

Article 1. Student Government

1. Mission Statement

The mission of the Washburn Student Bar Association is to promote and foster the highest professional standards; encourage and maintain cooperation and collegial relationships between students, student organizations, administrators, faculty, and staff; to establish avenues for student involvement; to nurture a commitment to public service; and represent the student voice to administrators and faculty.

2. Open Student Government

Trust, professionalism, and institutional integrity are maintained whenever student government is responsible and responsive to its constituents and stakeholders. The more open a student government is with the student body it serves, the greater the understanding and participation of the student body in student government. It is incumbent on student government to promote transparency and accountability wherever and whenever feasible. The student body has a right to know the process of student government decision-making processes and review the documents and resources student government uses to make its decisions. Access to information and documents should not be shrouded in secrecy or confidentiality.

3. Records Retention

1.3.1. Application

This Bylaw shall apply to all “records,” as that word is defined herein, relating to the creation, retention, management, and disposal of records. It shall be the responsibility of the Secretary to ensure organizational compliance as the custodian of this organization’s records. The Constitution Committee shall assist the Secretary to effectuate, facilitate, and comply with this Bylaw.

1.3.2. Definitions

- (a) “Record” means information in any form, including electronic form, but does not include a mechanism or system for generating, sending, receiving, storing, or otherwise processing information.
- (b) “Permanent record” means a record this organization is required to retain permanently.
- (c) “Temporary record” means a record that this organization is required to maintain for a minimum period of time in accordance with the schedule(s) contained in this Bylaw.

1.3.3. Generally

- (a) This organization shall adopt a retention schedule for the maintenance, retention, management, and disposal of records within its possession as contained and described in Schedule A, contained herein.
- (b) The Secretary shall administer this Bylaw as a custodian of this organization's records and is responsible for ensuring that records are managed and retained in compliance with this Bylaw.
- (c) The Governing Body shall ensure:
 - (i) where a record is not stored electronically or in the WSBA office, such record is stored in a location and manner that is secure and will preserve the integrity of the record; and
 - (ii) documentation, which provides details of the destruction of the record or its transfer to permanent storage, of the final disposition of the record is permanently maintained.
- (d) All retention periods shall conclude on December 1 of the year of expiration of the retention period. The Secretary may begin the authorized destruction of records on or after December 1 of the year of the expiration of the retention period.

1.3.4. Provisions for Specific Types of Records

- (a) Permanent Records. The Secretary shall ensure permanent records are physically retained in the WSBA office or appropriate physical storage space for a minimum of two years. Permanent records shall be accessible to any request or demand within one normally operational academic day. Upon the expiration of the two-year physical retention period, the Secretary shall transition the record to permanent physical and digital storage.
- (b) Temporary Records. The Secretary shall ensure temporary records are physically retained in the WSBA office or appropriate physical storage space for a minimum of six months. Temporary records shall be accessible to any request or demand within three normally operational academic day. Upon the expiration of the physical retention period, the Secretary shall transition the record to electronic storage until it can be destroyed in accordance with Schedule A.
- (c) Electronic Records. Electronic records subject to permanent retention shall be printed or photocopied for the purpose of permanent physical retention.

1.3.5. Protection of Records

The Secretary shall make reasonable efforts and exercise reasonable care to ensure the records kept in this organization's possession are protected against damage, deterioration, unauthorized destruction, or other disposition or theft.

1.3.6. Destruction of Records

The Governing Body, President, or Secretary may provide for the destruction of a record at the expiration of such record's retention period. The same may authorize the destruction of any duplicate

copy of a record at any time so long as an original or duplicate is retained in compliance with Schedule A.

1.3.7. Retention Schedule – Schedule A

RECORDS RETENTION SCHEDULE		
SUBJECT	DESCRIPTION	RETENTION PERIOD
Accounts	Financial accounts or payment summary sheets; payable vouchers; invoices	3 years
Administration	Administrative reports (not incorporated into the minutes); memoranda; informational graphics	6 months
Advertisements	Flyers, advertisements, graphics, ads, or other promotional materials	1 month
Agendas	Governing Body meeting agendas; committee meeting agendas	PERMANENT
Agreements	Retention period does not commence until after the agreement expires; does not include electronic Terms of Service agreements	3 years
Annual Reports	Excluding end of term reports; annual reports from student organizations	2 years
Assets	Asset inventory	1 year
Briefings or Reports	To Governing Body (not incorporated into minutes)	2 years
Budgets	Budgets not incorporated into minutes or legislation; budgets for events	2 years
Bylaws		PERMANENT
Cash Journals	Records of cash received and deposited or transferred	1 year
Committee	Agendas, minutes, reports, records	PERMANENT

