



## ***The Constitution of the Villanova University Charles Widger School of Law Student Bar Association***

### **Preamble**

*This association of students shall be known as the Villanova University Charles Widger School of Law Student Bar Association. The purpose of our association shall be to cultivate camaraderie among the student body, foster a comfortable and professional atmosphere for achieving a quality legal education, and establish a just and efficient form of student government.*

### **Article I: Supremacy**

#### **§ 1. Supremacy**

The Executive Board, Board of Officers, Representatives, and Elections Commission shall hold this Constitution as supreme rule for the Student Bar Association and shall not establish bylaws or operating procedures inconsistent with this Constitution.

### **Article II: Membership**

#### **§ 1. Membership**

All full-time students currently enrolled in the Villanova University Charles Widger School of Law shall be members of the Student Bar Association.

#### **§ 2. Officer Composition**

The Student Bar Association Officers may be comprised of the following positions:

- i. President
- ii. Vice President

- iii. Secretary
- iv. Treasurer
- v. Villanova University Senator
- vi. Event Coordinator(s)
- vii. Student Groups Chair
- viii. Bar Association Representative
- ix. Intramurals Chair
- x. Unitas Chair
- xi. Wellness Chair
- xii. Apparel Chair
- xiii. Alumni Chair
- xiv. Three 3L Class Representatives
- xv. Three 2L Class Representatives
- xvi. Two Class Representatives per 1L Section

### **§ 3. Structure**

#### **a. The Executive Board**

The Executive Board is the leadership of the Student Bar Association, and encompasses the following positions:

- i. President
- ii. Vice President
- iii. Secretary
- iv. Treasurer

#### **b. Officers & Representatives**

- i. Villanova University Senator
- ii. Event Coordinator(s)
- iii. Student Groups Chair
- iv. Bar Association Representative
- v. Intramurals Chair
- vi. Unitas Chair
- vii. Wellness Chair
- viii. Apparel Chair
- ix. Alumni Chair
- x. Three 3L Class Representatives
- xi. Three 2L Class Representatives
- xii. Two Class Representatives per 1L Section

### **§ 4. Position Duties**

**a. President**

The President shall have the authority to set the date, time, place, and agenda of all Board of Officer meetings. The President, or his or her designee, shall preside over all meetings. The President serves on the budget and election committees, organizes and appoints SBA members to committees within the SBA, and appoints students to various faculty committees. The President shall manage the Student Bar Association email account and monitor emails sent to that account. The President, along with the rest of the executive board, also meets directly with members of the administration and faculty to discuss student concerns.

**b. Vice President**

The Vice President assists the President with his or her duties, presides over meetings when the President is unable to attend, serves on the SBA executive board, and, along with the rest of the executive board, meets regularly with members of the administration to discuss student concerns. The Vice President also serves on the election and SBA budget committees, runs the 1L Mentor-Mentee Program, and organizes the Outline Bank, collecting additional outlines after each semester.

**c. Secretary**

The Secretary sends the weekly “SBA Newsletter” email to the Law School; transcribes, transmits, and maintains the minutes of every meeting; oversees all social media communications for the Student Bar Association; and monitors the Student Bar Association email account. The Secretary serves on the SBA executive board and the SBA budget committee, meeting regularly with members of the administration to discuss student concerns. The Secretary shall keep file of all minutes they take. The Secretary shall coordinate the law school blood drive each semester with the Red Cross.

**d. Treasurer**

The Treasurer oversees the annual SBA budget and presides over bi-annual budget hearings. The Treasurer also handles the SBA checking account, signs SBA checks, and reimburses student organizations for approved expenses. The SBA Treasurer shall not hold a similar treasurer position in any other student organization at the same time. The Treasurer serves on the SBA executive board and the SBA budget committee, meeting regularly with members of the administration to discuss student concerns.

**e. University Senator**

The University Senator attends monthly University Senate meetings on main campus and represents the law school at the University level. The University Senator represents the law school to the other Villanova graduate programs and coordinates activities between them and the law school.

**f. Events Chair**

The Events Chair supervises the planning and preparation of Student Bar Association events. These events include, but are not limited to, Barristers Ball, Bar Reviews, the Back to School BBQ, the SBA Halloween Party, and the SBA St. Patrick's Day Party.

