

STUDENT ORGANIZATION HANDBOOK

Saint Louis University

School of Law

2016-2017

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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 succeed in their organizations by collecting 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 Assistant Dean of Students for Activities and Leadership (“Assistant 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

1. The Student Bar Association (“SBA”) is the student government and professional bar association for all students enrolled in the School of Law. Upon admission, a student automatically becomes a full member of the SBA. The governing body of the SBA, the SBA Assembly, is composed of four groups of students: (1) class-elected SBA Representatives from the full-time and part-time divisions, (2) school-elected Executive Officers, (3) appointed SBA Officers, and (4) SBA Delegates selected to represent each student organization. The five executive officers include the President, Executive Vice President, Vice President of Administration, Vice President of Finance, and the Vice President of Philanthropy (ABA/Law Student Division Representative).
2. 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 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.
3. All students are invited and encouraged to attend the regularly scheduled SBA Assembly meetings. The time and place of the meetings are emailed out weekly and posted on the SLU LAW plasma screens and bulletin boards. Additionally, the agendas are available on

SBA's TWEN site. Students who wish to place items on the SBA meeting agenda should submit them to the VP-Administration at least one day in advance of the meeting. Students are also welcome to make announcements, ask questions, and raise concerns during the "Open Forum" portion of each meeting (without being placed on the agenda).

4. The SBA sponsors several events during the academic year including the Barrister's Ball, the SBA Softball League (fall), and the SBA Bowling League (spring). SBA has nine standing Committees: Barrister's Ball, Bowling, Elections, Finance Merchandise, Philanthropy, Social Wellness Week and Diversity Week Committees. All students are eligible to serve on SBA Committees or as appointed SBA Officers (these positions are not limited to SBA Representatives).

B. OTHER STUDENT ORGANIZATIONS

1. All organizations, with the exception of the SBA, must register with the Assistant Dean of Students to be eligible for any SBA or University funds, or to use certain resources at the School of Law. All organizations are required to register and update their information on an annual basis.
2. To protect the proprietary name, credit and facilities of the University, only officially recognized and currently registered student organizations are authorized to use University facilities and services. Only registered organizations are permitted to identify themselves directly or indirectly with the University's name or credit.
3. A list of officially recognized student organizations can be accessed on the SLU LAW website in the Student Services section.

II. ORGANIZATION FORMATION AND STATUS

A. INITIAL FORMATION

1. Student organizations can be formed and recognized when the Assistant Dean of Students determines that the group's purposes are in accordance with the stated purposes and policies of the University.
2. A group of students wishing to form an organization must:
 - a. Submit a Student Organization Proposal. This proposal can be submitted over email to the Assistant Dean of Students and must include the following information:
 - i. Name and purpose of organization
 - ii. Mission statement
 - iii. List of founding members and anticipated executive board positions
 - iv. List of anticipated events and activities
 - v. Name of faculty advisor (can be a faculty or senior staff member)
 - vi. List of anticipated financial support
 - b. Develop a constitution according to the guidelines in the Sample Constitution (Appendix I). An organization may want to develop by-laws; however, they are not required.
 - c. Meet with the Assistant Dean of Students to review organization policies and procedures.
3. Following receipt of the Student Organization Proposal, 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 Assistant 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 may be officially recognized by the School of Law. Final approval will be recognized with an email to the founding members and advisor.

B. ELIGIBILITY FOR MEMBERSHIP AND ELECTED OR APPOINTED OFFICERS

1. 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.
2. No organization shall select its membership solely on the basis of race, color, sex, gender identity, age, national origin, religion, sexual orientation, disability or veteran status. All University policies, practices and procedures are administered in a manner consistent with our Catholic, Jesuit identity.
3. Students with a cumulative GPA between 2.10 and 2.49 shall not hold more than one elected or appointed office in any student organization. If more than one position is already held by a student at the time their cumulative GPA falls in this range, the student shall resign such position(s) immediately. Students below a 2.10 (not in good academic standing) shall not hold any such office. If a position is already held by a student when their cumulative GPA drops below a 2.10, the student shall resign such position(s) immediately.

C. STUDENT ORGANIZATION ADVISORS

1. Each recognized student organization must have an advisor who is a member of the School of Law faculty or senior administrative staff. Additional support and assistance will be provided by the Assistant Dean of Students.
2. The purpose of an advisor is to:
 - a. Assist the organization in achieving the purposes and goals for which it was organized.
 - b. Serve as a resource, providing advice and counsel by sharing expertise, insights and ideas and making recommendations when appropriate.
 - c. Assist in the development of leadership skills among members.
 - d. Help prevent any violation of University, School of Law, community, or state regulations.
3. The responsibilities of an advisor are to:
 - a. Attend student organization meetings and functions, when possible.
 - b. Provide advice and feedback to the organization and its officers.
 - c. Keep informed about the organization's activities and status.
 - d. Be familiar with the provisions, policies and procedures outlined in the Handbook.

