

STUDENT
ORGANIZATION
HANDBOOK

Saint Louis University
School of Law

2008-2009

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STATEMENT OF PURPOSE

The mission of Saint Louis University School of Law is to advance the understanding and the development of law and prepare students to achieve professional success and personal satisfaction through leadership and service to others. The School of Law is guided by the Jesuit tradition of academic excellence, freedom of inquiry and respect for individual differences.

This Student Organization Handbook (“Handbook”) has been developed to assist student leaders by collecting in one place various School of Law and University policies and procedures applicable to student organizations. It describes the procedures and rules that will ordinarily govern student organization activities. Student organizations are expected to review the policies set forth in the Handbook and to comply with all Handbook provisions and procedures.

Because no Handbook can address every situation, students should work closely with the Interim Associate Dean of Students as they pursue their organization’s goals and objectives. Failure to adhere to the Handbook’s policies may result in a written warning to the organization or any of its members, or suspension of the organization’s privileges. The rules, processes and policies set forth in the Handbook may be amended from time to time by the University, School of Law, Student Bar Association or Office of Student Services.

I. STUDENT ORGANIZATIONS

A. STUDENT BAR ASSOCIATION

The Student Bar Association (“SBA”) is the governmental body for all students enrolled in the School of Law. Upon admission, a student automatically becomes a member of the SBA, which is governed by elected representatives from each class of the part-time and full-time divisions. Elected officers include the President, Vice-President, Secretary, Treasurer and ABA/Law Student Division Representative.

The purpose of the SBA, as set forth in its Constitution, is to provide students a forum for the expression of ideas concerning the social, moral and intellectual aspects of the legal profession, and to provide students the opportunity to participate in the formulation and administration of the School of Law’s educational policies. The SBA serves as an umbrella organization for all of the School of Law’s student organizations and represents the School of Law in the Graduate and Professional Student Association (“GPSA”) and the Student Government Association (“SGA”) of Saint Louis University. The SBA also provides funding for student organizations, coordinates activities among students, and works in conjunction with the School of Law administration in addressing student concerns.

All students are invited and encouraged to attend the regularly scheduled meetings of the SBA. The time, place and agenda of the meetings are posted on the SBA bulletin board located outside the SBA office on the main floor of the School of Law and on the SBA web site. Students who wish to place items on the SBA meeting agenda should submit them to a SBA representative at least one day in advance of the meeting.

The SBA sponsors several events during the academic year including the Barrister's Ball, the selection of the Faculty Member of the Year and Jaime Ramirez Student of the Year Awards. More information on the SBA can be found on the School of Law Web site at <http://law.slu.edu/studentlife/sba/index.html>.

B. OTHER ORGANIZATIONS

All organizations, with the exception of the SBA, must register with the Interim Associate Dean of Students to be eligible for any SBA or University funds, or to use any resources of the School of Law. All organizations are required to complete a **STUDENT ORGANIZATION REGISTRATION FORM** on an annual basis and submit the form to the Office of Student Services at the conclusion of the spring semester for eligibility for the following year.

To protect the proprietary name, credit and facilities of the University, only officially recognized and currently registered student organizations are authorized to use Saint Louis University facilities and services and are permitted to identify themselves directly or indirectly with Saint Louis University's name or credit.

A list of currently recognized student organizations and contacts can be accessed on the School of Law's Web site at http://law.slu.edu/studentlife/organizations/org_boards.html.

II. FORMING ORGANIZATIONS

A. INITIAL FORMATION

Student organizations can be formed and recognized when the Interim Associate Dean of Students determines that the group's purposes are in accordance with the stated purposes and policies of the University. A group of students wishing to form an organization must:

1. Complete the **STUDENT ORGANIZATION REGISTRATION FORM**. This form can also be found in the Office of Student Services.
2. Submit a list of interested members.
3. Develop a constitution and by-laws according to the guidelines in the **SAMPLE CONSTITUTION**.
4. Meet with the Interim Associate Dean of Students to review organization policies and procedures.

Following receipt of the Student Organization Registration Form and preliminary approval, organizational meetings may be held for the purposes of recruiting members and drafting the constitution and by-laws. Once the constitution and by-laws are submitted, the Interim Associate Dean of Students will review them for compliance with University and School of Law policies, and meet with a representative of the organization to review, discuss and answer any questions regarding policies, procedures and expectations of student organizations. At the conclusion of this meeting, the organization will be officially recognized by the School of Law. Final approval will be recognized with a signed and dated copy of the Student Organization Registration Form.