**g. Student Groups Chair**

The Student Group Chair is the SBA's contact person for the heads of the various student organizations. The Student Groups Chair oversees the application and admission process of new groups; informs the various groups about budget issues, requirements, and policies; assists student groups with recruitment; manages table reservations in the cafeteria; and oversees the admission process for new groups. The Student Groups Chair is responsible for encouraging participating groups to turn in budget request forms and Student Organization Recognition Forms ("SORFs") to the Director of Student Affairs, to ensure funding and recognition for the upcoming school year. The Student Groups Chair shall also organize, publicize, and supervise the Ed Huber Student Activities Fair, which requires:

- a. Consulting with the Director of Student Affairs;
- b. Coordinating with events and facilities management to set a date, time, place for the event;
- c. Creating a layout for placement of each table at the fair, assigning tables to each participating group;
- d. Communicating with heads of student organizations to ensure proper registration and staffing for each group's table;
- e. Publicizing the event through email, social media, and class announcements

**h. Intramurals Chair**

The Intramurals Chair organizes the various intramural and recreation events hosted by the Student Bar Association. The activities organized by the Intramurals Chair are meant to relieve stress and foster goodwill with the law

students.

**i. Class Representative Positions**

Class Representative positions are intended to secure Student Bar Association positions for each class. These members must relay information from the meetings by way of class announcement and assist other Officers in carrying out their duties.

**j. Bar Association Representative**

The Bar Association Representative is responsible for registering Law Students as members of the various Bar Associations and keeps law students informed about new developments with Bar Association activities, events, policies, and procedures. The Bar Association Representative is charged with maintaining contact, at the very least, with the following Bar Associations:

- i. American Bar Association,
- ii. Pennsylvania Bar Association,
- iii. Philadelphia Bar Association, and
- iv. Montgomery County Bar Association.

**k. At-Large Representatives**

The President shall accept nominations for At-Large Representatives from the general membership, ordinarily during election time, following the commencement of the academic school year or preceding the end of the academic year. The President will appoint At-Large Representatives by confirmation of a simple majority of the Executive Board and Board of Officers.

**l. Apparel Chair**

The Apparel Chair coordinates and facilitates the fall and spring semester apparel sales. They communicate directly with representatives from the manufacturer, as well as the university employees that the sale concerns. Ahead of each sale, the Apparel Chair gives a brief presentation at a meeting to discuss styles, and the group may vote on specific items at the Apparel Chair's request. If items are shipped to the school, the Apparel Chair coordinates distribution of items with students and the SBA.

**m. Alumni Relations Chair**

The Alumni Relations Chair works directly with the Alumni Relations Office to promote virtual and in-person events at the law school. They also attend Board of Alumni meetings and help create distribution materials for the SBA newsletter. They publicize information about 1842 Day and other fundraising initiatives within SBA.

**n. Unitas Chair**

The Unitas Chair promotes diversity, equity, and inclusion by serving as a liaison between faculty, the Unitas Community Office, admissions, and affinity groups. Responsibilities include:

- a. Attending faculty Unitas meetings once per semester;
- b. Meeting with affinity group executive boards at the start of the fall semester;
- c. Keeping the Unitas Community Office informed of affinity group activities; and
- d. Organizing the annual Law of Seasonings event.

**o. Wellness Chair**

The Wellness Chair works directly with the Director of Student Affairs to organize wellbeing events throughout the school year. They also work with the Treasurer to secure funding for various wellness projects, giveaways, and investments for law school students and staff.

**§ 5. Oath of Office**

Each member of the Student Bar Association shall take an oath to uphold the values, principles, and rules of Villanova University Charles Widger School of Law.

**a. Oath**

- i. “I, [state your name], do so solemnly swear to faithfully uphold my individual responsibilities to my fellow students and to the Villanova University Charles Widger School of Law, to respect and abide by the Student Bar Association Constitution, and to work diligently to foster an effective avenue of communication between the student body and the administration here at Villanova Law.”
- ii. This oath may be altered in any form as determined by the Executive Committee.

### **b. Violations**

Any member found to be in violation of the Oath of Office shall be subject to discipline up to and including probation, temporary removal of voting power, temporary suspension from member activities, or removal from Office completely.

