



# STUDENT GROUP HANDBOOK

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# Contents

<b>I. INTRODUCTION .....</b>	<b>4</b>
<b>II. STARTING A NEW YEAR .....</b>	<b>4</b>
RECRUITING STUDENTS .....	4
COUNCIL OF LEADERS MEETINGS .....	4
ANNUAL CHECKLIST FOR ESTABLISHED STUDENT GROUPS .....	5
REGISTRATION DETAILS FOR PRE-EXISTING GROUPS .....	5
<i>Officer Information</i> .....	5
<i>Daily Disclosure</i> .....	6
<i>ASU Student Group Registration</i> .....	6
REGISTERING AS A NEW OFFICIAL STUDENT GROUP .....	6
<i>Registration for the College of Law</i> .....	6
<i>Registration for ASU</i> .....	7
<i>Benefits to Registration with ASU</i> .....	7
<i>Also see "Solicitation Regulations"</i> .....	8
PRO BONO GROUPS .....	8
<b>III. THE STUDENT ORGANIZATION CENTER, THE PRO BONO CENTER AND STUDENT LOUNGE .....</b>	<b>8</b>
THE CENTERS .....	8
ORGANIZATION LOCKERS .....	8
MAILBOXES .....	8
<b>IV. COMMUNICATIONS TO STUDENTS .....</b>	<b>9</b>
DAILY DISCLOSURE .....	9
<i>Guidelines for the use of Daily Disclosure:</i> .....	10
PROMOTING EVENTS .....	11
<i>Flyers</i> .....	11
<i>EMS Calendar</i> .....	11
<i>Tabling</i> .....	12
ADVERTISING LIMITATIONS; EVENTS SERVING ALCOHOL .....	12
<b>V. HOSTING EVENTS .....</b>	<b>13</b>
PLANNING .....	13
EVENTS DURING FINALS .....	13
ROOM RESERVATIONS .....	13
RESERVING THE ROTUNDA FOR "SPECIAL EVENTS" .....	14
DOOR SCHEDULES AND EQUIPMENT NEEDS .....	14
GUEST PARKING .....	15
<i>Parking Validation System, Office of Academic Services</i> .....	15
FOOD AND BEVERAGES .....	15
CLE .....	15
<b>VI. FINANCES, RESOURCES AND FUNDRAISING .....</b>	<b>15</b>
FUNDING REQUESTS: GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION (GPSA) .....	16
<i>Steps to Request GPSA Funding</i> .....	16
<i>Tips for Successfully Requesting GPSA funds</i> .....	16

DEAN’S DISCRETIONARY FUND .....	17
STUDENT BAR ASSOCIATION (SBA) FUNDING .....	17
<i>Reimbursements</i> .....	17
GIFT CARDS .....	18
FUNDRAISING PROJECTS AND COMPETITION.....	18
SELLING MERCHANDISE .....	18
DESIGN RULES .....	19
SOLICITATION REGULATIONS .....	20
TAX GUIDELINES AND BANK ACCOUNTS .....	20
PHOTOCOPYING FOR ORGANIZATIONAL USE .....	21
RAFFLES AND GAMBLING .....	22
<b>VII.            COLLABORATION WITH OTHER ORGANIZATIONS .....</b>	<b>22</b>
<b>VIII.           END OF THE YEAR/ELECTIONS.....</b>	<b>22</b>
<b>IX.            OFFICER TRANSITION GUIDELINES.....</b>	<b>22</b>
<b>X.              ASU POLICIES .....</b>	<b>24</b>
STATEMENT OF STUDENT POLICIES.....	24
ALCOHOL POLICY .....	25
WEBSITE POLICY .....	26
THE STUDENT CODE OF CONDUCT .....	26
COLLECTIVE OR INDIVIDUAL LIABILITY .....	26

# I. Introduction

In this handbook, you will find information important to you as a leader of a student organization, pro bono group, or journal at the College of Law. You will also find a list of requirements to be a student organization or pro bono group, suggestions to make your job easier, and instructions on various tasks. This handbook is the manual for the formatting and operation of all student groups (pro bono groups and student orgs) within the law school. However, all student groups must also know and abide by the ASU Student Organization Handbook and all ASU Rules governing student groups at Arizona State University. Student leaders and student organization officers are responsible for reading and understanding these rules. The ASU guidelines govern all student organizations, even in the case of unregistered student organizations or in regards to events held off campus. The ASU guidelines can be found at [https://eoss.asu.edu/sites/default/files/student\\_org\\_handbook.pdf](https://eoss.asu.edu/sites/default/files/student_org_handbook.pdf).

While we have tried to include everything, it is impossible to do so. This is a starting point for student leaders, however, if there is a situation that this manual does not address or if you have questions beyond what is included here, please see Student Services.

# II. Starting a New Year

## *Recruiting Students*

Every fall there will be a student organization fair. All organizations are encouraged to have informational material available for interested students, as well as a current member(s) available for answering questions. All new students, whether new 1Ls or new transfer students, will be invited to attend the fair to learn about each student organization and find out how they can get involved. In addition, student organizations are encouraged to have a welcome meeting in the spring for spring transfer students and those who did not attend fall orientation.

## *Council of Leaders Meetings*

At the beginning of each fall and spring semester, Student Services and the SBA will meet with the officers from all the student organizations to discuss important issues for groups starting the new academic year and to address the needs of the organizations and leaders in transitioning for the next year. These meetings are **mandatory** for each organization. The first meeting will cover much of what you need to know as a student leader. The spring semester meeting will discuss relevant semester information and tips for successfully transitioning into the following school year. **Failure to attend these meetings may result in denial of funding requests, forfeiture of the Dean's Discretionary funding awards, and inability to post on the Daily Disclosure.** Should a leader or officer of a student organization be unable to attend these meetings, Student Services must be

notified immediately and the officer will need to confirm with Student Services that they viewed the entire recording of the meeting.