The School of Law reserves the right to revoke and/or suspend a student organization's recognized status with the University and School of Law for misconduct or failure to properly submit a ***STUDENT ORGANIZATION REGISTRATION FORM*** with the Office of Student Services for two consecutive academic years.

B. ELIGIBILITY FOR MEMBERSHIP

All enrolled School of Law students are eligible for general membership in any student organization in accordance with the standards, academic or otherwise, established by each organization.

The officers and elected representatives of all student organizations must be in good standing with the School of Law and University (not on academic or disciplinary probation) at the time of their election or appointment, and throughout their terms of office.

No organization shall select its membership solely on the basis of race, color, sex, age, national origin, religion, sexual orientation, disability or status as a veteran.

C. STUDENT ORGANIZATION ADVISERS

Each recognized student organization must have an Adviser who is a member of the School of Law faculty or administrative staff. Additional support and assistance will be provided by the Interim Associate Dean of Students.

The purpose of an Adviser is:

1. To assist the organization in achieving the purposes and goals for which it was organized.
2. To serve as a resource, providing advice and counsel by sharing expertise, insights and ideas and making recommendations when appropriate.
3. To assist in the development of leadership skills among members.
4. To help prevent any violation of University, School of Law, community or state regulations.

The responsibilities of an Adviser are:

1. To attend student organization meetings and functions, when possible.
2. To provide advice and feedback to the organization and its officers.
3. To keep informed about the organization's activities and status.
4. To be familiar with the provisions, policies and procedures outlined in the Handbook.

III. FUNDING SOURCES

A. STUDENT BAR ASSOCIATION FUNDS

The primary source of funds available to student organizations is the Student Activity Fee that is assessed by the University. The fee is collected and distributed to the SBA by the SGA. The SBA is responsible for governing the process of distributing funds to officially recognized student organizations. An organization's current executive board must be registered with Student Services to be eligible for SBA funding. This can be accomplished by submitting the **STUDENT ORGANIZATION REGISTRATION FORM**. The budget process begins with student organizations submitting to the SBA Treasurer a budget proposal at the beginning of the fall and spring semesters. See **SAMPLE SBA BUDGET PROPOSAL**. The deadline for submitting budget proposals is established and published in advance by the SBA. Organizations failing to submit budget proposals by the published deadline will not be eligible for SBA funding. Budget proposals consist of a budget form and an optional addendum explaining the figures on the budget form and any other information the organization wants to bring to the attention of the budget committee.

The SBA Treasurer heads a budget committee, consisting of elected SBA representatives, that carefully considers each budget request. After reviewing all budget proposals, the committee drafts a proposed budget, which is then sent for review to the Treasurers of all student organizations. The SBA Treasurer, with all budget committee members present, leads a meeting of all organization Presidents and Treasurers where the proposed budget is discussed. Taking into consideration the points made at that meeting, the SBA budget committee reconvenes and drafts a budget that is presented to the SBA for approval. That budget is approved by a simple majority vote of SBA representatives. In the event that the recommended budget does not pass, the SBA may make changes to the recommended budget, but should do so only if it believes the SBA budget committee abused its discretion in drafting the budget.

Once the budget is passed by a simple majority vote of SBA representatives, a spreadsheet is distributed to the student organizations and the Interim Associate Dean of Students reflecting each organization's SBA allotment. Student organizations cannot use SBA funds to sponsor or host activities or events, unless the activity or event is sponsored or hosted by the officially recognized School of Law student organization. Independent activities or events (even if organized by members of an officially recognized student organization) cannot be funded from SBA monies.

To access all or part of the SBA allotment, an organization must complete the **STUDENT ORGANIZATION EVENT APPROVAL FORM** by filling out all applicable information. For reimbursement requests, the name of the person the check is to be made payable to and his/her Banner number must be provided, and all original receipts must be attached. Copies of receipts will not be accepted. If only a portion of the receipt is to be reimbursed, clearly mark that portion. No reimbursements will be issued unless all appropriate signatures have been secured. Reimbursement requests must be submitted within 30 days after the date printed on the receipt or by the last day of final exams for the semester, whichever is sooner. Students are responsible for obtaining the signatures of the organization President and Treasurer. The Dean's Office is responsible for obtaining any additional signatures. The payment process takes 7-10 business days once submitted to the University.

