

Student Organization

Guidelines and Procedures

**Pepperdine Student Bar Association
Inter-Club Council
2022-2023**

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INTRODUCTION

Welcome to the 2022-2023 school year. We would like to take this opportunity to thank you for taking a vested interest in our law school and serving the needs of your student organization. Because of the role we have as elected officers, we have been given a tremendous responsibility in creating change and serving the students of Pepperdine Caruso School of Law.

The purpose of the Student Organization Manual is to provide student leaders easy access to valuable and highly relevant information. The goal of this manual is to make sure student organizations and the Student Bar Association run effectively, with the ultimate goal of creating positive and efficient communication. Student organizations are very important to our Caruso School of Law. The SBA is here to help support our student organizations and help you reach your goals throughout the year.

We hope that the Student Organization Manual will grow to become a more useful guidebook every year. We hope to update this manual often and welcome your feedback. If you have any questions or suggestions, please contact Mason Folsie, SBA President, or Allison Berquist, SBA Vice President.

We look forward to working with you this year.

Sincerely,

Mason Folsie
SBA President

STUDENT BAR ASSOCIATION

What is the SBA?

The Student Bar Association (SBA) is the governing body of the students. The SBA endeavors to represent the entirety of the Caruso School of Law community in furthering legal education, in promoting fellowship and goodwill among students, faculty, and administration, and in advocating the concerns of the law students.

The mission of the Student Bar Association is to foster a cooperative, professional, and diverse educational environment at our law school. In pursuit of this mission, the SBA will:

- ❖ Represent student interests to administration and faculty
- ❖ Apprise students of issues and developments concerning our school
- ❖ Provide financial support to student organizations
- ❖ Create opportunities for students to come together in both social and academic settings.

Who is on the SBA?

The SBA consists of three (3) representatives from each class, one Straus representative, and one transfer student representative, as well as an Executive Board consisting of a President, Vice President, Treasurer, Secretary, Diversity Chair, Communications Chair, and Philanthropy Chair. Officers for the 2022-2023 school year are the following:

President: Mason Folse
mason.folse@pepperdine.edu

Vice President: Allison Berquist
allison.berquist@pepperdine.edu

Treasurer: Rachel Hyvl
rachel.hyvl@pepperdine.edu

Secretary: Megan Hamilton
 Sam McNeal
megan.hamilton@pepperdine.edu
samuel.mcneal@pepperdine.edu

Philanthropy Chair: Allison Berquist
allison.berquist@pepperdine.edu

Diversity Chair: Kirtana Jasti
kirtana.jasti@pepperdine.edu

Communications Chair: Isabella Langbecker
isabella.langbecker@pepperdine.edu

Philanthropy Chair: Christina Stratton
christina.stratton@pepperdine.edu

When does the SBA Meet?

The SBA meets weekly in order to discuss current issues facing the law school community, to consider proposals brought by students and student organizations, and to plan upcoming events. All law students are encouraged to attend the SBA meetings to learn what the SBA does and/or to voice their concerns or comments with regard to their law school experience.

ADMINISTRATIVE CONTACTS

It is important that every organization be aware of the administrators, coordinators, and assistants who oversee the Caruso School of Law. Also provided is contact information for your reference.

Deans:

Chalak Richards
Dean of Students, Diversity and Belonging
chalak.richards@pepperdine.edu
310.506.4623

Jason Jarvis
Associate Dean for Academic Affairs
jason.jarvis@pepperdine.edu
310.506.4623

J.D. Schleppenbach
Assistant Dean for Administration and
Executive Finance Director
john.schleppenbach@pepperdine.edu
310.506.6802

David Han
Vice-Dean for Faculty and Research
david.han@pepperdine.edu
310.506.6274

Paul Caron
Dean
paul.caron@pepperdine.edu
310.506.4621

Staff:

Hannah Neighbors
Student Life and Advocacy Coordinator
hannah.neighbors@pepperdine.edu
310.506.4654

