GENERAL PROVISIONS

NKU Chase College of Law welcomes and encourages the activities of student groups at the law school, compatible with the mission of the college and the university. This manual sets forth policies and procedures that will govern those activities. All members of student organizations are required to abide by the policies and procedures set forth in this manual. These policies are subject to change at the discretion of NKU Chase College of Law.

The Student Bar Association (SBA) is the student governing body of the law school and is the official resource and liaison for the student body. All students enrolled at NKU Chase are members of the SBA. The SBA and all other student organizations are housed in Nunn Hall Room 406.

For academic year 2016-17, the Assistant Dean of Students, Heather Crabbe, will serve as advisor to the SBA and will generally oversee, in coordination with Jeannine Abukhater Lambert, the activities and events of Chase student organizations. Dean Crabbe will hold a student organization orientation session during September. Each organization must send at least one representative (preferably the organization’s president) to this orientation. At that session, the process organizations must follow to schedule activities or events and request funding will be reviewed in detail.

Each student organization must have a faculty advisor. The faculty advisor serves as a resource for the organization, helping groups plan and implement programs. The advisor must approve all major activities and events held by the student organization.

REGISTRATION AND RECOGNITION PROCEDURES

All student group organizations are required to register each year with the NKU Office of Student Life in order to be officially recognized as an NKU Chase student organization. This status allows your group to utilize campus facilities and services and to apply for student organization funding from Chase and travel funding from the university. The NKU registration fee for each student organization will be paid from the Chase student organization fee fund, and payment for all groups’ registration will be handled by Chase Budget Analyst, Sherrie Turner.

For information about the recognition and registration process, please refer to the NKU Office of Student Life student organization website found at http://nku.orgsync.com. Chase student organization leaders should create profiles in NKU’s OrgSync for themselves and for their organizations. Use your NKU login information to access the site. Contact Andrew Espelage (espelagea@nku.edu) in NKU’s Office of Student Engagement with questions.

Dean Crabbe should be given the list of new officers for each organization for the current academic year as soon as elections occur and that list becomes available. A list of current officers for all student organizations will be posted on the Student Organizations page in the “Students” section of the Chase website. Student organization presidents must complete the Student Organization Information Sheet and Compliance Agreement at the beginning of each academic year. Completed forms should be submitted to Dean Crabbe in office 316 or via email (crabbeh1@nku.edu).

STUDENT ORGANIZATION MEETINGS AND EVENTS

Student Organization Officer/Board Meetings: Student organizations are encouraged to plan and schedule regular business meetings of their officers/board. The conference room in the SBA/Student Organizations Office may be reserved for these meetings by filling in the scheduled time on the list outside Room 406A. If that room is not available for your meeting, please secure another room by filling out a request through Smartsheet. (the link can be found at the bottom of every Chase Postings email or by visiting the Chase Student Organizations webpage)
**Student Organization Programs and Events**: In order to ensure that student activities and events do not conflict, student organizations are required to follow the procedures set forth below to schedule student organization programs and events (other than regular officer business meetings). You can refer to the Student Organization Event Planning Process (below and on the Student Organizations webpage) for a more detailed explanation.

1. If the student organization is hosting a guest speaker, organizations must consult with Jeannine Abukhater Lambert (abukhaterj1@nku.edu) before confirming the speaker.

2. Select a date to hold the event keeping in mind the following factors: class schedules for both full and part-time students; faculty events, days of the week, holidays and breaks, planning time required for promotion, etc. Before proposing a date for any event, consult the Chase Calendar (in the Quick Links on the Chase website) to determine any potential conflicts. **If conflicts exist, select another date.** Standard event times are 12:00-1:00 p.m. and 5:30-6:15 p.m. Organizations should work to provide the same content for day and evening students.

3. Go to the Chase Student Organization webpage (chaselaw.nku.edu/students/organizations.html) and click on Event Application. Complete and submit the Student Organization Event Application a couple weeks in advance of the proposed event date. (See discussion below re: funding policies.) Complete all the fields marked with an asterisk and anything relevant to your event. This information is also used for the Chase Postings, so include a short description of the event. At this time you may include an electronic file to be displayed on the Digital Boards. Please note the size and format requirements listed on the Event Application. The event application will be approved. You will be notified of the approval and the room scheduled for your event. The event will be placed on the Chase calendar and announced in the Chase Postings. Allow at least a week for this process to take place. The Chase Postings goes out on Fridays.

4. Develop a promotional plan (for major programs and events) and make a checklist of details that need to happen before the program/event. Jeannine Abukhater Lambert (abukhaterj1@nku.edu) is available to consult on planning.