The SBA will coordinate Council of Leader meetings as needed during the semester to facilitate better cooperation and coordination among student groups.

### ***Annual Checklist for Established Student Groups***

1. Provide updated information about the Student through this form <https://forms.law.asu.edu/view.php?id=177648>, including:
  - a) A list of ALL officers including names, email addresses and phone numbers (newly elected or not)
  - b) The ASURITE ID of the two leaders that you wish to be able to book rooms (this is the name abbreviation, not the number),
  - b) Faculty Advisor name and contact information
  - c) Any changes to the group's mission statement or constitution
  - d) The Group's email address or website url
2. Establish authorization to post on Daily Disclosure
  - b) Go to <https://help.law.asu.edu/index.php?pg=kb.book&id=28> and review the included information.
  - c) Follow the instructions for authorization.
  - d) Authorization is limited to two students per student organization.
3. Appoint an officer (preferably the president or executive board as a whole) to attend the MANDATORY Council of Leaders Meeting at the start of the academic year.
4. Renew ASU Student Connection & Community ("SCC") registration ASAP, but no later than the July 1st preceding the start of that school year: <https://eoss.asu.edu/clubs/manage/re-register>; new organizations may register at any time.
5. Review all relevant policies governing student organizations including those contained in this manual, the JD Statement of Student Policies, the SCC guidelines and ASU student policies.
6. Update checking account information (if applicable)

### ***Registration Details for Pre-Existing Groups***

#### **Officer Information**

When new leaders are elected, email/webpage access, locker access and joint signatory checking account access, if applicable, will need to be changed over to the new leadership. Please ensure that new leaders have all necessary access. In addition, it is your responsibility to ensure an officer of your group updates the officer information so that your group continues to receive necessary

correspondence. The link to update information can be found at <https://forms.law.asu.edu/view.php?id=177648>. Information should be updated when there is a change in any officer position or change to mission statement, constitution, club email or website url. This information must be updated at the end of every spring semester; this includes officer positions that remain the same from the previous year.

### **Daily Disclosure**

Authorization to post on Daily Disclosure must be established at the start of each school year, as those from the previous year will be automatically terminated. To receive or renew authorization, a student leader or officer must review the Daily Disclosure Training information at <https://help.law.asu.edu/index.php?pg=kb.book&id=28> and follow the outlined procedure. Please note that only two members of each student group will be given access to post on Daily Disclosure.

For more information please see the paragraph on Daily Disclosure on page 9.

### **ASU Student Group Registration**

The College of Law requires law school organizations to be formally recognized by ASU. For your organization to be formally recognized by both The College of Law and by ASU, it is necessary to submit an application to ASU Student Connection and Community ("SCC") department : <https://eoss.asu.edu/clubs/orgs>. Student organization registration must be completed by July 1st before the start of the school year. So, if you are registering for the 2023-2024 school year, registration must be completed by July 1, 2023. **Registration is an annual process and organizations must renew their registration each academic year** to continue to access College of Law and University resources, including funding, ability to host events, ability to have speakers come on campus, reserve rooms, and be associated with the College of Law. A student group that is not registered by ASU will be removed from the College of Law website and will lose all privileges mentioned about.

## ***Registering as a New Official Student Group***

### **Registration for the College of Law**

If you are interested in starting a new group, you should first confirm that the goals for your proposed group are not already being met by another group. Then, follow the steps below to get started. If you wish to discuss the process or the time/scheduling commitments involved Student Services will be happy to assist in your decision.

Before you start a student group, you need four things:

- Faculty Advisor

- Members (at least three)
- Mission statement and Objectives
- Bylaws and/ or Constitution (If applicable)

Once you have all of the above, please fill out the online student group [authorization form](#).

Please note that any student gathering or group, even if unregistered, is governed by ASU's Student Organization Handbook and ASU's Student Code of Conduct.

### **Registration for ASU**

The College of Law requires law school organizations to be formally recognized by ASU. Therefore, to start a formal organization that is recognized by The College of Law and by ASU, it is necessary to submit an application to ASU Student Organizations <https://eooss.asu.edu/clubs/start>. New groups may register at any time.

### **Benefits to Registration with ASU's Student Connection & Community Department**

Benefits of registering with ASU's Student Connection & Community ("SCC") department include SBA and GPSA funding, ability to host events, ability to have speakers on campus, ability to reserve rooms, publicity, copies, posters, equipment, storage space, mailboxes, university facility use, and web space through SunDevilSync. ASU's Student Organizations application is an annual application that should be completed before the end of the school year for the following year, or July 1st before the school year begins.

Because of the nature of the application, it may be helpful to hold a meeting of your organization prior to submitting the actual application. Before you can submit the SCC application, there are several decisions you will need to make (such as what your leadership structure will be, when and where you will meet, what the group's formal objectives will be, etc.). Your members will likely want to be involved in that decision-making process.

After registering with SCC, please provide Student Services with copies of all requested paperwork. After registered with the University, all student organizations at the College of Law are deemed to be part of ASU and must follow the University Student Code of Conduct. Failure to register as an official student organization with the University DOES NOT exclude an organization from the reach of these policies. Failure to abide by both ASU, SCC, and ASU Law rules governing the operation of student organizations is grounds for disassembly of the student organization by the Dean of the Sandra Day O'Connor College of Law. Additionally, it is important to remember that these policies apply BOTH to student organizations, individual students, and journals.

Please see Student Services if you have any questions about these requirements.

**Also see “Solicitation Regulations”**

***Pro Bono Groups***

Pro bono groups will work with Student Services on all of their administrative needs as a student group.

### **III. The Student Organization Center, the Pro Bono Center and the Student Lounge**

***The Centers***

The Student Org Center (Room 551) is located in the east side of the BCLS on the fifth floor.

