
1. Introduction

The Law School's student organizations greatly enhance the quality of life at the Law School. You can count on the support of the Student Bar Association and the Office of the Dean of Students as you plan activities during the year.

Recognized Law School Student Organizations are eligible to receive monetary funds from the Student Bar Association's budget to host various events throughout the year. In exchange for the benefits of official organization status, you are obligated to follow all applicable University and Law School rules (e.g., adherence to the Catholic mission, alcohol policies, financial policies, policies regarding speaker invitations, and non-discrimination policies). This handbook gives an overview of the benefits and responsibilities connected with running a student organization. Though it contains numerous written policies and procedures, this handbook is a general guideline for student organizations and should not be considered an exhaustive list of all the school's policies and procedures. The Student Bar Association and the Office of the Dean of Students reserve the right to enforce all the policies of the University, notwithstanding this document. Please stop by the Office of the Dean of Students or contact an SBA representative if you have questions about your student organization or about starting a new student organization.

2. Becoming a Recognized Student Organization

The formation of a student organization is governed by Article VI of the SBA Constitution. (Appendix A). Student organizations are required to appoint an SBA Representative who must attend all SBA meetings on behalf of the organization. Failure to attend meetings could result in budgetary sanctions.

3. Student Organization Budgets

The SBA is committed to providing support for novel and creative events. All student organizations are required to submit a proposed budget for the upcoming school year, which shall contain all of the events and initiatives that are anticipated for the year. All budget requests are subject to approval of SBA Treasurer and the Finance Committee. Do not assume a submitted request is a granted request. The SBA budget is governed by Article VII of the SBA Constitution. (Appendix A).

All student organizations are automatically allocated a discretionary fund from the SBA Budget. The amount of this fund will be determined by the SBA Treasurer and the Finance Committee

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on an annual basis. An organization's discretionary account may be used to fund food and beverage at general meetings and for general supplies to run the organization.

In addition to the SBA budget allocations, student organizations are encouraged to fund their activities through the collection of membership dues and permitted fundraising efforts, subject to the school's fundraising policy. (Appendix B). All fundraising monies and dues collected must be deposited in accordance with the money collection policy. (Appendix C). Note: all membership dues must be the same for all members.

Seton Hall Law School maintains a tax exempt status. To receive more information or assistance regarding the tax exemption, please see the Director of Student Services.

4. Student Organization Elections

Organizations are autonomous. Elections for new Executive Board members shall be conducted in accordance with the charter of your organization. For the purposes of fluidity, all elections must be conducted by April 15th for the upcoming school year. Student organizations must inform the SBA and the Director of Student Services of the members of the upcoming e-board. All student organization e-board members must be in good academic standing.

5. Inclusion Policy

Membership in any student organization is open to all law students. Student organizations are not required to maintain lists of members in good standing but may choose to do so. A student organization may require the payment of dues or impose a modest participation requirement as a condition of membership, but no other restrictions are permitted. Any condition of membership must be administered fairly and reasonably.

The Law School is a place for the open exchange and debate of ideas. In this spirit, any event that receives SBA funding must be made open to all students. Open events should be well-advertised to give everyone an opportunity to attend.

Please note, as a tax-exempt organization under Section 501(c)(3) of the tax code, the Law School is strictly prohibited from participating in political campaign activities.

6. Mailings

Student organizations are encouraged to keep and maintain up-to-date mailing information of its members and alumni members, including email addresses. However, a member or alumni member who wishes to be removed from such list must be removed in a timely fashion.

Organizations are welcome to receive mail at the Office of the Dean of Students. Please advise the sender to address the mail to the attention of the organization and the executive board member to whom it is directed. The Office of the Dean of Students will contact you when mail is received. The mailing address is as follows:

Joe Schmoe, President
ABCD Law Student Association
c/o Office of the Dean of Students
Seton Hall Law School
One Newark Center
Newark, NJ 07102

7. General Meetings

Student organizations are highly encouraged to hold at least one general meeting per semester. If your organization is interested in scheduling a general meeting, please complete the following.

- Request a space and Reserve a Room: Room reservations will be handled online. The member of your organization who will be scheduling rooms should create an account. To do so go to <http://law.shu.edu>; click on Calendar; click on Law School Calendar (on the right side of the page; see below); go to My Account; and click on Create an Account. Note: please use your SHLS email address in creating this account. Enter your organization's name in the notes section. Once your account is approved by the Office of Special Programs, you may reserve rooms for your meeting.
- Contact the SBA Treasurer or the Director of Student Services for a payment voucher.
- Bring payment voucher to the Office of Special Programs and discuss food/beverage options. Please note: All food and beverage must be arranged in accordance with the law school's existing contracts and must be made through the Office of Special Programming. Alcohol is prohibited at all student organizations' general meetings.

