**

Student Bar Association

Senator Application Packet

Fall 2014

**Also available online at www.msusba.org**

STUDENT BAR ASSOCIATION ELECTION PACKET

August 25, 2014

Dear Student Bar Association Senator Candidate,

Thank you for your interest in representing your peers at Michigan State University College of Law. The following is a general outline of SBA Senator Duties:

* Attend the first SBA General Board Meeting (SBA absence policy does apply to this meeting because all elected Senators MUST attend).
* Attend bi-weekly SBA General Board Meetings (SBA absence policy applies).
* Actively participate and attend all committee meetings in the committee you are assigned. (SBA Absence Policy Applies)
* Complete the required table time hours (to be determined at the first general board meeting).

SBA CANDIDATE POSITIONS

There are several positions available, each with different requirements:

*1L Section Representative (all sections):*

* You must obtain 20 signatures of fellow 1Ls in your respective section.

*🡪 What is the difference between an At-Large Representative and a 1L Section Representative?*

* *A 1L Section Representative is responsible for communicating to their section updates from SBA meetings, important events that are coming up, and any other information pertinent to their section.*
* *An At-Large Representative is knowledgeable on upcoming events, opportunities, etc., that the SBA provides for fellow students. They help provide that information to fellow law students. If they are a 1L At-Large Representative – then they help their 1L Section Representative communicate information to their section as well.*

*2L Class Representative:*

* You must obtain 20 signatures of fellow students, with at least 10 signatures coming from 2Ls.

*3L Class Representative:*

* You must have obtained 3L status per the Registrar’s requirements. Therefore, you must be graduating or planning to graduate in December 2014 or May 2015 (i.e. you must have completed sufficient credits to be considered a 3L and are planning on taking the number of required credits during the upcoming school year to satisfy graduating requirements AND you must have also turned in an application for graduation). Please note: If you are not graduating in December 2014 or Spring 2015, you are only eligible to run for an At-Large Position.
* You must obtain 20 signatures of fellow students, with at least 10 signatures coming from 3Ls.

*LLM Representative:*

* You must obtain 20 signatures of fellow students, with at least 10 signatures coming from 3Ls.

*At-Large Representative:*

* You must obtain 20 signatures of fellow law students.

ELECTIONS AND VOTING

Voting will take place during the week of 9/8 through 9/11 in the main lobby of MSU CoL. You will be notified whether you have received a position or not by 9/12 at 5pm. The first committee meetings will take place the week of 9/15-9/19 (times and locations TBD based on committee members’ schedules). The first full General Board meeting will be Monday, 9/22 at 8pm in the Castle Board Room. \*\*IT IS CRUCIAL THAT ALL MEMBERS ATTEND THE FIRST GENERAL BOARD MEETING!\*\*

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APPLICATION PACKET REQUIREMENTS

In order to be placed on the ballot as either a Class Representative and/or an At-Large Representative, you must complete the following requirements:

1. Complete and submit the attached Position Application Form to Room 215 (SBA Office) or e-mail to [msu.sba.communications@gmail.com](mailto:msu.sba.communications@gmail.com) by Friday, September 5th at 5:00 PM.
2. Complete and e-mail a Statement of Purpose to the SBA Communications Director at [msu.sba.communications@gmail.com](mailto:msu.sba.communications@gmail.com) by Friday, September 5th at 5:00 PM. Please note that this must be e-mailed (not a hard copy). A .doc or similar file format is preferred.
3. E-mail your headshot to the SBA Communications Director at [msu.sba.communications@gmail.com](mailto:msu.sba.communications@gmail.com) if you would like it to be included with your Statement of Purpose during elections. Submitting your photo means you are giving consent to print your photo with the Statements of Purpose that will be available to MSU CoL students to review during elections. \*\*\*This is not required, but is recommended!
4. Complete and submit the attached Signature Nomination Form with the necessary signatures to Room 215 (SBA Office) by Friday, September 5th at 5:00 PM.
5. Complete and submit the Committee Selection Form to Room 215 (SBA Office) or e-mail to [msu.sba.communications@gmail.com](mailto:msu.sba.communications@gmail.com) by Friday, September 5th at 5:00 PM.
6. Read, sign, and submit the SBA Election Policy Form to Room 215 by Friday, September 5th at 5:00 PM.

