



Student Group Handbook

Revised August 2024

Table of Contents

I.	Introduction	4
II.	Starting a New Year.....	4
A.	Recruiting Students.....	4
B.	Council of Leaders Meetings.....	4
C.	Registration Details for Established Student Groups.....	5
D.	Registering as a New Official Student Group	6
III.	Student Organization & Group On-Campus Resources.....	9
A.	The Centers	9
B.	Lockers.....	10
C.	Mailboxes.....	10
D.	Photocopying.....	10
IV.	Communication to Students	10
A.	Daily Disclosure	10
B.	Events Calendar & Announcements System	12
C.	EMS Room Reservation Calendar	12
D.	Promoting Events.....	13
E.	Advertising Limitations	14
V.	Hosting Events.....	14
A.	Planning an Event	14
B.	When Events are Prohibited	15
C.	Reserving Patio Space or Student Lounge for Special Events.....	15
D.	Door Schedules and Equipment Needs	15
E.	Guest Parking	16
F.	Food and Beverage	16
G.	Alcohol Policy	17
VI.	Financing, Costs, and Fundraising Resources	18
A.	Funding Requests: Graduate Student Organization (GSO).....	18
B.	Dean’s Discretionary Fund.....	19
C.	Student Bar Association (SBA) Funding	19
D.	Gift Cards.....	19
E.	Fundraising Projects and Competition	20
F.	Selling Merchandise	20
G.	Solicitation Regulations	22
H.	Tax Guidelines and Bank Accounts.....	22
H.	Raffles and Gambling	22

VII.	Collaboration with Other Organizations	23
A.	Collaboration Fund	23
B.	Collaborating with Pro Bono Groups.....	23
VIII.	End of the Year/Elections.....	24
IX.	Officer Transition Guidelines	24
X.	ASU Governing Policies	25
A.	Statement of Student Policies	25
B.	Student Code of Conduct.....	25
C.	Academic Integrity Code	26
D.	Collective or Individual Liability	26
E.	Website Policy	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 regard to events held off campus. The ASU guidelines can be found at https://eoss.asu.edu/sites/default/files/2024-03/24_25-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

A. RECRUITING STUDENTS

Every fall there will be a student organization fair. Student organization leaders will be contacted over the summer to register your organizations via email. All organizations are encouraged to have informational material available for interested students, as well as current members 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.

B. COUNCIL OF LEADERS MEETINGS

At the beginning of each fall and spring semester, Student Services and the SBA will meet with officers from all the student organizations to discuss important issues groups face in starting the new academic year, and to address the needs of the organizations and leaders in transitioning for the next academic year. These meetings are **mandatory** for each organization, and it is required for at least one leader of each organization to attend. The fall 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 funding awards, inability to reserve rooms through EMS, and inability to post on the Daily Disclosure and the law school events calendar.** If any organization cannot send one officer to attend the meeting, at least one officer of the organization's executive board will need to make arrangements with Student Services to view the presentation and complete a quiz that must be passed to qualify for SBA funding in the designated semester.

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

C. REGISTRATION DETAILS FOR ESTABLISHED STUDENT GROUPS

1. OFFICER INFORMATION

Every newly elected officer for each student group must complete the following form: <https://forms.law.asu.edu/view.php?id=1277108>. Completion of this form is the only way the law school knows who the officers are for groups and this is how we can contact you. The form requires of each officer:

- i. The name, email, student ID number, class year, and ASURITE of each officer for each organization
- ii. The student organization the officer is representing
- iii. The officer's title within that organization
- iv. The faculty advisor for that organization
- v. Whether the officer will receive EMS Room Reservation or Daily Disclosure access
- vi. Any changes to the organization's constitution or mission statement
- vii. The organization's email address and/or website information

2. DAILY DISCLOSURE AND EMS ROOM RESERVATION ACCESS

- i. Ability to post on Daily Disclosure and the Events Calendar must be established at the start of each school year, as those from the previous year are automatically terminated. Daily Disclosure and Calendar training information can be found [here](#), and the training is mandatory to receive access. Please note, only two members per organization are allowed access to post. Please coordinate with all officers of the organization to ensure only two members request access. More information regarding Daily Disclosure will be discussed on page 10.

- ii. Authorization for room reservations through the EMS system must be established at the beginning of each school year, as those from the previous school year are automatically terminated. Please note, only two members per organization are allowed access to reserve rooms. Please coordinate with all officers of the organization to ensure only two members request access. The link to the EMS system can be found [here](#).