D. REGISTRATION OF EXISTING ORGANIZATIONS

1. Each year, a student organization must register and update their information with the Assistant Dean of Students. The organization must meet with the Assistant Dean of Students at the beginning of each academic year. The following information must be updated and current in the student organization's records in order for the organization to be in good standing:

- a. Executive board officers' names and email addresses
 - i. Each organization must have a President and Treasurer, at minimum
 - b. Name of faculty advisor
 - c. Current constitution and by-laws (if applicable)
 - d. Signed copy of Student Organization Handbook Receipt (Appendix II.) on file for all e-board members
2. All of this information must be submitted to the Assistant Dean of Students no later than September 1 of each academic year; failure to do so could result in a loss of good standing.

E. GOOD STANDING AND PROBATION

1. The School of Law reserves the right to revoke or suspend a student organization's recognized status with the University and School of Law for misconduct or failure to properly register with the Office of Student Services. In order for an organization to remain in good standing the organization needs to register before September 1 each year and also needs to adhere to all School of Law and University policies.
2. If the Assistant Dean of Students deems an organization's status to be in question, a written notice will be sent to the organization's president and advisor. The organization will have until the end of the current semester to remedy their status. If the remedy is not made, the organization will lose their good standing and be under probation for one semester. At the end of that semester, if the situation is not resolved, the organization's recognized status will be revoked.
3. Probationary status can be appealed to the Dean of Students through a written statement. Once the Dean of Students has received the written appeal, the Dean of Students will provide a response within 14 calendar days.

III. FUNDING SOURCES

A. STUDENT BAR ASSOCIATION FUNDS

1. 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 through the SGA. The SBA is responsible for governing the process of distributing funds to officially recognized student organizations. An organization must be registered with the Office of Student Services to be eligible for SBA funding.
2. SBA Budget Oversight and Funding Information
 - a. SBA is responsible for governing the distribution of funds to student organizations. Each semester, SBA will publish the funding process, no later than the first day of classes each year. The information will be presented as an addendum to this Handbook (see Addendum I).
3. Access to SBA Funding
 - a. Tax Exemptions – Please see Section D for more information on the University's tax status. Generally, no tax will be reimbursed.
 - b. Purchase Card (American Express Card)
 - i. The primary method to access SBA Funding is through the purchase card (p-card).

- ii. To utilize the p-card, the designated member of the student organization should contact the Student Services Assistant at least one week prior to the event and provide the details about what they will be using the p-card to purchase.
 - iii. The student organization will need to fill out the Student Organization Expenditure Form (Addendum I).
 - iv. The Student Services Assistant and VP-F will verify that the request coincides with the funds allocated by SBA.
 - v. For events held at Scott Hall, and other orders as appropriate, the Student Services Associate will place the requested order and arrange payment. If the request is to take the p-card for use at an off-campus location, the Student Services Associate will coordinate the signing in and out of the p-card.
 - 1)The p-card can be checked out in 'half day' increments (9:00 a.m. to 1:00 p.m. or 1:30 p.m. to 8:30 a.m. the next morning).
 - vi. "Entertainment" expenses cannot be placed on the p-card. Entertainment expenses include any off-campus purchases at restaurants/bars that are not brought back to the School of Law. Please see the VP-F for alternate arrangements through SBA, if necessary.
 - vii. When a student organization uses the p-card, the funds will come directly from their SBA allotted funds, unless the student organization indicates otherwise.
- c. Receipt Reimbursement
- i. The use of the p-card is the preferred method of accessing funds; however, reimbursement can be utilized when the p-card is not available.
 - ii. The Student Organization Expenditure Form can be found in the Office of Student Services and in Addendum I.
 - iii. An organization must complete the Student Organization Expenditure Form and attach all necessary documentation in order to be reimbursed through SBA funds.
 - iv. 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.
 - v. Reimbursement requests must be submitted within 30 days after the date printed on the receipt. The payment process takes 7-10 business days once submitted to the University.
 - vi. Reimbursement checks must be paid to an individual student, a check cannot be made payable to an organization.
- d. Unused SBA organization allotments do not carry over from semester-to-semester or year-to-year. At the end of each semester, organization allotments automatically revert back to the SBA.
- e. 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 supported through SBA funds.

B. MEMBERSHIP DUES

1. 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 in order to supplement their SBA funding or as part of an affiliation with a national organization.