Unused SBA organization allotments do not carry over from semester to semester or year to year. At the end of each semester, organization allotment reserves automatically revert back to the SBA.

B. MEMBERSHIP DUES

Upon admission to the School of Law, every student becomes a member of the SBA. The SBA does not charge membership dues, but is responsible for the care and use of that portion of the student activity fee disbursed through the SGA for the use and benefit of law students. Other

student organizations may establish semester or annual membership dues. Some organizations may require membership dues as part of an affiliation with a national organization affiliation.

C. FUNDRAISING

Occasionally, student organizations may wish to hold or sponsor an activity, the cost of which exceeds the organization's semester operating budget. For the purposes of this Handbook, fundraising is defined as any activity or event where revenue is generated, other than organizational dues, whether or not a profit is made. The following University and School of Law policies apply to such activities:

- 1) All activities must be consistent with the mission of the School of Law and Saint Louis University and comply with all School of Law and University policies, in addition to local, state and federal laws and ordinances.
- 2) All organizations must submit a completed ***STUDENT ORGANIZATION FUNDRAISING APPROVAL FORM*** for each event or activity and receive approval from the Interim Associate Dean of Students prior to scheduling facilities and advertising, or contracting for services.
- 3) Only officially recognized and currently registered student organizations may sponsor an activity or event.
- 4) Organizations may solicit goods and services only if approved by the Dean of Development and Alumni Relations **in advance of any solicitation.** To obtain review, e-mail a complete list of individuals, businesses or corporations to be solicited, along with a copy of the solicitation letter, to carusodj@slu.edu. Upon receipt of an approved donation, the student organization should send a thank you letter to the donor. The letter should contain a brief description of the product or service that was donated and what the item was used for. The letter should **NOT** list any dollar figures in relation to the donated item or any tax language. See ***SAMPLE ACKNOWLEDGMENT LETTER***.
- 5) Organizations are strictly prohibited from soliciting or accepting any form of monetary donations from any source, including other student organizations, individual attorneys, law firms, alumni or businesses.

The following are examples of student organization activities or events that may meet the above criteria:

- 1) **Activities that benefit the organization's purpose and mission through:** (1) sale of merchandise (e.g., hats, t-shirts, portfolios, thank you cards); (2) conducting bake sales, cook-offs, barbeques (subject to applicable University and City health codes); and (3) conducting raffles and 50/50 games of chance.
- 2) **Raising money to benefit an on or off-campus charitable organization provided that:** (1) the recipient organization is a charitable, educational or religious organization as defined under the Internal Revenue Code ("IRS") Section 501(c)(3); (2) the contributions are directly made payable to the charitable organization and not to the student organization; and (3) if a portion of the proceeds from an activity is to benefit a charitable organization, the dollar amount or percentage that is to benefit the charitable organization is clearly stated in advance.

- 3) **Activities that promote the organization's purpose or mission by:** (1) selling merchandise where the proceeds are donated to a charitable cause (e.g., Katrina Relief Fund bracelets). If not all proceeds will be donated to a charitable organization as defined in paragraph 2 above, the dollar amount or percentage that is to be donated to the charitable organization must be clearly stated in advance; (2) participating in community fundraisers (e.g., Light-the-Night; Komen Breast Cancer Race for the Cure); and (3) collecting donated items such as backpacks for KidSmart, business clothing for Dress for Success and holiday presents for Angel Tree.

D. DEAN'S FUND

The Dean's Fund is a source of funding available to student organizations to supplement the funding sources outlined above. Organizations may request Dean's Fund money from the Interim Associate Dean of Students to assist with the costs and expenses associated with organization events and activities. To be eligible for Dean's Fund money, the organization must contribute a portion of its own funds to the costs of the event. A Dean's Fund request can be made by using the ***STUDENT ORGANIZATION EVENT APPROVAL FORM*** or ***STUDENT ORGANIZATION TRAVEL APPROVAL FORM*** as applicable.

