

COLUMBIA LAW SCHOOL STUDENT SENATE

THE COLUMBIA LAW SCHOOL STUDENT SENATE CONSTITUTION

Article I — Purposes and Powers

1. Preamble. We, the students of the Columbia University School of Law, believing that student life is best served through dialogue and participatory administrative decision-making, do establish the Columbia Law School Student Senate.
2. Purposes. The Senate shall:
 - A. Serve as a representative body to discuss the affairs of the Law School and the quality of life of the students;
 - B. Maintain a dialogue with the Administration and Faculty of the Law School, represent the students on all Student-Faculty Committees, and advocate student interests and inform the students when appropriate;
 - C. Discuss matters concerning the broader University community, and present and support conclusions to the University Senate and the University administration;
 - D. Promote the social and general welfare of the students, and foster a sense of friendship and respect within the Law School and in our larger university community and neighborhood;
 - E. Act to develop and implement programs advancing student aspirations and concerns, and serve the student body by organizing services and activities.
3. Powers. The Senate shall have any authority necessary and proper to carry out its enumerated purposes except for those powers expressly denied in writing by the Dean of the Faculty of the Law School. The Senate shall have the express and sole authority to establish a student activity fee and appropriate all the funds thereby generated.

Article II — Statement of Responsibility

Each Senator's responsibility shall be enumerated in the Statement of Responsibility, which shall be signed by each Senate candidate when submitting a candidate statement for election to the Senate. The statement shall read as follows:

"If elected to the Senate, I hereby agree:

- (1) To represent the entire student body diligently and faithfully;
- (2) To listen to student concerns and voice those concerns before the Senate;

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- (3) To help foster an environment of cooperation, community and respect among the members of the student body;
- (4) To attend all mandatory Senate committee and general meetings and functions commensurate with Senate attendance policies; and
- (5) To assist and participate in Senate functions, including but not limited to those enumerated in this Constitution and By-laws and commensurate with Senate work rotation policies.

If I fail to use a good faith effort to abide by the aforementioned conditions, I agree to resign from the Senate and understand that if I do not tender my resignation, the Senate may remove me from office.”

Article III — Membership

1. Apportionment. The Senate shall be composed of:
 - A. Forty-five students, fifteen from each J.D. class who shall be elected at-large from the members of their class. Joint degree students shall, during their final year, be members of the third year class.
 - B. Five students who shall be elected at-large from among the LL.M. and J.S.D. students.
 - C. The Law School’s representative or representatives to the University Senate, who shall be elected pursuant to University Statutes.
2. Spring Senate. The Post-Spring/Pre-Fall Elections Senate shall consist of all Senators elected during the Spring Elections and a continuing University Senator and shall be known hereafter as the “Spring Senate.”
3. Eligibility for Office. No person shall be a Senator who will not be in residence at Columbia Law School for at least one full academic semester during the year for which she or he is elected.
4. Terms of Office. Senators elected in the Spring begin their term of office when new officers are elected. Senators elected in the Fall or in a special election begin their term upon election. A term ends when new officers are elected for the year following the year for which the Senator was elected unless otherwise provided within this Constitution. In the event of a vacancy on the Senate, the next runner(s)-up in the class of the former Senator from the last election shall fill the position until the next regularly scheduled election. If there is no runner-up, then a special election shall be held to fill the position, if the Executive Board deems it necessary. Otherwise, the position shall remain vacant.
5. Attendance Policy. The Senate shall maintain an attendance policy for its members. Records of attendance shall be kept, and the Senate and its Executive Board shall establish the policy in its By-Laws. The Senate and its Executive Board shall enforce the attendance requirements and are authorized to review the membership of any Senator who violates attendance policies.
6. Expulsion for Non-Attendance. In the event that the Executive Board reviews a Senator’s continued membership in the Senate pursuant to Section 5 of this Article, that Senator shall be given notice of the review and be allowed a hearing at her or his request before the entire Executive Board. A four-fifths (4/5) majority of the entire Executive Board shall be required to expel a Senator. The Executive Board shall give notice to the Senate of its decision in the event it expels a Senator. At the request of the expelled Senator, the Senate at its next Regular Meeting shall hear all appeals as to fact and procedure from

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the findings of the Executive Board and may reverse the expulsion by a two-thirds (2/3) majority of the Senators present.

7. Expulsion for Other Reasons. Senators may be expelled for reasons other than absence by a vote of a two-thirds (2/3) majority of the Senators present at a Special Meeting. All Senators must receive notice of the actual expulsion motion at least one week prior to the Special Meeting. Expulsion motions may be introduced only by written resolution stating the reasons for expulsion and signed by at least one-third (1/3) of the entire Senate or four-fifths (4/5) of the entire Executive Board.

Article IV — Elections and Referenda

1. Spring and Fall Elections. By no later than April 15, the Senate shall hold elections (the “Spring Elections”) to determine the second and third year members for the upcoming year. By no later than September 30, the Senate shall hold elections (the “Fall Elections”) to determine the first-year, LL.M. and J.S.D. members for that year.

2. Election Commission. Before each election and referendum the President, with the advice of the Executive Board, shall appoint an Election Commission of not less than five nor more than nine students over which the Parliamentarian shall preside. If the Parliamentarian is a candidate for office in that election, the President shall designate another Senator to preside over the Commission. The Election Commission shall conduct the above elections and referenda. No student serving on the Election Commission may be a candidate in that election. Any member of the Executive Board may serve on the Election Commission if not running for further elective office.

3. Procedures for Elections. No candidate shall be elected who has not submitted a statement of candidacy to the Election Commission, except for write-in candidates. This statement must be submitted by the deadline set by the Election Commission, in order for that candidate’s name to appear on the ballot. The Election Commission shall notify all students of the election at least five (5) days prior to the deadline for candidacy statements. The Election Commission shall provide all candidates a copy of the rules of the election after submission of candidacy statements.