C. FUNDRAISING

1. 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:
 - a. 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.
 - b. Only officially recognized and currently registered student organizations may sponsor an activity or event.
 - c. For larger-scale fundraising events please contact the Assistant Dean of Students.
 - d. Organizations may solicit goods and services only if approved by the Assistant Dean of Students. Approval from the Office of Development and Alumni Relations is also necessary but will be facilitated through the Assistant Dean of Students. These approvals must be made in advance of any solicitation.
 - i. Upon receipt of an approved donation, the student organization should coordinate with the Office of Development and Alumni Relations to 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. If a tax letter is warranted the Office of Development and Alumni Relations will facilitate that letter.
 - ii. If an organization would like to solicit monetary donations from any source, including other student organizations, individual attorneys, law firms, alumni or businesses they must meet with the Assistant Dean of Students.
 - iii. In most cases, donations need to be made directly to the law school, and processed through the Office of Development and Alumni Relations, so that proper tax credits and thank-you notes can be distributed.
 - iv. 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. TAX EXEMPTION STATUS

1. 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. Only officially recognized and currently registered student organizations are permitted to use the University’s tax exemption status and taxpayer identification number.
2. Generally, no tax will be reimbursed. Please use the appropriate tax-exempt forms when making purchases for your organization.
3. Tax can be reimbursed for off-campus restaurant dining (when dining at the off-campus restaurant, not when picking up food or having it delivered).
4. Tax exempt forms can be found at www.slu.edu and in the Student Services Office.

E. EXTERNAL BANK ACCOUNTS

1. As of fall 2012, external bank accounts are prohibited by the School of Law. If an organization had an external bank account previous to that semester, they are allowed to maintain the use of that bank account.
2. Each student organization has access to a SLU budget line that will act as their organization’s savings, or bank account. This budget line is kept under the overall budget line of the SBA, but these funds, unlike SBA awarded funds, belong to the individual organization.
3. Organizations can make deposits and obtain reimbursements from their budget line and vendors may be paid directly from their budget line.
 - a. Deposits – Deposits can be made in cash, checks or through the Marketplace (Section F, below). Deposits should be brought to the Assistant Dean of Students and the organization will be provided a receipt confirming their deposit.

- b. Direct Payments– In order to obtain the money in the organization’s budget line through a direct payment, the organization can use the p-card or request a check be sent directly to a vendor.
 - c. Reimbursements – A student organization can always pay for expenses themselves up front and request a reimbursement from their own budget line.
 - d. Cash – The University can only provide cash to SBA. If an organization needs cash from their budget line, they need to send an email to the VP-F of SBA and copy on the Assistant Dean of Students. SBA will request the cash through the appropriate channels and provide it to the organization.
4. The organization’s funds under this budget line roll over from year-to-year.
 5. The organization can use their own funds under this budget line for any purchase; they do not have to have SBA approval; however, School of Law and University policies must be followed.

F. SLU MARKETPLACE

1. The University offers a web based e-commerce solution called SLU Marketplace (slumarketplace.slu.edu). It provides the tools to design, build and maintain an online shopping space that meets the needs of the student organizations. It provides the student organizations with the ability to collect payments electronically in the form of electronic check or credit card as well as provide online registration capabilities and detailed reporting.
2. SLU LAW’s storefront is named “SLU LAW Student Organizations” and each organization has the ability to create their own category under that storefront, and further a list of products for sale.
 - a. Definitions
 - i. Storefront – The umbrella title of SLU LAW Student Organizations
 - ii. Category – Individual organizations (SBA, WLSA, PDP, etc.)
 - iii. Products – The items that you are collecting online payments for – they are listed once you click on your category. A product can be anything from semester dues, to event tickets, to merchandise.
 - b. To create your organization’s on-line payment system simply set up a meeting with the Assistant Dean of Students.
 - c. After your category is set up, you can set up all of your products by simply emailing the Assistant Dean of Students the relevant information for each product, along with a picture in .jpeg format to represent that item.
3. Payment Options – You can accept payment on the Marketplace by credit card.
 - a. Payments by credit card have a 2.25% convenience fee that is charged to SBA at the end of each month. If your organization is going to be accepting credit cards through the Marketplace, you need to add in the 2.25% charge to your products upfront.
4. All Marketplace orders will be deposited to your organization’s individual budget line, under SBA’s account.
5. Handheld Machine – The SLU Business and Finance Dept. offers the option of a portable handheld credit card machine. In order to check-out this machine, you need to contact the

Assistant Dean of Students as far in advance as possible. There are only two machines available for check-out and the machines are located at the University's main campus.

- a. The handheld machine provides on-the-spot receipts for the purchaser and accepts credit cards only.
 - b. Like Marketplace, the money that is made from the use of the machine will be directly deposited in your organization's individual budget line, under the SBA account.
6. The use of Square, PayPal or any other online money management tool is prohibited.

IV. EVENT PLANNING

A. GENERALLY

1. 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.

