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Bylaws of the Boston College Law Student Association

The purpose of these Bylaws is to provide a framework for the daily operation of the Boston College Law Student Association (“LSA”) and is to be interpreted in light of the Constitution of the LSA (the “Constitution”). Elected Board members are delegated the responsibility to allocate money and resources belonging to all students enrolled at Boston College Law School. Any action taken by the Elected Board should reflect that responsibility.

Level 100 - General Provisions

Bylaw 101 - Repeal of All Previous Bylaws

All Bylaws of the LSA previous to the time of the passage of these Bylaws are hereby repealed, and are for all intents and purposes, null and void.

Bylaw 102 - Operation of Bylaws

(a) These Bylaws shall take effect upon ratification by an absolute majority vote of the voting members of the Elected Board. An absolute majority is defined as a majority of all of the seats of the Elected Board, not simply a majority of those present.

(b) In the event that any provision within these Bylaws conflicts with the Constitution, the provisions in the Constitution shall govern and the conflicting Bylaw shall be void.

Bylaw 103 - Amendments to These Bylaws

(a) Any proposed amendments to these Bylaws shall be submitted to the Executive Board as described in Bylaw 601. The Executive Board shall work with the sponsor(s) of the proposed amendment to ensure that the proposed amendment conforms with the general structure of these Bylaws, that it is carefully tailored to meet its proposed objective, and that it does not conflict with the Constitution or these Bylaws. Should the amendment purposefully conflict with existing provisions of the Bylaws, the Executive Board shall prepare a report for the Elected Board explaining the impact of the proposed amendments insofar as their effect on the existing structure of the LSA and its governing documents.

(b) After the Executive Board completes its review of the proposed amendment, the final draft, along with any report from the Executive Board, shall be circulated to the members of Elected Board for their review at least twenty-four (24) hours prior to the meeting at which the proposed amendment is to be voted on.

(c) The Secretary shall update these Bylaws as they are altered by an act of the Elected Board and periodically circulate updated versions of the Bylaws to all members of the Elected Board.

(d) The Secretary shall review these Bylaws annually to ensure proper codification of amendments to the Bylaws, and shall see to it that every member of the Elected Board
receives a newly updated version of these Bylaws at the beginning of each new term of office. The Secretary shall have ultimate responsibility for keeping the Bylaws in order.

**Bylaw 104 - Effect of Violations**

Violations of the written provisions or the spirit of these Bylaws shall be sufficient grounds for disciplinary action to be taken against the members by the Elected Board.

**Bylaw 105 – Equal Opportunity Statement**

The LSA shall not discriminate on the basis of ancestry, color, or race; cultural or ethnic background; economic circumstance; ideological, philosophical, or political belief or affiliation; marital or parental status; national or regional origin; disability; religion or denominational affiliation; gender; sexual orientation; or age. The LSA shall not encourage or condone discrimination, either implicitly or explicitly, and shall actively discourage discrimination on any such basis.

**Bylaw 106 - Reservation of Elected Board Prerogative**

The Elected Board is empowered by the Constitution to exercise all power necessary and proper for efficient and constitutional student government at Boston College Law School. Furthermore, except as otherwise limited by Boston College policy, the Constitution, and these Bylaws, the enumeration of responsibilities in these Bylaws shall not be construed as a restraint on the exercise of such powers as may be necessary and proper to effectuate the efficient and constitutional governing of the LSA.

**Bylaw 107 – Definitions**

Throughout these Bylaws:

(a) The use of any time period stated in hours, unless specifically stated otherwise, is to be construed as giving meaning to a period of days, not to a literal allotment of time as calculated by the hours and minutes of such period.

(b) The time period used within these Bylaws shall be calculated to exclude weekends, holidays, and those days that may fall within any of the following scheduled recesses of the University: Thanksgiving, Winter Break, Spring Break, and Summer Vacation.

**LEVEL 200 - THE EXECUTIVE BOARD**

**Bylaw 201 - Executive Officers**

(a) The executive power of the LSA shall be vested in the Executive Board.

(b) The Executive Officers of the LSA shall include the President, Vice President, Secretary, and Treasurer.

**Bylaw 202 - The President**

(a) The President shall be the Chief Executive Officer of the LSA. The President shall be elected by the student body of the Law School in accordance with the provisions of Article II, Section A of the Constitution. The President's term shall commence in accordance with the provisions of Article V, Section E of the Constitution.
(b) The President shall:

1. prepare the agenda for, and preside over, each meeting of the Executive Board and Elected Board, unless otherwise provided for by these Bylaws;

2. be responsible for the prompt and orderly execution of all resolutions and legislation adopted by the Executive Board or Elected Board;

3. report to the Executive and Elected Boards and recommend certain actions for their consideration to effectuate the goals of the LSA;

4. appoint, subject to confirmation by the Executive Board, all officers of the LSA, whose selection is not otherwise provided for in these Bylaws;

5. represent the LSA to the Law School Faculty and Administration, the University Faculty and Administration, the American Bar Association, the student body, and the community at large;

6. deliver an address during first-year Orientation and an address during the Commencement ceremony;

7. receive the conferral of degrees on behalf of the graduating class during the Boston College commencement exercises; and

8. perform those other duties as may be specified in these Bylaws or by an act of the Board so vesting responsibility in the President.

(c) All powers not expressly delegated to the President, or impliedly flowing as necessary and proper to effectuate these enumerated powers, are reserved to the Elected Board.

Bylaw 203 - The Vice President

(a) The Vice President shall be elected by and from the students on the same day as elections for the President. The term of the Vice President shall commence on the same day as that of the President.

(b) The Vice President shall:

1. assist the President in the execution of his/her duties and in the direction of the Executive Board;

2. exercise the powers of the President in the event that the President is absent or unable to fulfill his/her duties;

3. accede to the Presidency upon the resignation or removal of the President;

4. chair the Appointed Board, as described in Article IV of the Constitution;

5. execute the directives of the Elected Board as to the operation of LSA Committees; and

6. chair those other committees as may be specified by other provisions in the Constitution or Bylaws of the LSA.

(c) Should the Vice President succeed to the Presidency, the Elected Board shall elect an Acting Vice President by a simple majority vote of those voting members of the Elected Board.
Board present. The President shall immediately direct the Elections Committee to conduct a special election to fill all three positions within two (2) weeks. The winners of this special election shall take office twenty-four (24) hours after their election has been certified by the Elections Committee and ratified by the Elected Board. Until the election of a new Vice President, the new President shall fulfill the responsibilities of the Vice President.