Nicole Gomez
Events Manager
nicole.gomez@pepperdine.edu
310.506.7377

Allyse Wesolowski
Manager
Parris Institute for Professional Excellence
Nootbaar Institute for Religion, Law, and
Ethics
allyse.wesolowski@pepperdine.edu
310.506.4146

Margaret Barfield
Executive Assistant, Dean's Suite
margaret.barfield@pepperdine.edu
310.506.4653

Kim Prince
Director of Marketing & Communications
kimberly.prince@pepperdine.edu
310.506.6567

GUIDELINES FOR STUDENT ORGANIZATIONS

Purpose

The purpose of these guidelines is to provide the Caruso School of Law students, faculty, and administration with information on procedures and regulations concerning student organizations.

University Policy

- A. Pepperdine Caruso School of Law recognizes student organizations which adhere to the University goals as stated below:
1. To strive toward all goals within the context of a university that has a commitment to the Christian faith.
 2. To provide a strong legal education for each student.
 3. To help each student advance significantly in personal, social, and academic growth through a program of services to students.
 4. To work toward the formation of a true spirit of community at all levels and in all areas of the university.
 5. To be at the service of the community beyond the campus.
- B. It is the policy of the University to oppose and prevent illegal discrimination by an organization. This includes membership selection and/or activity involvement.
-

REGISTRATION OF STUDENT ORGANIZATIONS

Starting a Student Organization

- A. Consult with the Dean of Student Life, Diversity and Belonging for assistance in forming a new student organization.
- B. Develop a constitution that states the purpose and structure of the new organization. Follow the suggested constitutional outline, which is part of this manual, being careful to include all of the information required. Note that all proposed student organizations beginning in the 2020-2021 academic year must include the following in their constitution: 1) a statement explaining how the organization furthers the Pepperdine Caruso Law mission. Examples of how an organization may further mission include: advances civic dialogue and civil discourse; advances academic development; promotes professional excellence and develops professional skills. 2) 2-5 examples of prospective programming. 3) a statement distinguishing the organization from existing Pepperdine Caruso Law student organizations.
- C. Submit the completed constitution to the Dean of Student Life, Diversity and Belonging for review.
- D. The information will be sent to the Faculty Student Life Committee for review and recommendation regarding approval.
- E. Once approved, the organization will be required to submit the following registration documents to the Dean's Suite:
 1. Constitution
 2. Acknowledgement Form with Advisor's Agreement
 3. Membership
 4. Roster

Requirements of a Registered Student Organization

- A. Every registered student organization must have an advisor who is a member of the Pepperdine Caruso School of Law faculty (unless approved otherwise by the Dean of Students). The advisor must read and sign the Advisor's Agreement.
- B. All members of a registered student organization must be enrolled students of the Caruso School of Law.
- C. Alumni of Pepperdine Caruso School of Law may be honorary members, but cannot hold office in an organization.

- D. All continuing, active organizations must submit an up-to-date statement, including the name of the current advisor, the President and other officers, and a list of all organization members with their email addresses. Forms are available at the bottom of this document and must be turned into the student life office by **September 15** for the fall semester and **February 15** for the spring semester. In the event that an organization does not re-register for the upcoming semester, the SBA President and the Dean of Students will jointly determine if active status will be reinstated.

Please refer to the **Checklist for Active Organizations** in order to make sure all required paperwork is submitted each semester.

Officers

- A. All officers of Pepperdine Caruso School of Law student organizations must be full-time students and may not be on academic or disciplinary probation. **1L students cannot hold leadership positions (i.e. executive board positions) within a student organization. 1L students may hold representative positions.**
- B. The names, email addresses, and graduation years of all organization officers must be on file in the student life office. Any change of officers should be submitted to the same office within ten business days of the change.
- C. Student organization officers are responsible for the programs of their individual organizations and must ensure that all activities are conducted in accordance with University policy governing student organizations.
- D. All student organization officer elections must be completed by the end of April and the list of new officers should be submitted to the student life office once new leadership has been determined.