## **§ 6. Voting Rights**

All Officers listed in Article II § 2 are voting members of the Student Bar Association.

## **Article III: Events**

### **§ 1. Mandatory Events**

The following events are mandatory, as traditions rooted in the Law School as well as the Student Bar Association:

- a. Barrister's Ball (one per academic year)
- b. The Ed Huber Student Activities Fair (one at the beginning of every Fall semester)
- c. Apparel Sale (at least one every academic year)
- d. Wellness Week (one near the end of every semester)
- e. Blood Drive (one every semester)
- f. Karen Spence Memorial Student Organization of the Year Award (at least one every academic year)

### **§ 2. Event Schedule**

Prior to the beginning of the semester, the Executive Board along with the Event Coordinators will establish the dates of that semester's events and have that schedule approved by the necessary members of the Law School Administration.

## **Article IV: Meetings**

### **§ 1. Frequency**

The President shall convene meetings, at the time most convenient for the Officers of the Student Bar Association, not less than once every two weeks while class is in session.

### **§ 2. Record/Minutes**

A written record must be taken at all SBA meetings and preserved by the SBA Secretary.

### **§ 3. Quorum**

- a. A meeting shall not occur without two members of the Executive Board, and at least five Officers.
- b. Meetings may not take place without the consent of the President.

### **§ 4. Attendance**

#### **a. Meetings**

Executive Board Members and Officers are required to attend every Student Bar Association meeting, except unless excused for good cause by the President.

#### **b. Excused Absences**

1. Executive Board Members and Officers must email the Secretary to explain good cause for missing a meeting.
2. Absences are only excused upon affirmation by the Student Bar Association President, or by his or her designee.
3. Absences may be excused retroactively.
4. Absences deemed “unexcused” may be appealed to the Budget Committee and a majority vote may override the President’s determination that said absence was unexcused.
  1. The treasurer may vote in this vote.
  2. Interested parties may not vote.

### **§ 5. Member of the Week Award**

#### **a. Award**

The Member of the Week Award is presented weekly at the Board of Officers Meeting. The honoree is selected based on their efforts from the previous week. The

Vice President has the honor of placing the ceremonial sticky note on the cubby of honoree in the Student Bar Association Office.

**b. Nomination**

At the first Student Bar Association Meeting of the Fall semester, the President will nominate the Member of the Week Award honoree. After that, the honoree will nominate the next honoree at the following meeting. The process will then continue until the end of the Spring.

**Article V: Budget**

**§ 1. Budget Creation**

- a. The SBA Treasurer shall provide a budget, allocating sufficient funds for the Student Bar Association to host the mandatory events for that semester, while at the same time providing sufficient funds for the various recognized Student Groups to attract membership and host events. Student Groups are considered “recognized” upon timely completion of the SORF.
- b. The process for creating the budget is as follows:
  - i. The SBA Treasurer will send out an email that provides the Student Groups Handbook and the Budget Request Packet and provide a deadline for return of the Budget Request Packet.
  - ii. The SBA Treasurer will host a general meeting for Student Groups, whereby those groups must send their president or treasurer to hear an explanation of SBA’s budgeting plan and expectations for the academic year.
  - iii. The Treasurer will create a budget for each Student Group, including SBA and distribute that budget via email in a timely manner to each group, Nancy Whalen, and Emmy Bebee.
- c. Budgets shall be allocated to Student Groups after considering the following factors:
  - i. Size of the Organization;
  - ii. The feasibility of the Organization’s prospective budget;
  - iii. That Group’s ability to host events to the benefit of the entire Student Body; and
  - iv. Any discretionary policies enacted by the Budget Committee.

**§ 2. Budget Committee**

- a. The Budget Committee shall hear and vote on any and all appeals arising out of the budget process.
- b. The Budget Committee shall be comprised of the Executive Board.
- c. The Budget Committee determines the discretionary rules for any semester's budget allocation.
  - i. Discretionary rules expire at the end of the academic school year, or upon the election of a new Treasurer.
  - ii. The Treasurer must inform all Student Groups of discretionary policies during the one-on-one meetings with Student Groups required by Article V § 1(b).