(d) In the unlikely event that the President and the Vice President both resign or are removed from office, the Elected Board shall elect an Acting President by a simple majority vote of those voting members of the Elected Board present. The Acting President shall immediately direct the Elections Committee to conduct a special election to fill all three positions within two (2) weeks. The winners of this special election shall take office twenty-four (24) hours after their election has been certified by the Elections Committee and ratified by the Elected Board. Until the election of a new President, the Acting President shall fulfill the responsibilities of the President.

Bylaw 204 - The Secretary

(a) The Secretary shall be elected by and from the students on the same day as elections for the President. The term of the Secretary shall commence on the same day as that of the President.

(b) The Secretary shall:

   (1) be responsible for distributing the agenda and recording the minutes for all meetings of the Executive Board and Elected Board;

   (2) determine if a quorum of members, as required in Bylaw 501, is present at the meetings in order to transact business;

   (3) make copies of the minutes of the meetings available to Elected Board members and members of the public who have an interest in viewing them;

   (4) be responsible for any correspondence, memoranda, and/or materials necessary for the smooth functioning of the LSA;

   (5) be responsible for the proper maintenance and distribution of the Constitution and Bylaws;

   (6) be responsible for maintaining a compilation of all legislation passed by the Elected Board, which is to be kept in the LSA office at all times, for members of the public who have an interest in viewing them; and

   (7) execute other duties as assigned by the Executive Board or the Elected Board.

Bylaw 205 - The Treasurer

(a) The Treasurer shall be elected by and from the students on the same day as elections for the President. The term of the Treasurer shall commence on the same day as that of the President.

(b) The Treasurer shall:

   (1) maintain all financial accounts and records of the LSA;
(2) process all paperwork necessary for the prompt payment of the financial obligations of the LSA for which funds have been appropriated;

(3) develop, maintain, and present reports on the finances of the LSA as directed by the Executive Board and/or Elected Board;

(4) assist Committee Chairs and Law Revue Show Directors in preparing a budget for their planned activities;

(5) abide by and enforce all financial regulations promulgated by these Bylaws, the Elected Board, Boston College Law School, or Boston College; and

(6) execute other duties as assigned by the Executive Board or Elected Board.

LEVEL 300 · STANDING COMMITTEES

Bylaw 301 – Nomination, Approval, and Removal of Committee Chairs

(a) Committee Chairs shall be nominated by the President, except as provided in Bylaw 316. These Chairs shall be selected no later than three weeks prior to the conclusion of the semester in which the President takes office. The President shall publicize vacant positions and devise a method for considering students interested in Committee Chair positions. After nomination by the President, candidates for Committee Chair positions shall be subject to confirmation by a majority of the Executive Board excluding the President.

(b) No student shall serve as Committee Chair of more than one (1) Committee unless that student is a member of the Elected Board. The Executive Board may waive Bylaw 301(b) if necessary.

(c) Committee Chairs shall report directly to the Vice President.

(d) Nothing in this Level shall be construed to prohibit the President from appointing Co-Chairs if the situation is appropriate. The President shall also have the power to create additional Committee Chair positions or ad hoc committees as he/she deems necessary to effectively execute the responsibilities of the LSA. Such Committees and Committee Chair members shall also be subject to approval and confirmation by a majority vote of the Executive Board excluding the President.

(e) Committee Chairs serve at the pleasure of the Executive Board. Pursuant to Articles IV and VII of the Constitution, Committee Chairs may be removed by the President with the approval of the Executive Board.

Bylaw 302 - The Representative to the American Bar Association Law Student Division (ABALSD)

(a) The Chair of this committee shall be called the “Representative.” The Representative to the ABALSD shall be appointed pursuant to Bylaw 301. The term of the Representative shall commence upon confirmation and end two (2) weeks after the confirmation of a new Representative the following year. During this two-week period, the outgoing Representative shall familiarize the new Representative with the various procedures necessary to effectively execute the responsibilities of the office.

(b) The Representative shall:
(1) report to the Executive Board on pertinent activities and developments within the American Bar Association, the ABALSD, and the ABALSD Circuit to which Boston College Law School belongs;

(2) coordinate appropriate participation in activities of the American Bar Association, the ABALSD, and the ABALSD Circuit to which Boston College Law School belongs; and

(3) promote membership in the ABALSD among the student body.

(c) The Committee shall be managed in accordance with the LSA Committee Operations Manual.

(d) The President, Vice President, or the Representative may add members to the Committee to assist in executing these responsibilities.

Bylaw 303 - Academic Services Committee

(a) The Chair shall be appointed pursuant to Bylaw 301. The term of the Chair shall commence upon confirmation and end two weeks after the confirmation of a new Chair the following year. During this two-week period, the outgoing Chair shall familiarize the new Chair with the various procedures necessary to effectively execute the responsibilities of the office.

(b) The Committee shall:

(1) represent the LSA on the Academic Standards Committee;

(2) educate students about disciplinary policies and voice student concerns regarding such policies;

(3) ensure the integrity of exam administration and create policies to respond to student concern about exam administration;

(4) work with faculty regarding changes in curriculum; and

(5) execute other duties as assigned by the President, Vice President, or the Executive Board.

(c) The Committee shall be managed in accordance with the LSA Committee Operations Manual.

(d) The President, Vice President, or the Chair may add members to the Committee to assist in executing these responsibilities.

Bylaw 304 – Alumni & Development Committee

(a) The Chair shall be appointed pursuant to Bylaw 301. The term of the Chair shall commence upon confirmation and end two weeks after the confirmation of a new Chair the following year. During this two-week period, the outgoing Chair shall familiarize the new Chair with the various procedures necessary to effectively execute the responsibilities of the office.

(b) The Committee shall:
(1) plan and coordinate alumni speakers series and career events;
(2) liasion between alumni and current student body;
(3) represent the LSA and student body on the Faculty Alumni Student Association (“FASA”); and
(4) execute other duties as assigned by the President, Vice President, or the Executive Board.

(c) The Committee is authorized to receive funds pursuant to Bylaw 901(f).
(d) The President, Vice President, or the Chair may add members to the Committee to assist in executing these responsibilities.

