
3. Failure to comply with the Budget Policy may result in expenses not being reimbursed and may result in the suspension of the funds allocated to the student organization, SBA committee, or individual Member.
4. The SBA may require additional documentation or support in addition to the rules promulgated below.
5. The SBA and its Members agree that the Board interpretation of the SBA Budget Policy is controlling.
6. Any person with access to SBA accounts may only utilize SBA funds for only expenses authorized by the Board or Treasurer. Misappropriation of funds from SBA accounts is an impeachable offense; any misappropriation will be reported to MHSL administration as a suspected violation of the MHSL Code of Conduct, and to the proper authorities, if necessary.

B. Student Activity Fee Usage

1. The Board, as a whole or through its Ways & Means Committee, shall allocate money based on the principles set forth in these Bylaws.
 - a. Student activity fees shall be used to benefit the greatest number of students.
 - b. Student activity fees shall be allocated based on a first-come, first-served basis. Money should not sit dormant.
 - c. Reasonable costs will be funded and further requests with clear explanations of reasonable costs will be funded.
 - d. Student activity fees shall be collected and allocated in accordance with the Constitution and Bylaws.
 - e. There should be equal opportunity for all full-time, part-time, weekend, and Hybrid students to make use of student activity fees.
2. Student activity fees may not be used to:
 - a. Fund political activity or campaign efforts.
 - b. Job Fairs or events where job fairs are the predominant part of the event.

- c. Recruitment of students to attend MHSL.
 - d. Student organizations may not use student activity fees to purchase alcohol for any event; however, outside funding, including student organization dues, event ticket sales, and sponsorships, may be used for the purchase of alcohol.
 - e. Further other purposes the Board deems inappropriate.
3. Food. The Budget Committee may restrict food spending and impose requirements for events serving food, including requiring notice of the event to be posted on the MHSL website two (2) days prior to the event date.
4. Raised Funds.
- a. Funds raised by student organizations may be retained by the student organization for present and future fiscal years, unless otherwise provided in the Constitution and Bylaws.
 - b. Student organizations may deposit funds with the MHSL Finance Department and may use them at the student organization's discretion, provided that the SBA Constitution and Bylaws do not prohibit such use.
 - c. Student organizations are responsible for accounting which funds are raised funds and which funds are SBA allocated funds, otherwise funds will be presumptively considered SBA allocated funds.
 - d. Funds raised and retained by student organizations may be considered when determining future allocations to student organizations.
5. Suspicious Activity. SBA student activity fees belong to all SBA Members, and it is the duty of the Board to ensure the funds are used properly. Unauthorized spending or failure to follow the SBA Budget Policy may result in freezing of a student organization or committee's budget and referral to MHSL administration. If suspicious activity occurs:
- a. Investigation. The President and Treasurer shall immediately begin an investigation and inform the Executive Committee and Judicial Council. The Treasurer may submit a written request to the Judicial Council alleging misconduct. The Judicial Council shall conduct a hearing in accordance with the Constitution and Bylaws.
 - b. Freezing of the Budget. The Treasurer may, alone or at the discretion of the President, freeze the budget of the student organization or committee. Upon freezing of the budget the Treasurer shall promptly notify the Executive Committee and Judicial Council.
 - c. Confidentiality. During any investigation, confidentiality shall be maintained to the greatest extent possible. The President, Treasurer, and Judicial Council may make inquiries necessary to investigate any suspicious activity.
 - d. Reporting Suspicious Activity. All SBA Members and all members of student organizations are under a duty to report suspicious activity to the President, the Treasurer, or the Judicial Council. Failure to report may be considered an act of involvement in the same.

