



STUDENT GROUP HANDBOOK

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I. Introduction

In this handbook you will find information important to you as a leader of a student organization or pro bono group 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 Support guidelines and all ASU Rules governing student groups at Arizona State University. Student leaders and student organization officers are responsible to read and understand 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/clubs/tempe/students>.

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 the Office of Academic Services.

II. Starting a New Year

Recruiting Students

Every fall there will be a pro bono fair and 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 students, whether new 1Ls or not, will be invited to attend the fairs so as to give 2Ls and 3Ls an opportunity to expand their involvement in the law school. In addition, student organizations are encouraged to have a welcome meeting in the spring for transfer students and those who did not attend orientation.

Council of Leaders Meetings

At the beginning and end of each year the Office of Academic Services and the SBA will meet with the officers from all the 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 meeting at the end of the year will include both the outgoing leaders and the incoming leaders. **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, the SBA Vice President of Student Leadership must be notified immediately and will direct the officer to an online course.

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
 - e) Go to <http://online.law.asu.edu/training/ddtraining/> and review the included information.
 - f) Follow the instructions for authorization.
 - g) 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 SOS registration at the beginning of the fall semester; new or previously unregistered organizations may register at any time.
5. Review all relevant policies governing student organizations including those contained in this manual, the College of Law Student Handbook, the SOS guidelines and ASU student policies.
6. Update Checking Account information

Registration Details for Pre-Existing Groups

Officer Information

When 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. 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 to ensure 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 any time 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 <http://online.law.asu.edu/training/ddtraining/> 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 8.

ASU Student Group Registration

The College of Law does not require law school organizations to be formally recognized by ASU. However, for your organization to be formally recognized by both The College of Law and by ASU, it is necessary to submit an application to the ASU Student Organization Support (SOS) directory. Student organization registration runs October 1 – September 30. **Registration is an annual process and organizations must renew their registration each academic year** to continue to access University resources, including funding. A student group that is not registered by ASU is still subject to ASU guidelines and policies regarding student groups. Review all ASU and College of Law policies to ensure there have been no changes from last year.

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 the Office of Academic 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 the ASU guidelines and regulations.

Registration for ASU

The College of Law does not require law school organizations to be formally recognized by ASU. However, to start a formal organization that is recognized not just by The College of Law but also by ASU, it is necessary to submit an application to the ASU Student Organization Support (SOS) directory. New groups may register at any time. While there are many benefits to registration with ASU, a student group that is not registered by ASU is still subject to ASU guidelines and policies regarding student groups.

Benefits to Registration with ASU

Benefits of joining SOS include publicity, copies, posters, equipment, storage space, mailboxes, **funding**, university facility use, and web space through OrgSync. The SOS application is an annual application that should be completed before the end of the school year for the following year or 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 SOS 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.

We strongly encourage student organizations to register with SOS in order to be entitled to numerous benefits. Whether you choose to register with SOS or not, please provide the Office of Academic Services with copies of all requested paperwork. Regardless of registration with ASU, all student organizations at the College of Law are deemed to be part of ASU and must follow the University Student Code of Conduct. Unregistered organizations must abide by the rules governing the operation of student organizations, both on and off campus. 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 SOS 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 and individual students.

Please see the Office of Academic Services if you have any questions about these requirements.

Also see “Solicitation Regulations”

Pro Bono Groups

Pro bono groups will work with the Office of Academic 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 Office of Academic Services (4th 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 in 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*: <http://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 Office of Academic 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" or "CABLS: lunch speaker, Bill Gates". 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 that promotes 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 the Office of Academic Services.
- Failure to abide by these guidelines is grounds to suspend authorization 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 over-night will likely be thrown away by the cleaning crew. Within the BCLS App, you can create events and invite fellow students using the “my events” tab. In the future, more information will be released on how to best utilize the digital display boards to promote your event.