4. Elections Disputes. In the case of any alleged impropriety regarding the qualifications or legitimacy of a candidate, the Election Commission shall be the judge and render a decision. Any decision of the Election Commission may be appealed to the Senate. A two-thirds (2/3) vote of the Senate is required to reverse the Commission’s judgment. The Senate’s decision shall be final. The Election Commission shall follow the voting procedures as provided in the By-Laws.

Article V — Executive Board

1. Election of Officers. Within five to fourteen days after the Spring elections, by secret ballot and by majority vote with run-off elections if necessary, the following officers shall be elected in the following order: President, Vice-President, Treasurer, Secretary and Parliamentarian. The officers shall serve from their election until the following election of officers at the first meeting after Spring elections. Only members of the Spring Senate shall be eligible to vote in this election.

2. Composition and Quorum. The above officers shall constitute the Executive Board. They shall have all the duties and powers designated and any further ones as delegated by the Senate, so long as not in contravention to this Constitution and By-Laws. The President or any two officers may call a meeting of the Board, but at least three officers must be present to conduct business.

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3. Removal of Officers. Officers may be removed from office for any reason by two-thirds (2/3) of members present at a Special Meeting called for such purpose and at which a quorum exists. Senators shall be notified of the removal resolution at least one week in advance. Motions for removal may be introduced only by written resolution stating the reasons for removal and signed by at least one-third (1/3) of the Senators or four-fifths (4/5) of the Executive Board. Removal from office does not affect membership status on the Senate.

4. Vacancies in Offices. In the event of a vacancy in any of the offices, with the exception of the Presidency, a successor shall be elected from the Senate as soon as practicable.

5. Officer Powers and Duties. The powers and duties of the officers shall be as follows:

A. The President shall be the chief executive officer of the Senate. She or he shall be responsible for the prompt and orderly execution of this Constitution and all resolutions of the Senate, represent the Senate at official functions, serve as the primary student liaison to the Administration, and further the purposes of Article I of the Constitution. In addition, she or he shall preside over Senate and Executive Board meetings, prepare and distribute the agenda for Senate meetings, and call meetings of the Executive Board and Emergency Meetings of the Senate. She or he shall preside over the Student and Academic Affairs Committee and the Student Activities Council as Chair, serving as the executive of these Committees. She or he shall appoint a Senator as Vice-Chair of the former Committee who shall serve as her or his assistant in the organization and administration of this Committee. She or he shall also coordinate the complaints and suggestions to and reports from Senate members on Student Faculty Committees.

B. The Vice President shall preside over the Senate and Executive Board in the absence of the President and shall succeed to the office of the President in the event a vacancy arises. She or he shall preside over the Student Life and Social Activities Committee as Chair and shall further the purposes of Article I of the Constitution. Her or his duties shall include, but not be limited to, supervising the organization of social activities as well as supervising the publicity of Senate activities.

C. The Treasurer shall be the chief fiscal officer of the Senate. She or he shall be in charge of all funds of the Senate, however generated, and collect and distribute such funds only as authorized by vote of the Senate or Executive Board. She or he shall keep complete records of all financial transactions according to standard accounting principles and shall make regular financial reports to the Senate, which shall be in writing, at least once per semester. She or he shall preside over the Budget Committee as Chair. After officer elections, the incoming and outgoing Treasurers, with the advice of the outgoing Budget Committee, shall create standard budget allocation and appeal forms, and establish procedures for the Budget Committee in accordance with the guidelines found within the By-Laws.

D. The Secretary shall be in charge of keeping all records except those relating to fiscal matters under the purview of the Treasurer. She or he shall keep minutes of all Senate meetings and post conspicuously a copy of the same as soon as approved by the members. She or he shall be in charge of the administration and execution of Senate correspondence, assure the efficient operation of the Senate's office, and be responsible for the orderly transmission of all Senate records and history to the newly-elected Secretary. She or he shall be responsible for keeping track of attendance by Senators at Student-Faculty Committee meetings and at internal Senate standing and ad hoc committee meetings. She or he shall also supervise the preparation and timely distribution of Course Evaluations. She or he shall preside over the Community Action Committee as Chair.

E. The Parliamentarian shall assist in the orderly operation of meetings and elections, interpret the Student Senate Constitution and By-Laws, and serve as a supervisory member of ad hoc committees

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designated by the Executive Board. She or he shall preside over the Law School Student Organization Recognition Committee and all Election Commissions designated by the President, unless ineligible under Article IV of the Constitution.

6. Procedures for Election of Officers. A vote of the majority of incoming eligible senators present at the Executive Board election is required to elect the Executive Board members. In Executive Board elections, the President votes with a closed, written ballot, but her or his vote is counted only in the case of a tie, with the exception of the presidential election where there will be no tie-breaking vote. All officers except the Parliamentarian and the President may speak on the floor during the election meeting. If either the President or the Parliamentarian is running for elective Executive Board offices then the next highest ranking Board member(s) (Vice President then Treasurer then Secretary) shall serve as substitute(s) for either person for purposes of these elections during the election meeting, although he or she shall still be able to participate in determining the procedures for the meeting as outlined below. The Executive Board shall determine procedures for the meeting including, but not limited to, taking proxies, length of speeches, length of Senator's comments and questions to candidates and shall announce these procedures to all those eligible to vote at least five (5) days before the election meeting.

Article VI — Meetings

1. Regular Meetings. A Regular Meeting of the Senate is one in which routine business of the Senate is conducted in furtherance of the Constitution and By-Laws. Regular Meetings shall be held at least twice per month during the academic year except during May and December, and they may be held more frequently by a majority vote of the Executive Board.

2. Special Meetings. A Special Meeting of the Senate shall be called to discuss issues that need specific attention. Such issues include, but are not limited to, Constitutional and By-Law amendments, expulsion, budget allocations, and Student Activity Fee. A Special Meeting may be called by either the President, any two (2) members of the Executive Board, or one-third (1/3) of the Senate. Written notice of the meeting shall be placed in each Senator's folder, electronic mail or their equivalent, at least seven (7) days in advance. Other business may be discussed at a Special Meeting, but the special business must be addressed and concluded first.

