

# Student Organizations, Guidelines, and Services

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## A. COLLEGE OF LAW ORGANIZATIONS

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Student organizations are a vital part of the College of Law culture. Involvement promotes contact with other students who share your interests and provides opportunities to develop skills outside the classroom setting.

For any question regarding Student Affairs Services, please contact the Assistant Dean for Student Life or the Associate Dean for Academic Affairs.

### Assistant Dean for Student Services and Engagement

#### Jennifer Powell

Phone: 304-293-7250

Email: Jennifer.Powell@mail.wvu.edu (jennifer.powell@mail.wvu.edu)

### Associate Dean for Academic Affairs

#### John Taylor

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## A.1 CO-CURRICULAR ORGANIZATIONS

### 1. LAW REVIEW

The West Virginia Law Review is a professional, student-governed legal journal that publishes articles of interest to legal scholars, students, legislators, and members of the practicing bar. Founded in 1894, the West Virginia Law Review is the fourth oldest law review in the United States and publishes

three issues each year. Student members of the Law Review write, solicit, select, and edit articles and are involved in all stages of preparing issues for publication.

Membership on the Law Review is available only to second- and third-year students. To be eligible for membership, students must obtain a minimum GPA of 2.5 in first-year courses. Law Review participants who complete membership requirements receive up to four hours of credit.

Invitations for membership are based on a summer writing competition where students must write a short student article on a predetermined issue of law. After the write-on competition, there are two ways in which students are extended membership: 1) academic performance combined with writing score or 2) writing score alone. For students ranking in the top fifteen percent of their class at the end of the first year, the student article accounts for thirty-five percent of the total score, and first-year grades account for sixty-five percent of the total score. For all other students, the student article accounts for 100 percent of the total score. The number of invitations extended in this competition is dependent upon the quality of papers submitted. The maximum Law Review membership is forty-two students.

## 2. M.E. LUGAR TRIAL ASSOCIATION

The Lugar Trial Association is a co-curricular course designed to assist students in developing litigation skills through a mock trial program. Teams of students compete in external mock trial competitions and are coached by faculty or practicing attorneys. Course credit for Lugar is available to second- and third-year students who have completed the Trial Advocacy and Evidence courses with a grade of B or better. Students who successfully complete the requirements can receive up to three hours of pass/fail credit (one hour per competition).

## 3. MOOT COURT BOARD

Moot Court Board is a co-curricular organization designed to recognize and reward students for their oral and written appellate advocacy skills, as well as strengthen and further refine those skills. Board members compete in and manage the George C. Baker Cup intramural appellate moot court competition; participate in various intercollegiate, national, and international moot court competitions; and host the Energy Moot Court competition. Each member is required to compete in an "outside" interscholastic competition.

Each summer, the Moot Court Board invites rising second-year students to be members of Moot Court Board based upon their performance in a tryout competition. A maximum of eighteen members are chosen at that time. To be eligible for Moot Court credit, students must have completed Appellate Advocacy in either the summer session before the second year or the fall of their second year of law school.

The remaining second-year justices are selected through the Baker Cup Competition, which is held annually each spring semester. The Baker Cup competition is open to all second-year students who have passed Appellate Advocacy in the fall or are currently taking Appellate Advocacy in the spring. Newly selected members must participate in the competition. The Baker Cup competition ranks all competitors, uses that ranking to determine the National Moot Court Team (top six members), awards other prizes such as Best Brief and Best Oralist, and sets priorities for other outside competitions.

Moot Court Board Justices are required to maintain a 2.5 GPA and participate in at least one interscholastic appellate advocacy competition in their third year. Part-time justices must find a competition that does not require full-time status.

Students who successfully complete all the requirements for Moot Court Board membership receive up to three hours of pass/fail credit.

## 4. JESSUP INTERNATIONAL MOOT COURT

Jessup International Moot Court is a co-curricular class in which up to five students prepare for and compete in the Jessup International Moot Court Competition. Participation in Jessup is open to second- and third-year students. Preparing for and participating in the competition begins early in the fall semester and continues until mid-spring. Students participating in Jessup sign up for a one-credit, pass/fail class in the fall and spring semester of that year. (Members who participate in Jessup for two years thus can obtain a total of four hours credit.) Jessup students must have successfully completed or be currently enrolled in International Law.

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## A.2 RECOGNIZED COLLEGE OF LAW STUDENT ORGANIZATIONS

The following is a list of organizations that are currently active at the College of Law, subject to official recognition each school year as described below.

### 2024-25

- ACLU - American Civil Liberties Union
- ADR - Alternative Dispute Resolution Society
- Animal Legal Defense Fund
- Asian-Pacific American Law Students Assoc. (APALSA)
- BLSA - Black Law Students Association
- Business Law Society
- Catholic Law Society
- Christian Legal Society
- Class of 2025

- Class of 2026
- Class of 2027
- Community Service Council
- Defense Trial Council of West Virginia
- Democratic Law Caucus
- Energy Law Association
- Environmental Law Society
- Federal Bar Association
- Federalist Society
- Health Law Society
- Hispanic Law Students Association (HLSA)
- International Law Students Association (ILSA)
- Labor Law Society
- Marilyn E. Lugar Trial Association
- Moot Court Board
- National Lawyers Guild
- Non-Traditional Law Students Association
- OUTLaw
- Public Interest Advocates (PIA)
- Republican National Lawyers Association
- Sports and Entertainment Law Society
- Student Bar Association
- Tax Law Society
- Veteran & Military Advocacy Group
- Women's Leadership Council
- WV Association for Justice
- WV Law Review
- WVU Consumer Law & Advocacy Group

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### A.3 DIRECTORY OF ADMINISTRATIVE PERSONNEL FOR STUDENT ORGANIZATIONS

#### **Assistant Dean for Student Services and Engagement**

##### **Jennifer Powell**

Phone: 304-293-7250

Email: Jennifer.Powell@mail.wvu.edu (jennifer.powell@mail.wvu.edu)

*The Assistant Dean is the administrative liaison for student organizations. See the Assistant Dean for official recognition and about elections, student organization files, budget, and other issues. The Assistant Dean is the cosigner on checking accounts.*

#### **Associate Dean for Academic Affairs**

##### **John Taylor**

Email: John.taylor@mail.wvu.edu

Phone: 304-293-8180

##### **Samantha Stefanov**

Office Administrator, Sr.

Phone: 304-293-0064

Email: samantha.stefanov@mail.wvu.edu

*Ms. Stefanov is responsible for distributing keys and can reserve rooms for student organization meetings. Building maintenance issues may also be discussed with her.*

#### **Receptionist, Student Services**

Phone: 304-293-5301

*The master building key sign-out log is also maintained at the front desk.*

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## A.4 RULES AND POLICIES FOR STUDENT ORGANIZATIONS

### RESPONSIBILITIES

- 1. Approval.** All student organizations must petition the University for official recognition. All student organizations must also get annual approval from the University to be a recognized College of Law student organization. To obtain approval, the organization must submit an "Officer Update Form" online. The Petition and Officer Update Form, as well as additional information, is also available at the University Student Engagement and Leadership website.
- 2. Recordkeeping.** The College of Law's Assistant Dean for Student Services and Engagement maintains a file for each student organization. This file must contain copies of all materials pertaining to the student organization, a list of officers, the constitution, and recognition form for filing. Student organizations also may store their checkbooks and financial records in this file over the summer.
- 3. Elections.** Elections for new class officers must be held before April 1<sup>st</sup> each year. Election results must be delivered to the Assistant Dean for Student Services and Engagement within two days of the election. The third-year class president runs the selection of Professor and Staff Member of the year.
- 4. Other.** The new SBA president is responsible for recruiting students for appointment to faculty committees and working with the Assistant Dean for Student Services and Engagement to accomplish this. The SBA also is responsible for providing the Assistant Dean for Student Services and Engagement with information for the College of Law's summer newsletter.

