

Harvard Law School Student Government By-Laws

Election

Section 1 – Campaign Expenses

1. Total campaign expenses for the combined President/ Vice President ticket shall not exceed \$200.
2. Upon request, each President/Vice President ticket must submit an itemized and detailed list of all campaign materials and expenditures. Upon request, candidates must also provide copies of all receipts.
3. An itemized listing of those campaign costs for each candidate can be made available upon request for the knowledge of voters.

Section 2 – Campaigning

1. Candidates must act in a responsible and ethical manner.
2. Candidates may not use their Student Government email access to email messages to the student body. Candidates whose official responsibility it is to contact the student body shall have their responsibilities delegated by the President currently in office.
3. Candidates may not cover, hide, tear down, or deface any other candidate's campaign materials.
4. Candidates' materials may not be physically damaging to others' personal property or grounds.
5. Candidates may not set up a computer during voting to have supporters vote in their presence.
6. The election period will last four days, including the day of voting.

Section 3 – Violations of Campaign Rules

1. Violation of any of these campaign by-laws may result in disqualification.
2. Any member of the student body may bring a complaint regarding an alleged violation to the President currently in office or the Dean of Students.
 1. If the President and Vice President determine that a complaint is frivolous and wholly without merit, they may decide not to bring the issue to the Dean of Students. The complainant may appeal this decision by taking the complaint directly to the Dean of Students.
 2. As soon as practicable, the President, Vice President, the complainant, and the alleged violators will be invited to meet with the Dean of Students.
 3. The candidate(s) subject to disqualification shall have the opportunity to speak on his or her own behalf.
 4. The President, Vice President, and Dean of Students will decide whether or not to sanction the candidates, and to what extent.

Governance of Student Organizations

(Ratified on October 5, 2011)

Article 1. Purpose

The purpose of this Bylaw is to establish processes and criteria for the creation, maintenance, and dissolution of student organizations at Harvard Law School and to increase collaboration between student organizations.

Article 2. Delegation of Authority

The Student Government will oversee organizations in two areas: institutional and budgetary. The Director of Student Organizations will oversee institutional matters. The Director of Finance will oversee budgetary matters.

Article 3. Creation of Student Organizations

Section 1: Application

1. A student who wishes to create a student organization must submit an application to the Director of Student Organizations.
2. The application shall consist of:
 - a. the name of the proposed student organization;
 - b. the mission statement, consisting of 100 words or fewer, of the proposed student organization;
 - c. a list and descriptions of proposed events;
 - d. a petition signed by 10 students indicating interest in actively participating in the proposed student organization;
 - e. a short statement, consisting of 100 words or fewer, explaining why the proposed organization has the capacity to function past the departure of the founding members of the organization;
 - f. a description of the leadership structure of the proposed student organization;
 - g. the names, positions, class years, and email addresses of the leaders of the proposed student organization;
 - h. the proposed student organization's constitution or other governing document, which shall include descriptions of:

- i. the leadership structure of the proposed student organization;
 - ii. the procedure for election and/or selection of leadership;
 - iii. the procedure, if any, for the selection of members;
 - iv. the procedure, if any, for votes by the membership, including:
 1. quorum requirements; and
 2. a definition of what constitutes a majority.
3. Student Government will consider fundamental the possibility for an organization to fit within the mission of another existing organization or office. Student Government has a default of not accepting applications for student organizations that are based on national, state, or identity or degree status.