Bylaw 305 - Appointments and Promotions Committee
(a) The Chair shall be appointed pursuant to Bylaw 301. The term of the Chair shall commence upon confirmation and end two weeks after the confirmation of a new Chair the following year. During this two-week period, the outgoing Chair shall familiarize the new Chair with the various procedures necessary to effectively execute the responsibilities of the office.
(b) The Committee shall:
   (1) manage the process of soliciting student input in the hiring and promotion of faculty;
   (2) conduct student interviews of prospective faculty members;
   (3) conduct student evaluations of faculty members being considered for tenure and promotion;
   (4) recommend a preferred course of action to the Faculty Appointment Committee chair(s) and/or the Dean of the Law School; and
   (5) execute other duties as assigned by the President, Vice President, or the Executive Board.
(c) The President, Vice President, or the Chair may add members to the Committee to assist in executing these responsibilities.

Bylaw 306 – Social Committee for Bar Reviews
(a) The Chair shall be appointed pursuant to Bylaw 301. The term of the Chair shall commence upon confirmation and end two weeks after the confirmation of a new Chair the following year. During this two-week period, the outgoing Chair shall familiarize the new Chair with the various procedures necessary to effectively execute the responsibilities of the office.
(b) The Committee shall:
   (1) plan and coordinate monthly Bar Reviews;
   (2) execute other duties as assigned by the President, Vice President, or the Executive Board; and
(3) co-sponsor one Bar Review with the Public Interest Law Foundation (PILF) to serve as a fundraiser for PILF.

(c) The President, Vice President, or the Chair may add members to the Committee to assist in executing these responsibilities.

Bylaw 307 - Community Service Committee

(a) The Chair shall be appointed pursuant to Bylaw 301. The term of the Chair shall commence upon confirmation and end two weeks after the confirmation of a new Chair the following year. During this two-week period, the outgoing Chair shall familiarize the new Chair with the various procedures necessary to effectively execute the responsibilities of the office.

(b) The Committee shall:

1. plan and oversee all community service activities of the LSA;
2. serve as primary liaison between the LSA and other community service groups;
3. serve as a resource of information on community service for Law School student organizations and members of the student body;
4. represent the LSA in the organization of “Grad Students Give Back” day;
5. encourage awareness of Pro Bono opportunities and programs, including the Pro Bono Fair;
6. plan and coordinate annual Race Ipsa benefit race;
7. engage alumni, faculty, and students in planning and participating of annual Race Ipsa benefit race; and
8. execute other duties as assigned by the President, Vice President, or the Executive Board.

(c) The Committee may raise funds pursuant to Bylaw 901(c).

(d) The President, Vice President, or the Chair may add members to the Committee to assist in executing these responsibilities.

Bylaw 308 – Diversity Committee

(a) The Chair shall be appointed pursuant to Bylaw 301. The term of the Chair shall commence upon confirmation and end two weeks after the confirmation of a new Chair the following year. During this two-week period, the outgoing Chair shall familiarize the new Chair with the various procedures necessary to effectively execute the responsibilities of the office.

(b) The Committee shall:

1. represent the LSA in student organization meetings regarding Law School diversity issues;
2. organize meetings and speakers to actively encourage dialogue on issues of diversity;
(3) plan and coordinate Black Admitted Students Weekend to coincide with Boston College Law School Admitted Students Day; and

(4) plan and coordinate LSA Diversity Month.

(c) The Presidents of all Boston College Law School student organizations and groups are Ex Officio members of the Committee.

(d) The President, Vice President, or the Chair may add members to the Committee to assist in executing these responsibilities.

**Bylaw 309 - Elections Committee**

(a) The Elections Committee shall consist of at least one graduating member of the Executive and/or Elected Board, and two at-large members who are not officers of the Board. The President may not serve as a member of the Elections Committee, but may provide the Elections Committee with advice and information as requested.

(b) No person may be a member of the Elections Committee who is running for office in an election. No member of the Elections Committee may campaign or work on behalf of any candidate or referendum issue while a member of the Committee and may not sign candidate petitions pursuant to Bylaw 704(c).

(d) The Committee shall:

1. run elections and referenda in accordance with Levels 700 and 800 of the Bylaws;
2. promulgate rules for all elections and referenda in accordance with Levels 700 and 800 of the Bylaws;
3. hear and act upon election complaints and/or violations of these Bylaws or rules promulgated by the Elections Committee;
4. organize publicity for all elections and referenda, and distribute necessary information to candidates;
5. certify all elections and referenda upon their completion, and present the results to the Board for ratification in accordance with Levels 700 and 800 of the Bylaws; and
6. execute other duties as assigned by the Board.

(e) The Chair of the Elections Committee shall coordinate all activities of the Elections Committee.

(f) Decisions of the Elections Committee shall be final for purposes of its certification of elections and referenda. However, appeals may be made directly to the Representatives of the third-year class prior to its ratification of the certification.

**Bylaw 310 – Loan Repayment Assistance Program (LRAP) Committee**

(a) The Chair shall be appointed pursuant to Bylaw 301. The term of the Chair shall commence upon confirmation and end two weeks after the confirmation of a new Chair
the following year. During this two-week period, the outgoing Chair shall familiarize the new Chair with the various procedures necessary to effectively execute the responsibilities of the office.

(b) The Committee shall:

(1) Raise awareness among law students about LRAP;
(2) Maintain contact with alumni who are LRAP recipients, or actual or potential donors;
(3) Sustain and strengthen coordination efforts with student and administrative organizations; and
(4) Work with Alumni Development to raise money for the program.

(c) The President, Vice President, or the Chair may add members to the Committee to assist in executing these responsibilities.

**Bylaw 311 - Social Committee for Special Events**

(a) The Chair shall be appointed pursuant to Bylaw 301. The term of the Chair shall commence upon confirmation and end two weeks after the confirmation of a new Chair the following year. During this two-week period, the outgoing Chair shall familiarize the new Chair with the various procedures necessary to effectively execute the responsibilities of the office.

(b) The Committee shall:

(1) plan and coordinate:
   (i) LSA Harbor Cruise;
   (ii) LSA Halloween Party; and
   (iii) LSA Spring Formal (also known as “Law Prom”).
(2) plan and coordinate ad hoc social events, such as LSA Welcome Barbeque and LSA Spring Carnival.

(c) The Committee may raise funds pursuant to Bylaw 901(d).

(d) The President, Vice President, or the Chair may add members to the Committee to assist in executing these responsibilities.

**Bylaw 312 – Sports Committee**

(a) The Chair shall be appointed pursuant to Bylaw 301. The term of the Chair shall commence upon confirmation and end two weeks after the confirmation of a new Chair the following year. During this two-week period, the outgoing Chair shall familiarize the new Chair with the various procedures necessary to effectively execute the responsibilities of the office.