The Burch & Cracchiolo Pro Bono Center (Room 659) is located in the east side of the BCLS on the sixth floor. The Susan and Paul Gilbert Student Lounge (Room 620) is located in the southwest part of the sixth floor of the BCLS. The Student Lounge has a kitchenette. We appreciate your help in keeping the area clean and free of trash and clutter. To ensure the fridge stays clean, all items left in the fridge after 2pm each Friday will be thrown away. This fridge should be used for left-overs from student events. Please remember to clean the microwave as it is not part of the cleaning crew's responsibilities.

***Organization Lockers***

We will assign each student organization a locker in the Student Org Center (space permitting). No food or drinks are permitted in these lockers. Lockers should be cleaned out every year, and the lockers should not be used for personal use. Pro Bono Orgs will be assigned a set of file cabinet drawers in room 659 with the same rules. If you have questions about your locker or file cabinet, please visit the [Click here to enter text](#). Student Services (4<sup>th</sup> floor, SW corner). Occasionally, the Student Center and Pro Bono Center are used for meetings. Access to the lockers may be limited during those times.

***Mailboxes***

Mailboxes for every organization (including Pro Bono) are in the Student Org Center (Room 551). These are for official organization communication only. Please check your mailboxes regularly.



## IV. Communications to Students

### ***Daily Disclosure***

This website is your location for all student news, all the time. Instead of being inundated by emails, all announcements, meeting information, events and other bits of information will be posted here. You will receive one email per day with a link to the site. You may also subscribe to the RSS feed if you prefer to get the site news that way. Be sure to take advantage of links along the top under the header and in the right sidebar, to find the student policies, law school calendar, student organization news. Use the Tag Cloud and search field to get to what you want quickly.

Within Daily Disclosure, you have the ability to create two different types of notifications – a post or an event. Only activities/programs with an actual date of occurrence constitute events for purposes of event notifications. Anything else, including deadlines for scholarships, jobs, clinics, writing competitions, etc. should only be submitted as posts on DD. That said, event information may also be submitted as a DD Post, but only as a one-time entry, generally, for the purpose of reminding people to attend/register/sign-up etc. You can view events via the Student Portal: <https://law.asu.edu/current-students> - there are two viewing formats available: the Daily Disclosure Feed and the Events Calendar.

An email about *Daily Disclosure* will be sent every morning during the school year to all students, faculty, and staff. During the summer, it will be sent once a week. Below are some helpful links for the *Daily Disclosure*.

- To view *Daily Disclosure*: <https://students.lawnews-asu.org/>
- Instructions for posting items: <https://help.law.asu.edu/index.php?pg=kb.book&id=28>

**Authorization to post on Daily Disclosure must be established at the start of each school year.** At the start of each year all authorizations from the year before will be **automatically terminated**. To receive or renew authorization a student leader or officer must review the Daily Disclosure Training information [here](#) and follow the outlined procedure. If you have issues with your authorization, please contact the Student Services. Please allow one (1) day for access time.

Please note that no more than two members from each student organization will be given Daily Disclosure access. Groups should decide internally who will be responsible for these posts and will be held responsible for duplicate posts. Groups are able to change the designated person throughout the year by utilizing the authorization procedure above; however, no more than two authorized users per student organization will be permitted at a time.

### **Guidelines for the use of Daily Disclosure:**

- You may only use your username and password. DO NOT allow others to use it.
- Once granted access to post, you are only allowed to use that access to post official business related to your student group. Posts submitted outside of these guidelines will be removed.
- Prior to posting to Daily Disclosure, ensure that your event has already been posted to the **EMS Law School Events Calendar**.
- In the Subject line, always begin with the name of the student group, and avoid using non-specific terms like "Today" or "This Afternoon." For example: "SBA: Welcome Back BBQ 1/15" or "CABLS: Lunch speaker, Bill Gates 3/20". Make sure to include the date, time, and location of your event.
- An announcement for a particular event or program is to be posted **no more than 3 times** on Daily Disclosure, and only twice is appropriate for most events. For big events, a group may wish to post a "save the date" several weeks prior to the event. Then the group may wish to post subsequent announcements the week prior and the day before or day of the event. For regular meetings and more common events, no more than two postings are allowed.
- There is to be no posting of a single event for two consecutive days.
- To include a link for your event in that day's Daily Disclosure email, publish your post prior to 7am. Posts published after 7am will be included in the following day's email, but will be visible on the Daily Disclosure website immediately upon publication. Posts may be published immediately or scheduled for later publication. Keep in mind, posts included as links in the daily email are more visible, and likely to be seen by a larger audience.
- Groups should make use of the **categories** and **tags** available in Daily Disclosure in order to get the most exposure.
- Student leaders should keep track of who handles publicity for the organization, and who will have access to post on the Daily Disclosure. Designate a particular individual within the organization with such access. This helps to ensure that an organization's posts are not duplicative. One back up user may also be appointed. However, as a general rule no more than two individuals may have authorization to post on Daily Disclosure at a time.
- Posts advertising off campus events such as socials, mixers or happy hours that are hosted/sponsored by a recognized student organization may be posted on the Daily Disclosure but may NOT be promoted in a way that depicts the event's primary purpose as providing access to alcohol, providing free drinks, or promoting alcohol abuse, illegal, reckless, or potentially harmful activity involving alcohol in any way.
- Posts advertising events must be clear as to which student groups are sponsoring the event. No student group may represent that it is hosting a "law school sponsored event" without express permission from Student Services.

- Failure to abide by these guidelines is grounds for suspension of an organization's access to post on Daily Disclosure. It is the responsibility of the student leaders to ensure that those authorized to post on behalf of the organization understand and follow these guidelines.

## ***Promoting Events***

You are encouraged to use any and all of the following to promote your event: **Daily Disclosure**, the **EMS Calendar** (access through "<https://ems.law.asu.edu>"), **tabling** on the fifth floor patio or in the sixth floor student lounge, **e-mails** to your organization's members using your own e-mail address book, and the digital display boards. Note that flyers may not be attached to any wall. Be aware that flyers left overnight will likely be thrown away by the cleaning crew.

