

NKU CHASE COLLEGE OF LAW
STUDENT ORGANIZATION MANUAL
2011-2012

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 is the umbrella student organization at the law school, and it allocates funding to student organizations from the student organization fee paid by Chase students each semester. The SBA and all other student organizations are housed in Nunn Hall Room 406.

The Associate Dean for Student Services, Molly Tami, serves as advisor to the SBA and generally oversees the activities of Chase student organizations. Each fall, Dean Tami and the SBA President hold a student organization orientation session. 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 are 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 the SBA and travel funding from the university. The \$25 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 Associate Dean for Administration, Karen Ogburn.

For information about the recognition and registration process, please refer to the NKU Office of Student Life student organization website found at <http://studentlife.nku.edu/organizations/index.php>

Chase student organization leaders should create profiles in NKU's OrgSync for themselves and for their organizations. http://nkuonline.nku.edu/smartcatalog/2011_2012/student-organizations.htm.

Dean Tami 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 turned into the Associate Dean of Student Services in Room 314.

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 406. If that room is not available for your meeting, another room may be reserved by contacting Denise Taylor at taylor@nku.edu.

Student Organization Programs and Events: In order to ensure that student activities and events do not conflict, student organizations- with the exception of the Chase Student Advocacy Society and the Transactional Law Practice Group¹- are required to follow the procedures set forth below to schedule student organization programs and events (other than regular officer business meetings).

1. Select a date to hold an 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 Calendar (in the Quick Links on the Chase website) to determine any potential conflicts. If conflicts exist, select another date. **Student organizations have preference on the calendar for scheduling lunch time programs on Mondays and Thursdays.** Events may be scheduled at noon on other days only in special situations and with special approval.
2. Complete and submit the **Student Organization Event Application** and the **Supplemental Funding Request** forms (if funding is being requested for the event) at least several weeks in advance of the proposed event date. (See discussion below re: funding policies.) Denise Taylor, Student Affairs Assistant, will provide notification of the decision on the application and notification of the room reserved for the event. She will calendar the event and have it announced in the Chase Postings.
3. Develop a promotional plan (for major programs and events) and make a checklist of details that need to happen before the program/event.
4. Evaluate major programs/events. Leave records and a thorough evaluation for the next person who wants to do a similar event or program.

¹ The Chase Student Advocacy Society and the Transactional Law Practice Group will schedule events through their respective Centers with the assistance of the centers’ coordinator. CEA programs have preference on the calendar for scheduling at noon time on the second and fourth Wednesdays of each month, while TLPC programs have preference on the first and third Wednesdays.

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 along with an Event Application form to Dean Tami at least several weeks in advance of the event.

All events for which SBA 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.

James Henegar, Dean Ogburn's assistant, will order all food and any other supplies requested by student organizations and approved by the SBA. Paper products, including cups, silverware, plates, and napkins will be provided by the SBA and will be made available for use by student organizations hosting programs. Alcoholic beverages may not be purchased with funds received from the Chase SBA.

Travel funds: A limited amount of funding may be available to fund student travel to student organization conferences. **SO APPLY EARLY!** Student organizations must first apply for Legacy funding through the NKU Office of Student Life. <http://deanofstudents.nku.edu/funding/index.php>.

The Legacy funding application should be printed and submitted to Dean Tami so that the SBA can concurrently consider the funding request in the event that Legacy funding is denied or deemed inadequate. The guidelines that govern travel assistance through Legacy funding will generally apply to travel funds requested from the SBA.

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

STUDENT ORGANIZATION ANNOUNCEMENTS – THE CHASE POSTINGS

All recognized student organizations may post announcement in the Chase Postings, the law school's weekly e-newsletter. The Chase Postings contain 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 to taylorlord@nku.edu with "Announcement" and the name of the student organization in the subject line.

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

POSTING GUIDELINES FOR NUNN HALL

All postings must be restricted to appropriate bulletin boards that are now clearly marked. **DO NOT** post anything on the walls, in the elevators or elevator walls, or on the glass doors and windows. Room changes may be posted on the classroom doors or attached to the room number, not on any painted wall surface, for that day only.

All postings must be approved with the law school stamp (available at the receptionist desk on the 5th floor). Any postings without approval or placed on inappropriate areas will be taken down.

TABLES AND HALLWAYS

Do not block hallways. This is especially true for emergency exit hallways (Nunn Hall 324 and 426); do not block these emergency exits with boxes, equipment, tables, chairs, etc.

Student Organizations may set-up a table(s) on the 3rd floor of Nunn Hall under the video monitor. Tables are available in the Vending Area or behind the elevators, while chairs are available in the Student Lounge. **DO NOT TAKE CLASSROOM TABLES OR CHAIRS** as they are needed in the classrooms. **ALL TABLES and CHAIRS MUST BE TAKEN DOWN** and put back where they belong. **DO NOT LEAVE THEM** in the hallway. Tables are not to be left unattended unless specific approval has been given by the Associate Dean for Administration.

ALCOHOL POLICY FOR STUDENT ORGANIZATIONS

Law school funds, including the student organization fee fund administered by the SBA, may not be used to purchase alcohol to be served at any law school event. Alcohol (limited to wine and beer) may be served at on campus events when authorized by the Associate Dean for Administration and approved by the university's administration if no university or law school funds are used to purchase the alcohol.

STUDENT ORGANIZATION FAIR

A Student Organization Fair occurs annually 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 via email about details for participating in the fair.