Advantages of Being a Registered Student Organization

- A. Official recognition by the University. Organizations wishing to request SBA funding are required to be officially recognized by the University.
- B. The ability to use the University's name in the identification of the organization and in the sponsorship of activities and events.
- C. Holding of meetings and social functions on campus.
- D. Use of campus facilities (meeting rooms, etc).
- E. Engaging in on-campus fundraising activities.
- F. Dissemination of information and literature on campus.

G. Special assistance in program planning and budget management.

Termination of a Student Organization

If a student organization wishes to terminate, a letter stating this fact should be sent to the Dean of Students and Vice President of the Student Bar Association. This termination letter should be signed by the president of the organization and the advisor.

STUDENT ORGANIZATION CONSTITUTION

Each student organization is required to ensure an updated constitution is on file in the Dean's Office in order to be recognized each semester. New organizations should structure their constitution using the outline below:

Constitutional Outline

Article I	Name of Organization
Article II	Statement of Purpose
Article III	Membership Provisions
Article IV	Officers
Article V	Dues and Fees
Article VI	Amendments to the Constitution
Article VII	Meetings
Article VIII	Committees
Article IX	Penalties
Article X	Advisor

Constitutional Guidelines

- A. Name of Organization
- B. Statement of Purpose
 1. Must include a statement explaining how the organization furthers the Pepperdine Caruso Law mission. Examples of how an organization may further mission include: advances civic dialogue and civil discourse; advances academic development; promotes professional excellence and develops professional skills.
 2. Provide 2-5 examples of prospective programming.
 3. Distinguish the organization from existing Pepperdine Caruso Law student organizations.
- C. Membership Provisions
 1. Who can be a member?
 2. Types of membership (honorary, etc.)
 3. Methods of admitting new members
 4. Methods of dropping members
 5. What constitutes "good standing"?
- D. Officers

1. Titles of Officers
 2. Duties, Powers, Terms of Office
 3. Elected or Appointed
 4. Provision for filling unexpired terms
 5. Rules for election
 6. Procedure for recall
- E. Dues and Fees
1. Amount of annual membership
 2. When payable
 3. Initiation fees
 4. To whom all dues are payable
- F. Amendments to Constitution
1. How to amend constitution
 2. How to propose amendments
 3. Votes required to amend
- G. Meetings
1. Types (regular, special, etc.)
 2. Procedures for calling special meetings
 3. Quorum (designate a percentage of the membership)
 4. Parliamentary authority
 5. Provision for notification of membership if no regular meeting dates are established
 6. Who shall preside at special meetings
- H. Committees (standing)
1. Names (Finance, Membership, Constitution and Bylaws, etc.)
 2. Term of office
 3. Quorum (usually majority of members)
 4. Meetings (number and how called)
- I. Penalties
1. Failure to attend meetings
 2. Failure to pay dues
 3. Officer misconduct
- J. Advisor
1. How is the advisor chosen?
 2. How long is the advisor's term?

Example Constitution

An example constitution is provided for student organizations. The example constitution is meant to be used as a model so the information and format may vary depending on the student organization. Student organizations do not need to replicate this example when drafting a constitution.

Pepperdine Caruso School of Law [Insert Organization Name Here]
Approved by Unanimous Consent [Insert Approval Date Here]
Last Modified On: [Insert Date Here]

Pepperdine Caruso School of Law **[Insert Organization Name Here]**

Article I: Name

[Insert Organization Name Information Here]

Example:

The name of the organization shall be the [Insert Organization Name Here] of Pepperdine University, hereinafter called the [Insert Organization Name Here].

Article II: Purpose

[Insert Organization Purpose Here]

Example:

The [Insert Organization Name Here] is a group of students interested in the current state of the legal order. The [Insert Organization Name Here] is founded on the principles that the state exists to preserve freedom, that the separation of governmental powers is central to our constitution, and that it is emphatically the province and duty of the judiciary to say what the law is, not what it should be.