Contracts	Retention period does not commence until after the agreement expires; does not include electronic Terms of Service agreements	3 years
Court Case	Records related thereto; retention period shall not begin until the conclusion of the case	5 years
Destroyed Records	Index of disposed records, etc.	PERMANENT
Elections	Election materials; election information; retention period shall not commence until after the conclusion of an election	6 months
	Election certification and auditing documentation	PERMANENT
End of Term Reports		PERMANENT
Financial Records	Generally; financial records not described more specifically elsewhere	3 years
Inquires	From the public	1 year
Insurance	Claims, or other records; retention period shall not commence until after claim is settled or record has expired	3 years
Lease	Retention period shall not commence until after expiration	3 years
Legal	Opinions and correspondence received from counsel	PERMANENT
Legislation and Acts		PERMANENT
Licenses	Not relating to electronic or software licenses; retention period shall not commence until after expiration	1 year
Permits	Retention period shall not commence until after expiration	1 year
Policies and Procedures		PERMANENT
Purchase Records	Treated as a permanent record until purchase/property is disposed	1 year
Receipts	Treated as permanent record until end of fiscal year; retention period commences after fiscal year of purchase	1 month

	made	
Resolutions		PERMANENT
Rules and Regulations		PERMANENT
Training Documents	Documents to train on a software; documents to train for a position	3 years
Vendors	Correspondence, supplier files	2 years

1.4. Elective Positions

1. The elective positions of this organization shall be:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Communications Director
6. Events Director
7. American Bar Association (ABA) Representative
8. Six Representatives-at-Large
9. Two 3L Class Representatives
10. Two 2L Class Representatives
11. One 1A Class Representative
12. One 1B Class Representative
13. One 1J Class Representative
14. One LLM/MSL Representative

2. Members elected to the Governing Body in the fall semester and serving in a training capacity until the expiration of their predecessor's term of office, pursuant to Article III, Section 3 of the Constitution, shall receive the title of their respective office with the distinction of "-Elect." These members shall have the full rights and privileges of any Governing Body member.

3. In compliance with the Constitution and Bylaws of this organization, additional positions added to the organization shall be incorporated into Section 1.4(a) of this Bylaw through the proper amendment procedures.

1.5. Duties of Governing Body

The Governing Body shall:

1. Represent the student rights, interests, and opinions to the Faculty, Staff, and Administration of the Washburn University School of Law and the Washburn University;
2. Promote the development of students' professional skills in leadership, programming, communication, policy development, interpersonal cordiality, initiative, and self-motivation;
3. Promote the core values of the Washburn University School of Law of student development, scholarship, service, integrity, dynamism, diversity, and principles of equality;
4. Support student organizations activities and programs that benefit the student body academically, socially, intellectually, and culturally;
5. Support the development of community spirit and student involvement on campus and within the community;
6. Participate in all Governing Body meetings, in accordance with maximum number of absences permitted, by voting or abstaining on actionable items presented in meetings.

6. Duties of Each Elective Position

1.6.1. Duties of the President

The President shall:

1. Act as the chief executive officer and be the liaison which represents the student body and this organization with the Administration of the Washburn University School of Law;
2. Be the presiding officer over Governing Body meetings;
3. Represent the organization in meetings or formal gathering with any individual, group, or corporation;
4. Have the authority to execute all powers vested in the President from the Washburn Student Bar Association Constitution and Bylaws;
5. Not have voting powers, except in instances requiring a tie breaking vote;
6. Hold regular meetings with the Associate Dean of Student Affairs and/or the faculty advisor for the organization.

1.6.2. Duties of the Vice President

The Vice President shall:

1. Perform the duties of the President in their absence whenever necessary to perform normal operations of the organization;
2. Monitor and oversee all student organizations and act as a liaison between student organizations and the Washburn Student Bar Association;
3. Develop an annual operating budget for the organization;
4. Serve as Chair of the Budget Committee;
5. Assist the President in developing and effectuating legislative priorities.

1.6.3. Duties of the Treasurer

The Treasurer shall:

1. Be the chief financial officer of the organization;
2. Be an authorized signatory for all financial documentation;
3. Maintain an accurate record of all accounting and maintain internal controls for all financial transactions in accordance with best practices;
4. Prepare and make available financial reports;
5. Act as a liaison for the organization in any audits and provide copies of audit reports and reconciliations to the Governing Body;
6. Coordinate with the Events Director to maintain an accurate budget for events hosted by the organization;
7. Serve as Chair of the Finance Committee.

1.6.4. Duties of the Secretary EDITS MADE

The Secretary shall:

1. Be responsible for taking minutes of all meetings;
2. Record attendance and votes at meetings;
3. Keep an electronic record of past meetings for future members;
4. Create and distribute summaries of meetings;
5. Adhere to and manage records retention, as outlined in Bylaw 1.3;
6. Serve as Chair of the Constitution Committee.

1.6.5. Duties of the Communications Director

The Communications Director shall:

1. Prepare and manage all communication materials of the organization;
2. Manage and oversee all communication channels the organization utilizes;
3. Be responsible for any newsletters published by the organization;
4. Manage the media relations for the organization;
5. Lead and assist in the creation of digital, audio, video, and print content;
6. Coordinate with the Events Director to develop content for events hosted by the organization;
7. Serve as Chair of the Student Engagement Committee.