It is recommended that reservations be made at least five days in advance. Special Programs will try to accommodate all requests for specific rooms, however in the event the room is not available, every effort will be made to find a comparable room. If you would like the room to be set up in a specific way, you must meet with Gina or Sharon to discuss the options.

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Room requests will receive a response within 24 hours when submitted during the business week. Requests made over the weekend will be answered the following business day.

8. Reserving Tables in the Atrium

Requests are made through the Office of Special Services. Table space is limited and is available on a first come, first served basis. Aside from limited exception, only three tables are allowed in the atrium at a time. All requests shall be granted at the discretion of Gina Fondetto, Director of Special Programs.

Signs are not permitted on the marble walls at any time. Easels are available to hold signs and may be obtained through the Office of Special Programs.

Note: Fundraising efforts will not be duplicated in the atrium at the same time. For example, if one student organization reserves the atrium for a bake sale, a different student organization will not be permitted to hold a bake sale on the same dates.

All fundraising monies and dues collected must be deposited in accordance with the money collection policy. (Appendix C).

All fundraising activities are subject to the school's fundraising policy. (Appendix B).

9. On-campus Special Events

Any event held at the law school that involves an outside guest and/or is offered to the entire student body is considered an on-campus special event. All special events are subject to the approval of the Office of the Dean of Students and must comply with the mission of the University. All student organizations must receive approval prior to any guest invitations or advanced planning of the event.

A special event must have a direct nexus to the mission of the organization. The program or event should be designed to advance the interests of organization members and should be in keeping with the purpose and goals set forth in the mission statement of the Organization's constitution.

The Administration encourages student organizations to promote the interests of its student members through rich programs and activities. However, everyone must be mindful of the events planned by the various law school departments, faculty, SBA and other student

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organizations. Given the limited availability of time and space within the law school, each organization shall be entitled to host one special event per year.¹

NOTE: The Fifth Floor Faculty Library is reserved for faculty events only and is available to student organizations only at the discretion of Gina Fondetto, Director of the Office of Special Programs.

All student organizations must first contact the Department of Alumni Relations if an event will include any alumni of the school. All student organizations must first contact the Office of Career Services if the event is professional in nature.

Student organizations are highly encouraged to co-sponsor events with others. Co-sponsorship is available with departments within the law school (Career Services, Alumni & Development, Health Law and Policy Program, etc.) or with other student organizations.

All food and beverage must be arranged in accordance with the law school's existing contracts and must be made through the Office of Special Programming.

All on-campus special events must comply with the Law School's alcohol policy. (Appendix D). Organizations must review the policy carefully before submitting any requests that involve the service of alcohol at events. The Office of Special Programs is responsible for the purchase of alcoholic beverages. An alcohol sponsor is required for all events where alcohol is served. Alcohol will not be ordered until a sponsor has been assigned to the event. The Student Organization has the responsibility of providing the Office of Special Programs with the identity of the sponsor.

NOTE: There is a "pourer" fee associated with the service of alcohol that must be included in your event budget.

You should make every effort to ensure guests are treated with the utmost respect during their visits.

- Receive event approval from the Director of Student Services s prior to inviting any guests.
- Inquire of your guest as to any special needs or requests that he or she may have including, but not limited to, audio-visual needs (Powerpoint, preference of microphones, availability of a computer, etc.) dietary needs, office space, etc.
- Obtain a curriculum vitae or biography from the speaker as soon as attendance is confirmed.

¹ This does not include religious or cultural events.

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- Confirm all details in writing to your guest(s) (email is fine).
 - Be sure to have up-to-date contact information (including cell phone numbers) in the event there are unavoidable changes to the program.
 - Tell your speaker/panelist that you will greet them upon their arrival (usually at the security desk).
 - Nameplates: Each speaker/panelist should have a nameplate to be displayed prominently during the event. See the Director of Student Services for further guidance.
 - Send Thank You Notes to every guest immediately following their visit.

For all events where outside guests are expected, name tags must be used. Name tags can be ordered through the Office of the Dean of Students but advance notice is required to ensure availability. If you are uncertain as to how to address a guest, please contact the Director of Student Services. Ample time should be allocated for the preparation of attendance lists and name tags as these are often a time-consuming tasks.

You may want to prepare a program to be handed out during the event. Dorothea Harris, the Assistant to the Dean of Students, can assist in this regard provided a substantial amount of time is allowed for the preparation of the program. Email Dorothea for more details or call her at 973-642-8707.