- e. Finding Improper Behavior. Should the Judicial Council determine suspicious activity amounts to misconduct, they shall present their reasons to the Board as well as the representatives of the student organization or committee.
 - f. Action on Finding Improper Behavior. If the Judicial Council finds and the Board agrees misconduct took place, the individuals can no longer serve as officers in the organization or committee for the duration of the academic year and for the following academic year. Failure to step down from serving as an officer of the student organization will result in the student organization to be ineligible for SBA funding.
 - g. Executive and Ways & Means Committees. If the alleged suspicious activity relates to members of the Executive Committee or the Ways & Means Committee, the matter will be directed to the Dean of Student Affairs.
- C. Student Activity Fee Allocation.
1. Student organizations shall receive funding in accordance with this Budget Policy.
 2. Any student organization or individual member may request funding from the SBA. Student organizations shall designate two individuals through which to seek funding. These two individuals must sign all requests made on behalf of the student organizations.
 3. Budget Creation. The Ways & Means Committee shall prepare and present to the Board an operating budget for the upcoming fiscal year based on 95 percent of the projected enrollment figures for MHSL. The operating budget must be approved by a majority of the Board before the start of the academic year.
 4. Budget Allocation. The operating budget shall include, but is not limited to: (1) student organization allocations; (2) SBA committees; (3) graduating student gift; (4) travel requests; (5) administrative expenses; and (6) a discretionary fund.
 5. Student Organization Allocations. The Ways and Means Committee shall prepare and present to the Board for approval a Student Organization Allocation Budget. The Ways & Means Committee shall be responsible for overseeing the allocation of SBA funds to student organizations.
- a. Budget Request Process. Student organizations seeking funding from the SBA shall submit yearly Budget Requests at a time near the beginning of the academic year, as determined by the Ways & Means Committee. The process will be as follows:
 - i. The SBA Treasurer shall communicate the deadline and Budget Request process to all MHSL student organizations through the MHSL website. The Ways and Means committee reserves the right to fine student organizations submitting late or incomplete requests at their discretion.
 - ii. There will be an Informational Budget Meeting at the beginning of the academic year in which representatives from every student organization must attend.
 - iii. The Way & Means Committee will set deadlines for Budget Requests submissions for fall, spring, and discretionary funding.
 - iv. The Ways & Means Committee will evaluate fall and spring funding requests and make recommendations to the Board to approve at the next Board meeting

- following the deadline for Budget Request submissions. Requests for discretionary funding will be determined and voted on by the Board.
- v. Student organizations established after the Budget Request deadline shall seek money directly from the Board. vi. Student organizations may request additional funding from the Board at any point in the academic year.
 - vii. Student organizations may request travel funds.
- b. Budget Request Criteria. The Ways & Means Committee shall evaluate a student organization Budget Request evaluating the following criteria:
- i. Presentation of information.
 - ii. Level of detail of information presented. iii. The number of students that may be impacted by the event or program. iv. Community outreach and promoting MHSL in the community.
 - v. Accessibility of event(s) by Members in all enrollment options. vi. Previous level of activity and use of resources by the organization vii. Current financial standing of the organization with the MHSL Finance Office.
 - viii. Outside bank accounts, assets, or savings of the organization, held in the name of the organization or by one of its officers.
- c. Spending of Student Organization Allocated Funds
- i. Organizations may expend money consistent with approved Budget Requests.
 - ii. An individual may use personal funds to purchase items and/or services on behalf of the student organization. The individual will be reimbursed through the reimbursement process described in these Bylaws.
 - iii. All student organization allocated funds may be spent as the student organization leader(s) see fit. Student organizations must not spend funds greater than those allocated to them by the SBA, barring unforeseen circumstances.
 - iv. Unspent student organization allocated funds shall be retained by the student organization for use in future years. The Board retains the right to reclaim student organization allocated funds in the event the organization is inactive, misusing funds, or for unforeseen circumstances.
 - v. Student organizations must submit any and all requests in accordance with this Budget Policy, the SBA Bylaws, and SBA Constitution. All officers of the student organization are responsible for executing the budget in accordance with the budget rules and policies set by the SBA. vi. The accounting of student organizations is subject to audit by the Treasurer, Ways & Means Committee, or the Board.
 - vii. If an audit reveals that a student organization has not substantially or in good faith complied with this policy, the Board may revoke or freeze the student

organization's allocated funds. Revoked funds may be reclaimed by the SBA and directed to the SBA Discretionary Fund.

- viii. Any SBA member may request an audit of any student organization, at any time, if the member makes a request in writing to the Treasurer and President.
- ix. It is the responsibility of the student organization to maintain a record of expenditures and track all spending on behalf of the student organization.

6. Travel

- a. Student activity fees may be used to send Members to activities or events approved by the Board, as a whole or through its Ways & Means Committee.
- b. Travel reimbursements may not exceed amounts established by the MHSL for per diem and mileage expenses.
- c. Travel reimbursement shall be distributed on a first-come, first-served basis from the travel expense fund at the Treasurer's discretion.
- d. Limitations on Student Travel Expense Allocation. The purpose is to facilitate an SBA Member's professional development and have them represent MHSL in their relevant legal communities. SBA Members shall receive travel expense reimbursement funds based on the following guidelines:
 - i. SBA Members may access these funds on a first-come-first-serve basis by emailing their request to the SBA Treasurer. The request should include a description of the opportunity and why is it a reasonable and efficient use of student funds. The request should also include an itemized summary of expected expenses. All requests are subject to the availability of limited funds and the pre-approval of the Ways and Means Committee.
 - ii. SBA Members may be reimbursed up to \$500.00 for Qualified Travel Expenses.
 - iii. Qualified Travel Expenses include airfare, ground transportation, parking, hotel, and conference registration fees. Food is not a qualified expense.
 - iv. SBA Members seeking travel reimbursement must follow the reimbursement guidelines set forth by the SBA Budget Policy.
 - v. Student Travel Expense Allocation shall be limited to not more than one use per student per academic year.
 - vi. SBA Members may be required to present proof of attendance of activities or events to receive travel expense reimbursement.