### **Flyers**

- Student organizations are permitted to use flyers to promote events and organization membership.
- Flyers may not depict an event as an official ASU or College of Law event unless prior approval by the administration has been given.
- Flyers must follow the guidelines laid out within the University Student Code of Conduct and all other ASU conduct regulations. Student leaders should particularly familiarize themselves with the ASU provisions regulating the advertisement, sponsorship, and promotion of events at which alcohol is to be served.
- The College of Law and the ASU logos may not be used, borrowed, modified, or independently marketed by student organizations. The use of the College of Law name/image/logo or likeness should not be used to promote events or to falsely associate sponsorship of events. Student leaders should familiarize themselves with ASU's policies and guidelines pertaining to use of logos.
- Posting flyers in inappropriate locations may result in loss of permission to post flyers.
- Failure to follow these regulations may result in suspension of a student organization's privilege to hang or distribute fliers

### **EMS Calendar**

- Use of the EMS Calendar feature to communicate your events to the entire College of Law community is highly encouraged.
- The EMS Calendar feature can be found on the following website:  
<https://ems.law.asu.edu>; you can also access it through Law Interactive or the BCLS App.
- Room requests that conflict with official College of Law events or Career Services will be denied.

- After you are logged in with your ASU ID, hovering over the “Reservations Tab” will present you with three reservation options.
- If your event is larger, we recommend using the 3-week reservation option. If you have a small study group, feel free to use the study group reservation option.

### **Tabling at the 5<sup>th</sup> Floor Patio or Student Lounge**

- Tabling to advertise for upcoming events is encouraged.
- Tabling on the sixth floor is first come first serve.
- Use of the fifth floor patio does not require a special form, but if you are looking to host an event other than tabling (usually a large event), please contact ASU Law’s Events Manager for permission.
- Tables used on the fifth floor patio must be put away after lunch.
- Tabling on the sixth floor must operate during daytime hours of 8 AM to 5PM
- At least one representative must be present at the table being used
- Space in these areas is limited so if issues arise please speak to the Events Manager
- Tabling to advertise for upcoming events or fundraising is SUSPENDED once Reading Week has commenced and throughout final exams.
- Failure to abide by these guidelines may result in suspension of a student organization’s tabling privileges.

### ***Advertising Limitations; Events Serving Alcohol***

While advertisements of student organization events using the above means are highly encouraged, the College of Law logo may not be used, borrowed, or independently marketed by student organizations. The use of the College of Law name/image/logo or likeness should not be used to promote events or to falsely associate sponsorship of events.

In addition to the guidelines provided above, special restrictions apply for all advertisements and/or promotion of events at which alcohol is served. These restrictions apply both in cases where the student organization is providing alcohol or where alcohol is simply available at the event.

- Events not covered within the College of Law Student Organization Handbook or University Alcohol policies are subject to the rules on advertisements, tabling and promoting events.
- Any/all advertising for events hosted or sponsored by student organizations may not suggest, allude to, or promote excessive drinking or irresponsible and/or illegal behavior.

Violations of these guidelines will result in suspension of authorization to post on the Daily Disclosure, tabling privileges, and flyer posting privileges. Serious and/or repetitive violations may result in dissolution of the student organization by the Dean.

## **V. Hosting Events**

### ***Planning***

First, look for a need in the law school community to ensure that the event is of interest and that people will attend. For example, 1L students often feel that there are too many “how to prepare and study for exam” sessions. Collaborate with other groups to plan, promote, and sponsor the event. This will help build relationships and avoid duplicating other groups’ events. Collaboration is highly encouraged by the administration and SBA.

When planning the date of your event, **remember to look at the EMS Calendar and avoid conflicts** such as 1L writing assignment due dates, religious observations, exams, etc. See the scheduling discussion below for more detailed information on how to check for date conflicts and reserve rooms. Any major event that is intended for an audience broader than students must have the date cleared by the administration. Once you have a description of the event and an idea as to when you would like to hold it, please submit your event details via the Student Organization Event Form linked here: <https://forms.law.asu.edu/view.php?id=828929>.

Most importantly, keep in mind that there are some law school events that no group should conflict with. Among those are the Pedrick Lecture, the Shoen Lecture, the Canby Lecture, and the John P. Morris Symposium. Student organization room requests that conflict with these College of Law events will be denied. **In addition, please note that Wednesday lunch periods are presumed reserved for Career Services and other administrative presentations.** If your student organization is interested in hosting an on-campus Wednesday event during the lunch hour, and no alternative days are available, please contact Student Services to see if an exception can be granted.

### ***When Events are Prohibited***

Student organizations are prohibited from planning events during reading week, finals, and the first week of each new semester. Room requests during these times will be denied without a strong argument for the need for the event. Events held during finals, including off-campus events, have very low attendance. It is in the organization’s best interest to schedule events either before reading week or after the finals period has lapsed.

Additionally, student organizations are NOT permitted to table for upcoming events or conduct fundraisers via tabling once reading week has commenced. Failure to comply will result in suspension of tabling privileges.

### ***Reserving Patio Space or the Student Lounge for “Special Events”***

Permission is not required for small tabling activities on the fifth floor patio. If you wish to plan a large event, please contact the Events Manager located on the fifth floor. A large event may require the submission of a Special Event Form at least 30 days prior to the event date as well as the securing of permits, insurance, etc. Thus, it is imperative that you connect with the Events Manager and Student Services ASAP for the proper coordination of event plans and details.

ASU's Event Guidelines:  
<https://universityevents.asu.edu/page/guidelines-in-person-events-meetings>

ASU's Special Event Form: <https://eventreg.asu.edu/node/add/event-registration-form>

### ***Door Schedules and Equipment Needs***

Organization events should rarely have a need to change the door scheduling, as all students have card access to the building. . Doors may not be propped open for any event as propping the doors open can damage the motor. If this occurs, your group will be charged for damages. If your event requires a change to the schedule note the change when you calendar the event and contact Maintenance Manager, Allan Crouch, at [allan.crouch@asu.edu](mailto:allan.crouch@asu.edu) to [let him know about the requested change](#).