3. Emergency Meetings. An Emergency Meeting of the Senate shall be called to deal with urgent issues that require immediate attention. An Emergency Meeting may be called by either the President, any two (2) members of the Executive Board, or one-third (1/3) of the Senate. The meeting shall be preceded by as much notice as possible, and in the event that the meeting is called by one-third of the Senators, such notice shall not be less than twenty-four (24) hours. Notice may be given by phone, electronic mail or in person, and an attempt must be made to notify each Senator.

4. Meeting Attendance Compulsory. Attendance at Regular, Special, and Emergency Meetings shall be compulsory. Any other event or meeting shall be designated as compulsory by a majority vote of the Senate at a meeting held at least one week prior to such event, and notice shall be given in writing through the student folders, electronic mail or their equivalent, to all Senators not present at such vote, at least seven (7) days prior to the event.

5. Prohibited Dates for Meetings. No Regular or Special Meetings shall be convened on weekends, holidays, or during vacation periods. No Emergency Meetings shall be convened on holidays or during vacation periods.

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6. Emergency Authority. In the event of an emergency that requires immediate action before the Senate can meet, including emergencies arising during vacation periods, the President, with the advice and consent of the Executive Board when possible, shall act for the Senate. In such event, the President shall inform the Senate of her or his action(s) at the earliest possible time.

7. Quorum and Open Meetings. All meetings of the Senate, whether Regular, Emergency, or Special, shall require a quorum of at least one-half (1/2) of the Senate in order to conduct business, pass Resolutions or approve By-Laws. Members of the Law School community may attend Senate Meetings but may not participate. A meeting may be closed by a two-thirds (2/3) vote of the Senate or a four-fifths (4/5) vote of the Executive Board.

8. Voting Thresholds. Votes of the Senate shall pass if supported by a majority of the members present at a meeting at which a quorum exists, except when the Constitution or By-Laws require a higher percentage. Amendments to the By-Laws shall pass if supported by two-thirds (2/3) of members present at a Special Meeting called for such purpose and at which a quorum exists. Votes may be taken by voice or by show of hands, but any Senator may require that the tally be recorded for a show of hands, and one-fifth (1/5) of the Senate may require a roll call vote.

9. Effective Dates of Resolutions and By-Laws. Resolutions and By-Laws shall take effect upon passage unless a later time is specified. Resolutions and By-Laws shall remain in effect until repealed unless another date is specified.

10. Authorities and Rules of Order. Senate meetings shall be governed by this Constitution and the By-Laws. The Senate may, from time to time, establish standing or special rules consistent with this Constitution or the By-Laws. All other rules of order shall be determined by the presiding officer with the advice of the Parliamentarian.

Article VII — Revenues and Expenditures

1. Student Activity Fee. Each year, the Senate shall hold a Special Meeting for the purpose of determining, in accordance with instructions promulgated by the University Office of Student Information Services, both the preliminary budget and the Student Activity Fee for the following academic year. Changes to the Student Activity Fee shall pass if supported by two-thirds (2/3) of members present at a Special Meeting called for such purpose and at which a quorum exists. In the event such majority is not achieved, the Fee shall not be subject to change until the next such Special Meeting. The Student Activity Fee shall appear as a term-bill charge for all students and shall not exceed one-half of one percent (0.5%) of the J.D. program tuition projected for the following academic year.

2. Other Revenues. The Senate may, with the consent of the Administration, introduce concessions or hold events for the Law School community in order to generate revenue. The Senate reserves the right to sell, rent, subcontract, or franchise the proceeds and/or management of such revenue-producing operations.

3. Expenditures by Senate. The Senate shall exercise exclusive control over the spending of funds obtained under Sections 1 and 2 of this Article. The Senate shall spend such funds to further the purposes of this Constitution. In addition, the Senate may, at its discretion, delegate the right to spend Senate funds to students and student organizations who apply to the Senate for such right. Once a disbursement of Senate funds has been authorized, the Treasurer shall execute such disbursement on behalf of the Senate.

4. Expenditures by Other Entities. The delegation to students and student organizations of the right to spend Senate funds shall be governed by the By-Laws.

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Article VIII — Committee Policy

1. Student-Faculty Committee Membership. The Senate shall provide student representatives to each Student-Faculty Committee, as defined in the By-Laws.
2. Standing and Ad Hoc Committees. The Senate shall establish standing and ad hoc internal committees as required. The purposes and responsibilities of the standing committees shall be as set forth in the By-Laws.
3. Committee Service Required. The University Senator, ABA representative and internal Senate committee chairs shall serve on at least one (1) internal Senate committee. All other Senators shall serve on at least two (2) internal Senate committees. Refusal to satisfy the provisions of this Section may be grounds for review of the Senator's membership, as provided in Section 5 of Article III of the Constitution.
4. Selection of Committee Members and ABA Representative. The President and Parliamentarian shall conduct a Senate-wide election for the ABA Representative and members of the Budget Committee. Membership on all other internal Senate committees, both standing and ad hoc, shall be open. The Executive Board shall appoint members only to those internal Senate committees for which there are fewer than three members. The Executive Board shall select one Senator from each class to serve on each of the Student-Faculty Committees. Committee assignments shall be made, and the ABA Representative elected, no later than October 15.
5. Committee Chairs and Reporting. The Chair of each internal Senate committee shall be chosen by the President with the advice and consent of the Executive Board, except as otherwise provided in the Constitution and By-Laws. Internal committees shall report and make recommendations to the Senate, and their actions are reviewable by the Senate.
6. Internal Committees Designated. The internal committees shall include, but not be limited to Student and Academic Affairs, Student Life and Social Activities, Budget, Community Action, Law School Student Organization Recognition and Graduation.
7. Duration of Committee Service. Notwithstanding Article III of the Constitution, members of the Budget and Graduation Committees shall continue to serve in their capacity as committee members through Commencement Day of the academic year for which they were elected or appointed.