(b) The Committee shall:

(1) plan and coordinate intramural sporting events in:
(i) basketball;
(ii) running;
(iii) soccer;
(iv) softball; and
(v) any other sport in which more than five (5) students express an interest.

(2) plan and coordinate the sending of team(s) to represent the student body in the annual University of Virginia Softball Tournament.

(c) The Committee may raise funds pursuant to Bylaw 901(e).

(e) The President, Vice President, or the Chair may add members to the Committee to assist in executing these responsibilities.

**Bylaw 313 – New Student Committee**

(a) The Chair shall be appointed pursuant to Bylaw 301. The term of the Chair shall commence upon confirmation and end two weeks after the confirmation of a new Chair the following year. During this two-week period, the outgoing Chair shall familiarize the new Chair with the various procedures necessary to effectively execute the responsibilities of the office.

(b) The Committee shall:

(1) serve as primary liaison between the LSA and the entering 1L and LL.M. classes, transfer and visiting students, and admitted students;

(2) coordinate social activities for the entering 1L and LL.M. classes, transfer and visiting students, and admitted students, including Orientation activities, such as Field Day, 1L Bar Review, Duck Tours, BC Football Game and Tailgate, Mentor-Mentee Barbeque;

(3) work with the Dean for Students’ Office to co-sponsor Orientation events, such as the Ice Cream Social, the McMullen Museum Reception and Mone Courtyard Welcome Reception;

(4) coordinate the 1L Mentoring Program;

(5) work with the Admissions Office to coordinate Boston College Law School Admitted Students Day; and

(6) execute other duties as assigned by the President, Vice President, or the Executive Board.

(c) The President, Vice President, or the Chair may add members to the Committee to assist in executing these responsibilities.

**Bylaw 314 – Career Mentoring Committee**

(a) The Chair shall be appointed pursuant to Bylaw 301. The term of the Chair shall commence upon confirmation and end two weeks after the confirmation of a new Chair the following year. During this two-week period, the outgoing Chair shall familiarize the
new Chair with the various procedures necessary to effectively execute the responsibilities of the office.

(b) The Committee shall:

1. plan and coordinate a career mentoring program between 2Ls and 3Ls;
2. work with the BC Law Career Services Offices to plan networking and career events; and
3. execute other duties as assigned by the President, Vice President, or the Executive Board.

(c) The President, Vice President, or the Chair may add members to the Committee to assist in executing these responsibilities.

Bylaw 315 – Technology Committee

(a) The Chair shall be appointed pursuant to Bylaw 301. The term of the Chair shall commence upon confirmation and end two weeks after the confirmation of a new Chair the following year. During this two-week period, the outgoing Chair shall familiarize the new Chair with the various procedures necessary to effectively execute the responsibilities of the office.

(b) The Committee shall:

1. maintain and update the BC LSA website, http:\\www.bclsa.org; and
2. execute other duties as assigned by the President, Vice President, or the Executive Board.

(c) The President, Vice President, or the Chair may add members to the Committee to assist in executing these responsibilities.

LEVEL 400 - REPRESENTATIVES

Bylaw 401 - Apportionment of Representatives

Representatives of the student body shall be elected to the Elected Board pursuant to, and in accordance with, Article III of the Constitution.

Bylaw 402 - Constituencies

(a) The constituency of the first-year representatives shall include all enrolled in the Juris Doctor program that are within their respective first-year sections.

(b) The constituencies of the second-, and third-year representatives are students enrolled in the Juris Doctor program that are within their respective classes.

(c) The constituency of the LL.M. representative shall include all students enrolled in the Master of Laws (LL.M.) program.

Bylaw 403 - Duties and Responsibilities of Representatives

Each representative shall:
(1) attend and participate in all regularly scheduled Elected Board meetings, and if unable to do so, inform the Secretary of his/her prospective absence;

(2) report and gather feedback on, to the greatest extent feasible, all activities of the LSA that affect or may potentially affect his/her constituency;

(3) serve on at least one Committee, or on one Law School or University Committee, or on an ad hoc committee created by the Elected Board;

(4) vote on all resolutions, Bylaws, or Constitutional Amendments in person or by proxy, or abstain from such votes; and

(5) perform such special duties as may be delegated to him/her in accordance with the provisions of these Bylaws or by vote of the Board.

Bylaw 404 – Third-Year Events

(a) The Representatives of the third-year class pursuant to Article III, Subsection A or the Constitution, shall be responsible for the planning and coordination of Third-Year events leading up to Commencement.

(b) The Representatives shall:

   (1) serve as primary liaison between the LSA and the Law School Administration on matters pertaining to Commencement;

   (2) coordinate all activity pertaining to selection of class gift decided upon by the graduating class;

   (3) coordinate social activities for the graduating class between the end of classes and Commencement; and

   (4) execute other duties as assigned by the President, Vice President, the third-year Representatives, or the Executive Board.

(c) Third-year Executive Officers and the LL.M Representative shall be ex officio members of the third-year events committee and shall assist the Representatives as necessary.

(d) The third-year Representatives may add members to the Committee to assist in executing these responsibilities.

Bylaw 405 - Vacancies Among the Representatives

Should vacancies among the Representatives remain after an election, or should a Representative become unable to complete his/her tenure for any reason, the President shall immediately direct the Elections Committee to conduct a special election to fill all vacant positions within two (2) weeks. The winner(s) of this special election shall take office twenty-four (24) hours after their election has been certified by the Elections Committee and ratified by the Elected Board.

LEVEL 500 - MEETINGS

Bylaw 501 - Meetings of the Board
(a) The President shall establish a calendar of regular meetings at the beginning of each semester and circulate it to members of the Board. Special meetings of the Board may be called by petition of one-third (1/3) of the voting Representatives.

(b) A quorum of the Executive Board shall be three members of the Executive Board. A quorum of the Elected Board shall be one-half of the Representative.

(c) All meetings shall require a quorum to be present in accordance with Bylaw 501(b). Should such quorum not be available for any Elected Board meeting, actions taken by participants in such a meeting shall be subject to review by the Elected Board at the next meeting having a quorum. Should such quorum not be available for any Executive Board meeting, the Executive Board shall not meet.

(d) The Chair of all meetings shall be the President. If the President is unavailable to serve as Chair, the Vice President shall act as Chair. Should the President become available, he/she may resume the Chair at that time.

