



Farnan School of Law

WILMINGTON UNIVERSITY

STUDENT BAR ASSOCIATION BYLAWS

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I. ARTICLE I: PURPOSE AND STRUCTURE

A. Purpose:

- i. The Wilmington University School of Law Student Bar Association (“SBA”) hereby establishes these Bylaws to codify the operational and management procedures of the SBA.
- ii. The duties of the members of the SBA shall be prescribed by these Bylaws.
- iii. The SBA shall abide by the Wilmington University School of Law policies, including the Code of Conduct.
- iv. The SBA serves as a liaison between the law student body and the law school’s administration and faculty.

B. Structure:

- i. Executive Committee: The Executive Committee shall oversee their individual functions of the SBA, as well as direct and control the overall duties and actions of the SBA General Body. The executive committee shall be comprised of the following positions:
 1. President
 2. Vice President
 3. Treasurer
 4. Secretary
- ii. Representatives: As part of the SBA governing body, the SBA shall be comprised of elected students from each law school class as outlined in Art. II (B).
- iii. Faculty Advisor: A Faculty Advisor, appointed by the law school administration, shall monitor and advise the SBA. The Faculty Advisor may attend any and all SBA meetings and events, shall retain oversight and authority over all SBA financial transactions, and should assist the SBA in fostering a relationship with the law school administration and faculty.

C. At-Large Appointments

- i. The President may accept nominations for at-large appointments during elections pursuant to Article III. The President will make at-large appointments by confirmation of a simple majority of the Executive Committee.

D. General Members:

- i. While all law school students have a de jure membership interest in SBA, students may join the SBA as de facto, active general members and serve in designated roles as outlined in Article V.

II. ARTICLE II: ROLES AND RESPONSIBILITIES

A. Executive Committee:

- i. **President**: The President serves as the official spokesperson of the SBA and student body. The President has the following responsibilities and authority:
 1. Direct and implement policies created by the SBA.
 2. Set the date, time, place, and agenda for all SBA general body and Executive Committee meetings.
 3. The President, or their designee, shall preside over all SBA general body and Executive Committee meetings.
 4. The President has the authority to create, with a simple majority approval by the Executive Committee, committees to address special issues as necessary.

5. The President, or their designee, monitors and stays informed on all SBA standing and ad hoc committees.
 6. The President is required to attend a majority of all SBA events in a given semester unless granted an exception by the Executive Committee by a simple majority.
 7. The President and Vice President meet and communicate with the law school administration and faculty to discuss student concerns and report back to the SBA.
- ii. **Vice President:** The Vice President works directly with the President and is responsible for reviewing, maintaining, and upholding the SBA Bylaws. The Vice President has the following responsibilities and authority:
 1. In lieu of the absence of the President, the Vice President shall assume the President's duties.
 2. The Vice President and President meet and communicate with the law school administration and faculty to discuss student concerns and report back to SBA.
 - iii. **Treasurer:** The Treasurer oversees the annual SBA budget process for the academic year. The Treasurer has the following responsibilities and authority:
 1. Set budget guidelines for the SBA.
 2. Maintain complete and accurate records of SBA finances.
 3. Review and approve all SBA expenditures in collaboration with the President.
 - iv. **Secretary:** The Secretary shall serve as the record keeper of the SBA and has the following responsibilities and authority:
 1. Transcribe the minutes of all SBA General Body and Executive Committee meetings.
 2. Record the attendance at all SBA General Body and Executive Committee meetings.

B. Representatives:

- i. Representatives are comprised of elected students from the following classes:
 1. 1L Representatives
 2. 2L Representatives
 3. 3L Representatives
 4. 4L Representative
- ii. For the 1L, 2L, and 3L representative positions, the day and evening programs shall have one (1) elected representative from their respective programs.
- iii. Collectively, there shall be 7 elected class representatives.
- iv. Class representatives are responsible for engaging with and advocating on behalf of their respective classmates to the SBA.

