

**VI. NORTHWESTERN UNIVERSITY SCHOOL OF LAW
STUDENT BAR ASSOCIATION CHARTER**

The Dean and Faculty of the School of Law of Northwestern University hereby grant unto the Northwestern Student Bar Association (hereinafter referred to as the "SBA") the following Charter:

(FOR ARTICLES OF THE CHARTER,
SEE ARTICLE VII OF THE RULES OF THE LAW SCHOOL)

IN WITNESS WHEREOF the Faculty of the School of Law of Northwestern University has caused this Charter to be executed by the Dean of the School of Law and has caused to be attached hereto the seal of the School of Law, attested by the Secretary of the Faculty, this 12th day of December,

Dean of the School of Law of Northwestern University

Secretary of the Faculty

NORTHWESTERN UNIVERSITY STUDENT BAR ASSOCIATION **CONSTITUTION**

ARTICLE I: NAME AND OBJECT

The student body of Northwestern University School of Law shall be represented by the Student Bar Association (hereinafter the SBA) and the SBA shall have as its object the promotion of the best interests of the student body.

ARTICLE II: MEMBERSHIP

All students in good standing in the Northwestern University School of Law shall be eligible to become active members of the SBA.

ARTICLE III: SBA EXECUTIVE BOARD OFFICERS

Section 1.

The SBA Executive Board, subject to the Constitution and By-Laws, shall control and manage the affairs of the SBA. The SBA Executive Board shall have the authority to fill any vacancies occurring from any cause among the officers of the SBA, such appointees to hold office for the balance of the unexpired term. The entire SBA Executive board shall attend Executive Board Meetings, General Body Meetings, and Meetings with Administration.

Section 2.

The following SBA Executive Board officers shall be elected by the members of the SBA in accordance with SBA election procedures:

A President : Who may be chosen from the membership of the first or second year class;

A Vice-President: Who may be chosen from the membership of the first or second year class;

A Secretary: Who may be chosen from the membership of the first or second year class;

A Treasurer: Who may be chosen from the membership of the first or second year class.

ARTICLE IV: DUTIES OF OFFICERS

Section 1.

The President shall preside at all meetings of the SBA. The President, upon a vote of 3/4 of the Executive Board, shall appoint all SBA committee chairpersons. In the case of a tie vote, the President's vote shall be the tie-breaker. The President shall act as the main administrator of duties for SBA functions throughout the year and keep track of progress of all issues raised by the student body. The President shall, in conjunction with the Treasurer, set the budget for the school year. The President shall, in conjunction with the Treasurer, approve all requisitions and disbursements that have been duly authorized in the budget. The President shall address the student body in instances not related to communications governed by the Secretary. The President shall address all incoming students during Orientation Week.

Section 2.

The Vice-President shall preside at all meetings of the SBA in the absence of the President. The

Vice-President shall complete the duties of any absent officer for the duration of the temporary absence. The Vice-President shall discuss and evaluate policy initiatives with the President before said initiatives are brought before the entire Executive Board and/or Student Body. The Vice-President shall ensure that all program interests are represented at Executive Board Meetings and Meetings with Administration.

Section 3.

The Secretary shall preserve all records of the SBA, including the minutes of the meetings of the SBA Executive Board. Such minutes shall be available to the student body for viewing within a reasonable period of time. The Secretary shall control the calendar for SBA, including the scheduling of Student Organization Weeks, Lunch Panels, and SBA General Body Meetings. The Secretary shall draft most communications on behalf of the SBA, including but not limited to the agenda and reminders for General Body Meetings, the distribution of meeting minutes, announcements of SBA-sponsored events, and surveys. The Secretary shall monitor the SBA communication channels and raise any issues to the appropriate Executive Board Member or Committee Chair.

Section 4.

The Treasurer shall receive and preserve all funds of the SBA and make such disbursements therefrom as the SBA Executive Board directs. In conjunction with the President, the Treasurer shall create and maintain a budget for all SBA events and expenses for the academic year. The Treasurer manages budget allocation for Student Organizations. The Treasurer shall oversee these Student Organization accounts throughout the school year. The Treasurer shall process all SBA expenses and reimbursements. The Treasurer shall facilitate communication between Student Organization Leaders and the Chicago Organizations Finance Office.