Bylaw 502 - Executive Sessions

(a) A closed meeting of the Elected Board, or an Executive Session, may be convened as needed by a vote of the majority of the voting members present. Attendance at Executive Sessions shall be limited to the Executive Officers and the Representatives, and such other persons whose attendance the Executive Officers and the Representatives deem appropriate or necessary to the purpose of the Executive Session. A majority vote of the voting members of the Board present shall suffice to call the meeting out of Executive Session.

(b) Executive Sessions shall be chaired in accordance with Bylaw 501(d).

(c) In disciplinary proceedings of which the President is the subject, the Vice President or his/her designee shall act as Chair.

(d) Minutes shall be taken during the Executive Session unless specifically unauthorized by these Bylaws.

Bylaw 503 - Mandatory Attendance at Meetings

(a) Executive Officers and Representatives are required to attend all regularly scheduled meetings of the Elected Board. Prospective absences shall be brought to the attention of the Secretary before the meeting, if possible.

(b) In the event that an Executive Officer or a Representative is absent without an excuse from three consecutive meetings or more than five individual meetings, that person is automatically removed from office at the conclusion of the third consecutive or fifth individual meeting. When an Executive Officer or a Representative has accumulated either two consecutive or four individual unexcused absences, the President shall notify that individual that one additional unexcused absence will result in removal from office. This notice must be provided, in writing, no later than one (1) week before the next regularly scheduled meeting.
(c) An excused absence shall include scheduling conflicts due to class, clinics, job interviews, and emergencies. The Elected Board may grant additional excused absences at its discretion.

(d) Representatives removed under subsection (b) of this Bylaw shall be entitled to petition the Elected Board for reinstatement at the next regularly scheduled meeting. The Representative seeking reinstatement shall notify the President at least forty-eight (48) hours before the meeting so that the President can place consideration of the petition on the agenda. By two-thirds (2/3) vote of the voting members of the Elected Board, the Elected Board may reinstate the petitioning Representative.

(e) Executive Officers removed under subsection (b) of this Bylaw shall not be entitled to petition either the Executive Board or Elected Board for reinstatement.

**Bylaw 504 – Elected Board Voting**

(a) Voting in Elected Board meetings shall be by a method of one-vote-per-member.

(b) The Chair of the meeting, as defined by Bylaw 501(d), shall not vote unless to break a tie.

(c) Voice voting shall be employed unless a member of the Board calls for division by hand or by roll call.

**Bylaw 505 - Conflicts of Interest in Voting**

(a) No Board member may vote on issues directly affecting a student organization of which he/she is an executive officer or on issues in which he/she has a financial stake.

(b) Whenever a voting Board member believes, or has reason to believe, that there is a conflict of interest between his/her Law Student Association duties and any other duty, obligation, responsibility, or interest, such Board member shall recuse himself/herself from voting on any issues so implicated.

(c) Whenever a Board member or a student indicates a possible conflict of interest on the part of any other Board member, the Board member having such putative conflict shall recuse himself/herself from voting on any such indicated issues or satisfy a majority of the Board that such conflict of interest does not exist.

**Bylaw 506 - Proxy Voting**

(a) When a voting member of the Elected Board cannot be present for a meeting, or must leave a meeting early, he/she may submit a proxy form, directing that his/her vote be cast in a certain way on a particular matter. Proxies must be in writing if granted prior to the meeting. Proxies may be oral if granted during the meeting.

(b) In no event shall a proxy vote be cast other than specified in the proxy form.

**LEVEL 600 - LEGISLATIVE PROCESS**

**Bylaw 601 - Legislation: Resolutions and Bills**

(a) The Elected Board may consider legislation at its meetings. All legislation considered must be in writing. Legislation generally takes the form of either resolutions or bills. A
resolution states a position or the sentiment of the Board. A bill authorizes specific action. For example, a bill may authorize the expenditure of funds, an amendment to the Constitution or Bylaws, or the creation of a special committee.

(b) Unless specifically stated elsewhere in the Constitution or Bylaws, a majority vote of the voting members of the Elected Board who are present at the time of the vote shall be sufficient to pass legislation.

(c) Resolutions may be sponsored by any member of the Elected Board and may be introduced at the meeting at which they will be considered. Sponsors of resolutions are responsible for bringing a copy of the proposed resolution for each member of the Elected Board to the meeting (16 copies required).

(d) Bills may be sponsored by any member of the Elected Board. Bills must be submitted to the President and Secretary at least forty-eight (48) hours before the meeting at which they will be considered. Bills involving the expenditure of funds must also be submitted to the Treasurer. However, a two-thirds (2/3) vote of the voting members of the Elected Board present shall suffice to waive this requirement.

(e) The Elected Board may, from time to time, decide to vote on special funding requests from LSA officers, student organizations, or members of the student body. Requests from Executive Officers shall be presented by the officer making the request. Requests from student organizations and members of the student body shall be presented to the Board by the President, or by the student organization representative, along with a recommendation on how the Board should dispose of the request. The Secretary shall keep a permanent record of all such special funding requests and their final disposition by the Elected Board. The Treasurer shall keep a permanent record of all such special funding requests and note the expenditure on the public budget.

(f) A resolution passed by the Elected Board has no binding effect on subsequent Elected Boards. A bill passed by the Elected Board is binding on subsequent Elected Boards, unless that bill is specifically repealed by a subsequent bill.

LEVEL 700 - ELECTIONS GENERALLY

Bylaw 701 - Scope of this Level

(a) The provisions of this Bylaw apply to the elections of the Executive Officers and Representatives.

(b) This Bylaw does not pertain to the referenda discussed in Level 800.

Bylaw 702 - Promulgation of Election Rules in addition to this Level

The Elections Committee may promulgate and enforce any rules regarding elections that are not discussed in the Bylaws and are deemed necessary for running a successful election.

Bylaw 703 - Publication of the Election Schedule

The Elections Committee shall publish a schedule of events no later than three weeks in advance of the determined date of any election. This schedule will at least specify times and
dates for the events described in Level 700, as well as the actual date of the election consistent with Article V of the Constitution.

**Bylaw 704 - Mandatory Meeting for Candidates**

(a) A Candidates Meeting shall be held within two weeks of the scheduled date of the election, the exact date to be set by the Elections Committee. The purpose of the meeting is to inform and explain to the candidates the rules and regulations which relate to elections, as set out by these Bylaws or promulgated by the Elections Committee. At this meeting, the Elections Committee shall distribute a complete set of rules to all candidates in writing.

(b) All persons wishing to run for an elected position must attend the Candidates Meeting in person or by proxy in order to have his/her name placed on an official ballot in an election.