Section 2: Review by the Director of Student Organizations

1. Within two business days, the Director of Student Organizations shall review the application based on the criteria above to determine if the application is ready to be presented to the Dean of Students Office.
2. If the Director of Student Organizations determines that the application is ready for presentation to the Dean of Students Office, the Director of Student Organizations shall request authorization for a vote on the application by the Student Government from the Dean of Students Office.
 - a. If the Dean of Students Office denies authorization, the application shall be rejected.
 - b. If the Dean of Students Office authorizes the Student Government to vote on the application,
 - i. the application shall be immediately sent by the President to the members of the Student Government;
 - ii. members of the Student Government must have at least 24 hours to review the application before the application is discussed and voted on in a Student Government general meeting; and
 - iii. the Student Government shall endeavor to discuss and vote on the application at the earliest possible meeting.
3. If the Director of Student Organizations determines that the application is not ready for presentation to the Dean of Students Office:
 - a. the Director of Students shall provide, in writing, a list of the deficiencies of the application; and
 - b. the applicant may resubmit an application to the Director of Student Organizations.
4. If the Director of Student Organizations determines that a resubmitted application is not ready for presentation to the Dean of Students Office, the applicant may appeal to the President, who can overrule the determination by the Director of Student Organizations.

Section 3: Vote by the Student Government

1. The Student Government shall vote on the application according to the following process.

- a. The applicant shall be notified at least 24 hours in advance of an opportunity to speak in support of the application.
 - i. If the applicant is unable to appear at the specified general meeting, the applicant may request that the Student Government table the vote until the next possible general meeting.
- b. At the general meeting, the applicant shall have the opportunity to speak in support of the application.
- c. The Student Government shall have the opportunity to question the applicant.
- d. Discussion of the application by the Student Government, moderated by the President and in the absence of the applicant, shall be allowed.
- e. The President or Vice President may motion to table the vote.
 - i. The application shall be tabled until the next meeting if a majority of the members in attendance are in favor of tabling the vote.
 - ii. If less than a majority of the members in attendance are in favor of tabling the application, then discussion shall continue.
- f. Anyone in Student Government may motion for a vote.
 - i. A vote shall be held if a majority of the members in attendance are in favor of a vote.
 - ii. If less than a majority of the members in attendance are in favor of a vote, then discussion shall continue.
- g. The application will be approved with the affirmative vote of two-thirds of the members in attendance, assuming quorum is met.

Section 4: Probationary Status

1. If approved, the proposed student organization will receive probationary status for the remainder of the semester and the subsequent semester. During that period:
 - a. the applicant will automatically be entitled to a standard, initial amount of funding, which shall be determined by the Director of Finance in conjunction with the Dean of Students Office;
 - b. the applicant will be entitled to use an HLS email address, provided by the Dean of Students Office;
 - c. the applicant will be entitled to create a website within hlsorgs.com, or its equivalent, with the assistance of the Dean of Students Office; and
 - d. the applicant will be eligible to reserve space at the HLS Student Organizations Fair through the Dean of Students Office.

Section 5: Lifting of Probationary Status

1. Near the end of the probationary period, the Director of Student Organizations shall review the student organization to determine whether the student organization has fulfilled institutional requirements.
2. To facilitate that assessment, the student organization must provide:
 - a. a list of current members or, for student organizations with more than 50 members, an estimate of the number of members;

- b. a list and descriptions of all events conducted;
 - c. evidence of attendance at each event (e.g., sign-in sheets, photographs of the event);
 - d. evidence that at least one event was:
 - i. open to all Harvard Law School students;
 - ii. advertised campus-wide; and
 - iii. advertised through more than one medium;
 1. Electronic advertisements (e.g., email and Facebook) constitute only one medium.
 - e. evidence that at least one of its events was done in meaningful collaboration with at least one other student organization;
 - i. Meaningful collaboration requires more than just nominal co-sponsorship; it requires the sharing of planning, implementation, and/or costs.
 - f. a list of, descriptions of, and attendance estimates for all events planned for the remaining academic year;
 - g. a short description by the leadership of the success that the student organization has achieved; and
 - h. a short evaluation by the leadership of the areas for improvement, problems encountered, and possible solutions.
3. The Director of Finance shall review the student organization to determine whether the student organization has fulfilled budgetary requirements.
 4. If all criteria are not met, probationary status will be extended for one year, and the student organization will not be eligible to submit a budget request to the Student Funding Board.
 - a. The review process shall be implemented again near the end of the second probationary period.
 - i. If the student organization fails to meet the criteria for a second time, the student organization shall be dissolved.
 5. If all criteria are met, probationary status will be lifted, and the student organization will be eligible to submit a budget request to the Student Funding Board.
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Article 4. Maintenance of Student Organizations