Remember – a complete application packet is also available online at www.msusba.org. The Signature Nomination Form and the SBA Election Policy Form are the only forms that must be physically submitted to Room 215 (SBA Office). All other documents can be submitted by e-mail to [msu.sba.communications@gmail.com](mailto:msu.sba.communications@gmail.com).

\*Please note: Failure to complete any of the above requirements will disqualify you from the SBA election. Once elected to the Student Bar Association, the Constitution and Policy Manual of the SBA applies. A general outline of SBA Senator duties are provided on the following page.

Again, thank you for your interest and we wish you the best of luck,

The 2014-2015 Student Bar Association Executive Board

Ashlee Brennan– President – brenn167@msu.edu  
 Sarah Khoury – Vice President – khourys2@msu.edu  
 Ashley Gutwein – Finance Director – gutweina@msu.edu  
 Greta Hogan – Community Affairs Director – hogangr1@msu.edu  
 Kaydee Fry – Communications Director – frykayde@msu.edu

STUDENT BAR ASSOCIATION ELECTION PACKET

POSITION APPLICATION FORM

**Candidate Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Candidate PID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position:** Please indicate the position(s) you would like to run for by checking **ALL** of the following that apply:   
\*\* You may run for your respective Class Representative position **AND** an At-Large Representative position.

\_\_\_ **1L Class Representative; Section 1**

**\_\_\_ 1L Class Representative; Section 2**

**\_\_\_ 1L Class Representative; Section 3**

**\_\_\_ 1L Class Representative; Section 4**

\_\_\_ **2L Class Representative**

**\_\_\_ 3L Class Representative**

**\_\_\_ LLM Representative**

**\_\_\_ At-Large Representative**

**REMINDER:**

* If you are running for a Class Representative position, you need 20 signatures total, with 10 coming from your division.
* If you are a 1L running for a Class Representative position, at least 10 of the 20 signatures should be from your respective section.
* If you are running for an At-Large Position, you need 20 signatures from any division.
* If you are running for both, you must get 10 from your division and another 10 from any division.

\*\***Please note:** Each individual’s signature you receive will be compared against the division records maintained by the Registrar’s office. Therefore, if applicable, please make sure that the signatures you receive are of individuals in your respective division and/or section.

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STATEMENT OF PURPOSE

Please complete a typed statement of purpose addressing your interest and why you would be a good candidate for a position on the Student Bar Association. The statement of purpose should be typed and a maximum of 150 words.

Once completed, your statement must be e-mailed to the SBA Communications Director at [msu.sba.communications@gmail.com](mailto:msu.sba.communications@gmail.com) by Friday, September 5th at 5:00 PM. Please include your full name and the position(s) you are running for in the subject line of the email (e.g. Jane Smith – 2L Class Rep – Statement of Purpose).

Each candidate’s statement of purpose will be available to all voters.

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SIGNATURE NOMINATION FORM

This candidate is running for a representative position as a Senator on the Student Bar Association for the 2014-2015 academic year. Please sign your name and PID below to support the eligibility of this candidate.

|  |  |  |
| --- | --- | --- |
| **Name (print and sign):** | **PID:** | **Class/ Section:** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |
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| **19.** |  |  |
| **20.** |  |  |

**STUDENT BAR ASSOCIATION ELECTION PACKET**COMMITTEE INFORMATION

Each Senator will be required to participate and contribute to one of the following six committees. Each of the committee descriptions are available below, and on the following page each Senator will be asked to rank the committees based on which interests them most.