5. Evaluate major programs/events. Leave records and a thorough evaluation for the next person who wants to do a similar event or program.

**STUDENT ORGANIZATION FUNDING POLICIES**

**Supplemental Funding Requests**: Student organizations may request an allocation of funds beyond the basic, standard allocation for pizza/drinks for programs, by submitting the Supplemental Funding Request form to Dean Crabbe several weeks in advance of the event.

All events for which student org funding is used must be open for attendance by all organization members. The exclusion of any student or student group on the basis of race, ethnicity, gender, religion, or sexual preference is prohibited and will result in future funding being denied.

Dean Crabbe will approve all food orders, with Chase ordering all food and any other supplies requested by student organizations. Paper products, including cups, silverware, plates, and napkins will be provided and will be made available for use by student organizations hosting programs. Alcoholic beverages may not be purchased with funds received from the Chase student org fund. All food paid for with student organization funds must be supplied by Chartwells Catering, the company authorized to supply food for events on the Northern Kentucky University campus. Student organizations not wishing to use Chartwells Catering are allowed to bring food and drink to their meetings, but will not be reimbursed for any expenses related to food and drink.
**Travel funds:** A limited amount of funding may be available to fund student travel to student organization conferences. APPLY EARLY! Student organizations must first apply for Legacy funding through the NKU Office of Student Life (https://orgsync.com/19053/files/1027859/show).

In the event that Legacy funding is denied or deemed inadequate, a Supplemental Funding Request (found on the Chase Student Organizations webpage) should be submitted to Dean Crabbe. The guidelines that govern travel assistance through Legacy funding will generally apply to travel funds requested from the Chase student org fund.

**Failure to comply:** An organization not meeting all of the requirements of this policy will be deemed ineligible to receive student org funding until such time as all requirements are met.

**STUDENT ORGANIZATION ANNOUNCEMENTS - THE CHASE POSTINGS**

All recognized student organizations may post announcements in the Chase Postings, the law school’s weekly e-newsletter. The Chase Postings contains official announcements and information concerning academic events, SBA and student organization activities, university events, local bar association events, pro bono opportunities, and other news of general interest to the law school community.

**ALL student organization announcements for the Chase Postings should be submitted electronically using the Event Application form. Please allow enough time for the announcement to be approved.**

Student organizations may not send mass emails to the entire student body. All mass emails must be sent to Dean Crabbe for approval and forwarding to the student body. Student organizations may request that Dean Crabbe send a mass email to the student body only in exceptional cases for important matters that require an immediate notification of students.

**ALCOHOL POLICY FOR STUDENT ORGANIZATIONS**

Law school funds, including the student organization fee fund, may not be used to purchase alcohol to be served at any law school event.

**STUDENT ORGANIZATION FAIR**

A Student Organization Fair occurs annually as part of the Professionalism program during the LAPS course for incoming first-year law students. The fair allows groups to welcome incoming students, disseminate information about their purpose and goals and recruit new members. Student organization leaders will be notified in the spring or early summer via email about details for participating in the fair.

**Student Organization Event Planning Process**

Student organizations may host and advertise organization meetings and events on and off the university campus. Outlined below is the process for getting administrator approval, calendaring, advertising, and hosting any student organization-related event or news item.

All of the approval, advertising, and planning steps begin with submitting the this online form which is also located on the Chase website under Current Students: Student Organizations and at the end of every Chase Postings. Student organizations must submit the form to receive approval and/or any other university services (i.e. advertising, room reservations, etc.).

This form is used for multiple purposes, groups, and departments. Not all questions may apply to every submission. Just complete the required portions and anything relevant to your goal for submitting the form (advertising a program, booking and marketing an event, booking a meeting, etc.).

Submit online form questions to Judy Brun at brunj1@nku.edu or 572-5904 or go to office NH 529.

**APPROVAL PROCESS**
1) Obtain faculty advisor approval for the event.
2) Submit the Event Application and select that it is ON BEHALF OF A STUDENT ORGANIZATION and identify which student organization. If your student organization is not listed, select OTHER and name the organization.
3) Dean Crabbe (crabbeh1@nku.edu) will receive this information and contact you regarding approval of the event.
4) Judy Brun (brunj1@nku.edu) will reserve a room and food (if requested) for the event. You will be notified of the room. Food and drink purchases are based on your available budget. Contact Dean Crabbe (crabbeh1@nku.edu) to determine if you have sufficient funds for food and drinks.