### **§ 3. Budget Appeals**

Student Groups may appeal Student Organization budgetary allocations at any time to the Budget Committee. Student Groups should recognize that appeals made after the Treasurer circulates the semester's budget will not result in substantial deviations from the circulated budget, absent gross negligence or misconduct on the part of the Treasurer.

### **§ 4. Budget Committee Hearing**

- a. The complaining party may address the Budget Committee, but is not permitted to attend the Budget Committee vote.
- b. Complaining Student Organizations must draft a Document of Appeal including:
  - i. The Student Organization's name;
  - ii. The Organization's Membership List;
  - iii. Description of the issue with sufficient clarity to hold the hearing without the complaining party; and
  - iv. An explanation of how the event in dispute advances the Student Group's stated purpose.
- c. The document must be provided to the Treasurer, in a timely manner.

- d. The appeal, once provided to the Budget Committee, must be addressed within ten (10) days.
- e. It is the Secretary's duty to inform the complaining party of the results of the hearing in a timely manner.

## **§ 5. Budget Committee Vote**

- a. All issues brought before the Budget Committee are determined by majority vote.
- b. The Budget Committee may not hold a vote without the entirety of the Executive Board present.
- c. Any tie on the Budget Committee is resolved in favor of the President's vote.

## **§ 6. Required Materials**

Upon being recognized as a Student Group for a particular semester, the Treasurer must provide every Student Group:

- i. The Student Groups Handbook;
- ii. A Student Group Budget Request Packet; and
- iii. An allocation document outlining approved spending

# **Article VI: Elections**

## **§ 1. Elections Committee**

The Honor Board shall appoint an Elections Committee, comprised of the Honor Board Chair, the Honor Board Vice Chair, the Honor Board Election Chair, the SBA President, and the SBA Vice President (so long as the SBA President and Vice President are 3Ls) to proctor all Student Bar Association Elections.

- a. **Purpose.** The purpose and duty of the Elections Committee is to host elections in conformity with this Constitution and the Honor Board Election Rules.
- b. **Method**
  - i. The method of voting may be paper or electronic ballot, or any other means determined by the Executive Board and approved by the Elections Commission.

- ii. All general elections are decided by majority vote.
- iii. All positions are held until the final day of the spring semester, unless otherwise specified by this Constitution.

## **§ 2. Election Frequency**

There shall be one election held every semester.

### **a. Fall Election**

- i. Fall elections shall determine 1L positions, and any other vacant position at that time.

### **b. Spring Election**

- i. Spring elections shall determine all positions for the following year.

## **§ 3. Eligibility**

- a. All full-time students within the law school may run for up to two Officer positions in elections, subject to the following limitations:
  - i. No Student Bar Association Officer may simultaneously hold a position on the Honor Board;
  - ii. Only 1L's may run for 1L Representative Positions;
  - iii. Only 2L's may run for 2L Representative Positions;
  - iv. Only 3L's may run for 3L Representative Positions;
  - v. The Treasurer must be a 2L; and
  - vi. In order to run for an Executive Board position, except Treasurer, a candidate must have served one full year as an elected Officer of Villanova University Charles Widger School of Law's Student Bar Association.
- b. 1L and 2L students within the law school may vote in every general election, and no timely vote may be disregarded.

## **§ 4. Tie – Elections**

### **a. Executive Board Positions**

- i. Any tie shall be resolved by paper ballot by those Officers serving during the current semester, or should the tie occur in the spring, those Officers serving in the following semester.

1. The winner shall be determined by a simple majority.
  2. That vote shall not take place unless  $\frac{3}{4}$  of all Officers eligible to vote are in attendance.
    - ii. The candidates who tied may not vote in, nor be present for, the anonymous vote.
    - iii. The candidates who tied may make a speech, lasting no longer than eight minutes, before the vote.
  - iv. The vote shall be proctored by the Elections Commission.
    1. The results of that vote shall remain anonymous.
    2. The current President may monitor the count of the anonymous vote.
- b. Non-Executive Board Positions
- i. Non-Executive Board positions, when vacant due to lack of candidates or resignation, remain vacant until the following election.
  - ii. The Executive Board may vote to appoint an individual to fill the vacant position until the next election.