3. 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 re-register each academic year through Sun Devil Sync. Access to Sun Devil Sync can be found [here](#). In order to re-register for the upcoming school year, the newly elected officers must be updated within Sun Devil Sync for each organization. That is the only way for the newly elected officers to re-register. This can be accomplished by either (1) the outgoing officer updating the new officer's name and contact information directly, (2) or by emailing Avion Wick (Avion.Wick@asu.edu) with the name, ASU email, and ASURite of the newly appointed officer. Re-registration is required by July 1 in order to be approved for that upcoming fall school year. Re-registration is required to continue access to 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 re-registered through Sun Devil Sync will be removed from the College of Law website and will lose all privileges mentioned above. See Section D Part 5. for more information on Sun Devil Sync registration.

D. REGISTERING AS A NEW OFFICIAL STUDENT GROUP

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/requirements below to get started. If you wish to discuss the process or the time/scheduling commitments involved, Student Services will be happy to assist.

1. MEMBERS: at least three student members are required to establish a new student group at ASU and the College of Law
2. FACULTY ADVISOR: a faculty advisor is required to establish a new student group. ASU Student Group Guidelines requires eligible advisors must serve ASU in the role of professor, teaching professor, or clinical professor, with two years of experience at ASU (including: professor, associate professor, assistant professor, clinical professor, clinical associate

professor, clinical assistant professor, teaching professor, teaching associate professor, or teaching assistant professor). This means staff members and adjunct faculty may not serve in this capacity. If there is a full-time faculty member that does not meet the faculty advisor criteria above and they wish to pursue an exemption to serve as a faculty advisor, they may complete [this form](#).

3. MISSION STATEMENT, BYLAWS, AND/OR CONSTITUTION: an example of what an organization's constitution should entail can be found [here](#). This example is provided by ASU and should be followed as closely as possible.
4. REGISTRATION WITH THE COLLEGE OF LAW: Once the above has been completed, please register your organization within the law school [here](#). Each officer of the new organization should fill out this form. The form requires of each officer:
 - i. The name, email, student ID number, class year, and ASURITE of each officer for each organization
 - ii. The student organization the officer is representing
 - iii. The officer's title within that organization
 - iv. The faculty advisor for that organization
 - v. Whether the officer will receive EMS Room Reservation or Daily Disclosure access (only two officers per organization – see Section IV. Communications to Students below for more information)
 - vi. The organization's constitution, bylaws, and/or mission statement
 - vii. The organization's email address and/or website information
5. REGISTRATION WITH ASU THROUGH SUN DEVIL SYNC: It is mandatory to register your organization through Sun Devil Sync. This can be done [here](#). In order to be a recognized ASU and College of Law student group, you must not only register with Sun Devil Sync, but also have the group's constitution approved. If you choose not to register through Sun Devil Sync, please be aware that you will lose access to funding through SBA and the Graduate Student Government (GSG), you will not be allowed to host events on campus, you will not be allowed to invite outside speakers to campus, you will not have access to room reservations, and you will be removed from the ASU Law website and no longer be associated with the law school. After successfully registering with the University, all student organizations and groups at the College of Law are deemed to be part of ASU and must follow the ABOR Student Code of Conduct. Failure to register as an official student organization or group with the University DOES NOT exclude an organization from the reach of these policies. Failure to abide by both ASU and ASU College of 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 across the board to student organizations, student groups, individual students, and journals.

Below are instructions from ASU on how to register on Sun Devil Sync:

- 1) Go to Sun Devil Sync and go to the organization page located in the drop-down menu on the left side of the screen.
- 2) Select Register an Organization
- 3) From there students can register a new organization (or search their organization if they are listed as the officer and re-registering.)
 - a) If you are re-registering and need to be added as the officer, please contact Avion Wick (avion.wick@asu.edu) so he can make that change.
- 4) Following the registration selection process, you will select the campus.
 - a) Law School groups and organizations should typically be selecting the ASU Downtown Phoenix Campus.
- 5) Once in the registration process, here are things for officers to know:
 - a) The group's name must be the same on the constitution as it is on the registration and on the group's logo.
 - b) The group's name and logo may only use "ASU", "Arizona State University", or "Sandra Day O'Connor College of Law" if they do with the word "at" prior.
 1. Example: "Law Club at ASU", "Law Club at Arizona State University", "Law Club at Sandra Day O'Connor College of Law".
 - c) The group's logo may not use the ASU Athletic Pitchfork or the ASU Sunburst logo.
 - d) Please be sure ALL THREE listed Officers complete the required Student Organizations Officer training with a score of at least 7/8: links.asu.edu/nsois. The completion of these trainings is required in order to be fully approved.
 - e) Please ensure that your organization's faculty advisor completes this training with a score of at least 4/6: <https://canvas.asu.edu/enroll/TKDGGC>. You are responsible for securing a faculty advisor prior to registration.
 - f) This statement must be included in all student organization constitutions as written: "Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. Title IX of the Educational Amendments of 1972, Section 106.14, makes

an exception for social fraternities and sororities, in regard to gender, for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e., age, ethnicity, gender, disability, color, national origin, race, sexual orientation, or veteran status).”

