NKU Chase College of Law welcomes and encourages the activities of student organizations that are compatible with the mission of the college and the university. This manual sets forth the policies and procedures that govern those activities. All student organization members are required to abide by these policies and procedures. These policies are subject to change at the discretion of NKU Chase College of Law.

Student Organizations are expected to abide by the NKU Code of Student Rights and Responsibilities and will be held accountable for failure to comply. For a complete listing of the Code of Student Rights and Responsibilities, please refer to the Office of Student Conduct, Rights and Advocacy. The entire document is available online through the following web address: https://inside.nku.edu/scra.html

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

The Director of Student Affairs and Enrollment Management serves as the SBA advisor and generally oversees the activities of Chase student organizations.
I. Process for Establishing a New Student Organization

To be officially recognized as a Chase student organization, groups are required to register each year with the NKU Office of Student Engagement. 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 is paid from the Chase student organization fee fund. The Chase Budget Office issues the payment.

For information about the registration process, please refer to the NKU Office of Student Engagement website found at https://nku.presence.io/organizations. Chase student organization leaders should create profiles for themselves and their organizations. Use your NKU login information to access the site.

Additional requirements for establishing a student organization include:

1. Organizations must submit copies of all constitutions and bylaws governing the organization to the student organization registration system.
2. The student organization shall not discriminate against any person due to race, color, age, sex, religious affiliation or belief, or sexual orientation, except when expressed and legitimate purposes of the organization require limitation as to sex or religious affiliation or belief.
3. The student organization must not adopt a name that is the same as or deceptively similar to the name of an existing registered student organization, the University, or any division or department thereof. Each student organization is its own entity and must not include Northern Kentucky University as an affiliate.
4. The student organization must be a non-profit organization. It may not use its position as a registered student organization to solicit or advertise for commercial purposes. A student organization may not be utilized for personal financial gain for any members or advisors.
5. Only currently enrolled students of Northern Kentucky University Chase College of Law may initiate the establishment of a new student organization.
6. All registered student organizations must be consistent with the ethical principles of Northern Kentucky University. Their activities must be consistent with all University policies, the Student Code of Conduct, the NKU Chase College of Law Student Handbook, and the NKU Chase College of Law Honor Code.
7. The student organization must maintain a minimum of 5 members.
8. Both full-time and part-time students are eligible to be members of a student organization.
9. Every registered student organization must have a faculty advisor.
10. Student organization presidents must complete the Student Organization Information Sheet and Compliance Agreement at the beginning of each academic year. Completed forms must be submitted to the Director of Student Affairs and Enrollment Management, whose office is in Room 316, Nunn Hall.
11. A list of new officers for the current academic year must be emailed to the Director of Student Affairs and Enrollment Management as soon as elections occur and that list becomes available.
12. Student organizations are required to renew their student organization status each academic year.
Privileges, Responsibilities, and Accountability of Student Organizations

It is the position of the Office of Student Engagement of Northern Kentucky University that all student organizations support the interest of the University by:

- Providing a forum for social interaction that permits the individual to learn to relate to others effectively.
- Encouraging and stimulating intellectual growth by promoting participation in the intellectual and cultural life of the University.
- Providing an environment in which learning takes place through the free exchange of ideas and beliefs between members.
- Promoting academic achievement and scholarship.
- Providing valuable leadership experience.
- Providing a support system for individuals as they proceed through significant developmental changes.

Student organizations and their membership will be accountable if they fail to meet the following responsibilities:

1. Complying with all federal laws and laws of the Commonwealth of Kentucky.
2. Complying with all University and College of Law policies and guidelines.
3. Engaging in sound financial management.
4. Expending all of the organization’s monies to further the purpose(s) of the organization and not for the private benefit of officers or members.
5. Informing the organization’s advisor(s) about the programs, personnel, and activities of the organization.
6. Engaging only in positive, educationally sound activities that will not bring disfavor upon the University or the College of Law.
7. Accepting responsibility for all financial obligations incurred and decisions made as an organization.
8. Registering the organization annually with the Office of Student Engagement.

Faculty Advisors

Faculty advisors are a vital link among students, their organizations, and the University. Student organizations must have a faculty advisor who will serve as a link to the University, the College of Law, and who will assist the student organization in completing its business within the regulations of the University. The specific duties of the advisor shall be determined and agreed upon by the individual advisor and the organization’s leadership.

As a general rule, advisors should be familiar with the student organization’s program and should counsel the student organization in the exercise of responsibility. The faculty advisor serves as a resource for the organization and assists groups with planning and implementing programs. The advisor must approve all significant activities and events held by the student organization.