B. ROOM RESERVATIONS AND TABLING

1. Reservation at the School of Law - Student organizations that are planning a regular meeting or an event that requires the use of a room in the School of Law, other than any space on the 12th floor, must fill out the Online Room Reservation Form.
 - a. Once you submit the Online Room Reservation Form the Event Specialist will get back to you within 24 hours. Reservations are made Monday through Friday after 3:00 p.m. If you have any questions, please contact the Event Specialist at the School of Law.
 - b. Organizations are responsible for cleaning up after the meeting/event and returning the room to its original setting.
 - c. Students should try to avoid scheduling organizational meetings that conflict with any School of Law scheduled event. Please pay particular attention to Tuesday and Thursday at Noon, when Career Services and Academic programs are typically scheduled.
 - d. No class will be moved to accommodate an event.
2. 12th Floor Reservation - To reserve any space on the 12th floor please send an email to the Assistant Dean of Students – the info will be forwarded to the Events Specialist. Please include in the email the following information:
 - a. Event details with preferred dates and times
 - b. Scope of attendees (how many, public invitees, alumni or other dignitary invitees)
 - c. Audio/Visual needs
 - d. Catering Requests (all catering on 12th floor must be from The Docket, see Catering Policy below)
 - e. Budget information
3. SLU Main Campus Reservation – The University main campus Event Services places certain requirements on student organizations in order to reserve space on campus. If the student organization at the School of Law makes their on-campus reservation through the Assistant

- Dean of Students, these requirements may be waived. To reserve a room on campus, outside of the School of Law, please contact the Assistant Dean of Student Activities.
4. Off Campus Reservation - To reserve a venue off campus please contact the Assistant Dean of Students.
 5. Tables in Common Areas
 - a. 11th Floor Reservation
 - i. Reserving a table on the 11th floor may be done through the online room reservation form.
 - b. 1st Floor (Lobby) Reservation
 - i. The first floor table can be reserved from 12:00 p.m. - 1:00 p.m. and 5:00 p.m. - 6:00 p.m., Monday through Friday.
 - ii. Each organization can sign up for up to three time slots per week. One time slot is either 12:00 p.m. - 1:00 p.m. or 5:00 p.m. - 6:00 p.m., not both.
 - iii. The tables must be reserved by Noon on Friday the week prior.
 - iv. If there are open slots during the current week then an organization may sign up for more than the three slots allowed.
 - v. Only two people may be behind the table at a time and the organization may not block or hinder the walking traffic that is making its way through the lobby. Also, the table cannot be moved from the location in which it is set up.
 - c. If there is an issue the day the group is supposed to have a table reserved, please contact the Event Specialist.
 6. Study Groups and Student Organization executive boards may reserve the Student Services Conference Room (1008D) by emailing Joyce Brown at jbrow166@slu.edu. Groups of two or more can reserve the room for up to two hours at a time.
 - a. Student Services, Career Services and the Office of Alumni and Development have priority in reserving that space.

C. CATERING/FOOD SERVICE AND ALCOHOL

1. Catering/Food Service Policy
 - a. Catering refers to providing food or beverages at an organization's program, event, function, meeting, etc. If there is any question of whether your organization needs to follow this catering policy in a particular situation please contact the Assistant Dean of Students.
 - b. The Docket is the School of Law's onsite caterer. If you would like to place an order through The Docket contact the Assistant Dean of Students or the Events Specialist.
 - c. The Docket is the exclusive caterer for events on the 1st and 12th floors.
 - d. Outside of the 1st and 12th floors, any vendor may be used for student organization catering.
 - e. Ordering Procedure
 - i. You must submit your food order by Friday at Noon the week prior to your event. This is to accommodate the quantity of requests and to allow enough lead time for the Student Services Assistant to fulfill your requests.

- ii. To order, submit an email to the Student Services Assistant with the following information:
 - 1) Organization name
 - 2) Contact information for the student that is ordering (Name and phone)
 - 3) Location and title of event
 - 4) Your order – name of vendor, contact info of vendor and the specific order. Be sure to include any special requests (dietary needs, off-menu request, if plates and silverware are to be included etc.)
 - 5) Note on the email whether it is to be deducted from your SBA funds or individual group funds
 - iii. The Student Services Assistant will then place the order and send an email to the student contact confirming the order.
 - iv. Orders will all be for pick-up around 11:45 a.m. (If your meeting is at Noon). If your meeting is another time, simply indicate when you would like to pick up the order. The student will be responsible for meeting the vendor in the 1st floor lobby to pick-up the food and sign the receipt.
 - 1) The order must be tax free and you may tip only up to 20%. Anything over 20% will not be reimbursed.
2. Special Event Catering
- a. For larger events on the 12th Floor and off-campus events requiring larger catering orders, please contact the Assistant Dean of Students for assistance.
3. Alcohol Policy
- a. Consumption of alcoholic beverages by those over the age of 21 on University premises is permitted only at events and locations that have been expressly approved by the School of Law. Possession, use and distribution of illegal drugs and agents are prohibited on University premises.
 - b. All students are subject to the provisions of the University’s Drug and Alcohol Abuse Prevention Policy which can be found at <http://conduct.slu.edu/alcohol.php>.
 - c. Arrangements for alcohol within Scott Hall must be made through The Docket, which has the responsibility for verifying the legality of persons seeking to purchase or obtain alcohol.
 - d. Arrangements for alcohol at other on-campus locations must be made through University Event Services, please contact the Assistant Dean of Students in the School of Law for assistance with this process.
 - e. If a Student Organization is having an event off-campus then the alcohol must be served by a licensed establishment or a licensed caterer.
 - i. For example, a student organization cannot purchase alcohol and provide it to students in a setting such as a park or home.
 - ii. Happy Hour events hosted by a restaurant or bar are permitted because the establishment would be licensed to serve the alcohol and they hold the responsibility.