A NOTE ON TAX EXEMPTION STATUS

Use of the University's tax exemption status and Taxpayer Identification number is restricted to organizational units of the University whose financial activities are recorded in the audited statement of the University. The SBA is the only student organization at the School of Law whose financial activities is recorded in the audited statement of the University and, as such, is permitted to use the University's tax exemption status and taxpayer identification number. Associated, affiliated or other student organizations are not permitted to use the University's tax exemption status or its Taxpayer Identification number.

IV. EVENT PLANNING

Student organizations have a long history of sponsoring events that enrich the School of Law experience including meetings, lectures, speaker programs, community outreach events, day-long conferences and social events. There are a number of steps organizations must take to publicize and prepare for their events, no matter how big or how small. The policies and processes for ensuring a successful event are set forth below in the ***GUIDE TO EVENT PLANNING***. If the organization's activity or event involves travel, please refer to Section V of this Handbook for policies governing travel requests, expenses and reimbursements.

GUIDE TO PLANNING AN EVENT

There are a number of steps organizations must take to publicize and prepare for events, no matter how big or how small. The information below will assist in making events successful.

A. School of Law Room Reservations (for meetings)

All students, faculty and staff who are planning a regular meeting or an event that requires the use of a classroom or the courtroom **MUST** fill out a room reservation request form.

Room requests must be submitted using the **ROOM RESERVATION FORM**. The form can be found on-line at <http://law.slu.edu/forms/roomrequest/index.html>. Please fill out the form completely.

Room Reservation Approval Checklist

- The Events Department will check the calendar for room availability and get back to you within 24 hours. If students have any questions, please contact Julie Orr at 977-7074 (jorr5@slu.edu). If faculty and staff have any questions, contact Dianne Morris at 977-2789 (morrisd@slu.edu).
- Requests must be received by noon on Wednesday the week prior to the event. (For example: A program that is scheduled the week of October 18 should be requested by noon on Wednesday, October 13.) **Last minute requests will not be accommodated.**
- Student room reservations will not be accepted more than 30 days in advance.
- Any organization using SBA or School of Law funds must fill out the **STUDENT ORGANIZATION EVENT APPROVAL FORM** prior to the event (See part C in this guide for more information).
- The event is not confirmed and cannot be advertised until all necessary forms have been completed and returned. Any student organization planning an event beyond a regular meeting that requires planning and coordination must first fill out the **STUDENT ORGANIZATION EVENT APPROVAL FORM**.
- Please request attendees to R.S.V.P. especially when food is being served. This will help in our efforts to reduce waste.
- Organizations are responsible for cleaning up after the meeting/event and returning the room to its original setting.
- Students should not schedule organizational meetings that conflict with any School of Law scheduled event without prior approval from the School of Law Events Department, 977-2789.
- No class will be moved to accommodate an event.

B. Publicity

The School of Law has many channels of communication that can be utilized to publicize events. It is important to provide enough notice to the Office of Communications well in advance of the event to ensure it is advertised in all the appropriate channels. Student organizations must send announcements via e-mail to: announcements@law.slu.edu. If space constraints exist, events will not be advertised more than 2 weeks in advance on LawNews or Plasma. The events can be posted on the main School of Law Calendar as soon as there is Administration approval and a location has been reserved. In the cases where more publicity is desired, contact the Office of Communications (320 Queen's Daughters Hall). Some services the Office provides:

1. **LawNews** — An online newsletter sent out to all law students, faculty and staff, outlining all student and administration sponsored events.
2. **Plasma** — A scrolling list of all the activities going on at the School of Law visible to all students who pass between the Atrium and Morrissey Hall, is located right outside the Career Services Office. The plasma can also be viewed on the School of Law homepage.
3. **School of Law Web Calendar** — Seen as the most visible form of communication between the School of Law and the community, the School of Law Web site has its own calendar section that lists student and other School of Law and University activities. Events can be advertised months ahead and are often featured on the law school's homepage.
4. **Bulletin Boards** — There are nine designated areas throughout the law school to advertise an event. Generally, most communication and advertising is done through LawNews, the Web calendar and the plasma screen. The Office of Communications no longer handles the production of posters, except in rare instances. Each student organization must have all flyers approved by the Office of Student Services prior to posting and will be directed to the designated areas.

C. Event Planning (Events Requiring Detailed Planning)

For any event involving extensive planning (e.g. catering, technology, printing, mailings), allow at least 12 weeks prior to the event for the planning process. Events will be approved for a particular date at a first come, first served basis.