Article IX — Student Activities Council

1. Purposes and Powers. The Student Activities Council shall serve as the organizational link between the Student Senate and the organizations which receive Senate funding. The Council shall operate as a forum for the student groups to discuss scheduling of events, student issues and student life. The Council may pass nonbinding resolutions for the Executive Board to present to the Senate.
2. Membership. The President of the Senate shall preside over the Council as Chair, and the Council shall consist of one representative from each group which receives Senate funding, as well as all five members of the Executive Board. The Secretary of the Senate shall produce for the Senate minutes of the Council meetings, and the Executive Board as a whole shall be responsible for informing the Senate of the activities of the Council.
3. By-Laws, Meetings and Compulsory Attendance. The Council shall determine its own by-laws but must meet at least twice per semester. Any organization which misses two Council meetings in a row may lose its Senate funding.

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Article X — Ratification and Amendment

1. Effective Date of this Constitution. This Constitution takes effect from the election of new Senators near the end of the Spring semester of 1990.
2. Approval of this Constitution and Amendments Thereto. The Constitution and any amendment to the Constitution shall be approved by two-thirds (2/3) of the students voting in a ratification referendum which follows the guidelines set forth in Section 4 of this Article. At least 10 percent of the student body must vote for the referendum to be valid.
3. Proposal of this Constitution and Amendments Thereto. The Constitution and any amendment may be proposed by:
 - A. A two-thirds (2/3) vote of the Senators present at a Special Meeting called for such purpose and at which a quorum exists.
 - B. A petition certified by the Parliamentarian and signed by at least one-third (1/3) of the student body.
4. Referendum Procedures. A ratification referendum shall be held within thirty days – not including vacation days – of the proposal of the Constitution or of any amendment. The student body shall be given notice of the referendum at least seven (7) days before the referendum is held. Notice may be satisfied by placement of a written announcement in the folder, electronic mail or their equivalent, of each law student. On the date of the referendum, the polling place(s) shall be prominently located in the Law School building and shall open no later than 10:00 a.m. and shall close no earlier than 4:00 p.m. If the referendum is for an amendment proposed by petition, one representative of the signers of the petition shall have the right to be present at each polling place to observe the tallying of the ballots.

Effective April 21, 2009
Amended September 10, 2008

— Executive Board —

Max M. Miller
President

William Leavitt
Vice President

Jessica Isokawa
Secretary

L. David Peters
Treasurer

Benjamin Brickner
Parliamentarian

— Constitution Revision Committee —

Benjamin Brickner
Chair

Craig Greiwe
Kathrin Schwesinger

Adam Sparks

Max M. Miller
Dan Y. Shin

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THE COLUMBIA LAW SCHOOL STUDENT SENATE BY-LAWS

Section One — Spring Senate

- A. Authority of Spring Senate. The Spring Senate may consider, among other things, rules for the following year's Senate, committee appointments, and budget and recognition issues. The Spring Senate shall be governed by these By-Laws and the Senate Constitution.
- B. Quorum Required. All meetings of the Spring Senate shall require a quorum of at least two thirds (2/3) of the Spring Senate.
- C. Voting Thresholds. Votes of the Spring Senate shall pass if supported by a majority of Spring Senators present at a meeting at which a quorum exists, except when the Constitution or By-Laws require a higher percentage.

Section Two — Committees

- A. Committee Reporting Requirements. A student representative of each Student-Faculty Committee, and the Chair or a Co-chair of each internal Senate Committee, shall report to the Senate on matters before their Committee at each Regular Meeting of the Senate. These individuals shall also submit a written report of their Committees' activity to the outgoing Secretary within fourteen days before new officers are elected. The incoming Secretary shall provide copies of these reports to respective Committee members chosen in the fall.
- B. The Columbia Law School Diversity Council. The Columbia Law School Diversity Council shall serve as the central space for discussion and action planning to address diversity issues in the Columbia Law School community.
1. The Council shall include thirteen members: 4 senators (one from each J.D. class and one LL.M. or J.S.D.), 3 faculty members, 2 administrators, and 2 students who are not also Senators. The Senate President and the Dean of Faculty or her designate shall serve ex officio.
 2. Within five days after the election of 1L and LL.M./J.S.D. Senators, the Senate President shall issue a widely publicized call for Senate and student members of the Diversity Council. Senators and students interested in serving shall submit a candidate statement. The selection of Senate and student members and the process and selection of faculty and administrator members shall be determined by continuing Council members no later than October 15. Senate and student members shall serve until their graduation or until their successors are chosen and qualify, whichever is sooner. All other members shall serve until their successors are chosen and qualify. Vacancies shall be filled in the same manner as the original selection and by an individual from the same constituency as the member vacating the position.
 3. The Council shall meet at least once each semester and may prescribe other internal rules consistent with these By-Laws and the Senate Constitution.

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C. Standing Committees. The Senate shall have the following standing committees:

1. The Student and Academic Affairs Committee shall be responsible for identifying and coordinating issues of student representation to the law school and University administration, including, but not limited to, academic affairs, building and planning. It shall also be responsible for addressing the unique issues and concerns of transfer and joint-degree students as they may arise.
2. The Student Life and Social Activities Committee shall organize and publicize all Senate social events. Certain duties may be delegated to subcommittees, but the Student Life Committee shall retain ultimate responsibility for these events. The Committee shall follow an alphabetical rotation system for the entire Senate when assigning duties associated with its events or any other system that they deem appropriate. If a Senator is unable to work her or his turn at an event, she or he shall work the next turn at an event, and the next person on the Senate list, alphabetically, will take her or his place.
3. The Budget Committee shall allocate and distribute the funds generated by the Student Activity Fee to Law School student groups.
 - a. Composition. The Committee shall consist of at least eleven members, at least three (3) from each J.D. class and at least one (1) LL.M. or J.S.D. The Senate shall elect Committee members at the first Senate meeting in the fall after first-year and LL.M. and J.S.D. Senators are elected. All Senators shall be given notice of the Budget Committee election on the night after first year Senate elections are held.
 - b. Budget Procedures. Before the budgeting process begins, the Treasurer shall present to the Senate the detailed procedures that will be used by the Budget Committee to allocate funds to student groups and the structure of the standardized forms that will be used as funding applications and funding appeals.
 - c. Application for Funds. At the beginning of each semester, the Budget Committee shall solicit funding requests from all recognized Law School organizations. Each organization shall be informed of the application and appeals process. This information shall include the standards that the Budget Committee will follow in allocating funds. In addition, each organization shall be informed of the fact that the Senate has final authority on budgetary matters. The Budget Committee shall distribute a standard funding request form to be used as the application for funding by every group requesting funds. The recognized organizations shall be given at least one week after notification to submit funding applications. Other organizations or individuals may also submit funding requests.
 - d. Allocation. The Budget Committee members shall have one week to review funding request applications. In drafting an allocation budget proposal, the Budget Committee shall take into account, among other things, the size of the organization, its past performance, its fiscal responsibility, whether or not it receives funds from other sources, whether or not its programs will be held at the Law School, and the impact of the organization's events and programs on the Law School community. The Committee shall not discriminate against groups on the basis of their political, social or religious goals or beliefs. The Committee shall not allocate funds to any organization that is not open to every member of the Law School community, nor shall it allocate funds to any event that is not open to every member of the Law School Community. Organizations and individuals receiving funds from the Senate shall be under an obligation to publicize all events of the organization in a manner reasonably calculated to give notice to all members of the Law School community.

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e. Approval of the Allocation Budget. When the allocation budget proposal is completed by the Budget committee, a copy of the proposal shall be distributed to the Senate before the next general meeting. The Senate may accept, reject or amend the allocation budget by majority vote of the Senators present.

f. Appeals Process. After the Senate approves the budget, the Treasurer shall distribute the allocation budget to the student body. If a group is dissatisfied with its allocation, the group may appeal to the Senate. The appeal must be made within one week of the notification of the allocation budget and considered by the Senate at the next general meeting. The appeal shall be made on the standard appeals form that shall be made available by the Treasurer. After the Senate considers and votes upon all appeals submitted pursuant to this section, the allocation budget shall be final.

g. Distribution of Funds. Following the Senate approval of the allocation budget, the Treasurer shall distribute the allocated funds to each organization. All organizations receiving funding from the Senate shall be required to keep receipts of their expenses and an accurate ledger.

h. Audits. The Budget Committee shall conduct at least one (1) audit each year. The procedures for conducting audits shall be outlined in the approved Budget Guidelines and shall, among other things, govern the requirements for disclosure by organizations that have received Senate funds. All student groups subject to an audit shall be notified at least one week in advance. The Budget Committee shall afterward conduct an audit to determine whether allocated funds were spent in a manner consistent with both the intentions stated by the organization in its Fall funding request and the Budget Allocation guidelines under which the allocation was made. The Budget Committee may audit a sub-set of student groups chosen at random, and other group(s) may be chosen for audit if a majority of the Budget Committee, in its sole discretion, determines there is a reasonable suspicion of violation(s) of the Budget Guidelines. Factors that the Budget Committee will consider in its decision to audit group(s) include, but are not limited to, failure to return unspent Senate funds, failure to maintain an existing positive account balance, and failure to prevent an increase in the amount of an existing negative account balance.

i. Other Funding Requests. The Budget Committee must be convened to hear new requests for funding from individuals, new organizations, or recognized organizations. The Committee may, at its discretion and without prior Senate approval, disburse funding awards up to a maximum amount specified by the budget guidelines (the "Ad Hoc Limit"). The Senate Treasurer shall promptly disclose all such disbursements to the full Senate. For requests exceeding the Ad Hoc Limit, the Committee shall make a recommendation to the Senate, which must approve the disbursement. After election of officers and before the Fall Elections, the Executive Board, on behalf of the Spring Senate, may approve disbursements of up to double the Ad Hoc Limit. Groups that receive funding under this subsection shall be subject to the same standards and auditing procedures as those groups receiving funding during the Fall and Spring budget cycles.

j. Access to Information. The budget process shall be open to student scrutiny. The Budget Committee shall publicize and explain the budgetary process. Committee meetings shall be closed, but the Committee must keep substantive records.

4. The Graduation Committee shall be responsible for coordinating all activities of the graduating class relating to commencement, including, but not limited to, the selection of the graduation speaker.

a. Co-chairs. The Committee shall be chaired by two 3L Senators. Within fourteen days after new officers are elected, the incoming Senate President and Treasurer, with the advice and con-

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sent of the outgoing Senate President and outgoing Co-chairs of the Graduation Committee, shall select two rising-3L members of the incoming Senate who shall serve as Co-chairs of the Committee beginning the day after Commencement Day. The outgoing Co-chairs shall report to the incoming Senate President and Treasurer on financial matters related to committee activities through Commencement Day. Vacancies shall be filled by a 3L or LL.M. Senator selected by a majority of 3L and LL.M. Senators.

b. Members. Within five days after the election of 1L and LL.M./J.S.D. Senators, the Senate President shall issue a widely publicized call for members of the Graduation Committee. Students interested in serving shall submit a candidacy statement. The number and identity of Committee members shall be determined by the Senate President and the Co-chairs of the Graduation Committee no later than October 15. At least four members shall also be Senators, including at least one 1L or 2L Senator. At least two thirds of members shall be 3Ls or LL.M.s. All members are subject to removal for cause as provided in Section 6 of Article III of the Constitution.

c. Speaker Selection Procedure. The procedure for selecting the non-student graduation speaker shall be as open and participatory as possible.

i. Open Nominations. The Committee will ask all students to submit suggestions for possible speakers. The call for speaker suggestions will be widely publicized. Suggestions will be taken during a time period sufficiently long to allow students to participate. Students may include, with their suggestions, reasons for suggesting a particular speaker and any other information that might aid the Committee in selecting a speaker.