- iii. If your student organization violates this alcohol policy, the student organization may be subject to probation (See Section I.E.).

D. EVENTS REQUIRING DETAILED PLANNING

1. For any event involving extensive planning (e.g. contracts, catering, technology, printing, mailings), allow at least six weeks prior to the event for the planning process.
2. Set up a meeting with the Assistant Dean of Students to go over all of the relevant policies and procedures and resources for the event.
3. The organization is responsible for following all University and School of Law policies and procedures, some of which are outlined in this Handbook; however, the best way to ensure that all policies and procedures are being followed is to meet with the Assistant Dean of Students.
4. Here are some of the most common policies and procedures to keep in mind (this list is not exhaustive, simply the most common things to arise):
 - a. Only authorized University officials can sign off-campus vendor contracts. No students are allowed to sign University contracts.
 - i. In the case that a contract is necessary for your event, contact the Assistant Dean of Students as soon as you begin planning the event. It is beneficial for the student organization to involve the Assistant Dean of Students from the beginning to help avoid any issues or pitfalls. It can also be a lengthy process to approve the contract through the University; therefore, the earlier the process is started, the more beneficial.
 - b. Events that would require facility or room rental fees must be held at on-campus venues, when possible. For large events requiring a contract, written permission must be obtained in order to have an event at an off-campus location.
 - c. Saint Louis University's owned and operated on-campus hotel, Hotel Ignacio, is the required accommodation for overnight guests of the University. Expense reimbursements for external hotels/motels will not be processed or reimbursed unless a prior exception has been approved.

E. PUBLICITY

1. 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.
2. Student organizations must submit their publicity requests through the online SLU LAW Announcements Form. This form covers all of the following types of publicity:
 - a. SLU LAW News — An online newsletter sent out to all law students, faculty and staff, outlining all student and administration sponsored events.
 - i. Generally, events will not be advertised more than two weeks in advance.
 - b. Plasma — A scrolling list of all the activities going on at the School of Law visible to all students. Plasma screens are located on the main floor near the elevators and on the 10th floor and 12th floor near the elevators. The information that is on the plasma screens can also be viewed on the School of Law homepage.

- i. Generally, events will not be advertised more than 2 weeks in advance.
- c. 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 website 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.
 - i. The events can be posted on the main School of Law calendar as soon as there is administrative approval and a location has been reserved.
- d. Bulletin Boards — There are designated areas throughout the law school to advertise an event.
 - i. Each student organization must have all posters approved by the Office of Student Services prior to posting. The Student Services Assistant can stamp your posters before you put them up.
 - ii. The bulletin boards available to student organizations are located inside each elevator and on the 11th Floor outside of the Student Lounge. There is also designated bulletin board space on the 11th floor near the south side of the building.
 - iii. Posters may not exceed 8.5" x 11".
 - iv. The Office of Communications is unable to handle the production of posters, except in rare instances. You can submit a request online for assistance.
- e. Design Requests
 - i. Student requests should be submitted directly to the School of Law's Graphic Designer by email for review and possible approval. The Graphic Designer may be able to take student organization requests, time permitting.
- f. In the case where more publicity is desired, contact the Office of Communications.
- g. Please see Appendix II. for the School of Law Media Relations Guide.

F. VIDEO RECORDING POLICY

1. To request Audio/Visual recordings please contact ITS.
2. 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.
3. 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.
4. 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. It also removes the shock and/or apprehension at the time of the recording.
5. 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 website. Any recordings or portions of recordings intended for public posting without a signed release form will not be uploaded.

6. 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.
7. Subject to rights granted to School of Law in the audio/video release, contributors retain all other rights to their work and presentations.
8. Only School of Law events are supported.

G. EVENTS OPEN TO THE PUBLIC

1. In order for a student organization program or speaker to be open to the public the following things must occur:
 - a. The event must be placed on the School of Law calendar that is on the law school’s homepage at least two weeks in advance
 - b. The Event Specialist must be notified at least two weeks in advance so that they may make arrangements with the front desk and security guard, and
 - c. When possible, a representative from the student organization should be in the 1st floor lobby to greet guests and provide information 30 minutes in advance of the program or speaker
 - d. See Appendix II. for further information.

H. REQUESTS FOR TRAVEL SUPPORT

1. Student organizations and members seeking travel funding should refer to the Student Travel Funding Request Form which is emailed out at the beginning of each semester by the Assistant Dean of Students.
2. If you are requesting travel support for a speaker or guest that you have invited to the School of Law, and it fits within your organization’s budget, contact the Assistant Dean of Student Activities to help in arranging your guest’s travel.