### ROOMS/EQUIPMENT

- 1. Room Reservations.** To reserve a room, you must contact the Assistant Dean for Student Services and Engagement or Samantha Stefanov. Additionally, if it is a major event with outside attendance, you may also request that no parking tickets be issued during the event. Do not schedule an event opposite a major event in the courtroom.
- 2. Audio-Visual.** Audio-visual equipment requests should be made at least one week in advance. Contact Ken Price by phone at 304-293-4657. You may also email him at [kenneth.price@mail.wvu.edu](mailto:kenneth.price@mail.wvu.edu). Any audio-visual problems should be reported to Ken. Available equipment includes TVs, VCRs, camcorders, computers, LCD projectors for presentations, etc. Questions concerning information technology may be addressed to Keith Walton.
- 3. Furniture/Equipment Needs.** Tables and chairs are normally set up in the main lobby for student use. If you need more tables and chairs, please request them from Samantha Stefanov at least one week in advance. The Law School has a limited number of tables and chairs and must request additional equipment from the University Physical Plant.

### COLLEGE OF LAW BUILDING POLICIES

- 1. Building Hours.** The College of Law building is open to the public from 8:00 a.m. to 8:00 p.m. Monday through Friday. After hours, students may use their WVU ID to swipe into the building and Library. Custodial staff and WVU Public Safety Officers have authority to ask you to leave if you are in the building after hours. If you have planned a weekend activity and need to be in the building prior to the library opening, please see Samantha Stefanov one week in advance, and she will make arrangements to have the building unlocked.
- 2. Bulletin Boards / Posting Notices.** Please post items on designated bulletin boards. Each board will have a label which indicates the appropriate posting for that board. DO NOT post materials on the doors, walls, or windows of the Law School. There are University regulations prohibiting this. NOTICES POSTED ON GLASS AND DOORS WILL BE REMOVED.

### GENERAL SUPPLIES AND OPERATING EXPENSES

Sherry Steadman is the designated budget officer for the College of Law under West Virginia University rules and regulations. Basic office supplies are available from Assistant Dean of Student Services and Engagement. If your organization has need to make long distance calls or use the mail services, see Sherry Steadman. The items mentioned above are provided to the student organizations for reasonable usage. However, if you are planning an activity that requires the use of supplies, phone, or postage services beyond a reasonable amount, you should include those costs in the expenditure section of your event proposal.

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## B. CONSTITUTION OF THE STUDENT BAR ASSOCIATION OF WEST VIRGINIA UNIVERSITY COLLEGE OF LAW

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### PREAMBLE.

In order to represent the law school student body individually and organizationally; to further organizational communication and cooperation; and to maximize student involvement in academic and administrative processes; we, the students of West Virginia University College of Law, do hereby ordain and ratify this Constitution.

## ARTICLE I: NAME OF ORGANIZATION

This organization shall be known as the Student Bar Association (hereinafter, "the S.B.A.") of the West Virginia University College of Law (hereinafter, "the Law School" or "the College of Law").

## ARTICLE II: PURPOSE, DUTIES, STRUCTURE, AND MEMBERSHIP

### SECTION ONE: ORGANIZATION AND PURPOSE.

The S.B.A. is the student government of the Law School. The S.B.A. Executive Board (hereinafter, "the Executive Board") is comprised of the elected officers, representatives, and appointed persons. Its purpose is to:

1. Promote a community among the Members of the Law School (students, faculty, staff, and the administration);
2. Formally advocate for and represent the student body of the Law School to the faculty, staff, alumni, and administration of the Law School and West Virginia University, as well as the public;
3. Promulgate rules and exercises rulemaking authority over groups, organizations, offices, property, and effects under its jurisdiction; and
4. Sponsor and host events for the Law School community.

### SECTION TWO: DUTIES AND RESPONSIBILITIES.

The S.B.A. has the authority and responsibility to:

1. Oversee every student organization within the Law School, including each organization's budget;
  - Specific rules and regulations governing definition, formation, conduct, and expectations of student organizations are subject to the WVU College of Law Student Handbook.
2. Allocate S.B.A. funds;
3. Execute and regulate all Law School student government elections, including (but not limited to), class officer elections and Ethics Council elections;
4. Execute and oversee the biannual Visiting Committee student round table;
5. Host the Annual Barrister's Ball; and
6. Assume all other duties not detailed by this Constitution as may be delegated to the S.B.A. by the Students, Faculty or Administration of the Law School.

### SECTION THREE: MEMBERSHIP.

All students enrolled in the Law School are Members of the S.B.A. and shall be represented by the S.B.A. Executive Board. All students enrolled in the Law School are permitted to vote in S.B.A. elections. There is to be no Membership fee.

### SECTION FOUR: COMMITTEES

1. **Standing Committees.** The S.B.A. shall maintain three standing committees; (1) The Social Committee; (2) The Fundraising Committee; and (3) The Community Service Committee. These Committees are to be chaired by elected Members of the Executive Board. The Standing Committees may only be dissolved through Constitutional Amendment.
2. **Working Committees.** The President has the authority to create working committees, with the advice and consent of the majority of the Executive Board. Once the Executive Board approves a working committee, the President may select a chairperson and Members of the working committee from the student body. Chairpersons and members of working committees serve at the pleasure of the President. A working committee may be dissolved at any time by a simple majority vote of the Executive Board.

## ARTICLE III: THE EXECUTIVE BOARD

### SECTION ONE: MEMBERSHIP

1. The Executive Board shall consist of eleven board Members:
  - President
  - Vice-President
  - Secretary
  - Treasurer
  - Social Committee Chairperson
  - Fundraising Committee Chairperson
  - Community Service Chairperson
  - 3L Class Vice President
  - 2L Class Vice President
  - 1L Class Vice President; and
  - Bar Association Liaison
    - The Executive Board may include the working committee chairpersons by a simple majority vote of the Executive Board.

2. The S.B.A. Executive Officers (herein after "Executive Officers") are:

- President
- Vice-President
- Secretary
- Treasurer

## SECTION TWO: PRESIDENT

The President is the director of the S.B.A.. The President shall convene and preside over all meetings of the S.B.A. and shall supervise and direct all S.B.A. activities. In addition, the President shall represent the concerns of the student body and S.B.A. to the Law School administration and deans.

### Duties and Responsibilities

The President shall:

- Call and preside at all scheduled and emergency meetings of the S.B.A. and Executive Board;
- Attend all faculty meetings and representation of the S.B.A. thereto;
- Liaise to the Student Administration of West Virginia University;
- Create a budget to properly allocate all available funds for the academic year;
- Appoint student Members to law school student-faculty committees, with the advice of and consent by the majority of the Executive Board;
- Appoint officers to any vacancy on the Executive Board, with the advice of and consent by the majority of the Executive Board;
- Appoint S.B.A. committees as the need arises, with the advice of and consent by the majority of the Executive Board; and
- To call matters before the Executive Board to vote;
- To be a registered signer on the S.B.A. bank account and, when called upon by the Executive Board to do so, provide account details, statements, etc;
- When called upon to do so by the Treasurer, make deposits into the S.B.A. bank account within two business days of receiving funds; and
- Carry out all other ceremonial and administrative functions ordinarily assumed by the President

### Election

The President shall be elected by a simple majority of all ballots cast by the student body. Any student currently enrolled at the Law School shall be eligible to vote for the President.

### Term of Office

The President shall be elected to a one-year term of office. The President's term shall begin at the end of the Law School's Spring Commencement Ceremony that follows the President's election and shall end at the conclusion of the following academic year's Law School Spring Commencement Ceremony.

### Eligibility

To be eligible to hold office, the President must be a student at the Law School, enrolled fulltime and in good academic standing, as defined by WVU College of Law Student Handbook.

## SECTION THREE: VICE-PRESIDENT

The Vice-President is the deputy director of the S.B.A.. The Vice President shall support the President, convening and presiding over the S.B.A. and meetings when the President is not able or present.