III. ARTICLE III: OFFICIAL COMMUNICATIONS

- A. **Mandatory Response Time:** The Executive Board shall make reasonable efforts to acknowledge all student inquiries via the SBA's official email within twenty-four (24) hours of receipt.
- B. **Definition of Response:** An "acknowledgment" satisfies this requirement if it confirms receipt of the inquiry and provides an estimated date for a substantive answer, should

the request require further board deliberation or research including but not limited to guidance from administration.

- C. Business Day Exception: If an email is received after 5:00 PM on a Friday or during a recognized University holiday, the twenty-four (24) hour window shall begin on the next following business day.
- D. Automated Replies: The use of an automated out-of-office reply during scheduled breaks is permitted and fulfills the notification duty, provided it includes an alternative contact for urgent matters.

IV. **ARTICLE IV: ELECTIONS AND VOTING**

A. Eligibility:

- i. Executive Committee: To be an eligible candidate for an executive committee position, a student must be:
 - 1. An actively enrolled student of the law school in good standing.
 - 2. Have and maintain a minimum cumulative G.P.A. of 2.5.
 - 3. Have no substantiated disciplinary actions under the School of Law Honor Code nor the Wilmington University Code of Conduct.
- ii. For the Presidency and Vice Presidency, a student must be a 2L or above upperclassman and is strongly encouraged/recommended that the candidate has been actively engaged with SBA for at least one academic year (i.e., attending meetings, attending events, etc.).
- iii. Extended Application of Requirements: The academic and disciplinary requirements currently applicable only to the Executive Committee for eligibility shall be extended to apply to all class representative positions.
- iv. Academic Standing: Any student holding an official position within the Student Bar Association must have and maintain a minimum cumulative G.P.A. of 2.5.
- v. Honor Code Compliance: Any student holding an official position within the Student Bar Association must have no substantiated disciplinary actions under the School of Law Honor Code nor the Wilmington University Code of Conduct.

B. Elections:

- i. Elections for both the Executive Committee and Representatives will occur by the last SBA meeting of the spring semester of the academic year.
- ii. Elections may be held in person, virtually, or in a hybrid format so long as all participants have audio and visual capabilities.
- iii. Election of the Executive Committee: The SBA President shall officiate the election. The Executive Committee shall be elected by the law school student population.
- iv. Election of Representatives: The SBA President shall officiate the election. One representative of each class shall be elected by their respective classmates.
 - 1. Election of the 1L Representative: Elections for the 1L Representative shall be held in the fall semester in a manner and method designed by the Executive Committee within a prescribed timeframe. The 1L Representative shall be elected by their respective classmates.

2. Representatives for the 2L, 3L, and 4L classes shall be elected by their respective classmates in a manner and method as designed by the Executive Committee within a prescribed timeframe.

C. Voting:

- i. All members of the law school student body are eligible to vote for their respective class candidate(s).
- ii. The term of the Executive Committee and Class Representatives is for the academic year designated on the election ballot. All elected appointments are for one academic year.
- iii. Voting Rights: Executive Committee and Representatives have voting rights and speaking privileges during all SBA General Body meetings.
 1. Non-elected SBA appointments, committee members, and other liaisons do not have voting power but have speaking privileges during all SBA General Body meetings.

V. ARTICLE V: MEETINGS

A. Procedure:

- i. SBA General Body meetings shall convene monthly for the purpose of transacting business at a specific date, time, and location to be proposed by the President. All meetings shall be conducted in accordance with Robert's Rules of Order. The proceedings shall be considered general meetings and follow the procedures below:
 1. General Body Meeting: The agenda shall be set by the President and distributed to the SBA at least seven (7) days prior to the scheduled meeting time. The meeting minutes shall be recorded by the Secretary and distributed via email to all SBA members at least a week in advance of the next SBA meeting.
 2. Executive Committee Meetings: The Executive Committee shall have at least two meetings during the academic school year and may also meet as needed. The agenda shall be set by the President and distributed to the Executive Committee at least seven (7) days prior to the scheduling meeting time. The meeting minutes shall be recorded by the Secretary and distributed via email to the Executive Committee at least seven (7) days prior to the next SBA meeting.
 3. Law School Administration Meetings: The President and Vice President shall coordinate with the Law School administration or faculty to discuss student concerns, events, organizations, and any other relevant matters of the SBA. After the meetings, the President and Vice President shall report the back to the SBA.