Flyers

- Student organizations are permitted to use flyers to promote events and organization membership. To see a template please view the Planning an Event link at <https://web.law.asu.edu/currentstudents/CurrentStudents/StudentLife/StudentOrganizations/ResourcesforPresidentsLeadersofStudentOrg.aspx>.
- 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 may 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 a 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 you 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 5th Floor
Patio or Student
Lounge**

- Tabling to advertise for upcoming events is encouraged.
- Those wishing to table throughout the day or lunchtime must check in with the Student Resources Director whose office will be in the student success center on the fourth floor.
- 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 the Events and Administration Program Coordinator.
- Tables used on the fifth floor patio must be put away after lunch.
- Tables used on the fifth floor patio must be put away after lunch.
- Space in these areas is limited so if issues arise please speak to the Director of Student Resources
- 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 may 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 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 group’s events.

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 email your preferred dates and possible alternative days to the Events & Administration Program Coordinator.

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 *W* ednesday lunch periods are **presumed reserved for Career Services** and other administrative presentations. However, if there are no Career Services or administrative presentations on the calendar then student organizations may reserve rooms no earlier than one week in advance.

Events During Finals

Student organizations are strongly discouraged from planning events during reading week or finals. 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 may be 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. In such events, the organization’s tabling privileges will be suspended.

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 and Administration Program Coordinator whose office will be on the fifth floor. Please note: The ASU Fire Marshal and the ASU Environmental Health & Safety Services Office (EHS), responsible for inspecting, reviewing plans, and ensuring that events held on campus comply with safety regulations.

There are TWO categories of event types that can be held on fifth floor patio and sixth floor student lounge:

1. Standard Events

Your event will be classified as a “standard event,” if the reception you are hosting is a stand-up reception only (i.e. no additional furniture is needed), and you require the use of three-to-four tables for food (hot or cold) served on the patio, ONLY IF provided by ASU Catering Services. If this is the case, then no additional permits are needed.

2. Special Events

Your event will be a “special event,” if it requires that the existing furniture on the fifth floor patios moved out and other furniture is brought in (i.e. round tables, long tables, rented chairs, high top tables, staging, etc.). The event must be approved by the ASU Fire Marshal and a Request Form must be filled out. Please fill out the [Special Event Request Permit form](#) and [cover page](#) and drop it off at the Events and Administration Program Coordinator’s desk on the fifth floor. Please be informed that failure to provide all requested information on the permit application accurately will result in the permit application being rejected.

****Please be aware that you will want to file this as early as possible.***

Door Schedules and Equipment Needs

The event scheduling form will ask you about door schedule changes and equipment needs. The normal schedule for open doors is listed. 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, propping . the doors open can damage the motor. If this occurs your group will be charged for damages. If your event does require a change to the schedule do note it when you calendar the event and contact Allan Crouch at allan.crouch@asu.edu to [be sure he is aware of 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 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.

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. *For specific information regarding the availability of the parking lot under BCLS, contact Rebecca Hutchetson ("Rebecca.Hutchison@asu.edu"). If your guest parks in the Cronkite or U-Cent lot (<https://cronkite.asu.edu/about/contact-us/directions-and-parking>), the front desk attendant can validate parking.*

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 catering: https://eoss.asu.edu/mu/plan_event/food. The site includes approved caterers, forms, waivers, and other important information. Only commercially prepackaged food from approved caterers 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 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.

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 and Professional Student Association (GPSA)

Steps to Request GPSA Funding

1. Create a user profile for Nimble-Net, GPSA's online application system.
2. Review GPSA guidelines on what events can and cannot be funded, familiarize yourself with the regulations on what GPSA funding for events can be used for. These guidelines can be found at <http://gpsa.asu.edu/funding/gso-funding/>
3. Contact College of Law GPSA sponsor to receive permission to request funding. Work closely with this sponsor to enhance your chances of receiving funding.
4. Access Nimble-Net to create or review an application

Tips for Successfully Requesting GPSA funds

There is a limited amount of funding available through the Graduate and Professional Student Organization (GPSA). To apply for funding, you will need to visit to the GPSA website which can be found at <http://www.asu.edu/gpsa/funding/>. **Before you complete any application, you must**

first create a user profile for Nimble-Net, GPSA's online application system. Once you have created a profile, you can access the system at <http://www.nimble-net.com/gpsa> to create or review an application.