ARTICLE V: CLASS REPRESENTATIVES & HONOR CODE APPEALS BOARD MEMBERS

Each class and/or degree program (the first-year class, the second-year class, the third-year class, the LLM class, the MSL class, the JD-MBA program, and the JD-PhD program) shall elect a class officer who shall serve to represent the interests of his/her class to the SBA Executive Board and the administration.

Each class (the first-year class, the second-year class, and the third-year class) shall elect two Honor Code Appeals Board Members who shall serve in the student pool for Honor Code Appeals under Article III of the Honor Code.

Each class (the LLM classes) shall elect one Honor Code Appeals Board Member who shall serve in the student pool for Honor Code Appeals under Article III of the Honor Code.

ARTICLE VI: ABA REPRESENTATIVE

One member shall be elected at large to represent Northwestern University School of Law in the Law Student Division of the American Bar Association.

ARTICLE VII: MEETINGS

The Executive Board, all class representatives, and the ABA representative shall meet once

every other week during the school year (August through May) when classes are in session in a General Body Meeting. These meetings shall be open to all students. The Executive Board may go into private executive session during these biweekly meetings, however, when voting on budgetary matters, appointment matters, or other such matters that are deemed to be confidential. The Executive Board shall meet privately once a week.

ARTICLE VIII: AMENDMENTS

This Constitution may be altered or amended:

- (1) by a majority of those voting in an SBA election, or
- (2) at a special meeting held by the SBA Executive Board (to be advertised to and open to the entire student body), during which 2/3 of those present ratify the changes.

In either case, the proposed amendments must be posted in a conspicuous place one week prior to the beginning of the voting or the special meeting.

Approved as amended April 19, 1989

Approved as amended April 3, 1996

Approved as amended November 22, 2004

Approved as amended October 12, 2021

Approved as amended March 3, 2022

NORTHWESTERN UNIVERSITY STUDENT BAR ASSOCIATION
BY-LAWS

ARTICLE I: THE EXECUTIVE BOARD

The SBA Executive Board shall be composed of a President, a Vice-President, a Secretary, and a Treasurer all elected in accordance with the election procedures specified in Article VIII of these By-Laws. The SBA Executive Board officers shall hold office from the date of their election until their successors are elected. There shall be a formal transition period during which the outgoing officers train the incoming officers. If a vacancy occurs on the SBA Executive Board, the remaining members shall advertise the vacancy, interview all interested replacement candidates, and appoint a replacement for the remainder of the term.

ARTICLE II: POWERS AND DUTIES OF THE EXECUTIVE BOARD

Section 1.

The Executive Board may take any action within the scope of its powers when such action is authorized by the vote of three of its members. If there is a tie vote, the President's vote shall be the tie-breaker.

Section 2.

Notwithstanding Section 1, the Executive Board shall exercise the powers granted by the Honor Code in a manner set forth within.

ARTICLE III: CLASS REPRESENTATIVES

Each class and/or degree program (first-year class, second-year class, third-year class, LLM class, MSL class, JD-MBA, JD-PhD) shall have a class representative to the SBA. Class representatives shall be elected in accordance with the election procedures specified in Article VIII of these By-Laws. Class representatives shall hold office from the date of their election until their successors are elected. If a class representative vacates his/her position, the SBA executive board shall advertise the vacancy, interview all interested replacement candidates, and appoint a replacement for the remainder of the term.

ARTICLE IV: POWERS AND DUTIES OF CLASS REPRESENTATIVES

Class representatives are charged with representing the views of their respective constituents to the SBA Executive Board and the Administration.

ARTICLE V: ABA REPRESENTATIVE

The student body of Northwestern University School of Law shall have one ABA representative to the Law Student Division of the American Bar Association (hereinafter ALSD-ABA). The ABA representative shall be elected in accordance with the election procedures specified in Article VIII of these By-Laws. The ABA representative shall hold office from the date of his/her election until his/her successor is elected. If an ABA representative vacates his/her position, the SBA executive board shall advertise the vacancy, interview all interested replacement candidates, and appoint a replacement for the remainder of the term.