- g) This statement must be included in all student organization constitutions as written: “Membership in (insert your Student Organization Name) is open to all students enrolled in at least one (1) semester hour of University credit at ASU.”
 - h) Please make sure to include in the organization’s Constitution the process for selecting officers and the process for removing officers.
 - i) Please make sure to include in the organization’s constitution the procedures for officer’s election and removal. It is highly recommended to have at least two individuals involved with organization elections.
- 6) Following the completion of these steps, you will submit the registration for review.

III. STUDENT ORGANIZATION & GROUP ON-CAMPUS RESOURCES

A. THE CENTERS

1. THE STUDENT ORG CENTER: Room 551 located on the east side of the Beus Center for Law and Society (BCLS) on the fifth floor. Within the Student Org Center is a cart that organizations can use to transport materials. The use of this cart is first come first serve, but must be returned to the Student Org Center when not in use.
2. THE BURCH & CRACCHIOLO PRO BONO CENTER: Room 659 located on the east side of the BCLS on the sixth floor.
3. THE SUSAN AND PAUL GILBERT STUDENT LOUNGE: Room 620 located in the southwest part of the sixth floor of BCLS. The Student Lounge has a kitchenette and we appreciate your help in keeping the area clean and free of trash and clutter. The fridge should be used for left-overs from student events. To ensure the fridge stays clean, all items left in the fridge after 2pm each Friday will be thrown away. Please remember to clean the microwave as it is not part of the cleaning crew’s responsibilities.

B. LOCKERS

Student Services can assign each student organization a locker in the Student Org Center (room 551), as long as space permits. Organizations can request a second locker if it is necessary. A second locker will be granted if space permits, but a second locker can be taken away if other organizations request a first locker. Pro Bono Orgs will be assigned a set of file cabinet drawers in the Pro Bono Center (Room 659) with the same rules. If an organization has questions about their locker or file cabinet, please visit Student Services on the 4th floor. Occasionally, the Student Center and Pro Bono Center are used for meetings. Access to the lockers may be limited during those times.

C. 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.

D. PHOTOCOPYING

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

IV. COMMUNICATION TO STUDENTS

A. DAILY DISCLOSURE

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. Be sure to take advantage of links along the top under the header and in the right sidebar to filter your results. You may view the Daily Disclosure [here](#).

1. **DAILY DISCLOSURE NOTIFICATION:** 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. This schedule is subject to change.
2. **POSTING ON DAILY DISCLOSURE:** Please note that no more than two members from each student organization should be permitted 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, however, no more than two authorized users per student organization will be permitted at a time. All posts submitted to Daily Disclosure will be approved by an ASU law staff member.

3. TYPES OF POSTS: Within Daily Disclosure, you can create two different types of notifications – an announcement 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 announcements on Daily Disclosure. That said, event information may also be submitted as a Daily Disclosure announcement, but only as a one-time entry, generally, for the purpose of reminding people to attend/register/sign-up etc.
4. GUIDELINES FOR USE OF DAILY DISCLOSURE: 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.
 - i. Prior to posting to Daily Disclosure, ensure your event has been posted to the Law School Events Calendar
 - ii. In the subject line, always begin with the name of the student group, and avoid using non-specific terms like "Today" or "This Afternoon"
 - 1) For example: "SBA: Welcome Back BBQ 1/15" or "CABLS: Lunch speaker, Bill Gates 3/20"
 - iii. Make sure to include the date, time, and location of your event in both the Event Calendar and any corresponding announcement
 - iv. An announcement for a particular large event or program is to be posted no more than 3 times on Daily Disclosure
 - 1) An example is for big events, a group may wish to post a "save the date" several weeks prior to the event, then post subsequent announcements the week prior and the day before or day of the event
 - v. For regular meetings and more common events, no more than two announcements are allowed
 - vi. There is to be no posting of a single event for two consecutive days
 - vii. Submissions may take up to two business days to post
 - viii. 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
- ix. 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
 - x. 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

B. EVENTS CALENDAR & ANNOUNCEMENTS SYSTEM

These are the corresponding steps and guidelines to have announcements and events posted in the Daily Disclosure.