1. All student organizations must complete the ***STUDENT ORGANIZATION EVENT APPROVAL FORM*** before making any commitments or arrangements in the planning process.
2. Forms must be turned into the Office of Student Services. Unapproved events are not eligible to receive School of Law or University support.
3. Only authorized University officials can sign off-campus vendor contracts. No students are allowed to sign University contracts.
4. After the event is approved, make an appointment with the Events Coordinator at least 12 weeks in advance to begin the event planning process.
5. Events that would require facility or room rental fees must be held at on-campus venues. If the Events Coordinator learns that all feasible on-campus venues are not available, then the Coordinator will secure permission for the student organization to obtain an off-campus location.

D. Conference and Symposia Planning

Conference/Symposia Budget Submission

It is extremely important, for budgetary purposes, to submit any ideas or plans to hold a conference by March 1 of the fiscal year prior to the conference. Submissions must be given to the Interim Associate Dean of Students. Advisers will work with the Events Coordinator to complete the necessary budget estimate and secure a date and location.

After event approval, the conference/symposium student coordinator should make an appointment at least 12 weeks in advance with the Events Coordinator to begin the event planning process. If there is any publicity, printing or mailing needs, please make an appointment at least 12 weeks in advance with the Office of Communications. If there is technology needs, make an appointment at least 6 weeks in advance with the School of Law ITS Department.

Video Recording Policy

To request Audio/Visual recordings, go to <http://law.slu.edu/forms/videorequest/index.html>

1. 24 hours advanced notice is required in order to coordinate resources. Because taping sessions may coincide with one another, if advance notice is not given, some events may not be recorded.
2. Audio/Video release forms are required for ALL recorded events. Anyone who will be videotaped or whose voice will be recorded is required to sign a release prior to the start of the taping. These forms are necessary to allow internet postings of recordings.
3. It is required that the requestor of specific tapings be responsible for informing the participants of the taping and having the form filled out in advance by the participants prior to the recording. This allows the participant prior knowledge of the taping and time to sign the release form. This, in turn, removes the shock and/or apprehension at the time of the recording.
4. All recordings are cataloged, archived and transferred to an electronic media file. Those recordings that are for law school only viewing will be stored on a secured server. All general public events with signed release forms may be broadcast via the internet for public viewing on an archive "webcast" portion of the School of Law's Web site. Any recordings or portions of recordings intended for public posting without a signed release form will not be uploaded.
5. Recordings, or excerpts from them, including derivative works, may also be used for other purposes including, but not limited to, continuing legal education materials. The recordings may be reproduced in copies or in derivative works, and may be distributed, performed or displayed as required or necessary for such purposes.
6. Subject to rights granted to Saint Louis University School of Law in the audio/video release, contributors retain all other rights to their work and presentations.
7. Only School of Law events are supported.

Water Tower Inn Accommodations Policy and Procedures

Saint Louis University's owned and operated on-campus hotel, the Water Tower Inn, is the required accommodation for overnight guests of the University. This policy applies to all instances of travel to the St. Louis area for visitors, contractors, conference facilitators, prospective employees, new employees, and any others whose hotel/motel costs are to be paid by any department/organization of the University, unless the Water Tower Inn is fully booked during the intended stay. Purchase requisitions or expense reimbursements for external hotels/motels will not be processed or reimbursed for stays beginning March 1, 2002. Exceptions to this policy will require the prior approval by the Dean of the School of Law and the President's Office.

V. TRAVEL SUPPORT

A. REQUESTS FOR TRAVEL SUPPORT

Student organization requests for travel support from the Dean's Fund are to be submitted in writing to the Interim Associate Dean of Students at least one (1) month prior to the anticipated travel date by completing the *STUDENT ORGANIZATION TRAVEL APPROVAL FORM* and submitting it along with the following information:

- a) a copy of the Conference/Career Fair registration form;
- b) a copy of the Conference/Career Fair schedule; and
- c) a list of meals included in the Conference/Career Fair registration fee.

Student organizations and members seeking travel funding are expected and required to contribute a portion of the costs of travel and attendance.