## **§ 5. Emergency Elections**

- a. In the case of a vacancy on the Executive Board, the remaining Executive Board Officers will direct the Honor Board to hold an emergency, school-wide election.
- b. The election shall take place as soon as reasonably possible.
- c. Emergency elections shall comply with all provisions of this Constitution.

## **§ 6. Referendums**

- a. Referendums, binding or otherwise, may be attached to any election proctored by the Honor Board.

- b. Referendums may be posed by any member of the Executive Board or Board of Officers.
- c. Binding referendums must be approved by a majority of the Executive Board.

## **Article VII: Removal, Resignation, and Recall**

### **§ 1. Removal For Absences**

- a. In the case of more than four meeting absences for any Officer, procedure for removal is as follows:
  - i. Report by the Secretary on the nature of the absences, not exceeding five minutes;
  - ii. An opportunity for the member in question to make a statement, not exceeding five minutes;
  - iii. Questions;
  - iv. Discussion outside the presence of that member; and
  - v. Vote.
    - 1. All Officers may participate in the vote.
    - 2. The vote must be attended by  $\frac{3}{4}$  of all voting members.
    - 3. The vote is determined by a simple majority.
- b. The President may veto any vote for removal based upon absences.

### **§ 2. Removal for Cause**

- a. In the case of a failure to perform an Officer's responsibilities as outlined in this Constitution, Art. II, § 4, the Executive Board may remove any Officer, by supermajority vote.
  - i. In the case of failure to perform duties by any Officer, procedure for removal is as follows:
    - 1. Report by the Secretary on the nature of the failures, not exceeding five minutes;
    - 2. An opportunity for the member in question to make a statement, not exceeding five minutes;
    - 3. Questions;
    - 4. Discussion outside the presence of that member; and
    - 5. Vote by Executive Board.
- b. Removal for Cause votes are mandatory upon a member's:

- i. Honor Board Violation;
- ii. Expulsion; or
- iii. Felony Arrest.

### **§ 3. Resignation**

Any Officer may resign by providing a signed letter of resignation to the Secretary, to be read at the following meeting.

### **§ 4. Recall - Illegitimate Elections**

In the event of an illegitimate election, supported by sufficient foundation and evidence as determined by the Elections Commission, the Elections Commission shall order a re-election as soon as possible. The Elections Commission shall have the authority to determine whether the entire election shall be recalled (“total recall”) or whether particular positions require re-election (“partial recall”).

#### **a. Total Recall**

In the event of a total recall, the current Executive Committee members and Officers shall retain the positions until a new election yields legitimate victors, unless they have graduated at which point a new officer will be admitted as soon as possible, in compliance....

#### **b. Partial Recall**

In the event of a partial recall, the legitimate victors shall take their Offices, and current position and office holders shall retain the contested positions and offices until a new election yields legitimate victors.

#### **c. Interim Vacancy**

If a current Officer has been legitimately elected to a new position or office, and the election for his or her former office was found to be illegitimate and requiring re-election, then the Officer shall take the new position of office, and the Office for re-election shall remain vacant until special elections yield a legitimate victor.

## **Article VIII: Amendments and Safeguarding**

### **§ 1. Amendments to the Constitution**

- a. Any and all amendments to this Constitution must be first approved by the Executive Board by unanimous vote.
- b. Once passed by the Executive Board, the Officers must pass the Amendment by  $\frac{3}{4}$  vote, with at least  $\frac{3}{4}$  of all Officers, and all Executive Board members present.
- c. § 1 of this Article does not apply to Article VI. All amendments to Article VI must only be approved by simple majority vote of the Elections Committee and all 3L Student Bar Association Executive Board members.

## **§ 2. Safeguarding of the Constitution**

The Executive Board is tasked with keeping safe this Constitution, and acting only in accordance with its directives.

## **Article IX: Ratification**

### **§ 1. Ratification**

This Constitution shall be enacted upon attaining simple majority of those Student Bar Association members voting on ratification.

Respectfully submitted on February 2, 2026, on behalf of the Villanova University Charles Widger School of Law Student Bar Association 2025-2026.

**Student Bar Association, Election Committee, 2025-2026**

**Student Bar Association, 2025-2026**