V. SPEAKERS POLICY

A. GENERALLY

1. While the University acknowledges a student’s individual right to express and explain his or her own beliefs, by virtue of its Catholic, Jesuit character, the time, place and manner of exercising speech on campus for events planned by students and registered student organizations is subject to policies and procedures adopted by the School of Law and the University.
2. The School of Law reserves the right to review programs proposed by students and approved student organizations, including those which are funded in full or in part by University sources (e.g., student activity fee). It also reserves the right to reject or alter programs that the School of Law deems to be inconsistent with its values and mission. This

means that a balanced program, one that would include opportunities for opposing viewpoints to be presented, may be necessary in order for controversial societal, political, moral and/or ecclesiastical topics to be addressed in a way that provides a more complete educational experience and understanding of the subject matter.

3. The School of Law will not approve any campus program which it determines cannot be held in a safe, orderly way, in adherence to its policies and procedures, and without significant interference with other School of Law events or normal functions.
4. Program approval may be rescinded if the School of Law administration determines, at any time, that the proposed program is likely to result in:
 - a. Potential disruption to the regular operations and activities of the University or School of Law
 - b. Potential threat to the safety of persons or property
 - c. Non-compliance with established University policies and procedures, and/or
 - d. Potential obstruction of access to, use of, or egress from University facilities.
 - e. Moreover, a program may be rescinded after being approved if the School of Law receives new information which it determines causes the program to be inconsistent with its values and mission.
5. While acknowledging there may be approved programs that include critiques of Catholic teaching and/or of Saint Louis University, the School of Law does not knowingly make available its facilities to individuals, organizations or businesses, whose activities will deride, mock or ridicule the Roman Catholic Church or the University's mission and values.
 - a. Proposed programs which espouse opinions, ideas and/or beliefs that are judged to be inconsistent with the University's mission and values and/or Catholic ethical and moral teaching may be considered and even approved; however, the School of Law reserves the right to require that other points of view, which could include Catholic teaching, are represented in some way as part of these programs to encourage a balanced experience. This could also involve an additional speaker or facilitator of the School of Law's choosing or an allowance of those in attendance to articulate a "Catholic critique" of the views espoused in the program. Programs must be offered in a way that honors the University's values.
6. The School of Law may require the sponsoring person or organization to include the following statement in all program publicity, announcements and news releases, as well as to be read at the beginning of the program: "The presence of a guest speaker, presenter or performance on the campus of Saint Louis University does not imply approval or endorsement by the University of the views expressed in the program or by anyone present at the event."

B. PROCEDURE

1. Student Organizations have a strong history in bringing thought provoking and educational speakers to campus that are appropriate and within policy; therefore, student organizations at the School of Law are given great deference in scheduling their speakers and guests without express approval from the Student Services Office.

2. The Speakers Policy is a self-governing policy that is monitored in the following ways:
 - a. The Student Services Office will monitor the weekly announcements and publicity from student organizations to catch any potential violations.
 - b. If the student organization itself believes that their program or speaker may be in contradiction to the University's or School of Law's policies or values, then they should notify the Assistant Dean of Students.
 - c. Similarly, any individual student who is concerned about a student organization's program or speaker should contact the Assistant Dean of Students with their concerns.
3. If a student organization is found to be in violation of the Speakers Policy, an email will be sent from the Assistant Dean of Students to the student organization's president and advisor requiring the modification or cancellation of the program or speaker.

C. APPEALS

1. Students or student organizations at the School of Law who seek to sponsor a campus program, may appeal a decision by the Assistant Dean of Students to the Vice Dean. The appeal process for program proposals is as follows:
 - a. A written appeal addressed to the Vice Dean should include, in detail, an explanation of how the student or student organization believes they followed the program planning guidelines and how the program review guidelines were not followed by the Student Services Office.
 - b. The Vice Dean shall contact the student or student organization within five (5) business days of submission of the written appeal to arrange a meeting time. During the appeals meeting, the Vice Dean shall gather all necessary information regarding the process.
 - c. After meeting with the student or student organization, the Vice Dean shall gather all other pertinent information at his/her discretion from any other parties involved in the process.
 - d. The Vice Dean shall provide a written notification of his/her decision within five (5) business days of the initial meeting with the student or student organization.

VI. STUDENT ORGANIZATION RESOURCES

A. TWEN COURSES (WESTLAW)

1. Many student organizations utilize TWEN courses to share documents and materials with members, facilitate RSVPs using "Sign Up Lists," and contact members using TWEN's list-serve or email options.
2. Organizations do not need to create a new TWEN course every year. Rather, organizations should consider updating the previous year's course, so the helpful documents and materials can be preserved. Outgoing officers should add incoming officers as 'Administrators' of the course.
3. To create or update a TWEN course, contact Professor Lynn Hartke at hartkelk@slu.edu. If needed, you may also contact any SLU Law Westlaw Student Representative at, westlaw.slu@gmail.com.