B. Notice:

- i. The President or Secretary shall give at least seven (7) days written notice of SBA General Body meetings, stating the date, time, and place of the meeting.
 1. All SBA meetings must be accessible to all attendees.

C. Attendance Requirements:

- i. General Body Meetings: The Executive Committee and Class

Representatives must attend SBA General Body meetings unless prior approval is granted by the Vice President. Non-elected SBA members (i.e., At-Large appointments, committee members, or other liaisons) are strongly encouraged to attend SBA General Body meetings and should provide advanced notice to the Vice President if they are unable to attend. All SBA members may attend SBA General Body meetings.

- ii. Executive Committee Meetings are solely reserved for Executive Committee members. All Executive Committee Members are required to attend SBA Executive Committee Meetings unless prior approval is granted by the Vice President.
- iii. Executive Committee and Class Representatives shall not exceed two (2) unexcused absences per semester. After two (2) unexcused absences, a written warning will be given. After the issuance of a written warning, any subsequent unexcused absences will result in the automatic removal of the member from their SBA title and position.

D. Quorum:

- i. Quorum, for the purposes for all General Body, Executive Committee, and Committee meetings shall be a simple majority of the given membership.

E. Conduct:

- i. All SBA members must act in accordance with the Wilmington University School of Law Code of Conduct and Robert's Rules of Order in all meetings. Disruptive conduct, such as speaking out of turn, harassment, and any other disruptive behavior, shall be reported to the Faculty Advisor and may be subject to discipline as decided by the Faculty Advisor. Discipline may include:
 - 1. A warning for 1st offense
 - 2. Probation
 - 3. Temporary removal of voting power
 - 4. Temporary suspension from SBA Elected Role; or
 - 5. Removal from Office Completely.

VI. ARTICLE VI: COMMITTEES

A. Creation:

- i. Committees may be formed on an as-needed basis pursuant to individual and collective interests. Creation of committees is encouraged to occur at the beginning of the fall semester of an academic year. Committees may be different each year depending upon the needs and goals of a particular academic year, and at the discretion of the Executive Committee.
 - 1. The following are considered SBA Standing Committees where the President, with simple majority approval by the Executive Committee, may appoint a Committee Chair:
 - a. Community Service

- b. Mentorship
- c. Diversity & Inclusion

B. Duties and Obligations:

- i. Each committee will be independently responsible for taking all necessary steps to ensure completion of its individual goal, during both individual events and ongoing activities. Committee members will act cooperatively and complete all tasks in a timely manner.

C. Termination:

- i. Committees will cease to exist upon completion of their individual goals, satisfaction and achievement of particular needs by the student body, or the end of the school year, whichever occurs first. Committees may be reestablished if an interest, need, or goal extends beyond an academic year.

VII. ARTICLE VII: RESIGNATION, REMOVAL & APPEAL

A. Resignation of Elected Members:

- i. Any elected SBA member may resign from their position at any time by providing a written notice of resignation via email to the President of the SBA and the SBA Faculty Advisor. If the President is going to resign, the email should be directed to the Vice President and the SBA Faculty Adviser.