ARTICLE VI: POWERS AND DUTIES OF ABA REPRESENTATIVE

The ABA representative shall represent the views and positions of the student body of

Northwestern University School of Law to the LSD-ABA, both formally at conventions and meetings of the LSD-ABA and informally. The ABA representative is also charged with relaying relevant LSD-ABA information to the student body.

ARTICLE VII: MEETINGS OF SBA EXECUTIVE BOARD, CLASS REPRESENTATIVES, COMMITTEE CHAIRS AND ABA REPRESENTATIVE

Section 1.

The SBA Executive Board, all class representatives, all committee chairs, and the ABA representative shall meet at least once every two weeks during the school year (August through May) when classes are in session in a General Body Meeting. All General Body Meetings shall be open to all students. The Executive Board may go into private executive session during these weekly meetings, however, when voting on budgetary matters, appointment matters, or other such matters that are deemed to be confidential. The Executive Board shall meet privately once a week.

Section 2.

At these biweekly General Body Meetings, the SBA Executive Board will conduct votes on relevant matters and present committee reports. The SBA Executive Board shall also, with the input from the class representatives and the ABA representative, discuss student concerns, decide how best to respond to student concerns, discuss and examine SBA and administrative policy, plan events, and do other tasks consistent with student representation.

ARTICLE VIII: ELECTIONS FOR SBA POSITIONS

Section 1. SBA Election Committee

The SBA Executive Board shall appoint an Election Committee including a representative from each class in so far as possible. This Election Committee shall manage and conduct nomination and elections consistent with this Article of the By-Laws. If a member of the Election Committee accepts a nomination for an elected SBA position, they shall resign from the Election Committee if feasible. Where such a withdrawal is not feasible, the member of the Election Committee shall not accept ballots, count ballots, or in any way influence the voting procedure.

Section 2. Timing of Elections

Elections shall take place twice every school year. Nominations for the first election shall take place no later than four weeks after the first Monday of classes in August/September (hereinafter "Fall Election"). The voting for Fall Elections shall take place no later than ten days after the nomination period has ended. Nominations for the second election shall take place no later than six weeks prior to the last day of class in April/May (hereinafter "Spring Election"). The voting for the Spring Elections shall take place no later than seventeen days after the nomination period has ended. If holidays or breaks make the above timetable infeasible in a particular school year, the SBA Executive Board may vote to deviate from it.

Elections for the first-year class representative, the LLM class representative, the MSL class representative, and first-year and LLM Honor Code Appeals Board members shall take place during the Fall Election. Elections for the SBA Executive Board members, the ABA representative, the second-year class representative, the third-year class representative, the JD-PhD representative, and the second and third-year Honor Code Appeals Board members shall

take place during the Spring Election. The 3J President of the JD-MBA program shall serve as the JD-MBA representative.

Section 3. Nominations

SBA Executive Board (Spring Election): Any first-year or second-year student may nominate one other first-year or second-year student for each Executive Board position. Any first-year or second-year student may nominate oneself for one SBA Executive Board position.

Class Representatives (for 2L, 3L, JD-PhD class representatives—Spring Election; for 1L, LLM, MSL class representatives—Fall Election): Any member of a class may nominate one member of their class, including oneself.

ABA Representative (Spring Election): Any first-year or second-year student may nominate one other first-year or second-year student for the position, including oneself.

Honor Code Appeals Board (for 2L, 3L class representatives—Spring Election; for 1L, LLM class representatives—Fall Election): Any member of a class may nominate one member of their class, including oneself.

Section 4. Nomination Procedure

The nomination period shall be advertised by the Election Committee at least one week prior to the acceptance of nominations. Actual nominations shall be accepted in writing in a conspicuous place by the Election Committee for a period of five days. The Election Committee shall then publicize the procedure for accepting nominations and shall contact each nominee and obtain either a formal acceptance or rejection of the nomination. A list of all accepted nominations shall be posted in a conspicuous place immediately following the nomination acceptance period and prior to the beginning of actual election voting.