**Bylaw 705 – Election Rules**

(a) All of the rules contained in this Bylaw shall be explained to the candidates at the Mandatory Candidates Meeting described in Bylaw 704.

(b) All of the rules contained in this Bylaw apply to all candidates and their representatives.

(c) Each candidate shall complete and sign a Candidate Petition by a date determined by the Elections Committee. Petitions for Representative positions must be signed by twenty-five (25) students from the class to be represented. Petitions for Executive Officer positions must be signed by fifty (50) students from the student body.

(d) Each candidate shall submit a written Candidate Statement to the Elections Committee. The length of this statement and the deadline for its submission shall be determined by the Elections Committee and announced at the Mandatory Candidates Meeting described in Bylaw 704.

(e) No candidate may conduct any campaigning prior to or after the dates and times determined by the Elections Committee or as provided in Bylaw 705(c).

(f) Campaigning must end by 11:59 p.m. the night before voting begins.

(g) Campaign materials may only be posted in designated areas.

(h) Food may not be distributed in the cafeteria, the Snack Bar (Yellow Room) or classrooms.

(i) Candidates or their representatives must obtain the permission of the Professor prior to speaking during class time.

(j) A spending limit for campaign materials shall be determined by the Elections Committee.

(k) No candidate may make negative comments or insinuations about other candidates in the course of campaigning, or take down or cover the campaign materials of other candidates.

(l) No candidate may use a pre-existing email list serve for campaigning purposes.
The Elections Committee may promulgate and enforce additional rules pursuant to Bylaw 702.

**Bylaw 706 - Ballots and Voting Procedures**

(a) Candidates’ names will appear on the ballot in alphabetical order by last name.

(b) All ballots shall include the name of each candidate that is entitled to have his/her name on the ballot due to full compliance with all election bylaws.

(c) Neutral notices of the election shall be posted throughout the Law School and/or emailed to the student body. These notices shall include the hours during which the polls shall be open and the web location at which voting take place.

(d) Balloting for school-wide elections shall take place at a convenient time for students as determined by the Elections Committee.

(h) The Elections Committee may amend Bylaw 705 as necessary with approval of third-year Representatives.

(i) If the elections are unable to be conducted online, the Elections Committee shall refer to the paper balloting procedures described in Appendix A.

**Bylaw 707 - Violations of Election Rules**

(a) Violations of the provisions of these election Bylaws and any regulations set forth by the Elections Committee shall be sufficient grounds for disqualification of a candidate and/or invalidation of the elections in which the disqualified candidates received a majority of the votes cast.

(b) Candidates for the new elections shall be those who were not disqualified in the original election.

(c) The Elections Committee and the Executive Officers shall enforce all Bylaws and regulations pertaining to the elections. The Elections Committee may, on its own initiative, bring a formal complaint against a candidate for violations of election rules.

(d) Formal complaints of violations of the election rules, whether initiated by the Elections Committee, by an individual candidate, or a member of the student body, shall be in writing and shall set forth the information upon which the writer believes the accused candidate has committed some prohibited act, and must specify the election rule(s) believed to be implicated. Formal complaints must be made within forty-eight (48) hours of the Elections Committee's announcement of the apparent winners.

(e) The Elections Committee and third-year Representatives ("Tribunal") shall hold a hearing within a reasonable amount of time after the filing of an official complaint.

1. The hearing on a filed complaint is a formal hearing in which the Tribunal serves as the trier of fact and as the examiner. The Tribunal may call any witnesses it believes to have relevant information. The accused candidates shall be permitted to make an opening and closing statement, call his/her own witnesses, and cross-examine all witnesses. The hearing shall be conducted by liberally applying general
principles of evidence with the exception that hearsay is admissible, all with the aim of accomplishing substantial fairness.

(2) The Tribunal shall find the accused not guilty of an offense unless the Committee finds there are facts to establish the accused candidate's guilt by a preponderance of the evidence.

(3) The Tribunal shall publish its decision to the Elected Board within a reasonable amount of time.

(f) The Tribunal may fashion any remedy it finds appropriate in its discretion that serves the aim of reversing, to the extent possible, the harm actually caused by a violation as determined in a formal hearing. Remedies may include, but are not limited to: private or public reprimands, public apology by the wrongdoer, prohibition or loss of certain written campaigning rights, disqualification of a candidate for office and removal of the candidate's name from the ballot, nullification of an election, and/or refusal to certify election results. The Tribunal, by majority vote, may waive any provisions of this level when required by substantial fairness for remedying an election violation.

Bylaw 708 - Special Provisions for Spring Elections

(a) Bylaws 708, 709, and 710 contain provisions specific to the Spring Elections for the Executive Officers and the Upper-Level Representatives.

(b) "Upper-Level Representatives" shall mean those Representatives who do not represent a First-Year section.

Bylaw 709 - Candidates Forum

(a) Candidates for the Executive Officers and Upper-Level Representatives will be required to participate in a Candidates Forum during which the candidates shall have an opportunity to present their platforms and constituents shall have an opportunity to pose questions to the candidates. Time limits for this forum shall be announced at the Mandatory Candidates Forum described in Bylaw 704.

(b) The Candidates Forum will be held on an appropriate date as determined by the Elections Committee, but in no event less than two (2) days before the election.

Bylaw 710 - Graduating Voters

Each third year student shall be afforded a full vote in the Spring Election. Each shall vote only for the Executive Officers.

Bylaw 711 - Special Provisions for Fall Elections

Bylaws 711, 712, 713 and 714 contain provisions specific to the Fall Elections for the First-Year Representatives and LL.M Representative.

Bylaw 712 - Publicity Requirements for Fall Elections

(a) At least three days prior to the elections, the Elections Committee shall publicize the elections to all 1L sections and to the LL.M. Program members.
(b) The Elections Committee shall distribute the names of each first year section's officially registered candidates to every student in that first year section no less than one day prior to the election.

(c) The Elections Committee shall distribute the names of each LL.M. Program candidate to every student in the LL.M. Program no less than one day prior to the election.

Bylaw 713 - Balloting Procedures for Fall Elections

Voting by ballot distributed in a first-year section class or in the LL.M. Program class may be substituted for the voting method described in Bylaw 705, subject to the following requirements:

(a) In-class voting shall take place shortly before, during, or shortly after a regularly scheduled class period.