10. Off-campus Special Events

Any event that involves an outside guest or is aimed at gathering a student organization membership is considered an off-campus special event. Due to the limitation of on-campus events, student organizations are encouraged to host off-campus events for their organization. Off-campus events are subject to the approval of the Office of the Dean of Students and must comply with the mission of the University. In accordance with the alcohol policy, only certain off-campus events may have alcohol purchased with school funds.²

Students are not authorized to enter into any negotiations or contracts with outside vendors on behalf of their organization or Seton Hall Law School. All contracts must be submitted to the Office of the Dean of Students for consideration and signature. Failure to abide by this provision may expose a student to personal liability.

11. Funding On-Campus and Off-Campus Special Events

When preparing a budget for a special event, consideration should be given to the following expenses:

² These events are Fall Fest, Rodino Banquet, Holiday Party, Diversity Banquet, Woman of Substance Celebration, Winterfest and Barristers Ball.

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- Food Services/Catering (including alcohol, if applicable, and a pourer)
 - Rentals (tables, pipe and drape, linens, [etc.](#))
 - Invitations
 - Postage
 - Advertising
 - Copying Costs
 - Flowers
 - Name Tags

Please note: The Director of Student Services will not provide final approval for any event that involves SBA funding without the express approval of the SBA Treasurer.

12. Attendance by Dean(s)

If your organization would like any of the Deans to attend an event or participate in the event, you must contact that Dean well in advance of the event. It is the responsibility of the [organization](#) to ensure the Dean's availability. Every effort will be made to accommodate reasonable requests. Please see the Director of Student Services for assistance.

13. Advertising Events

Advertising events must take a multi-faceted approach. There are many resources available, but it is incumbent upon the organization to plan in advance so as to maximize the exposure of the event.

- Events Calendar on the Website: All events should be advertised on the Events Calendar. Events are listed on the calendar by providing the relevant information to the Director of Student Services and/or the Director of Communications. The Calendar should include information such as:
 - Date, Time, Place
 - Names of Panelists and Guest Speakers
 - RSVP information
 - Links to websites
- EMS Calendar (through the Office of Special Programming): Events entered on the EMS system will appear on the digital screens in the scheduling section. The EMS calendar can contain both on-campus and off-campus events.
- Broadcast Emails: Broadcast emails announcing student organization events are prohibited. However, student organizations are encouraged to utilize social media to promote their events.
- LawNet: Organizations are permitted to post a professional event on LawNet. Please submit all relevant information to the Coordinator of Student Services.

- **Digital Slides:** Organizations are responsible to create their own slides for the digital screens that are placed throughout the building. All slides must be submitted to and are subject to the approval of the Director of Student Services. All slides must be made in Power Point form and horizontal position.
- **Flyers, Posters and Bulletin Boards:** All flyers/posters must be approved and stamped by the Office of the Dean of Students prior to copying or posting. Each Organization is designated an area on the Student Organizations Bulletin Board located at the top of the cafeteria stairwell near the Bookstore. Organizations are limited to 10 flyers per event. Organizations are responsible for removing dated posters/flyers the day after the event is over. No organization shall remove a poster of another organization before the event is concluded or without the permission of that organization.
- **Media Alerts & Press Releases:** Student Organizations can request that the law school send out media alerts and/or press releases. Assistance in preparing such pieces can be obtained by contacting the Director of Communications.
 - NOTE: You must allow ample time for the distribution of any media alert or press release.

14. Reimbursements for Student Organizations

Reimbursements for pre-approved expenses incurred for organization related matters can be received by submitting a Check Requisition Form to the Office of the Dean of Students. A sample reimbursement form is located on the last page of this handbook. You must submit the original receipt with your address and student identification number printed on the back. Receiving a reimbursement can be a lengthy process; therefore students are highly encouraged to arrange for direct payment by the Director of Student Services whenever possible. (Please note that your reimbursement will be denied if the address you provide does not match the address associated with your student identification number. You can correct this through Blackboard. Contact the Registrar's Office if you need more information). Reimbursements will not be given for any expense incurred that has not been approved by the SBA Treasurer.

15. Money Collection

From time to time, an event or activity will require you to collect money on behalf of your organization. It is imperative that every member of your organization review the Money Collection Policy and adhere to the provisions contained therein. (Appendix C). All money collected must be deposited at the Office of Student Services. Students should never use the money collected for purchases or other expenses. Money collection cannot take place off-campus in any circumstance.

16. Philanthropic Fundraising

Seton Hall Law School is a nonprofit 501(c)(3) organization under the Tax Code. Therefore, it is subject to several philanthropic fundraising restrictions that must be followed. All fundraising activities, not matter how insignificant, must be approved by the Administration and must have a direct nexus to the student organization. All fundraising activities are subject to the school's fundraising policy. (Appendix B). Organizations cannot simultaneously conduct fundraisers.