The purpose of the [Insert Organization Name Here] is to promote an awareness of these principles and to further their application through a variety of organizational sponsored

activities. This entails reordering priorities within the legal system to place a premium on individual liberty, traditional values, and the rule of law. It also requires restoring the recognition of the importance of these norms among lawyers, judges, law students and professors. In working to achieve these goals, the [Insert Organization Name Here] will work to create an intellectual network that extends to all levels of the legal community.

Article III: Membership

Section A: Membership

[Insert Membership Requirements Here]

Example:

All members of Pepperdine, including students, faculty, administration, alumni, and staff, are eligible to become members of the [Insert Organization Name Here].

Section B: Non-Discrimination

[Insert Non-Discrimination Statement Here]

Example:

Membership and activities are open to all currently enrolled students regardless of race, color, creed, sex, sexual orientation, age, national origin, disability or Vietnam era veteran's status.

Section C

[Insert Other Information Here]

Article IV: Meetings

[Insert Meeting Requirements Here]

Example:

Meetings will be held no less than twice a month. Meetings may be held more frequently as indicated in the Organization Bylaws. Quorum requirements and the rules of procedure will be specified in the Organization Bylaws.

Article V: Officers

[Insert Officer Information Here]

Example:

The officers of the organization shall consist of the positions created and specified in the Organization Bylaws. Unless otherwise specified in the Organization Bylaws, officers shall be elected during the first week in November of the Spring Semester for a term of one year, by a majority vote of the membership. Additional rules governing the election of officers and the procedures for filling vacancies shall be specified in the Organization Bylaws. The organization structure and the duties of each officer shall be specified in the Organization Bylaws.

Article VI: Faculty Advisor

[Insert Faculty Advisor Information Here]

Example:

A qualified Caruso School of Law faculty member must be selected by the membership to serve as an advisor. A qualified Caruso School of Law staff member may be selected to serve as an advisor subject to the approval of the faculty committee. The faculty advisor may be nominated by any member of the organization at a regularly scheduled meeting subject to the approval of a majority vote.

Article VII: Finances

[Insert Finance Information Here]

Example:

Membership dues shall be specified in the Organization Bylaws. The books on account shall be kept up to date and open to the inspection of the University auditor.

Article VIII: Amendments

[Insert Amendment Information Here]

Example:

An amendment to any article of this charter may occur upon approval of two-thirds of the membership and then the approval of the Caruso School of Law faculty. It is understood that if this organization desires at any time in the future to change the provisions of this charter in any way, the organization will submit every detail of the desired change to the Student Bar Association for approval and the Student Life Office, who will seek approval from the faculty, before such action is taken.

Article IX: Organization Bylaws

[Insert Organization Bylaws Information Here]

Example:

The Organization Bylaws shall specify additional details as provided in this charter. Furthermore, the Organization Bylaws will specify how the Bylaws will be enacted and amended by the organization. The Organization Bylaws may specify and clarify the procedures and rules necessary for the organization to properly function.

Article X: Disposition of Funds and Records

Section A: Disposition of Funds

[Insert Disposition of Funds Information Here]

Example:

The [Insert Organization Name Here] shall dispose of its assets upon dissolution by giving them to a law student attending Pepperdine in the form of a scholarship.

Section B: Disposition of Records

[Insert Disposition of Records Information Here]

Example:

The [Insert Organization Name Here] shall dispose of its records upon dissolution by giving them to Pepperdine Special Collections and Archives.

STUDENT ORGANIZATION ADVISORS

It is a requirement that every registered student organization select a faculty member of Pepperdine Caruso School of Law to serve as an advisor. The advisor is to be available to assist the officers with problem solving, aiding in the planning of social or fundraising activities, offering appropriate guidance to the officers, and generally serving as a friend and consultant to the organization's members. Advisors are liaisons between student organizations and the Caruso School of Law. They are responsible for seeing that the organization follows University policy and procedure.