1. **Duties and Responsibilities.** The Vice-President shall:
  - Ascend to the Presidency in the event of the President's death, removal, or withdrawal during the President's term of office;
  - Preside at S.B.A. meetings in the event of absence of the President; and
  - Represent the President at any ceremonial or administrative functions at the President's request.
2. **Election and Appointment.** The Vice-President shall be elected by a simple majority of all ballots cast by the student body. Any student currently enrolled at the Law School shall be eligible to vote for the Vice-President. In the case of a vacancy, the President, with the advice and consent of the majority of the Executive Board, may appoint a student to this position.
3. **Term of Office.** The Vice-President shall be elected to a one-year term of office. The Vice-President's term shall begin at the end of the Law School's Spring Commencement Ceremony that follows the Vice-President's election and shall end at the conclusion of the following academic year's Law School Spring Commencement Ceremony.
4. **Eligibility.** To be eligible to hold office, the Vice-President must be a student at the Law School, enrolled fulltime and in good academic standing, as defined by WVU College of Law Student Handbook.

## SECTION FOUR: SECRETARY

The Secretary is the chief administrative officer of the S.B.A.

1. **Duties and Responsibilities.** The Secretary shall:
  - Attend, record, and disseminate the minutes of all S.B.A. meetings;
  - Maintain copies of minutes of all S.B.A. meetings until the conclusion of his or her term, at which point copies of the minutes shall be turned over to the incoming secretary and stored in the President's office;
  - Assist the President in formulation of meeting agendas and advance notice to the Executive Board thereof;
  - Provide personal notice to all Executive Board Members of the scheduling of emergency Executive Board meetings;
  - Keep record of all S.B.A. resolutions and bylaws;
  - Conduct official correspondence of the S.B.A.; and
  - Maintain a student event calendar and S.B.A. website.
2. **Election and Appointment.** The Secretary shall be elected by a simple majority of all ballots cast by the student body. Any student currently enrolled at the Law School shall be eligible to vote for the Secretary. In the case of a vacancy, the President, with the advice and consent of the majority of the Executive Board, may appoint a student to this position.
3. **Term of Office.** The Secretary shall be elected to a one-year term of office. The Secretary's term shall begin at the end of the Law School's Spring Commencement Ceremony that follows the Secretary's election and shall end at the conclusion of the following academic year's Law School Spring Commencement Ceremony.
4. **Eligibility.** To be eligible to hold office, the Secretary must be a student at the Law School, enrolled fulltime and in good academic standing, as defined by WVU College of Law Student Handbook.

## SECTION FIVE: TREASURER

The Treasurer is the chief financial officer of the S.B.A.

1. **Duties and Responsibilities.** The Treasurer shall:
  - Maintain the S.B.A. Treasury;
  - Manage the S.B.A. bank account;
  - Record all receipts and disbursements;
  - Provide the Executive Board with a bank account summary (including detailed account statements) no less than once a month, or upon request by the President or Vice-President;
  - Deposit funds into S.B.A. bank account within two business days of receiving funds;
  - Maintain record of and provide oversight of the S.B.A.'s petty cash account; and
  - Ensure that no more than \$100 is kept in petty cash at any given time (unless otherwise approved by Executive Board resolution)
2. **Election and Appointment.** The Treasurer shall be elected by a simple majority of all ballots cast by the student body. Any student currently enrolled at the Law School shall be eligible to vote for the Treasurer. In the case of a vacancy, the President, with the advice and consent of the majority of the Executive Board, may appoint a student to this position.
3. **Term of Office.** The Treasurer shall be elected to a one-year term of office. The Treasurer's term shall begin at the end of the Law School's Spring Commencement Ceremony that follows the Treasurer's election and shall end at the conclusion of the following academic year's Law School Spring Commencement Ceremony.
4. **Eligibility.** To be eligible to hold office, the Treasurer must be a student at the Law School, enrolled fulltime and in good academic standing, as defined by WVU College of Law Student Handbook.

## SECTION SIX: SOCIAL COMMITTEE CHAIRPERSON

The Social Committee Chairperson is the Chair of the S.B.A.'s Social Committee.

1. **Duties and Responsibilities.** The Social Committee Chairperson shall:
  - Appoint Members to the S.B.A. Social Committee, with the advice and consent of the President;
  - Manage and supervise the Social Committee in planning and organizing various social events to be hosted by the S.B.A.;
  - Manage and supervise the Social Committee in planning and organizing the annual Barrister's Ball;
  - Collect, distribute and manage all money used in furtherance of or raised through social events until such a time that the money can be turned over to the President or Treasurer; and
  - Give the money raised by social events or the remainder of the money used in planning the event to the President or Treasurer for deposit within two business days of the event.
2. **Election and Appointment.** The Social Committee Chairperson shall be elected by a simple majority of all ballots cast by the student body. Any student currently enrolled at the Law School shall be eligible to vote for the Social Committee Chairperson. In the case of a vacancy, the President, with the advice and consent of the majority of the Executive Board, may appoint a student to this position.
3. **Term of Office.** The Social Committee Chairperson shall be elected to a one-year term of office. The Social Committee Chairperson's term shall begin at the end of the Law School's Spring Commencement Ceremony that follows the Social Committee Chairperson's election and shall end at the conclusion of the following academic year's Law School Spring Commencement Ceremony.

4. **Eligibility.** To be eligible to hold office, the Social Committee Chairperson must be a student at the Law School, enrolled fulltime and in good academic standing, as defined by WVU College of Law Student Handbook.

## SECTION SEVEN: FUNDRAISING COMMITTEE CHAIRPERSON

The Fundraising Committee Chairperson is the Chair of the S.B.A.'s Fundraising Committee.

1. **Duties and Responsibilities.** The Fundraising Committee Chairperson shall:
  - Appoint Members to the S.B.A. Fundraising Committee, with the advice and consent of the President;
  - Manage and supervise the Fundraising Committee in planning and organizing fundraisers for the S.B.A.;
  - Collect, distribute and manage all money used in furtherance of or raised through fundraising events until such a time that the money can be turned over to the President or Treasurer; and
  - Give the money raised by fundraisers or the remainder of the money used in planning the fundraiser to the President or Treasurer for deposit within two business days of the fundraiser.
2. **Election and Appointment.** The Fundraising Committee Chairperson shall be elected by a simple majority of all ballots cast by the student body. Any student currently enrolled at the Law School shall be eligible to vote for the Fundraising Committee Chairperson. In the case of a vacancy, the President, with the advice and consent of the majority of the Executive Board, may appoint a student to this position.
3. **Term of Office.** The Fundraising Committee Chairperson shall be elected to a one-year term of office. The Fundraising Committee Chairperson's term shall begin at the end of the Law School's Spring Commencement Ceremony that follows the Fundraising Committee Chairperson's election and shall end at the conclusion of the following academic year's Law School Spring Commencement Ceremony.
4. **Eligibility.** To be eligible to hold office, the Fundraising Committee Chairperson must be a student at the Law School, enrolled fulltime and in good academic standing, as defined by WVU College of Law Student Handbook.

## SECTION EIGHT: COMMUNITY SERVICE COMMITTEE CHAIRPERSON

The Community Service Committee Chairperson is the Chair of the S.B.A.'s Community Service Committee.