B. STUDENT ORGANIZATION STORAGE, MAIL/EMAIL AND SOCIAL MEDIA

1. Storage
 - a. Student organizations often accumulate materials for use at events and meetings or for purposes of record keeping (misc. examples: paper plates, meeting signs, initiation ceremony robes, bank account statements, etc). Student organization officers are encouraged to keep their organizations' materials organized, so future officers can pick up where the outgoing officers left off.
 - b. Each student organization will have access to a locked storage cabinet in the SBA Office located on the 11th floor in room 1154. If an organization needs additional storage space in the School of Law, a student locker may be purchased for use by an organization, which must be registered to one individual officer.
 - c. For information about the storage cabinet and locker rentals, contact an SBA executive board member.
2. Mail
 - a. Each student organization has a mailbox designated for their organization. The mailboxes are located in the SBA Office, Room 1154.
 - b. Mail that is received by the School of Law for a Student Organization will be delivered to the SBA Office, room 1154.
 - c. Outgoing mail can be sent by the School of Law, but the student organization must have affixed the proper postage to the mail. The School of Law will not pay for postage of outgoing materials.
3. E-mail Accounts
 - a. All official student organizations will be assigned an official SLU e-mail account (i.e. wlsa@slu.edu). The Assistant Dean of Student Activities will work with the School of Law's ITS Department to create the account once an organization is approved.
 - b. In order to create smooth transition processes from year-to-year, student organization email accounts will be delegated to the president of the organization. Each year, accounts will be delegated to the new president of the organization on July 1. If you would like the organization's email account to be delegated to someone other than the president, please send a request to the Assistant Dean of Students.
 - c. Once the account is delegated it can be accessed by clicking on the circle icon on the top right-hand side of your SLU Google Mail account inbox page.
 - d. SBA and the School of Law uses the official organization accounts to communicate important funding and policy information. Please check this account on a regular basis, or set up "forwarding" so messages are sure to be received by an officer in a timely manner.
 - e. Only the Assistant Dean of Students can delegate/re-delegate the organizations email account.
4. Social Media

- a. The purpose of social media is to encourage communication, create community and provide relevant information regarding School of Law activities, academics and student life.
- b. The Assistant Dean of Students must be notified prior to establishing a new social media account representing a SLU LAW student organization.
- c. All social media accounts are subject to the University's social media policy which can be found at <http://www.slu.edu/marcom/guidelines-and-policies/social-media-guidelines>.
- d. The administrator for the social media account must include their contact information in the bio section or other prominent place on the social media platform.
- e. Please see Appendix III. for all other guidelines on social media usage.

C. STUDENT ORGANIZATION WEBSITES AND DIRECTORIES

1. Websites
 - a. The School of Law website provides a web page for each student organization which is managed by the Assistant Dean of Student Activities. All outgoing and incoming officers are encouraged to review their page's content and submit updates to the Assistant Dean of Student Activities via email.
 - b. The Student Organization webpages may be found at <http://law.slu.edu/studentservices/student-organizations>.
 - c. External Websites - Many student organizations utilize TWEN courses, Twitter accounts and Facebook pages. As stated above, please notify the Assistant Dean of Students if your organization has any of these accounts. Also, outgoing officers should share the log-in credentials for these accounts with both incoming officers and their advisors to ease in the transition of one e-board to another.
2. Directories
 - a. The Assistant Dean of Students will maintain the official student organization directory for the School of Law.
 - b. The directory will contain the up-to-date information on all approved student organizations, their advisors and their e-board members. Email information for these groups will be available in this directory as well.
 - c. All of the directory information will be available online at <http://law.slu.edu/studentservices/student-organizations>.

VII. IMPORTANT CONTACTS

<u>Title</u>	<u>Name</u>	<u>Email</u>	<u>Phone</u>	<u>Location</u>
Assistant Dean of Students for Activities and Leadership	Shannon Morse	stinebsm@slu.edu	314-977-2728	Scott Hall 1008
Dean of Students	Jon Baris	jbaris@slu.edu	314-977-3675	Scott Hall 1008
Student Services Assistant	Joyce Brown	Jbrow166@slu.edu	314-977-3955	Scott Hall 1008
Event Specialist	Julie Orr	Jorr5@slu.edu	314-977-7074	Scott Hall 875
Graphic Designer	Josh Booth	Jbooth2@slu.edu	314-977-7276	Scott Hall 872
Office of Communications	Jessica Ciccone	lillieciccone@slu.edu	314-977-7248	Scott Hall 872
Office of Development and Alumni Relations	Sheridan Haynes	hayness@slu.edu	314-977-3303	Scott Hall 1050
Information Technology Services (ITS)	Help Desk	lawhelpdesk@slu.edu	314-977-7283	Scott Hall 752

APPENDIX I. 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]
 - i. The president shall be the official representative of the group to any other organization and to the School of Law.
 - ii. The president will preside over all meetings.
 - iii. The president is responsible for determining when meetings are and publicizing this to the group.
 - b. Treasurer [sample duties]
 - i. The treasurer shall be responsible for the finances of the group.
 - ii. 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 Assistant Dean of Student Activities and Leadership or its designee to insure that they are in accordance with the aforementioned rules and regulations.