Section 1: Review by the Director of Student Organizations

1. The Director of Student Organizations shall annually review student organizations that are not subject to probationary status to determine whether the student organization has fulfilled institutional requirements.
2. The Director of Student Organizations shall determine the schedule for reviewing student organizations, which may be spread out over the year.
3. To facilitate that assessment, the student organization must provide:

- a. the student organization's constitution or other governing document, which shall include descriptions of:
 - i. the leadership structure of the student organization;
 - ii. the procedure for election and/or selection of leadership;
 - iii. the procedure, if any, for the selection of members;
 - iv. the procedure, if any, for votes by the membership, including:
 1. quorum requirements; and
 2. a definition of what constitutes a majority;
 - b. a list of current members or, for student organizations with more than 50 members, an estimate of the number of members;
 - c. a list and descriptions of all events conducted;
 - d. evidence of attendance at each event (e.g., sign-in sheets, photographs of the event);
 - e. evidence that at least one event was:
 - i. open to all Harvard Law School students;
 - ii. advertised campus-wide; and
 - iii. advertised through more than one medium;
 1. Electronic advertisements (e.g., email and Facebook) constitute only one medium.
 - f. evidence that at least one of its events was done in meaningful collaboration with at least one other student organization;
 - i. Meaningful collaboration requires more than just nominal co-sponsorship; it requires the sharing of planning, implementation, and/or costs.
 - g. a list of, descriptions of, and attendance estimates for all events planned for the remaining academic year;
 - h. a short description by the leadership of the success that the student organization has achieved; and
 - i. a short evaluation by the leadership of the areas for improvement, problems encountered, and possible solutions.
4. The Director of Student Organizations shall, on the basis of the submitted materials or lack thereof, determine whether the Student Government shall vote to determine whether the student organization shall be relegated to probationary status for a one year period.

Section 2: Vote by the Student Government

1. The Student Government shall vote on whether the student organization shall be relegated to probationary status according to the following process.
 - a. The student organization shall be notified of the opportunity to speak at the general meeting at least one week in advance.
 - i. If the leadership of the student organization is unable to appear at the specified general meeting, the student organization may request that the Student Government table the vote until the next general meeting.
 - b. At the general meeting, the student organization shall have the opportunity to speak.

- c. The Student Government shall have the opportunity to question the student organization.
 - d. Discussion of the student organization by the Student Government, moderated by the President and in the absence of the student organization's representatives, shall be allowed.
 - e. The President or Vice President may motion to table the vote.
 - i. The vote shall be tabled until the next meeting if a majority of the members in attendance are in favor of tabling the vote.
 - ii. If less than a majority of the members in attendance are in favor of tabling the vote, then discussion shall continue.
 - f. Anyone in Student Government may motion for a vote.
 - i. A vote shall be held if a majority of the members in attendance are in favor of a vote.
 - ii. If less than a majority of the members in attendance are in favor of a vote, then discussion shall continue.
 - g. The student organization will be relegated to probationary status for one year with the affirmative vote of two-thirds of the members in attendance, assuming quorum is met.
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Article 5. Dissolution of Student Organizations

Section 1: Review by the Director of Student Organizations

- 1. The Director of Student Organizations shall review student organizations that have been relegated to probationary status to determine whether the student organization has fulfilled institutional requirements.
- 2. To facilitate that assessment, the student organization must provide:
 - a. the student organization's constitution or other governing document, which shall include descriptions of:
 - i. the leadership structure of the student organization;
 - ii. the procedure for election and/or selection of leadership;
 - iii. the procedure, if any, for the selection of members;
 - iv. the procedure, if any, for votes by the membership, including:
 - 1. quorum requirements; and
 - 2. a definition of what constitutes a majority;
 - b. a list of current members or, for student organizations with more than 50 members, an estimate of the number of members;
 - c. a list and descriptions of all events conducted;
 - d. evidence of attendance at each event (e.g., sign-in sheets, photographs of the event);
 - e. evidence that at least one event was:
 - i. open to all Harvard Law School students;