All equipment needs should be requested when you calendar an event. If you already requested a room and later realize you need equipment, go back into your calendar history and edit the request to reflect your changes. Then follow-up with an email to the IT Department at [law-g@asu.edu](mailto:law-g@asu.edu) including the updated equipment needs. When calendaring an off-site event, such as shelter visits for pro bono, you must make your own arrangements regarding equipment and facilities.

**Unless specified in the request**, classrooms should not be rearranged for meetings. If the desks must be moved to accommodate a special need the room MUST be returned to its original manner at the end of the event. Groups that fail to do so could lose reservation rights. If the desks in the room being used are wired with power cords DO NOT unplug or arranged in such a way to

potentially damage the wiring. Groups will be held responsible for any damages that occur as a result of moving classroom equipment.

### ***Guest Parking***

When you invite outside guests to attend your event, discuss directions and parking with your guest(s). If needed, provide them with maps of the University, and inform your guests that parking is available on a first-come, first-served basis in the visitor lots and parking garages. Notify guests, that there is never a guarantee of an open parking space. *If you are interested in requesting a parking space for your guest(s) in the law school parking garage, please submit your request via the following linked form:* <https://forms.law.asu.edu/parkingrequest>. Please submit parking requests as early as possible. Parking requests are not confirmed until you receive parking code information for your guest(s).

### ***Food and Beverages***

While providing food is usually a good incentive to increase attendance at your event, remember that it is not required at meetings or speaker events. Also keep in mind that when providing food, certain restrictions may apply. If you plan to host an event, please see ASU's information on food policies: <https://eooss.asu.edu/SACSWest/catering>. The site includes forms, waivers, and other important information. Only commercially prepackaged food from incorporated restaurants are allowed on campus. The catering site provides all the rules and waiver forms. If you are providing food and/or beverages at your event, please ensure that you leave the room exactly as you found it, and that all items are properly discarded. Remember that it is the responsibility of the hosting organization leader(s) to keep rooms clean during the event. Also, remember to provide enough plates, cups, napkins, etc. to meet your needs. The College of Law does not provide these items.

### ***Continuing Legal Education (CLE)***

No student group may host a CLE event. The law school has a CLE Director and pursues a robust schedule of CLE Programming. Student groups wishing to get an exception to the rule may email the Associate Dean of Students making the request.

## **VI. Finances, Resources and Fundraising**

Each organization should give serious thought to their monetary needs for making the organization a success. While some organizations require substantial funds, others require none.

If it is decided that funds are a necessity, you are encouraged to consider the following:

## ***Funding Requests: Graduate Student Organization (GSO) Funding***

### **About Graduate Student Organization (GSO) Funding**

GSO funds awarded by the Graduate and Professional Student Association (GPSA) to assist clubs and organizations on campus to create a robust student experience outside of the classroom. These funds come from your graduate student programming fee and are decided by students, for students. The students responsible for this distribution are elected to the GPSA Assembly and represent each of the academic colleges offered at ASU campuses.

**Only the three listed officers** in your organization's SunDevilSync page will be allowed to initiate and complete any funding requests. Submissions from advisors or general members will not be considered.

GSO events often consist of research symposia, conferences, speaker series and colloquia that depend on appropriate uses of GPSA funding for items such as space rental, honorariums, conference materials and other organizational expenses and equipment. GSOs can ask for funding for single events, or events presented in a series with one funding request.

To be eligible to receive funding, your organization must meet the following:

1. Student Organization Name
2. Profile Photo (Logo or Photo image)
3. Organization's purpose and upcoming semester meetings (dates/times/locations) posted in "Welcome Message"
4. Membership roster that includes at least three officers and a minimum of 10 members.
5. Request for memberships have been approved/declined on a regular basis
6. Constitution must state that organization membership is open to all ASU students.

### **GSO Funding Submission**

Only GSOs officers listed as administrators for their organization on SunDevilSync are able to access the funding application forms. If you are a club officer not listed as an administrator, contact Tempe Clubs. For detailed instructions on how to submit a GSO funding request, click the following link:

[https://www.dropbox.com/scl/fi/4388wxk8vvka8q3p6b1t7/How-to-Submit-Budget-SunDevilSync - Revised-April-2020.docx?dl=0&rlkey=1s687its9exaxko7kmna9qgka](https://www.dropbox.com/scl/fi/4388wxk8vvka8q3p6b1t7/How-to-Submit-Budget-SunDevilSync_-_Revised-April-2020.docx?dl=0&rlkey=1s687its9exaxko7kmna9qgka)



## ***Dean's Discretionary Fund***

All student organizations are allotted \$50 at the start of the school year from the Dean's discretionary fund. This allotment works on a reimbursement system and requires submission of a Reimbursement Request Form.

- The group may use this money without petitioning the SBA.
- Please note that while this \$50 is discretionary it is not permissible to use this money for the purpose of purchasing alcoholic beverages.

## ***Student Bar Association (SBA) Funding***

You may also petition for funding to support your events through the SBA. Please follow their procedures and attend the Council of Leaders meetings. You can find instructions and guidelines for requesting funds from the SBA on the Resources for Student Groups webpage:

<https://law.asu.edu/cs/student-life/student-orgs/resources>

- To be granted funding you must be an official registered group with The College of Law and the University.
- Student leaders must submit requests for SBA funding according to the SBA regulations. Request forms can be found on the website above.
- To petition for funding, a representative of your student organization must be present at the SBA funding meeting for that month, normally held the first Monday of every month during the lunch hour.
- While SBA policies may change, funds are available on a first come, first serve basis. However, factors such as Council of Leaders Meeting attendance, co-sponsorship of events, inclusivity of event, and pre-submission of a budget may be used to determine approval or denial of request.
- While there is no appeals process when funding requests are denied, student leaders may request funding for the same event at a later point in the semester.
- Note that SBA funding works on a reimbursement system. **Therefore, you should not spend any money on an event until your funding request is approved by the SBA.**

## **Reimbursements**

Reimbursements are only allowed for purchases less than \$100.00. When requesting reimbursement, the request must include proof of purchase showing paid with a credit card. Please note that cash/check payments cannot be reimbursed. Completed reimbursement packages should be submitted within 5 days of the event. The reimbursement period may take several weeks before your check is issued..