1. **Duties and Responsibilities.** The Community Service Committee Chairperson shall:
  - Appoint Members to the S.B.A. Community Service Committee, with the advice and consent of the President;
  - Manage and supervise the Community Service Committee in planning and organizing volunteer opportunities for the S.B.A. and student body;
  - Collect, distribute, and manage all money used in furtherance of or raised through community service events until such a time that the money can be turned over to the President or Treasurer;
  - Give the money raised by community service events or the remainder of the money used in planning the event to the President or Treasurer for deposit within two business days of the event;
  - Ensure that any money raised as a charitable contribution is given to the charity for which it is raised, in the form of a check or money order, by the President or Treasurer, within five business days of the fundraiser;
  - Report failures to comply with Article III, Section Eight, Subsection A(v) to the President and Assistant Dean of Student Affairs of the College of Law (hereinafter "the Assistant Dean of Student Affairs") within two business days of noticing the compliance failure;
  - Keep detailed records of all spending and earnings raised for charitable contributions including (but not limited to) ledger, carbon copies of checks and receipts; and
  - Present the aforementioned records to the Executive Board upon request of the President or Vice-President at the meeting immediately following the request.
2. **Election and Appointment.** The Community Service Committee Chairperson shall be elected by a simple majority of all ballots cast by the student body. Any student currently enrolled at the Law School shall be eligible to vote for the Community Service Committee Chairperson. In the case of a vacancy, the President, with the advice and consent of the majority of the Executive Board, may appoint a student to this position.
3. **Term of Office.** The Community Service Committee Chairperson shall be elected to a one-year term of office. The Community Service Committee Chairperson's term shall begin at the end of the Law School's Spring Commencement Ceremony that follows the Community Service Committee Chairperson's election and shall end at the conclusion of the following academic year's Law School Spring Commencement Ceremony.
4. **Eligibility.** To be eligible to hold office, the Community Service Committee Chairperson must be a student at the Law School, enrolled fulltime and in good academic standing, as defined by WVU College of Law Student Handbook.

## SECTION NINE: CLASS VICE PRESIDENTS

Class Vice Presidents are voting Members of the Executive Board who are tasked with representing their Law School class in the S.B.A..

1. **Duties and Responsibilities.** Class Vice Presidents shall:
  - Attend all S.B.A. meetings on behalf of their class;
  - Represent the interests of each individual class at S.B.A. meetings;
  - Vote on behalf of their class regarding S.B.A. matters;
  - Liaise to individual classes on behalf of the S.B.A.;
  - Liaise between the S.B.A. and their respective class officers; and



- Serve as Vice-Chairperson of an S.B.A. Standing Committee, in this role Class Vice Presidents will assist and serve at the pleasure of the Chairperson. The President, with the advice and consent of the Chairpersons, shall make appointment of Class Vice Presidents to committees.
2. **Appointment.** At the beginning of his or her term, the President, shall appoint Class Presidents to this position.
  3. **Term of Office.** The President shall appoint the Class Vice Presidents to a one-year term of office. The Class Vice Presidents' term shall begin immediately upon confirmation by the Executive Board and shall end at the conclusion of the academic year's Law School Spring Commencement Ceremony.
  4. **Eligibility.** To be eligible to hold office, the Class Vice President must be students at the Law School, enrolled full-time and in good academic standing, as defined by WVU College of Law Student Handbook.

## SECTION TEN: BAR ASSOCIATION LIAISON

The Bar Association Liaison serves as a pipeline between the Law School and federal, state, and local bar associations.

1. **Duties and Responsibilities.** The Bar Association Liaison shall:
  - Serve as liaison between the S.B.A. and the A.B.A. as well as state, and local bar associations;
  - Promote and help to organize events held by bar associations at the Law School;
  - Serve as a resource for students seeking information about future recruitment into the bar;
  - Attend all S.B.A. meetings and vote on S.B.A. matters; and
  - Carry out any functions or duties assigned by the President.
2. **Appointment.** At the beginning of his or her term, the President, with the advice and consent of the majority of the Executive Board, may appoint a student to this position.
3. **Term of Office.** The President shall appoint the Bar Association Liaison to a one-year term of office. The Bar Association Liaison's term shall begin immediately upon confirmation by the Executive Board and shall end at the conclusion of the academic year's Law School Spring Commencement Ceremony.
4. **Eligibility.** To be eligible to hold office, the Senators must be students at the Law School, enrolled fulltime and in good academic standing, as defined by WVU College of Law Student Handbook.

## SECTION ELEVEN: REMOVAL OF S.B.A. OFFICERS

This section shall apply to S.B.A. Executive Board Members. Removal from office consists of two steps; impeachment and removal from office.

### Impeachment.

An Executive Board Member may be impeached through one of two methods:

1. **Voting Method:**
  - a. With cause, an Executive Officer may call for a special meeting in order to request impeachment against a Member of the Executive Board.
  - b. All Executive Board Members, including the subject of impeachment, must be given notice no later than 72 hours prior to the meeting.
  - c. Quorum for the impeachment meeting is 8 of 11 Executive Board Members.
  - d. The President shall preside over the meeting. However, neither the accuser nor the accused shall preside. If the President is subject to impeachment or the accuser, the Vice-President shall preside. If the Vice-President is the accuser against the President or subject to impeachment and being accused by the President, the Secretary shall preside.
  - e. At the meeting, the Executive Officer calling for impeachment may make his or her case to the Executive Board; the subject of the impeachment hearing may then present a rebuttal case. The presider in the interest of justice may determine methods of presenting evidence.
  - f. After the cases are presented the Executive Board may sequester the accused and the accuser in order to deliberate.
  - g. After deliberations, the Executive Board may vote on impeachment; the accuser and the accused do not vote.
  - h. Executive Board Members must be present to vote.
  - i. An Absolute majority (75%) of the voting Executive Board is required to impeach an Executive Board Member.
  - j. This vote is subject to veto by the Assistant Dean of Student Affairs: this veto may be overridden by a unanimous vote of the Executive Board (excluding the vote of the person or persons subject to impeachment).
  - k. Cause for which an Executive Officer may call for impeachment is
    - i. Violation of this Constitution
    - ii. Violation of the terms of the WVU College of Law Student Handbook for the Student Code of Professional Responsibility;
    - iii. Stealing or misallocating S.B.A. funds;
    - iv. Substantial nonperformance of duties which includes, but is not limited to, (i) continual failure to cooperate with matters approved by the Executive Board; (ii) dereliction of duties; or (iii) continual conduct or behavior that frustrates the purpose of the Executive Board's mission.
    - v. Failure to attend at least 75% of S.B.A. meetings without cause (i.e. death in family, exam following day, illness, etc);
    - vi. Failure to meet eligibility requirements; and/or
    - vii. Committing an offense that would be a violation of the West Virginia University Campus Student Code

1. Such a violation need not be proven in accordance with the procedures set forth by the West Virginia University Campus Student Code, but rather in accordance with the procedures set forth by this Constitution.

## 2. **Petitioning Method**

- a. With or without cause, an S.B.A. Executive Board Member may be impeached if the S.B.A. President or Vice-President is presented with a petition for impeachment including the signature of two-thirds of all Law School Students.

## **Removal from Office.**

Once impeached, an Executive Board Member is subject to a public hearing to determine removal from office.

1. The hearing is to be presided over by the Chairperson of the College of Law Ethics Council.
2. Quorum for the hearing is the entirety of the Executive Board.
3. The Executive Officer who initiated impeachment or the proponent of the petition for impeachment shall be permitted to make a case to the Executive Board in support of removal.
4. The accused shall be permitted to make a rebuttal case.
5. The presider shall admit evidence and testimony as is required in the interest of justice.
6. During the hearing, the proponent of removal must show cause for impeachment beyond a reasonable doubt.
7. Once cases are made, the Executive Board (excluding the accused and accuser) is to vote as to whether the proponent has proven cause beyond a reasonable doubt.
8. Cause for removal is limited to:
  - a. Violation of this Constitution;
  - b. Violation of the terms of the WVU College of Law Student Handbook or the Student Code or Professional Responsibility;
  - c. Stealing or misallocating S.B.A. funds;
  - d. Substantial nonperformance of duties;
  - e. Failure to attend at least 75% of S.B.A. meetings in one semester without cause;
  - f. Three consecutive absences from regularly scheduled meetings without cause;
  - g. Failure to meet eligibility requirements as defined by this Constitution; and/or
  - h. Committing an offense that would be a violation of the West Virginia University Campus Student Code
    - i. Such a violation need not be proven in accordance with the procedures set forth by the West Virginia University Campus Student Code, but rather in accordance with the procedures set forth by this Constitution.
9. A unanimous vote is needed to remove a Board Member from office.
10. If a unanimous verdict for removal is reached, the removal is immediate and not subject to appeal and the Board Member shall be replaced subject to the provisions of this Constitution.