- ii. advertised campus-wide; and
 - iii. advertised through more than one medium;
 - 1. Electronic advertisements (e.g., email and Facebook) constitute only one medium.
 - f. evidence that at least one of its events was done in meaningful collaboration with at least one other student organization;
 - i. Meaningful collaboration requires more than just nominal co-sponsorship; it requires the sharing of planning, implementation, and/or costs.
 - g. a list of, descriptions of, and attendance estimates for all events planned for the remaining academic year;
 - h. a short description by the leadership of the success that the student organization has achieved; and
 - i. a short evaluation by the leadership of the areas for improvement, problems encountered, and possible solutions.
3. The Director of Student Organizations shall, on the basis of the submitted materials or lack thereof, determine whether the Student Government shall vote to determine whether the student organization shall be dissolved.

Section 2: Vote by Student Government

1. The Student Government shall vote on whether the student organization shall be dissolved according to the following process.
 - a. The student organization shall be notified of the opportunity to speak at the general meeting at least one week in advance.
 - i. If the leadership of the student organization is unable to appear at the specified general meeting, the student organization may request that the Student Government table the vote until the next general meeting.
 - b. At the general meeting, the student organization shall have the opportunity to speak.
 - c. The Student Government shall have the opportunity to question the student organization.
 - d. Discussion of the student organization by the Student Government, moderated by the President and in the absence of the student organization's representatives, shall be allowed.
 - e. The President or Vice President may motion to table the vote.
 - i. The vote shall be tabled until the next meeting if a majority of the members in attendance are in favor of tabling the vote.
 - ii. If less than a majority of the members in attendance are in favor of tabling the vote, then discussion shall continue.
 - f. Anyone in Student Government may motion for a vote.
 - i. A vote shall be held if a majority of the members in attendance are in favor of a vote.
 - ii. If less than a majority of the members in attendance are in favor of a vote, then discussion shall continue.

- g. The student organization will be dissolved with the affirmative vote of two-thirds of the members in attendance, assuming quorum is met.

Section 3: Dissolution

1. Upon dissolution, the student organization will lose all benefits, including but not limited to:
 - a. official recognition from the Law School;
 - b. any unused funding that had been allocated to the student organization;
 - c. the use of an HLS email address, provided by the Dean of Students Office; and
 - d. the use of a website within hlsorgs.com, or its equivalent.
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Co-Sponsorships and Partnerships

(Ratified on 11/2/2011)

Article 1. Purpose

The purpose of this Bylaw is to ensure that Student Government enters into co-sponsorships with student organizations and partnerships with businesses only when those relationships are strongly supported by members of Student Government.

Article 2. Co-Sponsorships with Student Organizations

A vote of two-thirds of the members in attendance, assuming quorum is met, is required to authorize the Student Government to enter into a co-sponsorship with another student organization.

Article 3. Partnerships with Businesses

A vote of two-thirds of the members in attendance, assuming quorum is met, is required to authorize the Student Government to enter into a partnership with a business.

Student Funding Board Operations

(Ratified on 2/15/12)

Article 1. Purpose

The articles that follow establish processes and criteria for the operations of the Harvard Law School Student Funding Board, pursuant to the recently passed bylaws governing student organizations.

Article 2. Composition

The Student Funding Board will consist of a Chair and eight members.

- The Chair will be the Student Government Director of Finance, as selected by the incoming President and Vice-President of Student Government; his/her term will run coextensively with that of the Director of Finance position.
 - The eight members may consist of:
 - Four members of Student Government.
 - Four non-Student Government members of the student body.
 - These eight members will be chosen by the Chair of Student Funding Board, the President of Student Government, and the Vice-President of Student Government, in a process those individuals deem appropriate.
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Article 3. Calendar

The Student Funding Board shall meet at least twice every year.