ii. Selecting a Speaker. The Graduation Committee will, each year, decide on a method for selecting the speaker and will promulgate rules to guide their decision. After considering all suggestions, the Committee will select a first-choice speaker and will extend an invitation to that speaker. If the first-choice speaker does not respond or declines, the Committee will select another speaker and extend an offer. This process will continue until a speaker accepts an invitation to speak at graduation.

d. Student Speakers. Three graduating students shall be elected to speak at the graduation ceremony. If the President of the Senate is a graduating student, one of the graduating speakers will be the President of the Senate. One of the student speakers shall be a graduating LL.M. or J.S.D. student chosen by graduating LL.M. and J.S.D. students. LL.M. and J.S.D. students will not vote to elect the other student speakers.

i. Selection. Speaker selection shall occur in a process highly analogous to Senate elections. Details will be determined by the Committee and adequate notice given at least four weeks in advance of graduation day, and shall include, at a minimum, open self-nominations, a primary election, and a final election.

ii. Format. At least four weeks in advance of graduation day, the Committee shall determine the details of the speaking format, which shall include that each student speaker will be permitted to speak for up to five minutes on any topic befitting a law school graduation ceremony.

e. Other Activities. The Committee will work with the Administration to plan events for its graduating class. The Committee will solicit assistance from volunteers. Any student can assist the Committee with this planning without restriction and without need to present a candidacy

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- statement. All such activities of the Committee will be widely publicized so that students will be able to participate broadly.
5. The Orientation and Admitted Students Committee shall be responsible for coordinating orientation events and programs for entering first year students as well as planning Senate related activities during Admitted Students Days.
- a. Composition. The Committee shall consist of a 2L Co-chair and a 3L Co-chair, and may include additional members.
- b. Co-chairs. Within fourteen days after new officers are elected, the incoming President, with the advice and consent of the incoming Executive Board and in consultation with the outgoing 3L Co-chair, shall choose a rising-2L and rising-3L who shall serve as Co-chairs until their successors are selected. Vacancies shall be filled in the same manner and by a student from the same class as the individual vacating the position.
6. The Community Action Committee shall function as the Senate provider of community-related activities. It shall be among their duties to organize at least one blood drive each academic year. The Community Action Committee shall consist of at least three members. The chair of the committee shall represent the Senate in any public interest coalitions and discussions.
7. The Law School Student Organization Recognition Committee shall be responsible for implementing the law school student organization guidelines and for officially recognizing student organizations.
8. The Housing and Facilities Committee shall be responsible for serving as a liaison and source of information on housing and building facilities issues between the student body, the Law School administration, and the University housing offices.
9. The Computers and Library Committee shall be responsible for identifying and coordinating issues involving the computers and library operations of the law school and bring them to the attention of the relevant faculty and administration. The committee shall also be responsible for maintaining the Senate databases and websites, as well as posting changes to the Senate Constitution. This Committee shall consist of at least three members of whom one shall also be an appointed representative to the Student/Faculty Computers and Library Committee.

Section Three — Attendance Policy

- A. Attendance Requirements. Attendance is required at all Regular, Special or Emergency Senate meetings, internal Senate Committee meetings, Student-Faculty Committee meetings, and other events or meetings designated as compulsory as provided in Section 4 of Article VI of the Constitution. Absences may be excused only as provided in subsection B of this Section. Three unexcused absences or ten total absences by any Senator in a single academic year may result in the Executive Board's review of the Senator's continued membership in the Senate as provided in Section 6 of Article III of the Constitution.
- B. Absences Excused. A Senator's absence shall be excused only when notice of the absence is given to the Secretary before the event or meeting to be missed or, if advance notice is not possible, as soon as practicable thereafter. Valid excuses include, but are not limited to: out-of-town job interviews, illnesses and personal emergencies. Absences caused by a scheduled class, review session or Student-Faculty Committee meeting shall not be counted for the purpose of subsection A of this section, provided that notice of the absence is given to the Secretary before the event or meeting to be missed or, if advance no-

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tice is not possible, as soon as practicable thereafter. Questions of excusability shall be decided by the Executive Board.

Section Four — Expenditures

A. Day-to-Day Expenditures. Day-to-day Senate expenditures must receive prior authorization as follows:

1. Those totaling seventy-five (75) dollars or less must receive prior authorization from a member of the Executive Board, who shall report the expenditure to the Executive Board at its next meeting.
2. Those totaling between seventy-five (75) and one hundred fifty (150) dollars must receive prior authorization from a majority of the Executive Board, which shall report the expenditure to the Senate at its next meeting.
3. Those totaling one hundred fifty (150) dollars or more must receive prior authorization from a majority vote of the Senate.

B. Private Inurement. No person shall cause funds from the Senate account to inure to her own benefit, except as reimbursement for reasonable expenses incurred on behalf of the Senate and in furtherance of its purposes.

Section Five — Referenda and Elections

A. Election Commission Authority. The Election Commission shall administer constitutional referenda and all elections of Student Senators and the Law School's representative or representatives to the University Senate. The Commission may prescribe rules consistent with these By-Laws and the Senate Constitution that are necessary to ensure orderly and accurate voting. A majority of Commissioners shall constitute a quorum to conduct business, tabulate ballots, certify results, and adjudicate disputes under Section 4 of Article IV of the Constitution. The Senate may reverse a decision of the Election Commission by a two-thirds (2/3) vote.

B. Polling Station. Any current or former Senator who is not also a candidate may staff the polling station and at least two persons shall staff the polling station at all times during polling hours. No electioneering shall be permitted within fifty feet of the polling station. Anyone in violation of this rule shall first be warned and, if the violation persists, shall be subject to review by the Election Commission as provided in Section 4 of Article IV of the Constitution.