In applying for funds, make sure that your application is very well-organized and well-planned. GPSA will not fund retroactively, and they only provide funds through reimbursement. This means that you have to keep your receipts and make sure that you have enough money up front to cover any expenses. Finally, do not count on GPSA to be the sole source of your funding. GPSA will want to see that you have done some fundraising on your own. Thus, make sure to indicate on your application the other sources that you will use to supplement GPSA funds.

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://web.law.asu.edu/currentstudents/CurrentStudents/StudentLife/StudentOrganizations/ResourcesforPresidentsLeadersofStudentOrg.aspx>

- To be granted funding you must be an official registered group with The College of Law.
- Student leaders must submit requests for SBA funding according to the SBA regulations. Request forms can be found on the website above.
- While SBA policies may change, funds are available on a first come first serve basis. There is no cut off for number of events a group may request funding for. 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.

Reimbursements

As stated above, all funding provided through the SBA is based on a reimbursement system. In order to successfully receive this funding student leaders must submit to the Business Office:

- The Approved Funding Request Form for the event
- A Receipt for the costs associated with the event
- A completed Reimbursement Request Form

The reimbursement period may take several weeks before the Business Office issues a check for the approved amount.

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 other charity events they MUST do so at their own cost. Reimbursement requests for gift card purchases, under any circumstances 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 the Office of Academic 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>.

Design Rules

All student groups and clubs must use a licensed vendor on products bearing Arizona State University's name or logos.

- Anton Sport <http://www.anton sport.com/>
- BC Graphics <http://www.bcgraphics.com/>
- Pinnacle Prints and Embroidery <http://www.pinnacleprintsinc.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 or 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.

Sales of Food Items

To ensure that a food request does not conflict with existing university food contracts and meets all health and safety regulations, you must obtain approval for sales of food-related items or contracted service-related items. A signed food waiver request form must be approved by ASU's Office of Environmental Health and by the Memorial Union Administrative Office prior to the event. Please review the necessary information at https://eoss.asu.edu/mu/plan_event/sales. If you plan to provide food at any organizational event, note that you must use an approved vendor.

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. Gabriel Velez will record the number of copies. You may now 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.

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, 1275 West Washington Street, Phoenix, AZ 85007, (602) 542-3881. 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. <http://www.asu.edu/counsel/brief/raffles.html>

For ASU policies concerning gambling and hosting casino nights, visit <http://www.asu.edu/counsel/brief/gambling.html>

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. 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 IV of this handbook) for helpful advice from SOS. 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 the Office of Academic Services can assist with leadership transition. Both leaders should attend the Council of Leaders end-of-year meeting. **Make sure you submit all transfer information through the online form** <https://forms.law.asu.edu/view.php?id=177648>. Additionally, a new SORC application will need to be submitted if your organization chooses to register with them.

IX. Officer Transition Guidelines

- Update your student organization officer information BEFORE summer break and complete the Student Organization Office 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. SOS Registration is an annual process. Clubs must re-register each school year to remain active. Clubs will be able to register online. Check the SOS website at www.asu.edu/clubs 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?
 - SOS handbook. https://eoss.asu.edu/sites/default/files/ASU_SOS_Handbook.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 ASASU funding (USG or GPSA) and receive funding?
 - Which fundraisers worked – which didn't?
 - If the club has a bank account, who has access? Remember to submit 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: SOS Handbook https://eoss.asu.edu/sites/default/files/ASU_SOS_Handbook.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. 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. The sponsoring recognized student organization shall act responsibly in determining the amount of alcohol to be made available.
- d. Prior to the event, a member of the sponsoring recognized student organization shall email the Associate Dean of Students to provide notification that alcohol will be made available at the event.
- 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 Associate Dean of Students. The student leader(s) of the recognized student organization will then be asked to meet with the Associate Dean of Students, 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 OrgSync. Visit <http://www.asu.edu/studentaffairs/mu/clubs/orgsync.html> 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 as 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 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.