Student Leader Orientation

Each organization must send at least one representative (preferably the organization’s president) to the student leader orientation, which is held near the start of the fall semester. At the orientation, the process organizations must follow to schedule activities or events and request funding is reviewed.
Withdrawal of Student Organization Registration

The privileges conferred through registration may be withdrawn for cause, which includes:

a. At the written request of the student organization or its national affiliate;
b. For willful or negligent violation of University, state or federal standards, codes or policies;
c. When constitutional provisions dissolve the group; or
d. When a student organization fails to carry out its programs consistent with the stated aims and purposes of the student organization’s constitution.

II. STUDENT ORGANIZATION MEETINGS AND EVENTS

Student Organization Officer/Board Meetings

Student organizations are encouraged to schedule regular business meetings of their officers/board. The conference room in the SBA/Student Organizations Office may be reserved for these meetings by reserving the date and time through the Outlook Shared Calendar for the Student Organization Suite Conference Room 406A. The president and vice-president for each organization and the Student Bar Association Executive Board have access to the shared calendar.

Student Organization Programs and Events

To ensure that student activities and events do not conflict, organizations must follow the procedures set forth when scheduling programs (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 priority on the calendar for scheduling lunchtime programs on Mondays and Thursdays.** Events may be scheduled at noon on other days only in exceptional situations and with special approval.

2. Go to the Chase Student Organization page ([chaselaw.nku.edu/students/organizations.html](chaselaw.nku.edu/students/organizations.html)) and click on Event Application. Complete and submit the Student Organization Event Promotion Form at least four weeks in advance of the proposed event date. Complete all the fields marked with a red asterisk. This information will be used for the Chase Postings, so include a short description of the event. At this time, you may add an electronic file to be displayed on the touchscreens. Please note the size and format requirements listed on the Event Application. If the event application is approved, you will be sent an approval notification and the event room will be scheduled. Upon approval, a notice is placed on the Chase calendar, and an announcement is added to Chase Postings. **Chase Postings is sent via email on Fridays. Allow at least a week for this process to take place.**

3. Develop a promotional plan and make a checklist of details that need to happen before the program or event. See Appendix A for a Guest Speaker Checklist.

4. Review the Sample Invitation and Confirmation located in Appendix B. Be sure to add your voice while retaining the professionalism expected.

After the event, spend time evaluating the positives and negatives of the event. Leave records, along with a thorough evaluation, for the next person who wants to host a similar event or program.
Eble Commons Table Reservations

Two tables are available in the Eble Commons for student organizations. To reserve a table, complete the [Table Request Form](#) located on the Student Organization page of the Chase website.

Student Organization Food Sales Guidelines

Northern Kentucky University has contracted with Chartwells as the exclusive agent to purchase, prepare, and sell food, food products, and non-alcoholic beverages on its campus in Highland Heights, Kentucky, except as mutually agreed upon by NKU and Chartwells.

Stipulations for registered student organizations include the following:

1. The organization must be registered with the Office of Student Engagement.

2. A bake sale is defined as the sale of baked goods, pastry, doughnuts, cookies, etc. that do not require refrigeration or heat to maintain product safety. All other types of food sales are prohibited unless otherwise authorized in writing by the Director of Food Services.

3. At no time may two organizations schedule a bake sale for the same day or location unless it has been mutually agreed to by both organizations.

Event Cleanup

Student organizations are responsible for returning the room space to its original condition. The whiteboards must be cleared of writing, the tables and chairs returned to the original location, and food trash disposed of properly. Failure to return the room to its original condition may result in a denial of event privileges.
III. STUDENT ORGANIZATION FUNDING POLICIES

Funding Requests

Each student organization will be informed of the approved budget for the organization for the academic year. The College of Law will review all food orders submitted through the Event Application form, and if approved, will order all food requested by student organizations provided the organization has available money in the budget. Alcoholic beverages cannot be purchased with funds received from the Chase student organization fund. All food paid for with Chase student organization funds must be supplied by Chartwells Catering, the company authorized to provide food for events on the Northern Kentucky University campus.

All events for which student organization 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.

Student organizations who do not use catering are allowed to bring food and drink to their meetings but will not be reimbursed for any expenses incurred.

Travel Funding

A limited amount of funding is available for student travel to student organization conferences. SO APPLY EARLY!