## **ARTICLE IV: MEETINGS**

### **SECTION ONE: REGULARLY SCHEDULED MEETINGS**

A regularly scheduled meeting of the Executive Board may be called to discuss any matters before the S.B.A.

1. **Quantity.** The Executive Board shall meet not less than once monthly for a minimum of eight meetings during the academic year. Regularly scheduled meetings of the Executive Board may occur more commonly as needed.
2. **Scheduling.** The President may call a regularly scheduled meeting by providing notice of the time and location of the meeting to members of the Executive Board at least three days in advance.
3. **Precedence.** The President shall preside over all regularly scheduled meetings. The Vice-President shall preside in the President's absence. Meetings shall not proceed without the presence of either the President or Vice-President.
4. **Structure.** The presider of the meeting may determine the structure of each meeting.
5. **Quorum.** Fifty percent plus one Member of the Executive Board shall constitute a quorum.
6. **Voting.** Matters before the Executive Board at regularly scheduled meetings may be decided through a simple majority vote pursuant to Article VI and other Articles of this Constitution.
7. **Attendance.** All Members of the Executive Board shall attend all regularly scheduled meetings unless circumstances beyond his or her control prevent attendance. Members of the Board who fail to attend 75% of the regularly scheduled meetings in a single semester or three consecutive regularly scheduled meetings, without cause, shall be subject to removal from office.

### **SECTION TWO: EMERGENCY MEETINGS**

Emergency meetings of the Executive Board may be called to discuss matters that require the immediate attention of the S.B.A..

1. **Scheduling.** The President or Vice-President may call an emergency meeting by providing 24 hours notice of time, location and purpose of the meeting to members of the Executive Board.

2. **Presiding Officer.** The President shall preside over emergency meetings. The Vice-President shall preside in the President's absence. Emergency meetings shall not proceed without the presence of either the President or Vice-President.
3. **Structure.** The presider of an emergency meeting may determine the structure of an emergency meeting. No more than two matters may be considered at an emergency meeting.
4. **Quorum.** Fifty percent plus one Member of the Executive Board shall constitute a quorum.
5. **Voting.** Matters before the Executive Board at any Emergency Meeting may be decided through a simple majority vote pursuant to Article VI and other Articles of this Constitution.
6. **Attendance.** There will be no sanctions for failure to attend an emergency meeting.
7. **Proxy Voting.** If a Member of the Executive Board cannot attend an emergency meeting, the Member may authorize another Member of the Executive Board to act as a proxy and vote on the absent Member's behalf. Notice of a designated proxy must be submitted to the President before the emergency meeting begins.
8. **Robert's Rules of Order.** Robert's Rules of Order shall govern any procedure not contained in this Constitution.

## ARTICLE V: RESOLUTIONS AND BYLAWS

### SECTION ONE: DEFINITIONS

1. **Resolutions.** An S.B.A. Resolution is a formal decision or determination as to an official and binding course of action of the S.B.A. or a formal statement that shall serve as S.B.A. policy.
2. **Bylaws.** S.B.A. bylaws are rules created by members of the S.B.A. that bind the Student Bar Association and its members.

### SECTION TWO: CREATION AND ENACTMENT

The Executive Board may create S.B.A. resolutions and bylaws that are in accordance with this Constitution through a simple majority vote. Bylaws may be proposed by any Executive Officer at a regularly scheduled meeting and shall be enacted following a majority vote of the Executive Board. Resolutions may be proposed by any executive board member at any meeting and shall be enacted following a majority vote of the Executive Board.

### SECTION THREE: MODIFICATION, REPEAL, AND EXPIRATION

Resolutions and bylaws may be modified or repealed by a simple majority vote of the Executive Board, following proposed modification or repeal by any Executive Officer at any meeting. Resolutions and bylaws expire at the end of each academic year but may be renewed by a majority vote of the incoming Executive Board.

### SECTION FOUR: RECORDING RESOLUTIONS AND BYLAWS

The S.B.A. Secretary is responsible for keeping records of all resolutions and bylaws and presenting the records to the S.B.A. President-Elect upon election.

### SECTION FIVE: QUORUM

Quorum for enactment, modification or repeal of a resolution or bylaw is 50 % plus one member of the Executive Board.

### SECTION SIX: VOTING

Voting on enactment, modification, repeal, and renewal of resolutions and bylaws, unless otherwise provided by this section, shall be conducted pursuant to Article VI of this Constitution.

## ARTICLE VI: VOTING

Matters before the S.B.A. are to be resolved through a democratic vote of the Executive Board.

### SECTION ONE: VOTING RIGHTS

All Executive Board Members shall be entitled to one vote on any matter before the S.B.A. with the exception of the President.

### SECTION TWO: QUORUM

Unless otherwise provided by this Constitution or an S.B.A. bylaw, quorum for voting on all matters shall be 50 % plus one member of the Executive Board.

### SECTION THREE: INITIATING VOTING

A vote on a matter before the S.B.A. may be added to the agenda of any regular scheduled meeting or emergency meeting by the President or Vice-President.

### SECTION FOUR: DEBATE AND DISCUSSION

The presider of the meeting may allocate time for debate and discussion of the matter prior to a vote.

## **SECTION FIVE: VOTING PROCESS**

When a vote is initiated the president of the meeting shall call roll in the following order:

1. Vice-President
2. Secretary
3. Treasurer
4. Social Committee Chairperson
5. Fundraising Committee Chairperson
6. Community Service Committee Chairperson
7. 3L Class Vice President
8. 2L Class Vice President
9. 1L Class Vice President
10. Bar Association Liaison

Upon being called, each Member shall cast a spoken public vote. The Secretary shall record each member's vote in the minutes of the proceeding. At the conclusion of voting, the Secretary shall read the results of the vote.

## **SECTION SIX: VOTING RESULTS**

A matter before the S.B.A. for vote shall be passed or voted down by a simple majority, unless otherwise provided by this Constitution.

## **SECTION SEVEN: TIES**

In the case of a tie, the President shall cast a single tie breaking vote.

## **SECTION EIGHT: FINALITY**

Upon the reading of the results of a vote or the casting of a tie breaking vote, the vote shall be final and the result shall go into effect immediately.

## **ARTICLE VII: ELECTIONS**

### **SECTION ONE: JURISDICTION**

The provisions of Article VII shall govern all S.B.A. and class officer elections. Class officer constitutions may not displace, supersede or modify this Article.

### **SECTION TWO: TIME OF ELECTIONS**

- **Upperclassmen Elections.** S.B.A. Executive Board Elections and 2L and 3L class officer elections shall be held in the second half of the spring semester of an academic year.
- **1L Elections.** 1L Class Officers shall be elected within the first month of the fall semester of an academic year.

### **SECTION THREE: ELIGIBLE VOTERS**

All currently enrolled Law School students may vote in S.B.A. Elections. All currently enrolled Law School students may vote in their individual class's elections for class officers and Senators. No student may vote for class officers or Senators of another class.

### **SECTION FOUR: ELIGIBLE CANDIDATES**

All candidates are subject to the eligibility requirements of this Constitution. In addition, class officer candidates must be members of their respective class. All candidates must be a currently enrolled, full-time student at the College of Law. All candidates must have a grade point average of 2.2 or higher at the time of his or her nomination.