APPENDIX II. LAW SCHOOL MEDIA RELATIONS GUIDELINES

University media access guidelines

The University requires news organizations to contact our SLU media relations team before coming onto campus.

When privacy is an issue, including that of our students, the media relations team will often work to find people willing to be interviewed, filmed or photographed.

Law School communications

The Office of Communications is located in 872 and manages the communications for the entire law school.

- The communications department will issue all media advisories and press releases.
- Students, faculty and staff are asked to work with a member of the communications department to publicize events or accomplishments.
- To ensure proper publicity and postings, submit event/speaker announcements through the online announcement form: <http://www.slu.edu/x49436.xml>

Guidelines for newsworthy events

- A newsworthy event gives the communications department an opportunity to promote SLU LAW through students, faculty and staff. The audience should be broad, the topic timely and should always relate back the mission and goals of SLU LAW.
- The privacy of the law school community always takes precedence over media attendance. In that light, the communications department does not regularly invite media to open forums in order to protect the privacy of those involved.

Communications contacts

- Jessica Ciccone: Communications Director; lillieciccone@slu.edu; 977-7248
 - o department oversight; media relations; liaison to University communications; editor of Saint Louis Brief, SLU LAW News and The Sidebar; manager of SLU LAW social media platforms
- Josh Booth: Graphic Designer; jbooth2@slu.edu; 977-7276
 - o Manages SLU LAW brand; produces all graphics and printed material; oversees photography and website design. Design requests must be submitted two weeks in advance.
- The Communications Offices also manages the web updates, calendars and announcements. Please submit all requests through the proper forms.
 - o Design Request: <http://law.slu.edu/design-request>
 - o Web Update: <http://law.slu.edu/web-update-request>
 - o Announcement Request (all events): <http://law.slu.edu/announcement-request>

APPENDIX III. SOCIAL MEDIA RECOMMENDATIONS FROM THE COMMUNICATIONS DEPARTMENT

Social media that is done properly is a relevant and useful tool for communicating new and exciting information to your audience in an engaging format. While the use and audience differs for each medium there are general best practices which indicate that in order for social media to be effective it must be done well.

General Best Practices

All content should be timely and relevant

Posts should consistent in voice and frequent in timing

Must be kept up to date

Cannot be a repost of website information

Updates must be different on each social media platform (never automatically post)

Facebook

Audience: Mostly internal audience, such as alums or students

Uses: Facebook allows you to engage on a more in depth level with your audience

Suggestions: Pictures, longer stories and general fan favorites that demonstrate the depth and expertise of the Center.

Pros: Ability to share content and garner feedback via comments from your audience, share things that may not have a place on the website, engage audience in stories (that may be on the website) that you would like to draw attention to.

Cons: You will likely be speaking to the audience that knows a lot about you already; people that 'like' you on Facebook generally already have a vested interest in you. This is not the place to raise your national profile, but could be the place to create a community among students and alumni.

Twitter

Audience: External, thought leaders, media consumers, general public

Uses: Twitters is more of an information sharing platform. You can spread word and opinion in a fast paced manner.

Suggestions: Share media placements, relevant and important news items or event information.

Pros: Since twitter has a more general audience you are able to reach a broader base and share your expertise. If done right and frequently this could potentially raise your national profile and enhance your position as thought leaders.

Cons: Information flows freely and frequently. Your posts can easily get overlooked and have little impact. The amount of information you can share with each post is limited (140 characters) and must be tied to a permanent link in order to serve a purpose.

Here are the University's guidelines for social media usage: <http://www.slu.edu/marcom/social-media/institutional-use>

APPENDIX IV. ACKNOWLEDGEMENT OF RECEIPT OF STUDENT ORGANIZATION HANDBOOK

As an executive board member of a student organization at Saint Louis University School of Law, I understand that I am responsible to review the contents of the Student Organization Handbook and that I am bound, as is my organization, to the policies stated therein, as well as other policies that exist or future policies.

I have received a copy of the Student Organization Handbook via email and can also access the Handbook online at law.slu.edu.

I will review the Student Organization Handbook, become familiar with the policies set forth therein, and will address any questions I may have to the Assistant Dean of Student Activities and Leadership.

Printed Name-President

Signature and Date

Printed Name-Treasurer

Signature and Date

Other E-Board Members:

Printed Name/Title

Signature and Date

Printed Name/Title

Signature and Date

Printed Name/Title

Signature and Date

Printed Name/Title

Signature and Date