GUEST SPEAKER EVENT
1) Contact Jeannine Abukhater Lambert (abukhaterj1@nku.edu, 572-6403, NH 547) and discuss the event before securing a guest speaker
2) After consulting with Jeannine Abukhater Lambert, submit the form and select that it is a GUEST SPEAKER EVENT
3) Jeannine Abukhater Lambert will receive this and approve it as a guest speaker event
4) List all speakers and any alumni that are attending or speaking at the event (later in the form)

PLANNING AN ORGANIZATION EVENT, MEETING, ETC.
1) Submit the form with the following details for your meeting/event:
   a. Date & Time
      i. Check the Chase Calendar on the website to be sure that your event does not conflict with another event
         1. Conflicting with other student organization events is not prohibited but it does affect event attendance
         2. Conflicting with administration events (i.e. Career Development events) is prohibited
      ii. Select the preferred date and time of your event
         1. If your event has multiple times on the same day (i.e. Monday at 12:00 and 5:30), select ONE date and list BOTH times under “Time of Event” and “2nd Time of Event”
      iii. 2nd date of event
         1. Choose this if the event has multiple dates (i.e. Monday and Wednesday)
      iv. More dates and times of event
         1. Select any other possible dates in case something is going to conflict and has not yet been posted to the Chase Calendar or
         2. if your event has multiple dates
   b. Desired location
      i. Student organization guest speaker events are usually held in NH 324 unless you request a different room
      ii. If you have no specific request, submit “ANY” and we will select a room based on availability, needed size, accessibility for audience, etc.
      iii. Select LOCATION HAS BEEN RESERVED if you have already reserved a room via another person
1. Generally, you will not have access to reserve a room and Eric Jones will reserve it on your behalf

c. Anticipated Audience Size
   i. This will help determine how much food to purchase and the size of the room
   ii. Generally, 10-20 is the anticipated audience size of a guest speaker event

d. Recording
   i. Select RECORD THIS PRESENTATION if you want the event recorded and uploaded to Blackboard “Student Organization Presentations” folder for people who could not attend
   ii. If this is a guest speaker event, you must secure written permission from the guest speaker to be recorded

2) Food and Drink Requests
   a. Student organizations have an allotted budget of $100 per semester for meetings/events
   b. This money can be used to purchase pizza and beverages (two separate requests)
   c. Guest speaker events may be co-sponsored by other organizations (Centers & Institutes or other student organizations, national organizations, etc.) and receive a larger budget for food and beverages
      i. See Jeannine Lambert for potential guest speaker event co-sponsorships
   d. Organizations can request additional funding from the Student Bar Association or other university organizations (i.e. Legacy Fund) or their national organizations to use instead of or in addition to their allotted student organization funds
      i. The Supplemental Funding Request form can be found online at Current Students: Student Organizations

3) Confirmation of Details and Reservations
   a. If this is a GUEST SPEAKER EVENT
      i. Jeannine Lambert (abukhaterj1@nk.edu) will be in contact to confirm the details of your event (room reservation, recording, food orders, etc.)
   b. If this is NOT a guest speaker event
      i. Judy Brun (brunj1@nk.edu) will be in contact to confirm the details of your event (room reservation, recording, food orders, etc.)

ADVERTISING YOUR EVENT

1) Events can be advertised via Chase Postings, on the Chase website (Calendar, News & Events), and on the digital boards (not required – some events/meetings may be private)

2) Chase Website
   a. All events submitted via the form will go on the Chase Calendar and be viewable under Chase News & Events on the website

3) Chase Postings
   a. Submit the information for Chase Postings including an announcement title and the body of the message (adding the target audience helps Judy Brun add to the title or structure it to attract your target audience)
   b. Any questions should be directed to Judy Brun by emailing brunj1@nk.edu or by calling 572-5904 or by going to office NH 529
   c. Select the start and end dates for Chase Postings – these are always delivered on Friday’s

4) Digital Boards
a. You can design a poster to go along with your advertisement using ONLY the following programs: Microsoft Office or Adobe

b. Posters must be in an EDITABLE format (no pdf's)
   i. Frequently, Judy Brun will need to make changes to the poster such as adding a room location, fixing a misspelling, etc.

c. Posters must be in 8 ½ x 11 portrait orientation
   i. Digital board does not recognize oversized or landscape orientations

d. Attach the poster to the form or attach it to as an Amended Event Application if you need a few more days after submitting the original Event Application
   i. Amended forms are submitted by completing an Event Application and checking the box at the bottom of the form stating that this submission is an amendment to a previously submitted Event Application

5) Organizations can advertise non-organization hosted events such as local bar association events and any news or programs that are not event-related
   a. Organizations must still submit the online form and should just skip past any event detail requests (room, food, etc.)

Submit online form questions to Judy Brun at brunj1@nku.edu or 572-5904 or go to office NH 529. The online form is also located on the Chase website under Current Students: Student Organizations and at the end of every Chase Postings.