1. **SUBMISSION POLICY:** The ASU Law Events Calendar and Announcement System, including Daily Disclosure, provides information about events, activities, and opportunities relevant to the ASU Law Community. ASU Law personnel review all submissions to the system and may reject them or remove posts if they are not appropriate for the platform. Submissions will be reviewed during normal business hours Monday through Friday (excluding university holidays) and, if approved, may take up to two business days to post.
2. **HOW TO ACCESS THE CALENDAR & ANNOUNCEMENT PORTAL:** go to <https://events.law.asu.edu/> and click “Sign In” in the upper right hand corner, then click “Sign in with your ASURITE” and you will be directed to the Events and Announcements page. Here you can choose to create a new event, manage or edit an event you already submitted, create a new announcement, and/or manage or edit an announcement you already submitted. Training on creating/editing announcements and events can be found [here](#).

C. EMS ROOM RESERVATION CALENDAR

The room reservation system and accompanying calendar can be found [here](#). Use of the EMS system is highly encouraged to communicate events to the entire College of Law community. Only two officers per organization are allowed access to this system to reserve rooms, which places an event on the EMS calendar. Room requests that conflict with Student Services or Career Services will be denied. After logging into the EMS system with your ASURite 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. Please note, room reservations are restricted during orientation, the first week of classes each semester, and during finals each semester.

D. PROMOTING EVENTS

You are encouraged to use any and all of the following to promote your event: Daily Disclosure, ASU Law events calendar (<https://events.law.asu.edu/>), 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.

1. **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 ABOR 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. Additionally, there are a limited number of flyer stands available through the events department that can be used to promote student organization events. However, students are responsible for checking out these flyer stands and returning them to Events immediately after every event.
2. **TABLING:** Tabling to advertise for upcoming events is encouraged. 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 (Austin Prutch) for permission. Tables used on the fifth floor patio must be put away after lunch. Tabling on the sixth floor in the Student Lounge is first come first serve. 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 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.
3. **Daily Disclosure:** See Section A above
4. **EMS Calendar:** See Section C above

E. ADVERTISING LIMITATIONS

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

A. PLANNING AN EVENT

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 student 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 Law School Events 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 event that is intended for an audience broader than students must have the date cleared by the administration. 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.

B. 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.

C. RESERVING PATIO SPACE OR 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>.

D. 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 (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-q@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.

If hosting an event at the College of Law, student organizations are asked to help maintain the

integrity of the space by ensuring that the area is promptly reset for subsequent academic or other purposes. This includes, but is not limited to: removing litter, clearing away any food and beverage items, cleaning off countertops, removing all event materials (such as handouts and poster boards), cleaning wiping down whiteboards if utilized, and closing down any presentations or media showcased on electronic displays. Failure to respect a communal space may result in the student organization being unable to make room reservations in the future.

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.

E. 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 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).

F. FOOD AND BEVERAGE

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://eoss.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.

G. 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:
 - i. Consumption of alcoholic beverages shall not be the primary focus of the event
 - ii. The promotion of the event shall not be done in a manner that emphasizes or promotes the consumption of alcohol
 - iii. A maximum of two alcoholic beverages per person is allowed and must be monitored via drink tickets
 - iv. A member of ASU staff or faculty must be secured by the organization at least one week prior to the event to be present to distribute said drink tickets. If a student organization cannot find a staff or faculty member to be present on their own, they may reach out to Student Services for assistance at least one week prior to the event
 - v. 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
 - vi. 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
 - vii. Food and non-alcoholic beverages shall be made available at the event.
 - viii. 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. If any law students are found drinking underage at a student organization or law school event, that student may be subject to the Student Code of Conduct.

VI. FINANCING, COSTS, AND FUNDRAISING RESOURCES

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:

A. FUNDING REQUESTS: GRADUATE STUDENT ORGANIZATION (GSO)

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

Only GSOs officers listed as administrators for their organization on SunDevilSync are able to access the funding application forms. 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

B. 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.

C. 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 not an appeal process when funding requests are denied, student leaders may request funding for the same event at a later point in the semester.

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.

D. 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.

E. 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 firmer 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.

Unless you are working with the law school's Development team 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 the Development team.

F. SELLING MERCHANDISE

3. ASU LOGO USAGE: If ASU logos or wordmarks are used in your design, you must follow the following brand guidelines:
 - i. 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
 - ii. The use of Devils and Fork 'Em requires a ™ designation
 - iii. Arizona State is not an acceptable alias for use in internally produced content. Only Arizona State University and ASU are endorsed
 - iv. 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
 - v. Student clubs and organizations are not allowed to use the ASU Sunburst logo. That logo is reserved for campus departmental use
 - vi. 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.