Responsibilities of Student Organization Advisors

1. Be familiar with the student organization's constitution.
 2. Be available for events and meetings.
 3. Invest in the leadership development of the student organization's leadership team.
 4. Encourage the organization to function within University guidelines and not condone any activity that is not in keeping with the letter or spirit of University policy.
-

CONDUCT OF STUDENT ORGANIZATIONS

Responsibility

All student organizations are responsible for observing both the University and the Caruso School of Law's policy statements and other policies and procedures as established by the University and Caruso School of Law. The Caruso School of Law has adopted an Honor Code and a Code of Conduct to which all students are required to adhere.

- A. Organizations must agree that, whether activities are on or off campus, they are extensions of the University and subject to the principles and regulations governing University activities.
- B. Any activities in which more than half of the active members of an organization are engaged will be considered an activity. Similarly, any activities held in the name of an organization, regardless of how many active members are engaged, will be considered an activity of that organization and will be subject to all guidelines thereto pertaining.
- C. Alcoholic beverages may not be served or consumed at on-campus meetings or gatherings of a student organization. Additionally, University funds may not be used to purchase alcoholic beverages. Alcohol abuse is inconsistent with the University's and the Caruso School of Law's policies.
- D. An organization must notify in writing the student life office of any behavior by an officer or member representing the organization which is inconsistent with the Caruso School of Law Honor Code, Code of Conduct, or University policy.

Discipline

In the event that a student organization violates the above-mentioned responsibilities, among other things, the organization will be subject to discipline by the student life office. The discipline may include censure, probation, and/or suspension.

- A. Censure – verbal and written reprimand to a student organization
- B. Probation – status of a student organization indicating that its continued existence at the Caruso School of Law is tenuous and that its activities will be reviewed periodically.
- C. Suspension – a formal revocation of a student organization's status as an officially recognized and registered Caruso School of Law student organization. This will include loss of all rights and privileges which pertain to Caruso School of Law-recognized student organizations. A specified suspension period may or may not be designated depending upon the nature of the violation. A student organization incurring disciplinary action will be informed of the sanction in writing by the student life office. Individual student members of an organization may also be subject to disciplinary action.

INTER-CLUB COUNCIL

The Inter-Club Council (ICC), presided over by the Dean of Students, is formed by representatives (Presidents or proxies) from registered Caruso School of Law organizations. The following is a list of some of the Inter-Club Council's responsibilities:

- ❖ To meet on a consistent basis in order to develop better communication.
- ❖ To discuss student organization selection procedures.
- ❖ To discuss and coordinate campus-wide student organization activities.
- ❖ To promote student-led service projects.
- ❖ To coordinate the campus calendar and room request process for the student organizations.

ICC Meetings and Attendance Policy

Each semester, the SBA President will hold a mandatory ICC meeting, in which all student organization leaders (Presidents or proxies) will meet to discuss relevant issues surrounding our Caruso School of Law. Attendance at these ICC meetings is mandatory. Attendance at ICC meetings will be a significant factor taken into consideration when organizations petition the SBA for any additional funding during that semester.

The SBA feels that attending the ICC Meetings is a way to hold the organizations accountable to the student body, and facilitate greater communication between the organization network within our law school. Please make sure that a representative from your organization attends the ICC meeting each semester.

PROFESSIONAL ENTERTAINMENT AND SPEAKER GUIDELINES

Initial planning for any program using professional speakers or entertainers should begin no later than three months prior to, or as soon as otherwise practicable, the date of the proposed program. Prior to making any arrangements or commitments, contact the Assistant Dean of Student Life. A Presenter's Agreement is required whenever a presenter will be paid or reimbursed for expenses. A template for this agreement may be obtained from the student life office. Depending on the circumstances, a fully-executed Presenter's Agreement may be required even where a presenter is not paid or reimbursed for expenses. All contracts with a value of \$50,000 or more must be reviewed by the University Legal Counsel and the Manager of Insurance and Risk Management before they are signed.

POLICY FOR PROMOTIONAL MATERIALS

A. Use of Name of Pepperdine Caruso School of Law

1. Organizations shall not, without prior written consent of the student life office, use the name of Pepperdine University or Pepperdine Caruso School of Law in connection with any activity or item (T-shirts, cups, etc.)