## ***Gift Cards***

The University generally disfavors the use of gift cards, and the College of Law will NOT approve any reimbursement for the purchase of gift cards. This means that neither the \$50 discretionary fund nor SBA funds can be used to purchase, or reimburse the purchase of gift cards by a student organization.

Should a student organization wish to purchase gift cards as gifts for speakers, as part of fundraisers, or for other charity events they MUST do so at their own cost. Reimbursement requests for gift card purchases, will NOT be approved.

## ***Fundraising Projects and Competition***

There is not an official policy on any group's "ownership" of a particular fundraising project. The law school will not govern the distribution of fundraising projects among groups. However, a collegial agreement among the groups has been adopted over time and is part of the culture of this law school. It is presumed that a group that holds a fundraising project of a specific nature one year has first claim to the project the next year. If another group wishes to adopt that fundraising project, they should work with the leadership of the group having first claim to that project to determine if the group with the first claim is willing to pass on that project. If two groups raise the same idea for a fundraising project in the same year, they are encouraged to work together to determine if the project can be jointly pursued or if one group has a more firm commitment to the project. The groups will work together to resolve any dispute about multiple organizations pursuing similar projects. If a resolution cannot be found, the groups may enlist the guidance of the Student Bar Association and/or Student Services to mediate a compromise.

## ***Selling Merchandise***

Logo usage:

If ASU logos or wordmarks are used in your design, you must follow the following brand guidelines:

- The university logo and word mark, mascot and seal are registered marks of Arizona State University and must include the ® designation whenever they are used.
- The use of **Devils** and **Fork 'Em** requires a ™ designation.
- **Arizona State** is not an acceptable alias for use in internally produced content. Only **Arizona State University** and **ASU** are endorsed.
- The university seal may not be used in your shirt design for it is used by ASU units only in very specific situations: formal and official documents such as diplomas, legal and official records, transcripts, programs for formal academic ceremonies, and legal agreements binding the university.

- Student clubs and organizations are not allowed to use the ASU Sunburst logo. That logo is reserved for campus departmental use.
- Sparky may be used on all applications by Sun Devil Athletics, registered student organizations and the ASU Alumni Association. Other official university organizations may use Sparky only on communications and materials that are directed to students or alumni. Sparky should not be used for communications of an academic nature, including research proposals, curricular materials or annual reports. Sparky may not be altered or changed in any way.
- Sparky's pitchfork can be used by recognized student groups and other university affiliated organizations as a university-approved mark as long as it is used in its entirety — including the head of the pitchfork and the entire handle. Using only the head of the pitchfork is prohibited. **This usage does not apply to the [athletics pitchfork](#) licensed exclusively for Sun Devil Athletics.**

Unless you are working with development DO NOT refer to the purchases as donations or fundraising as a term. You could say you are raising funds but fundraisers require us to work with development.

Please contact Trademark and Licensing with questions <https://cfo.asu.edu/trademark-and-licensing>.

### **Printed Marketing Materials and Design Rules**

If your organization does use the name “Arizona State University” at the end of the name or uses the Sparky image in any printed marketing materials (t-shirts, giveaway items, banners, etc.) you will need to use a licensed vendor. If you are ordering materials with funding from USG or GPSA please contact their offices for lists of preferred vendors.

If you have questions about trademark and licensing or finding vendors you can reach out to your student organizations office or Monica Middendorf [monica.middendorf@asu.edu](mailto:monica.middendorf@asu.edu) from Trademark and Licensing at ASU.

### **ASU Preferred Vendors:**

<https://cfo.asu.edu/promotional-items-including-t-shirts-and-polo-contract>

Anton Sport: <https://www.anton sport.com/>

BC Graphics: <https://myblankcanvas.com/>

College Thread, Greek house: <https://greekhouse.org/>

University Tees: <https://universitytees.com/>

X-treme Apparel: <https://www.x-tremeapparel.com/>

Please track names of those that purchase merchandise Design

Requirements:

- Designs must NOT be obscene or offensive
- Keep your design to 2-colors with graphics/illustrations
- If using the ASU Sandra Day O'Connor College of Law logo, please keep it to a maximum length of 5" wide within your design
- Graphics/pictures should not have too many details
- Maximum of 1 graphic/picture allowed (not including text)
- Text/captions should be limited to 50 characters
- Logos must be used in their entirety and cannot be covered up or used as background images.

Another useful resource is the ASU Enterprise Brand and Marketing Guide which can be found at <https://brandguide.asu.edu/> . It covers topics like ASU's primary font and color palette.

### ***Solicitation Regulations***

All solicitations for a donation must be coordinated through the law school's Development Office. If a group wishes to solicit funding for a project or for general expenses in any year, it must complete and email a solicitation request form to the Director of Annual Giving in the Development Department within the Sandra Day O'Connor College of law. Please contact the Development Department for the form. The organization will then receive either an approval, changes or denial for your request. Being a separate entity does not exclude your organization from this policy.

If a group is its own established charity (i.e., registered as a 501 (c)(3) organization) and would like to do any fundraising activity, they must clearly state to all potential donors that they are working outside of ASU and the ASU Foundation. 501 (c)(3)'s are also responsible for self- monitoring their behavior to ensure they remain compliant the 501(c)(3) requirements. If the group is not a registered 501 (c)(3) organization, it must ALSO disclose that donations are not eligible for a tax deduction.