C. Voting and Voting Threshold. Eligible voters may vote only once. When returning marked ballots, voters shall present valid Columbia identification and have their names checked off a list of currently enrolled Columbia Law School students. A plurality of votes shall be sufficient to elect Student Senators. Election of the Law School's representative or representatives to the University Senate shall be governed by the University Statutes and University Senate Elections Code.

D. Tabulation of Ballots. Ballots shall be collected in a sealed container that may be unsealed only at the time of tabulation. Tabulation shall be performed by members of the Election Commission in a secure location and may not commence until all voting has ended. Commissioners shall first compare the number of ballots cast with the number of names checked off the list of currently enrolled Columbia Law

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School students. If a discrepancy of more than five percent exists, the Election Commission shall declare the vote invalid and administer a new referendum or election.

E. Announcement of Results and Recount Requests. The Election Commission shall announce the results of referenda and elections to the entire student body within twenty-four hours after all voting has ended. Within twenty-four hours after results are announced, any candidate may request a recount, which shall be completed within twenty-four hours thereafter.

F. Certification of Results. Within twenty-four hours after the recount request deadline, the Election Commission shall certify in writing that the referendum or election was held in accordance with the Senate Constitution and these By-Laws and that the results are correct and accurate. Within seven days thereafter, the ballots shall be destroyed. The certified tabulation shall be retained by the Senate Parliamentarian and entered into the Senate's permanent records.

Section Six — Requirements for Student Organizations

A. Purpose. The Columbia Law School Student Senate ("the Student Senate") seeks to encourage the existence of a diverse offering of activities and associations that augment a student's law school experience. Student organizations provide important opportunities to students during their law school careers to participate in interesting events and projects and exercise positions of leadership that may both enrich and enlighten their Columbia legal education.

B. Guidelines. A recognized student organization shall be responsible at all times for following the guidelines set forth in this Subsection (B) (collectively, the "Guidelines"), the violation of which may subject the student organization to penalties determined at the reasonable discretion of the Student Senate, including, but not limited to, the revocation of recognition or Student Senate funding.

1. Beneficial Purpose. The purpose of the organization shall be sufficiently related to the law school community and sufficiently unrelated to the purpose of any other recognized organization so as to offer a distinct benefit to a substantial number of law school students. Activities of the organization shall benefit the law school community.

2. Constitution. All recognized organizations shall adopt an official constitution. The organization's constitution and any amendments or by-laws thereto shall be ratified by its membership. At a minimum, the constitution shall explicitly state the following:

- a. The organization's name,
- b. The organization's purpose,
- c. The requirements for membership and leadership,
- d. The procedure for selecting and removing leadership,
- e. The duties of leadership,
- f. The procedure for arriving at decisions, and
- g. The Nondiscrimination Policy set forth in Subsection (B)(5) below.

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3. Membership. Membership shall be open and limited to all Columbia Law School students, but may be conditioned upon certain reasonable criteria not in violation of the Nondiscrimination Policy set forth in Subsection (B)(5) below.

4. Leadership. Leadership shall consist of those members elected or otherwise selected according to the organization's constitution to organize and direct the organization. The leadership shall be responsible to the Student Senate for adherence to the Guidelines and shall otherwise remain answerable for the activities of the organization.

5. Nondiscrimination Policy. Membership and leadership shall be open to all Columbia Law School students without regard to race, ethnicity, color, national origin, age, handicap or disability, sex, gender, sexual orientation, marital status, religion, political affiliation, or the general exercise of a student's right of free speech or association. Any group which selects a team to participate in an organized competitive activity is deemed to have a membership and leadership which is open to the entire student body so long as all students are allowed to apply or tryout for membership on the team.

6. Budget Guidelines. The organization shall utilize any funds allocated to it by the Student Senate in accordance with the requirements set forth in the Student Senate Budget Guidelines.

7. Political Fundraising. The organization shall not give any funding from the Student Senate to political parties, PACS, or political campaigns, nor shall such funds be used in connection with fundraising activities to support political parties, PACS, or political campaigns.

8. Commercial Activity. An activity shall not be carried out for the pecuniary benefit of its members.

9. Mandatory Meetings. The leadership of the organization shall be responsible for sending at least one representative to all mandatory meetings pertaining to student organizations called by either the Student Senate or Office of Student Services.

10. Compliance. The organization shall not violate any relevant University or Law School regulations, or any applicable federal, state, or local law.

11. Non-Senate Recognition. Any recognized student organization becomes subject to the supervision and authority of the Student Senate and may not seek or retain recognition by any other division or office of the University.

C. Recognition Process. Any group of Columbia Law School students desiring recognition by the Student Senate as a student organization must petition according to the procedures set forth under this subsection. Any decisions made by the Recognition Committee ("the Committee") or the Student Senate to confer or deny recognition shall be based solely on the Guidelines set forth in Subsection (B) above and the procedures set forth below.

1. Recognition of New Organizations or Organizations Submitting Revised Constitution or By-laws. Any organization not currently recognized by the Student Senate and all other organizations that have altered their constitution or by-laws since their last submission to the Student Senate must apply for recognition under this Subsection.

a. Submission of Documents. Recognition of an organization under this subsection is contingent upon timely submission of the following to the Student Senate Parliamentarian:

i. A constitution meeting the requirements under Subsection (B)(2) above.

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ii. The names and email addresses of at least twelve (12) current members, including at least two (2) leaders responsible for the organization's finances and record keeping. The Committee may waive any part of this requirement upon a group's showing that its beneficial purpose does not require a standing membership.

iii. A completed application for recognition, as provided by the Student Senate.

b. Approval. Except as provided under Subsection (C)(1)(c) for appeal, recognition shall be contingent upon the favorable recommendation of the Committee followed by majority approval of the Student Senate.

c. Appeal. An organization failing to receive a favorable recommendation from the Committee shall be notified of this decision and permitted at least one opportunity to submit a revised application. If the revised application also fails to receive a favorable recommendation from the Committee, the organization may appeal to the Student Senate, which may confer recognition by a majority vote.