1.6.6. Duties of the Events Director

The Events Director shall:

1. Lead all activities involved with any event hosted by the organization, including planning and execution;
2. Coordinate financial matters with the Treasurer for each event hosted by the organization;
3. Develop and maintain budgets for each event hosted by the organization;
4. Coordinate communication matters with the Communication Director for each event hosted by the organization;
5. Act as a liaison representing the organization with event vendors;
6. Serve as Chair of the Events Committee;
7. Serve as Chair of any committee created under Bylaw 2.2(d).

1.6.7. Duties of the American Bar Association Representative

The American Bar Association Representative shall:

1. Attend and complete all necessary trainings required by the American Bar Association;
2. Meet all requirements set forth by the American Bar Association relating to the position, including by maintaining an active membership status with the American Bar Association;
3. Serve as an ambassador and liaison between the American Bar Association and this organization;
4. Serve as Chair of the Facilities Committee.

1.6.8. Duties of the Representative-At-Large

A Representative-at-Large shall:

1. Represent the student body on the Governing Body;
2. Serve on committees of this organization;
3. Survey and be accessible to the entire student body on a regular basis;
4. Attend all Governing Body meetings, in accordance with maximum number of absences permitted;
5. Participate in ongoing activities at the law school.

1.6.9. Duties of the Class Representative

A Class Representative Large shall:

1. Represent the students from their class of representation on the Governing Body;
2. Serve on committees of this organization;
3. Survey and be accessible to their class of representation on a regular basis;
4. Attend all Governing Body meetings, in accordance with maximum number of absences permitted;
5. Participate in ongoing activities at the law school.

7. Vacancies and Appointments

(a) The President shall have the power to fill vacancies of any elective position, subject to confirmation by a simple affirmative vote of the Governing Body. Such appointee shall serve for the unexpired term of the elective position.

(b) When a vacancy occurs, the President or Communications Director shall publish notice of the vacancy and advertise the solicitation of candidates at least once in the WSBA Newsletter, or constructive equivalent. The advertisement seeking candidates to fill the vacancy shall be published on the WSBA website until an appointee for the position has been confirmed by the Governing Body.

(c) The President shall have the power to appoint non-elective positions, as necessary and unless stated otherwise in another Bylaw, to accomplish the purposes of this organization.

8. Facilities

1.8.1. General

1.8.2. Bulletin Boards

1.8.3 Signage, Notices, and Related Materials

1. All law school and/or student organization-based signs, notices, posters, announcements or otherwise are to be placed on bulletin boards and stairwell doors only.
2. All non-law school and/or student organization-based flyers, notices, posters, solicitations, and other such materials shall be posted on the General Information bulletin board.
3. Materials may only be affixed to stairwell doorways with magnets.
4. Materials may only be affixed to bulletin boards using tacks and pushpins.
5. Material Restrictions:
 1. All signs, notices, posters, announcements or otherwise are not to be larger than 8.5 x 11in. in size.
 2. No student organization or individual shall cover, destroy, relocate or otherwise tamper with another Organization or individual's posting unless:
 1. They have received the express permission of that Organization or individual or,
 2. Otherwise authorized by this Bylaw or WSBA
 6. The placement of any above-reference material on any surface not expressly granted by this Bylaw is hereby prohibited, with the following exceptions:
 1. WSBA Elections
 1. Election materials shall comply with any applicable election Bylaw.
 2. Special Events
 1. WSBA recognized student organizations may affix flyers advertising an event on the columns and or tables located in the pit. Such materials be posted no sooner than one (1) week prior to the commencement of the event.
 3. Other Exceptions
 1. Any sign or notice that lends guidance and/or direction to visitors at the law school.
 2. Any sign or notice that has emergency evacuation or other emergency information.
 3. Any other such signs, notices, posters, or otherwise that have received express approval from the Deans Office.
 7. Removal
 1. All event related posting must be removed no later than one (1) day after the commencement of the event.
 1. If unremoved by the sponsoring organization, WSBA reserves the right to remove and discard such materials at its discretion.

2. If any posting, flyer, poster, notice, or otherwise violates any provision of this Bylaw, WSBA reserves the right to remove and discard the material at its discretion.

1.8.4 Supplies and Materials

9. Succession

(a) If, by reason of death, resignation, removal from office, inability or failure to qualify, there is not a President or Vice President to discharge the duties and responsibilities of the office of President, then the following, in descending order, shall succeed in acting as President, upon resignation of their former position:

1. Treasurer;
2. Secretary;
3. The most senior Representative-at-Large by time served on the Governing Body;
4. American Bar Association (ABA) Representative;
5. Parliamentarian;
6. Communications Director;
7. Events Director.

(b) If, after Bylaw 1.9(a), an officer is unable to discharge the duties and responsibilities of the office of President, then the position shall descend through all Representatives by seniority of time served on the Governing Body until a qualified officer is found.