### ***Tax Guidelines and Bank Accounts***

Each student organization is allowed to have one outside bank account to hold funds for the organization. For a student organization to have the account, they must have their own tax identification number (TIN). Neither the Sandra Day O'Connor College of Law nor the ASU Foundation Tax ID number should be used without the permission of the Director of Annual Giving in the College of Law Development office. Student organizations are responsible for passing bank

account information to their new leadership. Please note that all charitable donations must be recorded with the Development department to achieve charitable donation status.

### ***Photocopying for Organizational Use***

Each organization is eligible for a certain number of copies per year for free at the Copy Center in room 273. You may now send items electronically and indicate your needs in the email. Items should be sent to

[LawCopyCenter@asu.edu](mailto:LawCopyCenter@asu.edu). Please note that the organization leader will be billed for exceeding the copy limit. Organizations do not have any computer lab printing privileges other than the privileges of each individual student.

### ***Raffles and Gambling***

The Arizona Attorney General has determined that ASU and its departments and administrative units are **NOT** permitted to conduct raffles. Using an actual raffle ticket for a door prize is permitted, as long as attendees are not required to pay for the raffle ticket. Some other non-profit groups are legally permitted to conduct raffles, however, subject to the limitations described below.

Per Arizona law, unless you are a tax-exempt organization as recognized under A.R.S. §43-1201, paragraphs 1, 2, 4, 5, 6, 7, 10, or 11, you may not conduct a raffle or any other form of amusement gambling unless the event is registered with and approved by the Arizona Attorney

General's Office, 2005 N Central Avenue, Phoenix, AZ 85004, (602) 542-5025. To register, you must complete a written Amusement Gambling and Raffle Registration Form for approval by the Attorney General's Office. If you are a tax-exempt organization as recognized under A.R.S. §42-1201, paragraphs 1, 2, 4, 5, 6, 7, 10, or 11, then you do not need to register with the Arizona Attorney General's Office but you still have to meet the conditions as specified in A.R.S. 13-3302, B. The ASU Foundation satisfies this condition and is eligible to conduct raffles. An organization, such as a student organization or other ASU affiliated organization, cannot legally conduct a raffle unless the organization meets this condition. Violating these laws may create liability for the university and for the individuals involved. Any group planning a raffle should become familiar with the law and should contact the Office of the Arizona Attorney General for additional information. <https://ogc.asu.edu/gambling-raffles>

For ASU policies concerning gambling and hosting casino nights, visit <https://ogc.asu.edu/gambling-raffles>

## VII. Collaboration with Other Organizations

All groups are encouraged to collaborate with other student groups. Working with other organizations helps to create an atmosphere of camaraderie and teamwork throughout the law school. This type of collaboration can be invaluable to you as you enter the legal profession with the men and women who went through law school with you. People will remember the efforts you made and that you were a team player.

Some student organizations want to participate in pro bono projects; some pro bono groups will want to bring in speakers, undergraduate groups, and community organizations. If you are going to collaborate with a pro bono organization, make sure you communicate that intention to the organization. You may be entitled to pro bono hours for your time. If you have questions about what counts as pro bono please contact the Assistant Director of Pro Bono and Public Interest Programs.

## VIII. End of the Year/Elections

As the end of the school year approaches, many organizations (per their constitution/by-laws) hold elections to determine who their leadership will be for the coming school year. It is required for every organization to have more than one member in charge of their elections. Once new leaders are elected, email/webpage access, locker access and joint signatory checking account access will need to be changed over to the new leadership. See the Officer Transition Guidance (Section IX of this handbook) for helpful advice. There should be a formal meeting between the old and new leadership to ensure all necessary information is exchanged. The Student Bar Association and/or Student Services can assist with leadership transition. All new and returning leaders should attend the Council of Leaders fall/spring meetings. **Make sure you submit all transfer information through Student Organization Officer Updates form:**

<https://forms.law.asu.edu/view.php?id=177648>.

## IX. Officer Transition Guidelines

- Update your student organization officer information BEFORE summer break and complete the Student Organization Officer Update Form with the following information:
  - ALL officer names, email addresses, and phone numbers
  - Advisor name and contact information
  - Changes to mission statement, club email or website url.
- Updating your club information in the summer is **NOT** the same as registration. ASU Student Organization is an annual process. Clubs must re-register each school year to remain active. Clubs will be able to register online. Check <https://eoss.asu.edu/clubs/orgs> for details.

- Create and share an organization binder – What do you need to transfer? An outgoing officer should think back to his/her first few weeks as an officer. What could have been used to do the job better? Try to transfer as much information as possible either electronically or on paper. Pay specific attention to the transfer of bank accounts and financial information.
- Typically, an organization binder would contain the following:
  - Governing organization constitution and by-laws if applicable.
  - Mission, philosophy, goals and purpose of the organization.
  - Position description of officers and members.
  - Member and officer contact list.
  - Contact information of important people/offices on campus.
  - Meeting minutes and agendas.
  - Financial records and access to accounts.
  - List of basic annual procedures and/or calendar of annual events.
  - Web page and webmaster information. How do you maintain the site?
  - Listservs, email, blackboard group logins and passwords. Who has access? How do you transition accounts?
  - ASU Student Organization Handbook. <https://eoss.asu.edu/sites/default/files/2022-06/Student%20Organizations%20Handbook%202022-2023.pdf> Name and contact information of outgoing officers.
  - Unfinished project information and pertinent correspondence.
- Transition Meeting – Before the newly-elected officers of your organization officially assume their responsibilities, it is a good idea for the old and new officers to get together for a “transition meeting.” Through such a transition meeting, the new officers will be able to learn from the experience of the outgoing officers. The following outline can help you make your transition meeting flow as smoothly as possible.
  - Goals – Review the group’s goals for the previous year. How well did you do on each goal; which goals need to be carried on this year; which goals need to be changed?
  - Programs and activities – Were programs and activities consistent with goals? Which programs and activities do we want to repeat?
  - Officers and organizational structure – Are officer roles and responsibilities clearly described? Is there two-way communication between officers and members? Did officers work as a team, or is there more teamwork needed? How do the members feel about the officers and leadership structure?
  - Organizational operations – Were finances adequate for your group, and managed properly? Were meetings run effectively? Was their frequency adequate? Did the committee structure work? Did you have scheduling conflicts with other groups or activities?
  - Advisor involvement – Evaluate both quality and quantity.