To apply for travel funding, complete the Student Organization Travel Application at least 8 weeks in advance. The application form can be found at https://nku.co1.qualtrics.com/jfe/form/SV_eKyxfKmElcYyKc6

NKU's guidelines that govern travel assistance through Legacy funding will generally apply to travel funds requested from the Chase student organization fund. The NKU Legacy Fund guidelines are found on the Office of Student Engagement website at https://nku.presence.io/organization/center-for-student-engagement/documents
IV. UNIVERSITY POLICIES

Student organizations are expected to abide by the University Policies and will be held accountable for failure to comply. A listing of University Policies is provided at https://inside.nku.edu/policy/policies.html

Alcoholic Beverages Policy and Regulations

All registered student organizations are expected to comply with the Northern Kentucky University Alcohol Policy which can be found at https://inside.nku.edu/content/dam/policy/docs/Policies/AlcoholicBeverages.pdf

Student organizations shall designate one person, perhaps an officer of that organization, to assume responsibility for assuring that there is knowledge of and compliance with these alcohol policies. It is recommended that this person participates in the educational program offered by the NKU Office of the Dean of Students.

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

Anti-Hazing Policy

Per Kentucky Revised (KRS) 164.375, Northern Kentucky University prohibits any action or situation that recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. The Anti-Hazing Policy can be found at https://inside.nku.edu/content/dam/policy/docs/Policies/Prohibition%20of%20Hazing.pdf

Speakers from Off Campus Policy

The following considerations are necessary for the sponsorship of an off-campus speaker, concert, movie, etc.

i. The event must be approved by a meeting of the complete membership represented by a quorum vote.
ii. The event must be approved by the group's advisor.
iii. Notification must be made to the Director of Student Affairs and Enrollment Management, concerning the intention of bringing a speaker to campus at least three weeks before the scheduled date the speaker will be on campus.
iv. Final approval must come from the Director of Student Affairs and Enrollment Management or her designee.
v. Scheduling must comply with the Student Organization Programs and Events procedures listed above in Section II.

The Speakers from Off Campus Policy can be found at https://inside.nku.edu/content/dam/policy/docs/Policies/Speakers%20from%20Off%20Campus.pdf
Use of Open Flames Indoors

The burning of candles, sparklers, incense, paper leaflets, combustible figurines, pyrotechnic device, or any other combustible material is prohibited on university property. Any fire caused by the unauthorized use of open flames will be considered arson.

The Open Flame Procedure can be found at https://inside.nku.edu/content/dam/safety/docs/fireandlifesafety/Open%20Flame%20Procedure.pdf

Showing Films on Campus

Registered Student Organizations may show films on campus as long as they are purchased through a movie licensing company. The cost usually starts at $250 and goes up, depending on the studio, title, and event date. Prices fluctuate on a weekly basis. For more information, contact one of the movie licensing companies listed below:

- Motion Picture Licensing Company (MPLC) – www.mplc.org
- Swank Motion Pictures – www.swank.com
- Criterion Pictures USA – www.criterionpicusa.com
V. NON-DISCRIMINATION GUIDELINES

Northern Kentucky University believes that student organizations play a vital role in every student’s education. Therefore, every student shall have the right to participate in the student organization of his or her choice regardless of race, color, religion, sex, sexual orientation, national origin, handicap, age or ancestry.

Northern Kentucky University encourages students to join and actively participate in all registered student organizations. Additionally, NKU encourages students to recruit new members for their organizations and to create new organizations when needs are not met by existing groups.

A criterion for registration as an organization on NKU’s campus is the requirement that the organization shall have a policy that every student shall have the right to participate in that student organization regardless of race actively, color, religion, sex, national origin, sexual orientation, handicap, age, or ancestry and shall have equal opportunities for membership in all registered student organizations.

The exception shall be the recognized social fraternities and sororities whose right to remain single-sex organizations is guaranteed under Title IX of the Education Amendments of 1972. Every other provision of this statement applies to those organizations as it does to all student organizations.

Therefore, no student organization shall refuse membership to a student on the basis of race, color, religion, national origin, handicap, sexual orientation, age, or ancestry. Nor shall any student organization discharge a member without just cause or otherwise illegally discriminate against that person with respect to privileges and promotions within that student organization.

Furthermore, no student organization shall limit or classify its members on the basis of race, color, religion, sex, sexual orientation, national origin, handicap, age, or ancestry.

No student organization shall have any subordinate members or subordinate organizations affiliated with it that are discriminatory on the basis of race, color, religion, sex, sexual orientation, national origin, age, handicap or ancestry. Every member of every organization shall be a full member entitled to all of the rights and privileges of said membership. Those organizations with an initiation period for new members must have this initiation period approved by the University. The existence of said initiation period and organizational policy and procedures must not violate any University policy.