- vii. 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.

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

- 4. 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 from Trademark and Licensing at ASU.
 - i. ASU Preferred Vendors: <https://cfo.asu.edu/promotional-items-including-t-shirts-and-polo-contract>
 - a. Anton Sport: <https://www.anton sport.com/>
 - b. BC Graphics: <https://myblankcanvas.com/>
 - c. College Thread, Greek house: <https://greekhouse.org/>
 - d. University Tees: <https://universitytees.com/>
 - e. X-treme Apparel: <https://www.x-tremeapparel.com/>
 - ii. Design Requirements:
 - a. Designs must NOT be obscene or offensive
 - b. Keep your design to 2-colors with graphics/illustrations
 - c. 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
 - d. Graphics/pictures should not have too many details
 - e. Maximum of 1 graphic/picture allowed (not including text)
 - f. Text/captions should be limited to 50 characters

- g. 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.

G. 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 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.

H. 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 Assistant Director of Development in the College of Law Development office. Student organizations are responsible for passing bank account information and ownership to their new leadership. Please note that all charitable donations must be recorded with the Development department to achieve charitable donation status.

I. 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 your classmates. People will remember the efforts you made and that you were a team player.

A. COLLABORATION FUND

Student organizations who join forces with three or more other student organizations, law school departments, or centers/programs can request additional funding (up to \$2,000/\$5,000) for events that would support the Dean's pillars of deliberate community and/or wellness. All student groups working together will submit a proposal to SBA and then SBA is in charge of distributing any money. It is not permissible to use this money for the purpose of purchasing alcoholic beverages.

B. COLLABORATING WITH PRO BONO GROUPS

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 Director of Public Interest.

VIII. END OF THE YEAR/ELECTIONS

As the end of the school year approaches, 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. 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. The Student Bar Association and/or Student Services can assist with leadership transition if needed. All new and returning leaders should attend the Council of Leaders fall/spring meetings. Make sure all newly elected officers submit all transfer information through Student Organization Officer Updates form: <https://forms.law.asu.edu/view.php?id=177648>.

IX. OFFICER TRANSITION GUIDELINES

1. OFFICER UPDATES THROUGH THE COLLEGE OF LAW: It is mandatory to update your student organization officer information BEFORE summer break and complete the Student Organization Officer Update Form found [here](#). This form must be completed by July 1 for your organization to be eligible for the next school year. Each officer needs to complete this form themselves, so each officer's information is captured. This form will require all officer names, email addresses, phone numbers, faculty advisor name, any changes to mission statement, club email or website url.
2. OFFICER UPDATES THROUGH ASU SUN DEVIL SYNC: In order to re-register an organization through ASU, outgoing officers must update their organizations officers to the incoming officers within their Sun Devil Sync organization profile. ASU Student Organization registration is an annual process. Clubs must re-register on Sun Devil Sync each school year to remain active. Clubs will be able to register online at <https://eoss.asu.edu/clubs/orgs>. The annual deadline to register is July 1.

X. ASU GOVERNING POLICIES

A. 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. 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. More information on the Statement of Student Policies can be found [here](#).

B. 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:

- i. Rules adopted by each university to govern the control of vehicles and other modes of transportation on university property;
- ii. Rules relating to student classroom conduct, academic dishonesty, academic eligibility, performance and evaluation;
- iii. Rules governing student housing;
- iv. Rules governing the maintenance of public order;
- v. Rules governing the conduct of student athletes;
- vi. Rules governing the use of university communication and computing resources; and
- vii. 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:

1. on university property;
2. on premises used or controlled by the organizations; or
3. at university-sponsored activities.

More information on the Student Code of Conduct can be found [here](#).

C. ACADEMIC INTEGRITY CODE

The Academic Integrity Code (AIC or Code) is intended to preserve the integrity of the educational process at the Sandra Day O'Connor College of Law, to promote principles of ethics and professional responsibility, and to ensure an environment in which students can advance their education fairly and confidently. In addition, integrity and honesty are important elements of every state's bar admissions process. Not only must students observe it individually, but they should actively discourage their peers from committing any ethical or academic violation. We expect any student who has personal knowledge of an AIC violation to report that violation to the dean's designee. This Code applies to all students taking a course at ASU Law, regardless of the degree program in which they may be enrolled. Any student with questions about possible violations may confidentially communicate with the dean's designee in person or in writing. To learn the name of the current dean's designee, please contact ASU Law's director of student services. The Academic Integrity Code can be found [here](#).

D. 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.

E. 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.