B. The following outlets are available for promotional announcements to the campus community:

1. Digital Signs
2. Campus Blog/Newsletter
3. Bulletin Boards (By Appellate Courtroom Only)
4. Official Class Facebook Pages

C. Campus email distribution lists are generally not intended for organization-related announcements.

POLICY FOR LUNCHEON MEETINGS

Please understand that this policy is an attempt to help preserve the quality and appearance of the Caruso School of Law. Your cooperation is essential and greatly appreciated.

- A. A faculty advisor and/or student organization president must attend the meeting.
- B. The faculty advisor and the student organization president are responsible for the area. This involves throwing away all paper products, cans, etc.
- C. Food is not to be discarded in the room. Food should be discarded in trash receptacles in the school cafeteria.
- D. Organizations can only schedule one lunch time event at a time in order to provide all clubs with the opportunity to use the area.
- E. If a lunch time event is catered by Bon Appétit Management Company, it must be arranged with the student life office and paid in advance of the event by the organization.

Hot Food Fundraisers

- A. Hot food as a fundraiser does NOT conflict with any contract Pepperdine has with Bon Appétit Management Company.
 - B. Hot food may be prepared off-campus and brought to sell on-campus.
 - C. Cooking equipment cannot be brought to campus for cooking hot food.
-

SBA BUDGET AND FUNDING

Allocation of Funds

All student organizations that are approved by the faculty and have met all requirements to be active will be officially recognized by the SBA and allotted \$250 each academic semester. SBA funds may be used for any activity consistent with Caruso School of Law policy and the purpose of the student organization. Leftover SBA funds do not roll over to the next semester. SBA funds may be used to purchase goods and services but may not be used to provide contributions or donations to non-Pepperdine University affiliated organizations. All student organizations are subject to audit on use of SBA funds.

Additional Funding

In addition to these funds, all recognized student organizations can petition the SBA for additional funding beyond the SBA funds. Requesting additional funds requires that an organization representative file and present a Proposal with the SBA. Student organizations may also collect dues or fundraise but a discretionary account must be set up in advance with the student life office.

Proposals

Proposals for additional funding should be given/mailed to the SBA President at least one week prior to the weekly SBA Meeting so that it can be added to the SBA Agenda for the next scheduled meeting. The Proposal should include the following items of information:

- a. Name of the organization
- b. President/contact person for the event
- c. Date of the event
- d. Description of activity/event in detail
- e. Amount of additional funds requested
- f. Cost breakdown in expenses (including minimal items)
- g. How much of the semester discretionary funds have been used
- h. How this activity/event will benefit the Caruso School of Law as a whole
- i. Immediate contact information

Additionally, the members of the SBA will consider other factors such as:

- a. Attendance of organization representatives at ICC Meetings

- b. Amount of funds raised and contributed by the organization
- c. Potential for increased visibility of the law school (through the event)
- d. How active the organization has been
- e. Advanced planning and organization of the proposal
- f. Amount of additional funds already provided to the organization

Presentation of Proposal

A representative from the organization should contact the SBA to put forth their proposal to be voted on by the entire SBA, and answer any questions the SBA has regarding this event and the funds being requested. The SBA will then vote on the Proposal and contact the student organization with the results of that vote.

Reimbursements

In order to be reimbursed for any funds used by a student organization (either using their SBA allotment, discretionary funds, or approved additional funding by the SBA) the organization must utilize their own resources to make the purchase and keep all itemized receipts of their expenditures. The Treasurer of your organization (or appropriate representative) must then fill out a reimbursement form, a copy of which is included in this Manual. This reimbursement form, submitted along with the **original itemized receipts** of the expenditure, must be provided to the student life office. **There will be no reimbursement of expenditures without an itemized receipt.**

After documentation has been submitted, the SBA Treasurer will approve all expenditures. The student life office will notify the individual when the petty cash reimbursement is available for pick-up or the reimbursement check will be mailed to the individual's mailing address listed on Wavenet.