Section 5. Pre-Election and Campaigning Procedure

The Election Committee may encourage the candidates to advertise their candidacy or positions. This may include, but is not limited to, asking candidates to hang posters announcing their candidacy, asking candidates to submit written statements of interest and goals to be presented by the Election Committee, and asking candidates to attend a forum where interested students may ask questions of the candidates. Candidates may campaign in ways additional to the Election Committee's suggestions, but no candidate for any position may address a scheduled classroom session. Any unethical campaigning is to be reported to the Election Committee immediately upon detection, and the Election Committee may refer the complaint to the SBA Executive Board for further action.

Section 6. Elections

The election period will be advertised to the student body by the Election Committee at least one week prior to the first day of elections. The advertising period may overlap with the nomination or nomination acceptance period. The Election shall take place for a period of one school day. The Election shall be conducted electronically to ensure anonymity.

Section 7. Eligible Voters

SBA Executive Board positions: All first-year and second-year students may vote on these positions.

Class Representatives: Only members of the class and/or program from which the representative is being chosen may vote on the position.

ABA representative: All first-year and second-year students may vote on this position.

Honor Code Appeals Board members: Only members of the class from which the representatives are being chosen may vote on these positions.

Section 8. Determination of Winners

A candidate for office shall be deemed elected upon receipt of a plurality or majority of votes cast.

Section 9. Announcement of Winners

The Election Committee shall present the names of the winners no later than three days after the last day of voting. The SBA Executive Board shall then immediately contact the winners and post the names of these people in a conspicuous place.

Section 10. Election Records

A summary of the election results shall be maintained by the SBA Executive Board.

Section 11. Additional Positions

If additional representative positions not contemplated by the current By-Laws emerge and the SBA Executive Board determines that the positions must be filled through election, the Election Committee must hold those elections in accordance with this Article insofar as possible.

Section 12. Awards

Nominations for and voting on various SBA awards, which include, but are not limited to, the Wigmore Key, the Childress Award, Outstanding First-Year Professor, Outstanding Small-Class Professor, and Outstanding Adjunct, should be conducted by the SBA Election Committee and take place concurrently with the Spring Elections. (Nominations for the Wigmore Key must be accompanied by a statement of the nominee's accomplishments. The Election Committee has the discretion to allow all candidates to review and edit their nomination statements or to keep all statements in their original, unedited form. All final statements must be distributed by the Election committee. Professors shall be given the opportunity to vote for the Wigmore Key recipient.)

The SBA executive committee including the class and ABA representatives shall select the winners of the SBA Team Leadership Awards (established in the year 2000) at least 5 weeks before the end of the spring semester or before their successors are elected. The SBA executive committee shall select two 1Ls to receive the Tom Geraghty Leadership Award, two 2Ls to receive the Harold Washington Leadership Award, two student organizations to receive the Robert Bennett Outstanding Student Organization Award, two faculty members to receive the

Student Bar Association Faculty Appreciation Award, two staff members to receive the Student Bar Association Staff Appreciation Award, two SBA teams or committees to receive the Amy Sherman Team Leadership Award, two LLM students to receive the Joyce Hughes Leadership Award, two LLM/K students to receive the SBA LLM/K Leadership Award, and one student group and/or webmaster to receive the SBA Website of the Year award. Members of the administration shall have the opportunity to vote for the Joyce Hughes Leadership Award and the SBA LLM/K Leadership Award. Nominations for each SBA Team Leadership Award can be made by any staff member, professor, or student. Nominations for each SBA Team Leadership Award must be accompanied by a written statement. Each written statement must be submitted to two members of the SBA executive committee. Nominations period for the SBA Team leadership awards shall start no later than 8 weeks before the end of the spring semester. Nominations shall be open to the entire law school community. The nominations period shall last at least 11 days. Nominations for and voting for the SBA Team leadership awards will be conducted by the SBA Executive Board.*

*As adopted 5/01

ARTICLE IX: SBA COMMITTEES

At the beginning of the term of the new SBA Executive Board, that Board shall determine what SBA committees are necessary for the following school year. Appointments of committee chairpersons for these committees shall take place in accordance with Article X of these By-Laws. If the SBA Executive Board finds it necessary, special committees may be created at other times, and the SBA Executive Board may appoint chairpersons to and manage these special committees in any way it sees fit. All committees shall meet on a regular basis and shall report periodically to the SBA Executive Board.