7. Gifts and Honoraria. Gifts or honoraria may not exceed \$20 per beneficiary. Gifts or honoraria shall not be paid to members of the full-time faculty, adjunct faculty, administration, employees, students receiving work study, or staff of MHSL. Faculty awards are excluded from this section.

8. Discretionary Fund. A discretionary fund for the year shall be established in the operating budget. The Board has the discretion to use the discretionary fund for student organization

events, activities or programs and SBA sponsored events, activities, or to fulfill Board objectives.

- a. Requests from the Discretionary Budget up to \$99.00 may be left to the discretion of the SBA Treasurer.
 - b. Requests from the Discretionary Budget up to \$499.00 may be left to the discretion of the SBA Ways & Means Committee.
 - c. Requests from the Discretionary Budget over \$500.00 requires a Board vote.
9. Gala/Annual Event Guidelines. The purpose of this provision is to provide a meaningful networking opportunity for groups historically excluded from the legal profession. Each Affinity Org may request funds in an amount up to \$2,000 for attendance to an Affinity Bar Association gala or a similar annual event if the Affinity Bar Association does host an annual gala. The event must be hosted by an Affinity Bar Association with its principal focus on the legal profession. Affinity Bar Associations include but are not limited to Minnesota Association of Black Lawyers (MABL), Minnesota Hispanic Bar Association (MHBA), Minnesota American Indian Bar Association (MAIBA), Minnesota Lavendar Bar Association (MLBA), Minnesota Asian Pacific American Bar Association (MAPABA), Minnesota Women Lawyers (MWL), Twin Cities Cardozo Society (TCCS), and Minnesota Mother Attorneys Association (MMAA).
- a. The selection process for attending the gala must be open to all Members.
 - b. If a greater number of Members wish to attend than funds allow to fund fully, the amount allotted must be used to provide discounted tickets to all interested students or allow each student the possibility of attending through a lottery system. Other methods may be acceptable so long as the Affinity Org can show each interested Member has the possibility of attending through a fair and open selection process.
 - c. If an Affinity Bar Association does not host an annual gala, the funds may be used for attendance costs of that Affinity Bar Association's similar annual event, but not both.
10. Reimbursement. The Board seeks to encourage efficient use of resources and the proper planning and spending of student activity funds.
- a. Requests for reimbursement must be made not more than 30 days after the expenditure. Failure to comply with this deadline may result in a denial of reimbursement.
 - b. All requests for reimbursement must adhere to the following guidelines:
 - i. Completion of a request form that has been approved by the Ways & Means Committee.
 - ii. All requests must be typewritten.
 - iii. iii. Receipt(s) or copy of receipt(s) must be affixed to the back of the request.
 - iv. iv. Receipt(s) must be itemized.

- v. Any individual seeking reimbursement for multiple expenses or events must use only one request form. Exception may be made if there are more expenses than lines available on the request form.
- vi. It is the duty of the individual requesting reimbursement to be familiar with the list of expenses that will not be reimbursed before submitting a request to the Treasurer.
- vii. All forms must be signed by at least two (2) officers of the student organization or committee members, other than the individual seeking reimbursement. The exception is an individual Member seeking reimbursement for travel expenses does not need any signatures.
- viii. In the event that all officers are seeking reimbursement for the same event (i.e. a national conference attended by all officers), the officers may notify the Treasurer in writing or via e-mail in advance of the event. Such requests may be subject to additional inquiry.
- ix. All request forms must be turned into the Treasurer at a location designated by the Treasurer.
- x. All requests that do not meet the above requirements will be returned to the student organization or individual for correction. Uncorrected requests will not be reimbursed.

ARTICLE VII. AMENDMENTS

A. Proposals and Notice

Proposals for amendment to the SBA Bylaws may be made by any Member at any time or any Board Meeting provided that the subject of the amendment is posted as part of the Board Meeting agenda as provided in Article III, Section A.4.

B. Approval

Amendment of the Bylaws requires an affirmative vote of two-thirds (2/3) of the voting SBA Board members, except that the date of a regular monthly meeting may be changed by an affirmative majority vote, provided that the new date is consistent with Article III, Section A.

C. Correction

The Board may correct the punctuation, grammar, and numbering of this Constitution or any Amendment, provided the correction does not change the provision’s meaning.

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