Reimbursement Form

The reimbursement form can be accessed with the following link:

<https://forms.gle/6PCgbNevKVfvGaVcA>

Advances for Events

It is generally SBA policy that monetary advances are not provided and event expenses must be incurred by the organization and then reimbursed through the SBA. The primary reason is accountability: the SBA needs to know exactly how much money an event costs to avoid over-funding events.

However, if you are organizing a large and costly event, it may be possible to receive an advance (after initial approval of additional funds by the SBA). You will need to provide an original purchase order or invoice in order to receive an advance. Advances will only be given in extreme cases, but we encourage you to contact the SBA Vice President before choosing not to organize an event due to your organization's inability to front the money for an event.

MISCELLANEOUS INFORMATION

How to Reserve and Coordinate an Event

All student organizations scheduling on-campus meetings, events, or speakers must submit a request using the Caruso School of Law events form. In order to reserve a room, the organization must be recognized by the Student Bar Association. The events form can be accessed with the following link:

https://docs.google.com/forms/d/e/1FAIpQLSfOSiNUZXeI_1R3zsVceDv7-j1ffKi_4zkTxqaksnH3nbYOxA/viewform

How to Request Website Updates

Student Organizations wishing to make updates to their respective web pages must speak with Hannah Neighbors. Information is kept as up-to-date and uniform across the organizations as possible in an attempt to limit the number of updates necessary.

How to Request Announcements

A weekly email digest is sent to students, staff, and faculty every Monday. The campus blog can be accessed with the following link: <https://law.pepperdine.edu/surf-report/>.

Student organizations must submit announcement requests for the campus blog, the campus newsletter, and digital signs using the Caruso School of Law marketing form. Please include all relevant information, such as organization, subject, date, time, location, and organization contact information. The marketing form can be accessed with the following link:

https://docs.google.com/forms/d/e/1FAIpQLSc9P7BHAWwy63m7veBIdgdF2DiuYeLz1rk9KPrng_wQZia6bQ/viewform.

Announcement requests for 1L administrative announcements held on Monday mornings should be submitted to the student life office by 3:00 p.m. on the preceding Thursday. If approved, you will have no more than one minute to make your announcement. Requests can be submitted via the [Student Life Request Form](#).

STUDENT ORGANIZATION ACKNOWLEDGEMENT FORM

Student Org Name: _____ Date: _____

FACULTY ADVISOR COMMITMENT

Academic Year (e.g. 2020-2021): _____

Please Circle One: Full Academic Year / Fall Semester Only / Spring Semester Only

I have read the Student Organization Manual and agree to adhere to the guidelines and procedures contained therein.

Faculty Advisor Name: _____

Faculty Advisor Signature: _____

Student Organization President's Name: _____

Student Organization President's Signature: _____

STUDENT LIFE OFFICE USE ONLY

All student organizations must complete and digitally submit the materials in the following checklist to the Student Life Office by September 15 or February 15 to receive active status at Pepperdine Caruso School of Law for the following semester. Documents must be submitted through this google form: <https://forms.gle/tVfK29hbts7uE7v97>

CHECKLIST FOR ACTIVE ORGANIZATIONS

- Approved Constitution submitted in PDF & Word/Google Doc format
- Student Organization Membership Form
- Student Organization Roster
- Signed Acknowledgement Form

The organization submitted all required paperwork and is officially recognized as an official student organization at Pepperdine Caruso School of Law.

Student Life Office Initials Date

STUDENT ORGANIZATION MEMBERSHIP FORM

Student Organization Name: _____

Date: _____

Officers			
Full Name	Position	Graduation Year	Email Address

Membership	
Class	Total Number of Members Per Class
1Ls	
2Ls	
3Ls	
Other: _____	
Total Number of Members =	

Note: It is required that student organizations attach a full membership roster like the sample below to this form but only this membership form with officers' information and membership totals by class will be disclosed to the Pepperdine community.

STUDENT ORGANIZATION ROSTER

Members

#	Name	Email Address
1		
2		
3		
4		
5		
6		
7		
8		
9		
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