### **SECTION FIVE: ELECTION PROCESS:**

1. **Elections Commissioner.** The President, with the advice and consent of the Executive Board, shall appoint the Election Commissioner to preside over the Election Process.
  - a. **Duties and Responsibilities.** The Election Commissioner shall oversee the Election Process, as provided in this section.
  - b. **Appointment.** At the beginning of the election process, the President, with the advice and consent of the majority of the Executive Board, may appoint a student to this position.
  - c. **Term of Office.** The President shall appoint the Election Commissioner to serve for the duration of the next election. The Election Commissioner's term shall begin immediately upon confirmation by the Executive Board and shall end once the newly elected S.B.A. Executive Board assumes their roles.
  - d. **Eligibility.** To be eligible to hold office, the Election Commissioner must be a student at the Law School, enrolled full-time and in good academic standing, as defined by WVU College of Law Student Handbook.

2. **Nominations.** Election proceedings shall begin with the opening of nominations, which shall be announced at least one week in advance through e-mail announcements and posters throughout the Law School. The email shall include dates of the; nomination period, campaigning period, forum, election, and run-off. The nomination period shall last three business days, opening at 8 A.M. and closing at 4:30 P.M. each day. During this time, a nomination book shall be put in the Law School Reception Office. A candidate may be nominated by writing his or her name in the nomination book on the page of the position for which he or she is being nominated. A candidate may only be nominated for one position.
3. **Campaigning.** At the end of nominations campaigning may begin. The campaign period shall last for one week following the close of nominations. Each candidate will be permitted to display in the Law School two posters of no greater size than 12x18 inches. Hand billing is to be encouraged through the use of the student mailboxes. Campaigning may also be conducted through face-to-face petitioning, social media, text messages, and e-mail. Neither candidates nor their surrogates may exchange money, alcohol, or sexual favors for votes. Neither candidates nor their surrogates may coerce votes or unduly pressure voters during the campaigning period or polling hours. Further campaign rules may be created through S.B.A. resolutions or bylaws. Violation of campaign rules is grounds for disqualification.
4. **Candidate Forum.** During the campaign period, at a time and place determined by the Elections Commissioner and approved by the President, all candidates must attend a candidate forum and give a speech in support of his or her candidacy. Speeches shall not exceed three minutes. Failure to give a speech during the specified time results in automatic disqualification.
5. **General Elections.** The General election will be held within one week following the close of nominations. Polling hours will be held in the Law School lobby. Suggested polling hours are 9 A.M. to 2 P.M.. Polling hours may not be fewer than four hours and may not exceed eight hours. Notice of polling hours must be given to the student body. Each currently enrolled College of Law student may fill out no more than one complete ballot. While the polls are open campaigning may continue, however candidates may not solicit votes within 30 feet of the polling table. The Elections Commissioner may impose further prohibitions on campaigning during polling hours as is needed to preserve the integrity of the election. Upon receiving notice of the prohibition, failure to abide by the Elections Commissioner's ruling shall be grounds for disqualification. Rulings of the Elections Commissioner may be appealed to the Assistant Dean of Student Life, however deference should be given to the Elections Commissioner's ruling, provided it is not arbitrary and capricious.
6. **Ballot Tallying.** Within 12 hours of the close of polling hours, votes are to be counted by the Elections Commissioner and the Assistant Dean for Student Life or the Assistant Dean's surrogate.
7. **Election Results.** The winner of the general election will be the candidate with a simple majority of the votes (50 % plus one vote) on the first ballot. In the event that no candidate obtains a simple majority on the first ballot, a run-off election will be held.
8. **Run-Off Elections.** The run-off election will be held in the Law School lobby at a time determined by the Elections Commissioner, with the advice and consent of the President and Assistant Dean of Student Life, in the interest of facilitating a fair election that affords all College of Law Students the opportunity to vote. The two candidates who received the most votes in the general election shall be placed on the run-off ballot. In the event of a tie or a percentage difference of 3 % or less, a candidate with the third highest number of votes may be placed on the run-off ballot. The Elections Commissioner, with the advice and consent of the President and Assistant Dean of Student Life, may extend the campaign period to correlate with a run-off election. The candidate with the highest number of votes is to be declared the winner of the run-off election, even if a simple majority is not reached. Unless otherwise provided by this subsection, all other rules of this Constitution and Article apply to run-off elections.
9. **Certification of Elections.** Upon completion of vote tallying, election results must be certified as accurate and true by the signature of the Assistant Dean of Student Life. The Election Commissioner shall present the results, the certification, and the ballots to the Assistant Dean of Student Life. If the election results are not challenged in a timely manner, as defined by this Constitution, the certification is finalized and the results of the election become official.
10. **Results Announcement.** It is the President's duty to announce the results to the Law School student body in a timely manner.
11. **Challenges and Recounts.** Election process or results may be challenged within two business days of certification.

- a. **Challenges.**

Any student of the College of Law may make challenges in writing to the Elections Commissioner and the Assistant Dean of Student Life. A challenge can be made to the process of the election or levying that a candidate's conduct warrants disqualification (on grounds defined by Article VII, Section Five(K)(ii) of this Constitution). Once a challenge is made, certification may not occur until an investigation is completed.

Upon receiving a challenge the Elections Commissioner shall consider the merits of the challenge and make a decision within 24 hours of receiving the challenge. If meritorious, so that a reasonable panel of four could possibly find misconduct, the investigation phase shall be initiated. If no merit is found, the Elections Commissioner shall dismiss the challenge. The decision to dismiss may be appealed by the challenger to the President and Associate Dean of Academic Affairs, however deference should be given to the Elections Commissioner's ruling, provided it is not arbitrary and capricious.

Within 24 hours of the investigation phase being initiated, the challenge shall be presented to the Chairperson of the Ethics Council and a single member Ethics Council's investigative panel. The Investigative Panel member shall conduct the investigation, during which all relevant parties shall be notified and interviewed. The Investigative Panel member shall present his or her findings to the President, Associate Dean of Academic Affairs, Elections Commissioner, and Ethics Council Chairperson within one week of receiving the challenge. At this time, the President, Associate Dean of Academic Affairs, Ethics Council Chairperson, and Elections Commissioner shall discuss and vote on the merits of the challenge. All facts in question shall be viewed in the light most favorable to the nonmoving party. 3 of 4 votes shall be required to uphold a challenge and overturn the results of an election. The result of this vote shall be final and is not subject to appeal. If an election is overturned, the candidate whose misconduct resulted in the challenge shall be disqualified and a new election shall be held. The disqualified candidate may not be present on the ballot of the second election.

- b. **Recounts.** Any candidate may request that the Elections Commissioner, President, and a member of the Ethics Council conduct a recount. The recount shall be conducted in the presence of the candidate who has requested the recount. The candidate who has won the election shall be invited to observe the recount as well.
- **Disqualification.** A candidate may be disqualified from the ballot prior to the election. Any student of the College of Law may request to the President or Elections Commissioner that a candidate be disqualified. However, the President or Elections Commissioner must initiate a formal disqualification investigation at his or her discretion, based on the merits of the claim. If an objectively reasonable panel of four could possibly find in favor of disqualification, a formal investigation shall be initiated.< >
  - **Disqualification Investigation.** Upon initiating a disqualification investigation, the President or Elections Commissioner must notify the candidate being challenged, the Ethics Council Chairman, the Assistant Dean of Student Life and a single member of the Ethics Council Investigative Panel. The Investigative Panel Member shall investigate the claim and present the evidence to a panel consisting of the President, the Ethics Council Chairman, the Assistant Dean of Student Life and the Elections Commissioner. This panel shall consider the evidence in the light most favorable to the accused. Following discussion the panel shall vote. 3 of 4 votes are required to disqualify a candidate from the ballot. This vote shall be final and is not subject to appeal.
  - **Grounds for Disqualification.** The following shall be grounds for disqualification from the ballot, as well as grounds for post-election disqualification through the challenge process laid out by Article VII, Section Five(J)(i);
    - Violation of this Constitution;
    - Lack of eligibility as defined by this Constitution;
    - Violation of campaign rules;
    - Violation of the terms of the WVU College of Law Student Handbook or the Student Code of Professional Responsibility; and/or
    - Committing an offense that would be a violation of the West Virginia University Campus Student Code
      - Such a violation need not be proven in accordance with the procedures set forth by the West Virginia University Campus Student Code, but rather in accordance with the procedures set forth by this Constitution.
  - **Write-In Votes.** Write-in candidates are prohibited and all write-in votes shall be discarded.