Support for travel is normally limited to students seeking to attend Conferences or Career Fairs. In the case of Conferences, support is available if the student organization seeking travel support is an affiliate of the national organization hosting the Conference and the Conference is a regional or national Conference of the parent organization. In the case of Career Fairs, support is available if the organization sponsoring the Career Fair is a professional bar, student bar or other professional legal organization or is affiliated with a professional bar, student bar or other professional legal organization.

Organizations will be notified, within two (2) weeks from the submission date of the *STUDENT ORGANIZATION TRAVEL APPROVAL FORM*, of the amount of funding assistance that will be provided by the University or School of Law.

B. AIRFARE

Air travel for a pre-approved trip is reimbursable with a paid receipt and itinerary (coach fare, 14-day advance purchase). Exception: If the entire airfare is specifically being paid by the School of Law, we can purchase your ticket through the University American Express system. A document showing details of the trip and the amount approved by the Interim Associate Dean for Student Services must be on file prior to travel. **Students traveling with school-sponsored moot court teams, SBA board and journals must book their travel arrangements through the appropriate Law School staff member.**

C. HOTEL/LODGING

The original hotel folio received at check-out must be submitted for hotel expenses, whether it is a pre-pay or reimbursement. The University does not reimburse for movies, laundry charges or other miscellaneous charges. Students of the same sex stay two in a room. Exceptions need to be approved PRIOR to the trip. **Students traveling with moot court teams, SBA board and journals must book their travel arrangements through the appropriate Law School staff member.**

D. MEALS

There is a \$35 per day meal allowance per person (\$40 for large cities, e.g., New York City, Washington D.C., San Francisco.) You will be advised of your meal allowance prior to leaving for your trip. Itemized original receipts are required for reimbursement. Alcohol is not reimbursed. **Pay for your own meals** and submit original receipts. Credit card receipts are proof of tip, but itemized check is required.

E. TAXI/SHUTTLE/PARKING EXPENSES

Fares are reimbursed with an original receipt. Taxi fares to restaurants not associated with the conference are not reimbursable expenses. All charges from the airport to the hotel and back are reimbursed.

*Airport Parking: When parking at the St. Louis airport, park at the Parking Spot, reimbursed up to \$9.30 per day.

F. CAR RENTAL

Pre-approval is necessary for a car rental. If a car rental is approved, the University self insures. Any insurance you purchase through the car rental company is at your own expense. There are no exceptions. The original car rental agreement is needed for reimbursement. **Students traveling with moot court teams, SBA board and journals must book their travel arrangements through the appropriate Law School staff member.**

G. REGISTRATION FEES

Registration fees are reimbursed with a paid receipt and completed registration form. **Students traveling with moot court teams, SBA board and journals must book their travel arrangements through the appropriate Law School staff member.**

H. TRAVEL CANCELLATIONS

If you cancel a trip the University has pre-paid, the School will pay the cancellation fee and you will be responsible for the balance of the ticket.

I. TRAVEL REIMBURSEMENT

*If you are unsure of reimbursement of your expense, please check with the Business Office PRIOR to travel. Contact Pam Scholl, by e-mail at schollpf@slu.edu, by phone at 977-3301 or in person, Queens 221B.

All requests for reimbursement of travel expenses must be submitted to the Interim Associate Dean of Students **no later than two (2) weeks after the completion of travel. Reimbursement requests submitted after this deadline will not be considered, absent extraordinary circumstances beyond the traveler's control which caused the untimely submission.** Travelers requesting an exception to the two (2) week deadline should make a written request to the Interim Associate Dean of Students setting forth the extraordinary circumstances that caused the untimely submission.

To request reimbursement of travel expenses following a trip, organizations must submit to the Interim Associate Dean of Students a written statement that details each travel expense for which reimbursement is being sought; the source of the reimbursement (e.g., SBA organization allotment,

Dean's Fund); and the student or organization's name the reimbursement check should be made payable to.

Organizations must attach to the statement **original, detailed receipts** for each travel expense listed. Expenses listed, but not supported by an original receipt, will not be reimbursed and copies of receipts will not be accepted.

The detailed statement of travel expenses, along with the attached original receipts, will be stapled to the organization's original ***STUDENT ORGANIZATION TRAVEL APPROVAL FORM*** and processed for reimbursement.