(b) No less than three days before the election, the Elections Committee shall post the class, date, and time of in-class elections for each first year section and LL.M. Program class. The Elections Committee shall also announce in each first year section and LL.M. Program class the scheduled voting time for that section. Voting must take place during the class announced. The Elections Committee shall also post and announce the date and time that a run-off election will be held should it be necessary.

(c) In-class balloting shall be conducted with no fewer than two election officers present. An "election officer" is a member of the Elections Committee or another non-first year or LL.M. student designated as an election officer by the Elections Committee.

(d) One ballot shall be distributed directly to and collected directly from each student.

(e) Ballots shall be numbered consecutively. Following the balloting the election officers shall check the number of collected ballots against the number of students present.

(f) No balloting will be permitted outside the prescribed voting time.

(g) The Election Committee may amend Bylaw 713 as necessary, with approval of third-year Representatives, if elections are conducted online.

Bylaw 714 – Certification, Ratification and Announcement of Elections Results

(a) For all elections, the Elections Committee shall submit a report to the Elected Board, certifying that the online elections system was secure, that each vote was accounted for, and that the winner of each office has received the greatest number of votes cast for that office.

(b) The certification report of the Elections Committee must be confirmed by the Elected Board without amendment to effectuate a ratification of the elections. Failure of a particular candidate to win an election is not a valid ground for the Board to fail to ratify an election. The Board may only fail to ratify an election if there is a bona-fide dispute as to the validity of a contested election.

(c) The Elections Committee shall announce the unofficial results of the elections as soon as practicable after completion of all counting to the President. The President shall announce the unofficial results of the election to the candidates. This announcement shall state that the results are still subject to confirmation by the Elected Board.
(d) The official results shall be announced by the President at the LSA Spring Formal. The official vote count shall be posted on the LSA website and e-mailed to the student body the following day.

**Bylaw 715 - Transition Procedures and Assumption of Office**

(a) The Executive Officers and Upper-Level Representatives shall take office in accordance with the Constitution. The days between the election and assumption of office shall be used as a transition and training period for all new Executive Officers and Representatives-Elect. This period shall also be used by the President-Elect for the recruitment, appointment, and confirmation of a new Committee Chairs and other officers.

(b) First-Year and LL.M. Representatives shall assume office upon the certification and ratification of their elections, and they shall serve until the end of the academic year for which they were elected.

**Bylaw 716 – Oath of Office**

(a) The Executive Officers and Representatives shall take the following Oath of Office upon inauguration, administered by the outgoing President:

"I do solemnly swear that I will, to the best of my ability, preserve, defend, and enforce the provisions of the Constitution and Bylaws of the Boston College Law Student Association. I solemnly swear that I will exercise utmost care to uphold the good name of our school. I also solemnly swear that I will diligently, faithfully, and conscientiously perform all my duties as an officer of the Boston College Law Student Association."

**LEVEL 800 - REFERENDA**

**Bylaw 801 - General Provisions Applying to all Referenda**

(a) A petition bearing the valid signatures and student identification numbers of seventy-five (75) students shall cause a specific question to be placed on a ballot for a referendum vote by the student body.

(b) Balloting and voting for referenda shall be conducted as follows:

1. The ballot box for voting on the referenda shall be conspicuously placed. Neutral notices of the election shall be posted throughout the law school. These notices shall include the hours during which the polls shall be open and the location at which balloting will take place.

2. Balloting shall take place at a convenient time for students as determined by the Elections Committee. During this time, the Elections Committee shall distribute one (1) ballot to each student who properly identifies himself/herself with a valid student identification card. The poll worker shall immediately check off the name of the voter on the official master list of the law students acquired from the Law School Registrar prior to the opening of the polls.

3. After completing the ballot, the voter shall place his/her ballot into the ballot box. After a student has received a ballot from the Elections Committee, no
member of the Elections Committee shall handle or touch any ballot until after the close of the polls. Ballots which do not conform to the rules or instructions promulgated by the Elections Committee may be disqualified at the Elections Committee's discretion.

(4) Under no circumstances shall a ballot be permitted to be removed from the immediate vicinity of the ballot box. If this occurs, the ballot will be deemed invalid.

(c) Vote counting shall be conducted as follows:

(1) After the polls are declared closed by the Elections Committee, the Committee shall conduct the official ballot counting.

(2) The Elections Committee shall retain the ballots after counting is completed, until the time that the Elected Board ratifies the results as per Bylaw 802.

(3) The Elections Committee shall announce the results of the elections as soon as practicable after completion of all counting.

(d) The Elections Committee may promulgate and enforce any rules regarding referenda that are not discussed in the Bylaws and are deemed necessary for running a successful vote on a referendum.

(e) The Election Committee may amend Bylaw 801(b) and (c) as necessary, with approval of third-year Representatives, if elections are conducted online.

(f) Challenges to any aspect of the referendum shall be handled according to the provision of Bylaw 707.

Bylaw 802 - Certification and Ratification of Referenda

(a) The Elections Committee shall submit a report to the Elected Board, certifying that each ballot box used was in valid physical condition when opened by the Committee, that each ballot was counted, and that the referendum "winner" received the most votes. A referendum succeeds pursuant to Subsection D of Article VI of the Constitution.

(b) The certification report of the Elections Committee must be confirmed by the Elected Board without amendment to effectuate a ratification of the results of the referendum. Disagreement with the results of a referendum is not a valid ground for the Elected Board to fail to ratify the results of a referendum. The Elected Board may only fail to ratify the results if there is a bona-fide dispute as to the validity of contested results.

Bylaw 803 - Constitutional Amendments by Referendum

(a) Any and all petitions for amendments to the Constitution arising under Article VI of the Constitution shall be submitted to the Elected Board at least three (3) weeks prior to the scheduled date of elections in either the Fall or Spring semester. The express purpose of this Section is to allow the Elected Board the proper time to comply with the time restraints concerning notification to the student body of the proposed amendment.

(b) The results of the vote on proposed Constitutional Amendments shall be certified and ratified by the procedures set forth in Bylaw 802.
Bylaw 804 - Recall Election of a Board Member

(a) Pursuant to Article VII of the Constitution, should the Board receive a petition bearing the signatures of seventy-five (75) students, the Board shall cause the Elections Committee to conduct a recall election of the Board member who is the subject of the petition. The recall election shall be held as soon as practicable after the receipt of such a petition for recall at a general meeting of the Board, regardless of when the next regularly scheduled election is to take place.

(b) If the said petition is submitted later than two weeks before the beginning of the final examination period of a semester, a recall election need not be held during the reading or examination period. In such a case, the recall election shall be held as soon as practicable after the start of the following semester. Only those persons eligible to vote in the previous semester shall participate in a recall election held the following semester pursuant to this section.