## ARTICLE VIII: AMENDMENTS

### SECTION ONE: PROPOSAL OF AMENDMENTS

Amendments may be proposed through one of two methods:

1. **Petitioning.** Any student currently enrolled at the College of Law may present the S.B.A. a petition bearing the proposed amendment and the signature of at least fifty percent of the student body; or
2. **Resolution.** The Executive Board may pass an amendment resolution. Such a resolution must receive approval of at least two-thirds of the Executive Board.

### SECTION TWO: RATIFICATION

This Constitution shall be amended upon the approval of the proposed amendment described in the preceding paragraph and the support of a simple majority (50 % plus one vote) of currently enrolled students who vote in an election to be held at least one week after its approval in Section One. The vote must be open to all currently enrolled students at the College of Law. However, a majority of all students is not required for the Amendment to pass, rather only a majority of those who vote.

## ARTICLE IX: AUTONOMY

All student organizations shall enjoy political, physical, and administrative autonomy. The S.B.A. is not empowered to control the member organizations' internal affairs in any way, aside from those specifically defined by this Constitution.

## ARTICLE X: STUDENT CODE OF PROFESSIONAL RESPONSIBILITY

The S.B.A., as an organization, its officers, and members agree to abide by the Student Code of Professional Responsibility.

## ARTICLE XI: NON-DISCRIMINATION

The S.B.A. shall not discriminate against any person on any basis prohibited by the United States Constitution or the Constitution of the State of West Virginia.

## ARTICLE XII: UNIVERSITY AFFILIATION

S.B.A is not a separate entity from West Virginia University (WVU) and its component-parts, and, therefore, S.B.A. is subject to WVU's and its component-parts' rules, policies, and regulations.

Ratified: April 1, 2019

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## C. COLLEGE OF LAW SERVICES

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1. Academic Excellence Center (p. 15)
  2. Writing Center (p. 15)
  3. Meredith Career Services Center (p. 15)
  4. College of Law Bookstore and Cafe (p. 16)
  5. Financial Aid and Scholarships (p. 17)
  6. Technology Services (p. 17)
  7. Communications (p. 18)
  8. Web Information (p. 18)
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### C.1 ACADEMIC EXCELLENCE CENTER

**Kirsha Trychta, Director of Academic Excellence**  
**Academic Excellence Center**

Phone: 304-293-3882

Email: kirsha.trychta@mail.wvu.edu

The Academic Excellence Center seeks to enhance the academic performance of all law students. Because law students must rapidly adjust to the heightened expectations of a professional school, the Academic Excellence Center provides an array of services designed to empower students to quickly integrate “how to learn” with “what to learn.” The Center’s ultimate goal is to help students thrive in their first year of law school, not merely survive. To this end, the Center provides (1) workshops on critical skills such as notetaking, outlining, time management, and test taking; (2) helpful handouts with tips for success and other important information about resources available to law students; and (3) individual counseling to address the needs of students who could benefit from personalized assistance.

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### C.2 WRITING CENTER

**Director of the Writing Center**

Melanie Stimeling

Phone: 304-293-2008

Email: wvulawwriting@mail.wvu.edu

Website: law.wvu.edu/writingcenter (<https://www.law.wvu.edu/writingcenter/>)

Part of the College of Law Academic Excellence Center, the Writing Center helps students become better writers and offers an encouraging environment to discuss, develop, and experiment with writing techniques. The Writing Center is staffed by a full-time director as well as upper-level students who serve as Peer Writing Consultants. Individual writing consultations and group workshops are available to assist students in developing stronger writing skills or to improve a specific piece of writing. Students can seek assistance at any point in the writing process on all legal writing assignments and projects, unless an instructor explicitly prohibits it. Writing Center staff members are also available to help students with other kinds of professional writing, such as scholarship and job application materials.

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### C.3 MEREDITH CAREER SERVICES CENTER

The Meredith Center for Career Services and Professional Development's website (<http://law.wvu.edu/career-services/>)

**Director**

Lauren McCartney

Phone: 304-293-6938

Email: lauren.mccartney@mail.wvu.edu

**Assistant Director**

T. Brad Grimes

Phone: 304-293-7750

Email: tgrimes@mail.wvu.edu

The Meredith Center for Career Services and Professional Development ("Career Services") is open year round.

Students must register with the Career Services to use its services and participate in on-campus interviews. As part of the registration process, students must provide Career Services with current contact information and give permission to release resume and other employment information to prospective employers.

Students should schedule an appointment with the staff member of their choice using Career Service's scheduling software, Calendly. Staff works individually with each student to assist with career development, to write or revise a resume or cover letter, to discuss interviewing skills, or to implement job search strategies.

**1. Career Center Workshops.** There are a series of workshops held for students each semester. Frequently offered topics include:

- Resume writing and cover letter writing
- Interview preparation and interview skills workshops; mock interview program
- Job search strategies beyond on-campus interviews
- Using Web-based resources in the job search
- Working in public interest law (with the Center for Law and Public Service)
- Alternative careers for lawyers
- Working as a judicial clerk (With the College of Law's Clerkships Committee)
- How to have a successful summer work experience
- Career exploration presentations

Many of these workshops are co-sponsored and given by the hiring partners of local law firms, public interest organizations, and corporations.

A mandatory "Orientation to Career Services" workshop is held in mid-October, and all first-year students are required to attend. The Director for Career Services and the Assistant Director conduct this workshop each year.

**2. On-Campus Interviewing.** Career Services Center invites law firms, public interest organizations, government agencies, businesses, and corporations to interview WVU law students for summer and permanent positions. On-campus interview season occurs at the beginning of the Fall semester for second- and third-year students, and generally begins in mid-August. The Spring on-campus interview season is for all students and begins in late January - early February. Many employers come to campus to interview students; others ask to review student credentials through a resume collection service.

A master schedule of interviews is posted on the WVU Career Services Symplicity website (<https://law-wvu-csm.symplicity.com/students/>). The schedule is updated frequently each semester. Students should register for the Symplicity site and check it often.

Students should participate in on-campus interviewing but should also consider alternative methods of finding a job. Between 30-40% of students find their permanent jobs through on-campus interviewing each year; most students find work through a self-directed job search. Career Services is here to help with either.

Additionally, dozens of jobs are posted on Symplicity, and students are encouraged to apply directly with these employers.

**3. Job Research.** Career Services and the Law Library have many Web-based and print resources for student use. Handouts and books are available for students both in career services and the library. Students may use Martindale Hubbell, the National Association for Law Placement Directory of Employers, and many other job-related texts and websites to find a job. See Career Services for updated passwords.

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## C.4 COLLEGE OF LAW BOOKSTORE AND CAFÉ

### Manager

Mary Jo Fugera

Phone: 304-293-2492

Email: [bkswwulaw@bncollege.com](mailto:bkswwulaw@bncollege.com)

The WVU Law Center Bookstore and Café is located off the main lobby of the Law Center. Regular operating hours for the Bookstore are 8:15 a.m. to 2:00 p.m. and 2:30 p.m. to 4:00 p.m., Monday through Friday. Regular operating hours for the Cafe are 8:15 a.m. to 2:00 p.m., Monday through Friday. Summer hours are 8:15 a.m.- 2:00 p.m. Monday through Thursday and 8:15 a.m.- 1:00 p.m. on Friday.