Only normal business and travel expenses qualify for reimbursement, which does not include the cost of such items as alcohol, entertainment, in-room movies and video games, resort/gym fees, laundry charges or other non-business incidental expenses.

FORMS AND SAMPLE DOCUMENTS



Student Organization Registration

Instructions:

Organizations which seek to operate within the School of Law are required to complete this registration form each academic year. After completion, please obtain the signature of the faculty advisor and **submit this form to the Office of Student Services.**

Name of Organization: _____

Statement of Purpose: _____

President: _____ Vice President: _____

Secretary: _____ Treasurer: _____

Faculty Advisor (Signature required below): _____

Academic Year: _____ Number of Members (approximate): _____

Number of Years in Existence: _____ Year founded (if known): _____

Source of Financial Support (e.g. S.B.A. allocation, dues, fundraisers, other):

Planned Activities for current Academic Year (If possible, include tentative dates):

Resource Request: Cubicle Mailbox Filing Cabinet Other (Specify) _____

Please attach a copy of the organization's charter, constitution or other governance document.

Signature of Faculty Advisor

Date Submitted

To be completed by the Dean's Office: Accepted Denied

SAMPLE STUDENT BAR ASSOCIATION BUDGET PROPOSAL

Organizational Information:

Organization: _____

Total Number of Members: _____

Total Number of Active Members: _____

Budget Request Information:

We recommend attaching a separate form with details of your request. This form should serve as a summary and cover sheet for your budget proposal. In a separate form feel free to detail and explain anything you feel the budget committee might find relevant in considering your proposal.

Meeting/Food: \$ _____

Speaker: \$ _____

Special Event: \$ _____

Conference: \$ _____

Other: \$ _____

Total Budget Request: \$ _____

Does your organization fundraise? _____

Does your organization have access to outside funding? _____

Other comments:

Contact Information for this proposal:

Name: _____

E-Mail: _____

Phone: _____

Student Organization Fundraising Approval Form

Student Organizations seeking to conduct fundraising activities (excluding membership dues) on or off campus are required to complete this form for review and approval. Completed forms must be submitted to the Interim Associate Dean of Students.

Note: Reservations for space must be requested separately.

Date: _____

Name of Organization: _____

Contact person: _____

Address: _____

Telephone: _____ Email address: _____

Type of Fundraiser: _____

Purpose/Description of Fundraiser: _____

Date(s) of Fundraiser

START: _____ END: _____

Location:

On Campus: If yes, list site _____

Off Campus: If yes, list site _____

Monies raised will benefit whom: _____

DATE: _____

Student Organization Representative Signature

DATE: _____

Student Organization President Signature

DATE: _____

Adviser Signature

OFFICE USE ONLY

APPROVED

DENIED

DATE: _____

Interim Associate Dean of Students

Student Organization Event Approval Form
(Revised August, 2008)

Date: _____ Student Organization: _____

Contact Person: _____ E-mail _____ Phone _____

Event Title/Description _____

Event Day/Date: M T W TH F S SU _____
Month Day/Days Year

Time of Event: _____ a.m./p.m. Number attending: _____

Preferred Campus Location: _____

Will alumni be invited? yes no

Will food be served: yes no

Cost of food: \$ _____ Caterer: _____

Will alcohol be served? yes no

(Consumption of alcoholic beverages by those who are over the age of 21, on University premises, is permitted only at those events and locations that have been expressly approved by the Interim Associate Dean for Student Services.)

Statement explaining how event will promote the law school and/or law student organization.

Funding Source Approvals:

Student Organization Amount: \$ _____
(SBA funds) _____
President of Requesting Organization

President/Treasurer, Student Bar Association

Additional SBA Allotment: \$ _____

President of Student Bar Association

Approval for use of any SBA funds: _____
Interim Associate Dean for Student Services

Dean's Fund Allotment: \$ _____

Interim Associate Dean for Student Services

If this is a request for reimbursement, make check payable to: _____
Banner id: _____

Event Approved/Denied _____
Interim Associate Dean for Student Services

Student Organization Travel Approval Form
(Revised August, 2008)

Date: _____ Student Organization: _____

Contact Person: _____ E-mail _____ Phone _____

Name of Conference: _____

Location: _____ Dates: _____

Students seeking to attend, along with organization titles:

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Statement explaining how attendance at the conference will promote the law school and/or law student organization.