B. Removal of Elected Members:

- i. If an elected SBA member has failed to perform their duties in accordance with the Bylaws, they may be subject to removal. Any SBA member may petition for the removal of an elected SBA member. Any law student may petition for the removal of their respective elected SBA member.
 - 1. The President shall provide the person at risk of removal (i.e., the Respondent) with written notice thereof within seven (7) business days. The President shall then convene an SBA removal meeting to bring the matter before the members and provide the Respondent an opportunity to be heard. Discussion and questions are permitted by attendees at the meeting. At the conclusion of the removal meeting, the elected SBA members shall vote on the removal petition.
 - 2. If two-thirds (2/3) of the present SBA voting membership find that the Respondent has failed to perform their duties properly, the member shall be immediately removed from office.
 - 3. If the President is the person at risk of removal, then the Vice President shall assume the President's role in the removal process.

C. Appeals:

- i. The Petitioner of a removal petition or a Respondent may appeal a removal decision based on procedural error. Such person must submit a written appeal to the Faculty Advisor within seven (7) business days. The Faculty Advisor will consider any minutes and other documentation from the removal meeting and may further investigate. After receipt of an appeal, the Faculty Advisor will make a final determination within fourteen (14) business days.

D. Vacancies:

- i. If a vacancy occurs due to resignation or removal, the Executive Committee may begin the process of filling the vacancy within thirty (30 days) as pursuant to Art. IV if an elected position or pursuant to Art. VI if an appointed position.
- ii. In the event of vacancies for entire class representation (e.g., neither day nor evening representatives), the Executive Committee may appoint at least one class representative with simple majority vote.

VIII. ARTICLE VIII: GENERAL PROVISIONS

A. Faculty Committees: In its role as a liaison, the SBA shall designate members to serve as student representatives on law school faculty committees.

- i. SBA members classified as 2L or above are eligible to serve as student representatives on law school faculty committees.
- ii. The Executive Committee shall solicit interest from the SBA membership for student representatives to law school faculty committees and shall appoint such representatives by a simple majority vote.
- iii. Executive Committee members and Class Representatives may be considered for law school faculty committees so long as they are eligible pursuant to Art. VIII(A)(1).
- iv. Student representatives on faculty committees serve for a term of one academic year.

B. Transparency: The SBA strives to maintain transparency in all activities. The student body shall have the right to access and review the following:

- i. SBA Bylaws
- ii. Minutes of all SBA meetings for the current academic year
- iii. SBA expenditure reports made by the Treasurer for the current academic year.

C. Antidiscrimination: The SBA encourages and promotes participation from all law students. The SBA shall not encourage or condone discrimination, either implicitly or explicitly, and shall actively discourage discrimination on any such basis.

IX. ARTICLE IX: AMENDMENTS

A. Any member of the SBA may propose an amendment to the bylaws. The following provisions shall govern the process of amending the bylaws:

- i. A written proposal shall be submitted to the Executive Committee
- ii. The Executive Committee shall notify the SBA General Body of any amendments prior to the next General Body meeting. SBA members may submit comments to the Executive Committee upon reviewing the proposed amendment(s) and shall have two (2) weeks to do so.
- iii. The proposed amendment shall be reviewed and voted on by the Executive Committee and the Class Representatives at the next General Body meeting.
 1. Any SBA member whose proposed bylaw amendment is being considered is required to attend the meeting or the proposed amendment is rejected with prejudice for the remainder of the academic year.
 2. The proposed amendment must be approved by a simple majority, or it is rejected with prejudice for the remainder of the academic year.

- B. If approved, the amendment shall be appended to the appropriate section of the Bylaws and take effect as proposed and approved.

Bylaws Amendment Committee

Dalton Lahti
J.D. Candidate, 2026
SBA President

Britton Ody
J.D. Candidate, 2026
SBA Vice President

Marrissa Nardo
J.D. Candidate, 2026
SBA Secretary

Ahdel Candelaria Vega
J.D. Candidate, 2028
SBA Treasurer

Professor Michael Hornzell, Esquire
SBA Faculty Advisor

These Bylaws are effective as of **April 23, 2026.**