The WVU Law Center Bookstore offers new and used textbooks, school supplies, and imprinted clothing and giftware. Software can be ordered online (<http://thinkedu.com/bn/>). Special order service is available at no extra charge. To order textbooks online, visit the Law Bookstore (<https://wvulaw.bncollege.com/>). Textbook Rentals and price matching are also available, offering great savings on selected titles. Contact the Store Manager for details.

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## C.5 FINANCIAL AID AND SCHOLARSHIPS

### Financial Aid Contacts

Elissa Momen

Phone: 304-293-0456

Email: [elissa.momen@mail.wvu.edu](mailto:elissa.momen@mail.wvu.edu) ([elissa.momen@mail.wvu.edu](mailto:elissa.momen@mail.wvu.edu))

To be eligible for all types of financial aid, a student must complete the Free Application for Federal Student Aid (FAFSA). This form can be completed online (<https://studentaid.gov/h/apply-for-aid/fafsa/>) each year. Because West Virginia University is a direct lending institution, no loan applications will be accepted from lenders or banks. After all necessary forms have been completed by the student, the Financial Aid Office will determine a student's eligibility for student loans. Financial aid awards are to be viewed, accepted, declined, or reduced online through the WVU STAR System. Each student will receive a letter or email when his or her financial aid award has been processed. First-time loan borrowers are required to complete a master promissory note and entrance counseling. Both are to be completed online at <https://studentloans.gov/>.

Deadlines for financial aid are as follows:

#### 1. Scholarships: March 1

FAFSA results must be received by WVU by March 1 for first-round scholarship consideration.

#### 2. Student Loans: No deadline

The necessary documentation must be completed in a timely manner in order for the funds to be available for disbursement in August and January. WVU must receive your FAFSA results by June 1 to insure timely processing. Information regarding additional loans, such as private loans, is available on the Financial Aid website at <http://financialaid.wvu.edu/loans/private>. Graduating students must complete Loan Exit Counseling if they borrowed from the William D. Ford Federal Direct Loan program.

Financial Aid Processing is a detail-oriented process. Please keep the following seven steps in mind when applying for and receiving financial aid:

1. Make sure all applications are complete, correct, and submitted on time.
2. Read completely and respond quickly to all financial aid requests.
3. The following steps must be taken to have financial aid completely processed:
  - a. Submit all required documents so that your file is complete, which consists of a current FAFSA. If you are selected by the Department of Education for verification, you also must submit the WVU Verification Form and a signed copy of your most recent Federal Income Tax Return. The WVU financial aid office will post a verification form in STAR if you are selected.
  - b. View, accept, decline, or reduce your financial aid award online through the WVU STAR system. There is a separate application for the GraduatePlus Loan, which is completed online (<https://studentloans.gov/>).
  - c. If you are a first-time borrower, you must sign your master promissory note and complete entrance counseling prior to disbursement of funds. Both can be done online at <https://studentloans.gov/>.
4. The Financial Aid Office may be contacted by calling 304-293-1988 or by submitting an online assistance request.
5. Be sure to notify the Registrar's Office of all address changes. Students can make address changes through their MIX account and the WVU Star System. Refund checks are sent to the local address on file with the Registrar's Office. Make sure the office has the correct address so your check will get to you in a timely manner. You can sign up for direct deposit using Tuition Management Systems (TMS) at <https://studentaccounts.wvu.edu/refunds> (<https://studentaccounts.wvu.edu/refunds/>). Call 888-425-1138 with questions.
6. Keep records of your loans. You are responsible for knowing how much you borrowed, and you will need that information if you decide to consolidate your loans once you have graduated. This information is available at the National Student Loan Data System (<https://nsldsfp.ed.gov>).
7. Notify the financial aid office if you are awarded a late scholarship, tuition waiver, or some other benefit, such as VA benefits. This could affect your financial aid package, and you may have to repay some of the money you received.

Scholarship information offered at the College of Law is available online (<https://admissions.law.wvu.edu/tuition-and-aid/>). Scholarships available from outside sources can be found at [www.fastweb.com](http://www.fastweb.com) and other helpful sites.

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## C.6 TECHNOLOGY SERVICES

### Director, Law School Technology

Keith Walton

Phone: 304-293-8556

Email: keith.walton@mail.wvu.edu

### **Professional Technologist I**

Kenneth Price

Phone: 304-293-4657

Email: kenneth.price@mail.wvu.edu

The College of Law's Director of Technology Services manages all computer and networking operations for the law school and law library. Duties include maintaining the law school network, wireless access, office computers, library computers, and printers. The College of Law's Professional Technologist manages all audio-visual equipment and classroom technology at the College of Law. The consultant's duties include maintaining the law school distance learning classroom, AV equipment scheduling, event taping, and AV equipment maintenance.

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## **C.7 COMMUNICATIONS**

### **Director of Marketing and Communications**

Shelby Hudnall

Phone: 304-293-7439

Email: shelby.hudnall@mail.wvu.edu

### **Communication Specialist**

TBD

Phone: TBD

Email: TBD

The Director of Communications for the College of Law works with the administration, faculty, staff, and students in strategic communication activities using the internet, publication and the media to increase enrollment, institutional reputation, fundraising, and internal communication.

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## **C.8 WEB INFORMATION**

The College of Law website (<http://www.law.wvu.edu>) offers a wide range of current information on the law school, its curriculum, programs, news, events, and people. Helpful content is organized primarily in the following categories: Academics, Admission, Career Services, Clinical Law, Faculty and Staff, Student Life and the Law Library.

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## **D. UNIVERSITY SERVICES**

1. General Information (p. 18)
2. Health Services (p. 18)
3. Student Activities and Organizations (p. 19)

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### **D.1 GENERAL INFORMATION**

Information regarding University services such as ID cards (Mountaineer Card), parking, Health Services, and Disability Services, as well as University student life and affairs, can be found at the WVU Division of Student Life website (<https://studentlife.wvu.edu/>).

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### **D.2 HEALTH SERVICES**

**Illness.** WVU Student Health Services are located at the WVU Health and Education Building on the Evansdale Campus. WVU Student Health Services are available for registered students for wellness visits, vaccinations, on-site X-rays, lab services, telemedicine, referrals, and more. The Student Health Building includes urgent care, travel medicine services, behavioral medicine, and a pharmacy. For more information, see the Student Health Service website (<https://health.wvu.edu/student-health/>).

**Mental Health and Counseling Services.** The College of Law has an embedded mental health counselor on site who is available Monday-Friday during business hours. For more information and/or to schedule an appointment, see the Counseling portion of our website (<https://www.law.wvu.edu/counseling/services/>). Students who prefer personal personal counseling services outside of the College of Law may contact the embedded mental health counselor at the law school for a referral to a community provider or call the Carruth Center (<https://carruth.wvu.edu/>) on the main campus at 304-293-4431.

**Insurance.** For information on University insurance programs, call 304-293-2315 or visit the web (<http://studentinsurance.wvu.edu/>).

**Rape, Abuse and Incest National Network.** Call 1-800-656-4673

*Additional 24/7 support options include:*

**WVU Crisis Text Line:** Text **WVU** to 741741.

**WVU Carruth Center:** Call 304-293-4431.

**National Crisis Text Line:** Text **HOME** to 741741.

**National Suicide Prevention Lifeline:** Dial 988.

**Trevor Project (LGBTQ+):** Text **START** to 678678 or Call 1-866-488-7386.

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### **D.3 STUDENT ACTIVITIES AND ORGANIZATIONS**

A complete list of all student activities and organizations sponsored by the University is available at the WVU website ([http://studentengagement.wvu.edu/?utm\\_source=admissions-website&utm\\_medium=web&utm\\_content=/life&utm\\_campaign=Admissions%2520Website%2520Site%2520Links](http://studentengagement.wvu.edu/?utm_source=admissions-website&utm_medium=web&utm_content=/life&utm_campaign=Admissions%2520Website%2520Site%2520Links)). Information regarding student organizations at the College of Law is available online (<http://law.wvu.edu/student-life/student-organizations/>).