LEVEL 900 - FINANCIAL PROVISIONS

Bylaw 901 – Collection of Revenue

(a) The LSA receives a portion of the Student Activity Fee from the Office of the Dean for Students.

(b) Unless authorized by these Bylaws, no Committee shall raise funds without approval of the Elected Board.

(c) The Community Service Committee is authorized to raise funds, through donations and contributions from students and/or outside sources, for the annual Grad Students Give Back Day. The Committee is authorized to raise funds for the annual Race Ipsa road race, through race entry fees and the collection of donations. The Committee is authorized to receive funds from the Law School Fund.

(d) The Social Committee for Special Events is authorized to raise funds, through the sale of tickets to students, for the annual Harbor Cruise, Halloween Party, and Spring Formal. The Committee is authorized to receive funds from the Law School Fund.

(e) The Sports Committee is authorized to raise funds, through sponsorship from outside sources, for uniforms for the annual University of Virginia Softball Tournament. The Committee is authorized to raise funds, through the sale of t-shirts to students, for the mitigation of player dues for the annual University of Virginia Softball Tournament.

(f) The Alumni & Development Committee is authorized to receive funds from the Law School Fund and Law School Administration in furtherance of its alumni outreach campaign.

Bylaw 902 – Authority to Appropriate Funds

(a) Except as otherwise provided in this Bylaw, the Elected Board shall have sole authority to allocate funds in excess of two-hundred and fifty dollars ($250).

(b) Except as otherwise provided in this Bylaw, the Executive Board has authority to allocate funds in amounts smaller than two-hundred and fifty dollars ($250).
(c) Pursuant to Section C of Article VIII of the Constitution, both the President and Treasurer have the authority to allocate no more than one-hundred dollars ($100) for a particular purpose. The Treasurer shall report any such allocations to the Elected Board at its next meeting.

Bylaw 903 - Requirements for Disbursal of Funds

(a) Except as otherwise provided in this Bylaw, the Treasurer shall be able to authorize the disbursal of funds allocated by the Elected Board. Under no circumstances shall any officer authorize a disbursal of funds to himself/herself. The President shall authorize required disbursals to the Treasurer.

(b) The Treasurer shall process only those requests for expenditures or reimbursements made on the proper forms and supported by proper documentation. The forms shall be designed and maintained by the Treasurer, and shall request all information the Treasurer deems necessary to process the request. Proper documentation shall include, but is not limited to, original receipts and invoices. A request for reimbursement or expenditure must be accompanied by the original receipt or invoice. The Treasurer may require the requestor to submit multiple copies of the forms and documentation.

(c) Reimbursements shall only be made to the individual who incurred the expense.

(d) As the University is a tax-exempt organization, the Law Student Association shall not generally make reimbursements or expenditures for sales tax. The Treasurer shall give all parties allocated funds access to the University's taxpayer identification number upon request.

(e) No Law Student Association funds may be expended for the purpose of influencing or impacting campus political campaigns.

(f) No expenditure or reimbursement shall be processed which violates Federal, State, or local law, University rules and regulations, or the Constitution and Bylaws.

Bylaw 904 - Emergency Approval of Expenditures

(a) In the event that the Treasurer is unavailable, the President shall have the authority to authorize the expenditure of or reimbursements from allocated funds. In the event that the President is unavailable, authority shall pass first to the Vice President, then to the Secretary. Should the President, or other officers of the LSA, authorize the expenditure of funds in violation of these Bylaws, they will have committed a violation of these Bylaws, and must be reported to the Elected Board.

(b) When any officer other than the Treasurer authorizes the expenditure of or reimbursements from allocated funds, that officer shall report the action to the Treasurer as soon as possible. Failure to do so is a violation of these Bylaws and must be reported to the Elected Board.

LEVEL 1000 – HISTORICAL PROCEDURE

Bylaw 1001 - History

Proposed on March 7, 2006
APPENDIX A – PAPER BALLOTING AND VOTING PROCEDURES

(a) If the elections are unable to be conducted online, the Elections Committee shall refer to the following procedures.

(b) Candidates' names will appear on the ballot in alphabetical order by last name.

(c) All ballots shall be printed by the Elections Committee, and shall include the name of each candidate that is entitled to have his/her name on the ballot due to full compliance with all election bylaws.

(d) The ballot box for the elections shall be conspicuously placed. Neutral notices of the election shall be posted throughout the Law School. These notices shall include the hours during which the polls shall be open and the location at which balloting will take place.

(e) The Elections Committee may employ student volunteers to serve as poll workers during the voting. Poll workers may not campaign for any candidate. No candidate may be a poll worker.

(f) Balloting for school-wide elections shall take place at a convenient time for students as determined by the Elections Committee. During this time, the Elections Committee shall distribute one (1) ballot to each student who properly identifies himself/herself with a valid Boston College identification card. The poll worker shall immediately check off the name of the voter on the official master list of the law students acquired from the Law School Registrar prior to the opening of the polls.

(g) After completing the ballot, the voter shall place it into the ballot box. Once a student has received a ballot from the Elections Committee, no member of the Elections Committee shall handle or touch the ballot until after the close of the polls. Ballots which do not conform to the rules or instructions promulgated by the Elections Committee may be disqualified at the Elections Committee's discretion.

(h) Under no circumstances shall a ballot be permitted to be removed from the immediate vicinity of the ballot box. If this occurs, the ballot will be deemed invalid.

(i) After the polls are closed by the Elections Committee, the Committee shall conduct the official ballot counting.

(j) All candidates are entitled to send a personal representative to observe the counting of ballots for their own races, so long as the personal representative is in possession of a signed authorization by the candidate instructing the individual to act as the candidate's personal representative. Under no circumstances shall these personal representatives be allowed to actually participate in the counting of ballots. No person, other than members of the Elections Committee and those individuals that qualify as personal representatives under this subsection shall be permitted to observe the counting.
(k) The Elections Committee shall retain the ballots after counting is completed until the Elected Board ratifies the elections pursuant to Bylaw 716.

(l) The Elections Committee shall announce the unofficial results of the elections as soon as practicable after completion of all counting to the President. The President shall announce the unofficial results of the election to the candidates. This announcement shall state that the results are still subject to confirmation by the Elected Board.

(m) The official results shall be announced by the President at the LSA Spring Formal. The official vote count shall be posted on the LSA web site the following day.