2. Automatic Renewal of Recognition for Currently Recognized Organizations. Any organization currently recognized by the Student Senate that has not altered its constitution or by-laws since its last submission to the Student Senate shall have its recognition automatically renewed upon annual submission of the following to the Student Senate Parliamentarian:

a. A copy of the organization's unchanged constitution and/or by-laws.

b. The names and email addresses of at least twelve (12) current members, including at least two (2) leaders responsible for the organization's finances and record keeping. The Parliamentarian may waive any part of this requirement upon a group's showing that its beneficial purpose does not require a standing membership.

c. An affirmation that the organization's documents are unchanged since their last submission to the Student Senate and that the organization will continue to abide by them.

D. Grievance and Revocation of Recognition

1. Accountability. A recognized organization shall be held accountable by the Student Senate for its adherence to both its own constitution and by-laws and the Guidelines under Subsection (B) (collectively, the "Governing Documents"). This Subsection provides for a grievance procedure to enforce such accountability.

2. Grounds for Penalty. A recognized student organization may have its recognition denied or revoked, or be subject to penalty specified by the Committee, either for failure to meet the requirements for recognition under Subsections (C)(1) or (C)(2), or, in the alternative, through the process described in this Subsection (D).

3. Other Authorities. Notwithstanding any penalties assessed by the Student Senate, members of an organization, as well as students submitting perjured grievance, may remain subject to sanctions from other bodies, such as the University, the Law School, or the Attorney's Bar.

4. Grievance Procedure

a. Standing. Any student currently enrolled at Columbia Law School may submit to the Student Senate a grievance against a recognized organization alleging a violation of the Governing Documents.

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b. Investigation. Upon notice of grievance, the Committee shall investigate and determine the merit of such grievance.

c. Dismissal. If the Committee determines the grievance to be without merit, it may dismiss the complaint without approval by the Student Senate. However, the complaining student may appeal any such decision to the Student Senate, which may either dismiss the complaint or require the Committee to reconsider the grievance pursuant to the procedures outlined below. The decision upon appeal to the Student Senate shall be final and binding.

d. Conformity. If the Committee determines the grounds for such grievance are of merit, the Committee shall first meet with the accused organization in an effort to resolve any such non-compliance. The organization may remedy its noncompliance either by agreeing to conform its practices to the Governing Documents and make necessary reparations, if any, or, where such noncompliance does not otherwise violate the Guidelines, by revising the constitution or by-laws of the organization. Any such alteration of the organization's constitution or by-laws, however, shall subject the organization to the recognition procedure described under Subsection (C)(1).

e. Hearing. If the organization denies the validity of the grievance, which, if accurate, would otherwise be of merit, the Committee shall hear from both the organization and the complaining student and shall reach a determination based upon the testimony of the parties and a preponderance of the evidence, if any. Following such determination of the merits of the grievance, the Committee shall make its own recommendation for resolution, which may include dismissal of the grievance, revocation of the organization's recognition, or other reasonably appropriate penalty.

f. Penalty. If the Committee determines the complaint to be of merit, it may recommend a reasonably appropriate penalty to the Student Senate, which may invoke such penalty or fashion a more appropriate penalty by a majority vote, which decision shall be final and binding. The accused organization shall have the right to plead its case before the Student Senate before such a vote is taken.

g. Bad Faith. If at any time the Committee or the Student Senate believes an organization to be acting in bad faith during this procedure, such bad-faith action may submit the organization to additional penalty.

h. Term of Penalty. A determination by the Student Senate to revoke recognition of an organization shall remain in effect for the academic year in which such determination is made. The organization for which recognition is revoked shall be permitted to reapply for recognition in the following academic year(s). However, in making a determination on such an organization's application for recognition, the Committee and the Student Senate may take into account any prior adverse decisions against the organization.

E. Entering Defunct Status

1. Deadline For Recognition Requests. In coordination with the Senate Budget Committee, the Chair of the Recognition Committee shall set a recognition deadline around the middle of the second week of the fall semester. Student groups may apply for belated recognition at any time during the semester.

2. Suspension of Account. Student Services shall suspend the account of any previously recognized student group that fails to be recognized at the recognition deadline in a given fall. These groups shall be considered defunct.

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- a. Groups That Fail To Meet Recognition Deadline. If a student group fails to be recognized due to a failure to meet the fall deadline, its account shall remain in suspension for three semesters, at which point it is considered fully defunct. If the student group is recognized again at any time during these three semesters, it shall immediately regain access to its account.
- b. Groups That Are Affirmatively Denied Recognition. If a student group fails to be recognized due to an affirmative denial by the Recognition Committee, its account shall remain in suspension for five semesters, at which point it is considered fully defunct. If the student group is recognized again at any time during these five semesters, it shall immediately regain access to its account.
3. Repossession of Funds. Once a previously recognized student group becomes fully defunct, Student Services shall repossess any funds contained in the student group's account.
- a. Student Activity Fee Funds. Any funds remaining in the fully defunct organization's account that are traceable to prior allocations from the Student Activity Fee shall first be used to satisfy the fully defunct organization's debt, if any. Any such funds remaining thereafter shall be returned to the Student Senate.
- b. Other Funds. All other funds remaining in the fully defunct organization's account shall be disposed of by Student Services, in consultation with the Student Senate. Where appropriate, such funds may be used to satisfy the fully defunct organization's debt, if any, in lieu of or in conjunction with any funds identified by Subsection (E)(3)(a) above.
4. Successor Groups. If the Recognition Committee has reason to believe that a previously recognized student group has reconstituted under a new name in order to avoid an incurred debt, it may affirmatively deny recognition. The burden shall be on the group seeking recognition to show that its mission and target population are sufficiently different from the previously recognized group.
5. Other Privileges. As soon as a student group enters defunct status, Student Services shall ensure that the group no longer has access to its Student Organization News and Information ("SONI") email account. Bulletin board space in the law school shall be reassigned.

Effective April 7, 2009
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