There shall be a LLM/LLMK Career Services Committee consisting of international graduate students that shall meet at least once per month during the school year with the Northwestern Law Administration and/or the Career Center.*

*As adopted 5/01

ARTICLE X: APPOINTMENTS OF COMMITTEE CHAIRPEOPLE

The SBA Executive Board shall appoint students to be committee chairpersons. The appointments shall take place within the month following the announcement of the new SBA Executive Board in the spring. All interested students shall have the opportunity to either submit a written statement of interest or present an oral statement of interest to the SBA Executive Board prior to the appointments. The appointment of the student chairperson(s) of the placement committee shall occur with the advice of the Office of Placement and the student chairperson(s) of the admissions committee shall occur with the advice of Office of Admissions. If the SBA Executive Board decides that other committee chairperson selections require the advice of faculty or staff members, the SBA Executive Board may consult with those relevant faculty or staff members. In the case of vacancies, the SBA Executive Board shall appoint replacements. The SBA Executive Board also retains the power to remove any committee chairperson at anytime for good cause.

ARTICLE XI: EXECUTIVE BOARD EMERITUS

Any Executive Board member who ends their term in good standing with the School and SBA may choose to serve as an advisor to the current Executive Board for the duration of their enrollment at the Law School. These positions, referred to as President Emeritus, Vice President Emeritus, Secretary Emeritus, and Treasurer Emeritus, are only available to past Presidents, Vice Presidents, Secretaries, and Treasurers respectively. An Executive Board Emeritus does not retain any voting power nor any responsibilities of their previous positions. The Executive Board Emeritus serves as an advisor to the current Executive Board to provide institutional knowledge and guidance based on their experience in their retired role. No Executive Board member is required to serve as Executive Board Emeritus following the completion of their elected term.

ARTICLE XII: STUDENT ORGANIZATIONS

Section 1. Constitutions

All Northwestern University School of Law student organizations shall have constitutions and govern their internal affairs in accordance with such constitutions. The SBA Executive Board must retain copies of all constitutions. Newly-formed organizations shall submit their constitutions to the SBA Executive Board and the administration for approval before being recognized as an officially-sanctioned student organization. The SBA Executive Board shall have the power to require all student organizations to have in their constitutions certain provisions as required by law or otherwise required by the School. The SBA has the power to set minimum content standards for required provisions. The SBA cannot reject a constitution that meets these minimum standards.

Section 2. Budgets

All student organizations shall be funded by the SBA Executive Board as is deemed necessary, and through fundraising activities by the organizations themselves. The SBA Executive Board shall collect proposed budgets and funding applications from student organizations at the beginning of the Fall semester in the year in which the budget is to be effective. The Treasurer and President shall then decide on the amount each organization is to receive, and the organization shall be notified of the amount. Any student organization that fails to apply for funding by the stated deadlines provided by SBA risks not receiving SBA funding.

ARTICLE XIII: AMENDMENT TO BY-LAWS

By-Laws may be adopted, amended or rescinded by at a special meeting held by the SBA Executive Board (advertised to and open to the entire student body), during which 2/3 of those present ratify the changes. The proposed changes must be posted in a conspicuous place one week prior to the special meeting.

ARTICLE XIV: AMENDMENTS TO CHARTER

The SBA Executive Board may present to the faculty a petition for the amendment of the Charter of the SBA (see ARTICLE VII of THE RULES OF NORTHWESTERN UNIVERSITY SCHOOL OF LAW for the text of the Charter). A copy of the petition to be presented to the faculty must be posted in a conspicuous place for student viewing one week prior to the presentment.

Adopted April 27, 1953

Approved as amended February 15, 1961

Approved as amended September 29, 1969

Approved as amended May 11, 1971

Approved as amended 1972

Approved as amended April 14, 1977

Approved as amended April 19, 1989

Approved as amended April 3, 1996

Approved as amended November 22, 2004

Approved as amended October 12, 2021

Approved as amended March 3, 2022

Approved as amended April 14, 2022