Budget Information:

Airfare _____ Registration fee _____ Lodging _____ Meals _____

Taxi _____ Other costs (explain) _____ Total _____

Funding Source Approvals:

Student Organization Amount: \$ _____

(SBA funds) _____ President of Requesting Organization

President/Treasurer, Student Bar Association

Additional SBA Allotment: \$ _____

President of Student Bar Association

Approval for use of any SBA funds: _____

Interim Associate Dean for Student Services

Dean's Fund Allotment: \$ _____

Interim Associate Dean for Student Services

If this is a request for reimbursement, make check payable to: _____

Banner id: _____

Travel Approved/Denied _____

Interim Associate Dean for Student Services

SAMPLE ACKNOWLEDGEMENT LETTER

April 1, 2007

Mr. Saint L. Billiken
Any Company
123 Main Street
Any Town, MO 12345

Dear Mr. Billiken:

Thank you for supporting the Active Law Student Group (ALSG) through your donation of (description of item) to support the Annual Law School Auction on (date).

ALSG raises awareness within our law school community about public interest law and increases access to justice and legal services for all citizens in the Saint Louis area. One way this happens each year is through a unique program that provides financial assistance to law students providing volunteer work. The fellowship provides for living expenses while these law students volunteer for summer work at public interest organizations such as the Public Defender's Office, the Circuit Attorney's Office, Court Appointed Special Advocates (CASA), legal services offices and other nonprofit organizations.

You will be delighted to know that our event was a wonderful success and was attended by (number of guests), including students, alumni, faculty and staff.

Again, thank you for supporting this worthy cause.

Sincerely,

Ms. SLU Student
President
Active Law Student Group
Saint Louis University School of Law

SAMPLE STUDENT ORGANIZATION CONSTITUTION

The Constitution of [Group Name]

Article I: Purpose

The purpose of the [Group Name] is...

Article II: Membership

1. Any student enrolled in the School of Law is eligible to become a member of this organization. One is considered a member of this organization in any given semester [terms of membership i.e. if she has attended at least one club activity and one meeting in the preceding or current term; paid dues, etc.]
2. The organization's membership will at all times consist of at least 5 students enrolled in the School of Law.
3. This organization will not discriminate on the basis of race, color, gender, age, national origin, sexual orientation, disability or veteran status.
4. If this organization charges any monetary dues, there will be exceptions made for students that cannot afford these dues.

Article III: Officers

1. This organization will have [*at a minimum*] two officers:
 - a. President [sample duties]
 1. The president shall be the official representative of the group to any other organization and to the School of Law.
 2. The president will preside over all meetings.
 3. The president is responsible for determining when meetings are and publicizing this to the group.
 - b. Treasurer [sample duties]
 1. The treasurer shall be responsible for the finances of the group.
 2. The treasurer is required to sign all checks/vouchers of the group.
2. All officers of this organization must be distinct persons and students in good standing in the School of Law.
3. Elections:
 - a. Elections of officers shall occur [*when*].
 - b. Any member of this organization is eligible to run for office.
 - c. Quorum for elections is [*two thirds*] of the group.
 - d. Any member is elected if he or she wins a majority of the voting members.

- e. If more than two people are running and no one wins a majority, then the person with the fewest votes is dropped from the ballot and votes are recast.
 - f. The term of office runs from *[date]* till until *[date]*.
4. Removal: Officers may be removed by a *[two-thirds]* vote of the members.

Article IV: Meetings

1. Meetings shall be held at least every *[time period]*.
2. Meetings shall be presided over by the president, unless she is absent, and in that case the *[other officer]* shall preside.
3. All decisions shall be made by a majority vote of all members present.
4. Quorum for a meeting shall be *[one quarter]* of the members of the organization.

Article V: Amendments

1. Amendments shall be presented by any member of the organization.
2. Amendments shall be passed by a *[two-thirds]* voted of the members present.
3. Quorum for amending this constitution shall be *[one third]* of all members of the organization.

Article VI: ASA Governance Clause

The *[organization name]* agrees to abide by the rules and regulations of the Student Bar Association, Graduate and Professional Student Organization, University, and School of Law. This constitution, amendments to it and the by-laws of this organization shall be subject to review by the Office of the Interim Associate Dean of Students or its designee to insure that they are in accordance with the aforementioned rules and regulations.