- Public Image – How do other groups perceive your organization? How do you see yourselves? What can your organization do to enhance your image on campus?
- Review budgets and funding – Update bank accounts!
  - What is the financial status of the organization?
  - Where did the organization get money this year?
  - Did the organization apply for GPSA funding and receive funding?
  - Which fundraisers worked – which didn't?
  - If the club has a bank account, who has access? Remember to submit a change of officer form with your bank.
  - Does the advisor receive bank statements?
- Review a calendar for the year –What were the busy times? What kinds of things should the new officer anticipate and when? You may not remember everything you did, but looking at your calendar may jog your memory.
- Review past and future organization events.
  - Which events were successful this year? Which should be continued?
  - When should the planning start?
  - Which events didn't go well? Should they be redesigned and tried again or just dropped?
  - Were there any pitfalls or pieces that could have been improved?
- Book meeting rooms and dates.
  - Where were meetings held? What worked? What didn't?
  - Rooms book quickly; Register quickly and plan ahead!

**Source: ASU Student Organization Handbook**

<https://eoss.asu.edu/sites/default/files/2022-06/Student%20Organizations%20Handbook%202022-2023.pdf>

## **X. ASU Policies**

### ***Statement of Student Policies***

The Dean and faculty of the Sandra Day O'Connor College of Law are authorized to determine admission and retention standards, requirements for graduation, and academic policies for students at the College. This Statement contains academic policies of the College and University policies presently in effect. However, Arizona State University and the College of Law reserve the right to change the policies, procedures, requirements and any other contents of this document at any time. Policy changes that occur during the academic year will be updated in the Statement of



Student Policies available on the College of Law website at [www.law.asu.edu](http://www.law.asu.edu). It is the responsibility of each student to know and abide by the College and University policies.

Questions about academic policies or requirements of the College (including who the Dean's designee is) should be directed to the Student Services Office.

## ***Alcohol Policy***

1. Events at Which Alcohol Is Available: Recognized student organizations that sponsor events at which alcohol is made available must ensure that they encourage responsible consumption of alcohol in the publicity, promotion, and execution of their events. Before making alcohol available at an event, the student leader(s) of the recognized student organizations are urged to consider that doing so will likely exclude a significant number of students who choose not to attend any events at which alcohol is made available. If alcohol is made available at an event sponsored by a recognized student organization:
  - a. Consumption of alcoholic beverages shall not be the primary focus of the event.
  - b. The promotion of the event shall not be done in a manner that emphasizes or promotes the consumption of alcohol.
  - c. A maximum of two alcoholic beverages per person is allowed and must be monitored via drink tickets or some other mechanism.
  - d. A member of ASU staff or faculty must be present to distribute said drink tickets.
  - e. The sponsoring recognized student organization shall take appropriate measures to prevent the abuse of alcohol at the event, including not serving or selling or permitting the service or sale of alcoholic beverages at the event to any person who is intoxicated or disorderly.
  - f. No alcohol shall be sold or served to anyone under the age of 21, and no one under the age of 21 may consume alcoholic beverages at the event. Any person authorized to serve alcoholic beverages who has reason to question whether the person ordering or attempting to order alcoholic beverages is under the age of 21 shall require that person to show an identification card that includes a photograph, proving that the individual is at least 21 years of age.
  - g. Food and non-alcoholic beverages shall be made available at the event.
  - h. If an event sponsored by a recognized student organization does not meet one or more of the preceding standards, any member of the law school community who is aware of the shortcoming is encouraged to report it to the Dean's Designee. The student leader(s) of the recognized student organization will then be asked to meet with the Dean's Designee, and together the parties will take the necessary steps to ensure these standards will be met at future events.

2. Consequences. If any recognized student organization violates the preceding standards, the Dean may elect to dissolve the recognized student organization.

### ***Website Policy***

Student groups will have the opportunity to establish or maintain a web presence through ASU's SunDevilSync. Visit <https://sundevilsync.asu.edu/> for more information.

### ***The Student Code of Conduct***

The Student Code of Conduct applies to individual students and to student organizations.

Students and student organizations are also subject to the following rules:

- a. Rules adopted by each university to govern the control of vehicles and other modes of transportation on university property;
- b. Rules relating to student classroom conduct, academic dishonesty, academic eligibility, performance and evaluation;
- c. Rules governing student housing;
- d. Rules governing the maintenance of public order;
- e. Rules governing the conduct of student athletes;
- f. Rules governing the use of university communication and computing resources; and
- g. Such other rules may be adopted by the Board or universities in furtherance of university and educational goals.

Student organizations may be charged with violations of the Student Code of Conduct. Student organizations, as well as their members, may be held collectively and/or individually responsible for violations if the misconduct occurs:

- a. on university property;
- b. on premises used or controlled by the organizations; or
- c. at university-sponsored activities.

### ***Collective or Individual Liability***

As stated in the Student Code of Conduct, the officers or leaders of a student organization may be held collectively and/or individually responsible when such violations are committed by persons associated with the organization who have received consent or encouragement from the organization's officers or leaders or if those officers or leaders knew that such violations were being or would be committed. The officers or leaders of a student organization, or the leaders of SBA, may be directed to take action designed to prevent or end such violations by the organization or by any persons associated with the organization. Failure to comply with a directive

may be considered a violation of the Student Code of Conduct, both by the officers or leaders of the organization and by the organization.