1. **COMMUNITY SERVICE COMMITTEE:** Members of this committee will plan, organize and coordinate Community Service opportunities and events for the MSU College of Law community.  This committee will organize and plan food drives, one-day service, and ongoing volunteer opportunities.  It will maintain a database of community organizations and volunteer opportunities and coordinate community service events within the greater East Lansing area. Past service events have included the Red Cross Blood Drive, Harvest Week canned food drive, 5K Ambulance Chase charity race, and the end of the year Stress Relief Carnival.
2. **FINANCE COMMITTEE**: Members of this committee disburse SBA funds to all recognized student organizations in a fair and consistent manner in order to enhance the quality of the law school experience at MSU College of Law. Each committee member serves as a liaison between specific student organizations and the Finance Committee. Liaisons advocate for the budgeting interests of their assigned groups during the appropriations cycle.
3. **EVENTS/PROGRAMMING COMMITTEE:** Members of this committee will serve as liaisons between Students, Faculty and Administration to provide feedback, promote student physical and mental health and provide academic support. Additionally, members of this committee will coordinate off-site Law School social functions to promote a healthy and vibrant law school community and foster Alumni relations; this includes the fundraising for such events as well. Some past events and activities have included the 1L Welcome Mixer; All-School Welcome Back Social; Halloween Mixer.
4. **FUNDRAISING COMMITTEE:** Committee members will be responsible for fundraising SBA events in addition to Finals Break Room. This committee will coordinate Finals Break Room for the Fall and Spring Semesters. It will also coordinate the design and production of SBA apparel.
5. **INTERNAL AFFAIRS COMMITTEE**: Members of this committee manage many of the in-house aspects of the SBA. This committee updates and revises our internal governing documents such as our Constitution and By Laws. Additionally this committee is charged with reviewing SBA’s internal policies and ensuring that the organization is efficient and effective.
6. **BARRISTER’S BALL COMMITTEE**: Members of this committee plan and coordinate the annual Barrister’s Ball event, the biggest charity event of the year. It is this committee's job to make sure the Barrister's Ball is an event where students, faculty and staff may relax, socialize, and give back.

**STUDENT BAR ASSOCIATION ELECTION PACKET**COMMITTEE RANKING INFORMATION

Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please rank your committee preferences in order from (1) - (6), whereby (1) indicates your first choice and (6) indicates your last choice.

|  |  |
| --- | --- |
| **Committees:** | **Rank:** |
| Community Service |  |
| Events/Programming |  |
| Fundraising |  |
| Finance |  |
| Internal Affairs |  |
| Barrister’s Ball |  |

**If you have any questions about the committees please contact the following chairs:**

**Community Service Committee:**

**-Jessica Odell, odelljes@msu.edu**

**Events/Programming Committee:**

**-Victoria Convertino, convert2@msu.edu**

**Fundraising Committee:**

**- Michael Mazur, mazurmi1@msu.edu**

**Finance Committee:**

**-Ashley Gutwein, gutweina@msu.edu**

**Internal Affairs Committee:**

**-David Yanagi, yanagi14@gmail.com**

**Barrister's Ball Committee:**

**-Chantel Flegler, flegler2@msu.edu**

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SBA ELECTION POLICY INFORMATION FORM

* Campaigning includes all writing and written or printed materials advertising or calling for support of a specific candidate(s)/ticket.
* No campaigning is allowed within the room, space, or corridor in which the election is taking place twenty-four (24) hours prior to the election until the close of the polls with the exception of the material provided by the Student Bar Association.
* No active campaigning may take place within a classroom while class is in session.  Common courtesy is expected in all other settings, included but not limited to, the library, Sparty’s, the lobby, entrance to the law school, computer lab, etc.
* No individual may stand over voters while they complete their ballot, except in the case of a disability an individual with a disability is permitted to request a poll worker to assist them while voting.
* All candidates must abide by all Michigan State University College of Law policies.
* Persons found to have committed any violation of the rules stated herein may be disqualified from the election and/or removed from office.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand and will abide by the outlined SBA Election Policy.

I acknowledge that I have read the Student Bar Association Election Policy and acknowledge that by giving my consent, I will abide by the aforementioned election policies in order to remain eligible for the 2014 Student Bar Association Election.

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Signature Date

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Printed Name