1. During the spring semester to allocate the funds set aside for student organizations by the Dean of Students Office.
 2. During the fall semester to determine allowances for those organization put on probationary status by the Student Government in the preceding spring semester.
 3. All other meetings can be determined the by Student Funding Board Chair and membership, based on whatever processes they deem appropriate.
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Article 4. Probationary Status

1. If an organization is on probationary status, as defined in the Student Organizations bylaws, that organization may apply for funding in the semester before the probationary status is lifted.

- a. If an organization is placed on probationary status in the spring, it can apply for funding from the Student Funding Board in the following fall semester.
 - b. If an organization is placed on probationary status in the fall, it can apply for funding from the Student Funding Board in the following spring semester.
 2. Application for funding for organizations on probationary status is contingent upon those organizations meeting all requirements, as outlined in the Student Organizations bylaws.
 3. Prior to their formal application, organizations with probationary status may receive an initial amount of funding, as determined by the Dean of Students Offices in conjunction with the Student Funding Board.
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Article 5. Funding Decisionmaking

Section 1: Application Requirements

Each organization must submit a cover sheet with its application. Each Student Funding Board will have the opportunity to design a cover sheet that meets its specifications, but required information may include, but is not limited to:

1. List of all board members and their roles
2. Distribution of last year's funding across:
 - a. Food for meetings open to all membership
 - b. Food for board meetings
 - c. Spending on conferences
 - d. Spending on speakers
 - e. Spending on publicity
 - f. To the extent possible, across months of the year
3. Disaggregation of Student Funding Board-provided funding and money received via donations from non-Student Funding Board sources. Required disclosure includes sources such as:
 - a. Law firms
 - b. Private donors
 - c. Harvard-subsidized funds (e.g., Milbank Fund)
4. Membership
 - a. Individuals on the email list
 - b. Individuals who attended three or more meetings over the course of the year
 - c. Proof of attendance and advertising, especially for large-scale events
5. Collaboration
 - a. Number of events held with other student organizations
 - b. The nature of the collaboration with those student groups
6. Proposed budget for the following year
 - a. Bottom-line number requested
 - b. How that money would be distributed over the year
 - c. Justifications if any increases are requested

Student organizations that fail to submit a complete cover sheet will be subject to penalties, beyond those discussed below in Section 2.

Section 2: Allocation Criteria

1. Membership. — Larger organizations will likely receive a higher level of funding. Organizations whose members appear to attend more meetings and be more deeply involved in the group will likely receive preference over those requiring just a minimal commitment.
 2. Judicious food expenditures. — There will be a preference given to those organizations that demonstrate a commitment to feeding as many individuals as possible at the lowest available cost.
 3. Collaboration. — In keeping with initiatives from the Dean’s Office, Student Funding Board will reward organizations that demonstrate a commitment to working in true collaboration with other student groups.
 4. Funds Distribution. —Organizations that provide a calendar of expenditures that indicate an even distribution of funding used throughout the year, as well as across semesters, will receive preference in funding decisions.
 5. Recruitment. — Organizations that demonstrate a commitment to recruiting members from the law school community as a whole and continue efforts to expand their ranks will be rewarded.
- This list is not meant to be exhaustive, or indicate the relative weight to which these considerations will be assigned in Student Funding Board deliberations. Rather, these are just some of the factors that shall be considered by the Board in making the allocations.

Section 3: Procedure

- All organizations will receive the following consideration from the committee:
 1. Presentation of the organization proposal by a member of the Board.
 2. Discussion of the proposal.
 3. Ultimate total decided on by a majority vote.
 - In the event of a tie (4–4), the Student Funding Board Chair shall act as a tiebreaker.
 - All allocations shall fall within the budget provided by the Dean of Students Office.
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Article 6. Disclosure

- All organizations that submit a budget to the Student Funding Board shall get a memorandum detailing its own funding allocation.
- The Student Funding Board Chair shall determine the extent to which this memorandum includes the reasoning behind the funding decision.
- The decision whether to disclose any allocations to the entire student body shall be made by the Student Funding Board in a collaborative process of its choosing, anticipating input (and potentially guidance) from the Student Government.