Further, no student organization shall print, publish, cause to be printed or published any material that is discriminatory on the basis of race, color, religion, sex, sexual orientation, national origin, handicap, age, or ancestry. Nor shall any student organization conduct any activities that tend to harass, embarrass or generally disturb any person on the basis of race, color, religion, sex, sexual orientation, national origin, handicap, age, or ancestry.

Any violation of this statement by any student organization shall result in disciplinary action. Students may file a complaint with the Student Engagement Office, the Affirmative Action Coordinator of the University, a representative of Student Government Association, or a member and of the Faculty or the Dean of Students.

Penalties for violations of this policy may result in suspension or probation of the organization and loss of privileges associated with registered student organizations.
VI. ADDITIONAL RESOURCES

RSO Bank Accounts

Student organizations are eligible to apply for an EIN number from the Internal Revenue Service (IRS). An EIN number will allow you to set up an off-campus bank account without having to use a member’s or an adviser’s social security number to set up the account. Groups can apply online at www.irs.gov, by phone or by fax to start the process. At least one officer, the advisor, and a copy of your organizational constitution will be needed to set up the off-campus account.

Website

The Office of Student Engagement encourages all registered student organizations to utilize the approved student organization management system to build an organization website. Each Organization will receive a standard website option as a part of the Organization Portal.

CHASE POSTINGS

All recognized student organizations may post announcements in Chase Postings, the law school’s weekly e-newsletter. 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 Chase Postings must 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. Student organizations may request that a mass email be sent to the student body only in exceptional cases for urgent matters that require immediate notification of students. The email must be sent to the Director of Student Affairs and Enrollment Management for approval and forwarding to the student body.

The College of Law reserves the right to edit announcements before posting in Chase Postings. The College of Law also reserves the right to deny posting any announcement that does not comply with the university or college policies.

Mail

All registered student organizations mail will be delivered to the Student Services Suite, 3rd floor, Nunn Hall. Make sure to designate an officer to pickup the mail on a regular basis.

Lockers

Registered student organizations may request a locker from the Director of Student Affairs and Enrollment Management. Lockers for student organizations are free but must be cleaned out and re-requested each year. Once a student organization is assigned a locker, the organization will retain that locker until June 1 of the academic year during which it was assigned. The organization may request to continue to use the locker for the upcoming academic year. The request must be made via email to the Director of Student Affairs and Enrollment Management by May 15. If the request is not made, the locker must be cleaned out by June 1. Any items left in the lockers beyond the deadlines listed above will be disposed of as deemed necessary. Items will not be kept for retrieval at a later date.

If a student organization forgets the locker combination, the Director of Student Affairs and Enrollment Management will provide the student organization president with the combination provided he or she produces an All-Card confirming identity.
VII. FAILURE TO COMPLY

An organization not meeting all of the requirements of this policy will be deemed ineligible to receive student organization funding until all requirements are met.
APPENDIX A: Guest Speaker Event Checklist

Before Event:

- Prepare the speaker bio. Be sure you have the correct pronunciation for all names.
- Send the confirmation to the speaker with parking information and room location. Give them your cell phone to make sure they can reach you if something happens.
- Remind your organization leaders and members of the event at least 2-3 days before.

Day of the Event:

- Setup the speaker table with the tablecloth, table tents, parking validation, and water.
- If food will be served, prepare an area in the back of the room for food and drinks.
- Make sure the room is tidy and all lights have been turned on. If the speaker needs powerpoint, make sure the computer station is ready.

Start of the Event:

- Pass around the sign-in sheet.
- Welcome everyone and give a brief introduction about your organization and any leaders present.
- Introduce the speaker by reading the bio.

During the Event:

- Take photos and email to Ashley Siemer at graya4@nku.edu

After the Event:

- Thank the speaker and take a group photo.
- Place extra non-perishable food in the Eble Student Commons. Throw away all perishable food items after the event.
- Return the tote to the student organization file cabinet with the tablecloth, unused parking validations and the sign-in sheet.
- Send the speaker a thank you card.
APPENDIX B: Sample Guest Speaker Invitation

Dear Ms./Mr./Judge LAST NAME,

I am the POSITION of STUDENT ORGANIZATION OR GROUP at NKU Chase College of Law. We would like to invite you to speak to the law students and our organization members about TOPIC. We (INSERT REASON YOU ARE SEEKING OUT THIS PARTICULAR SPEAKER – EXPERTISE, REPUTATION, INTERESTING WORK ON SOMETHING, ETC.). We would be very excited to host you as a speaker. If you are able to present, I have included some possible dates below. Guest speaker events are usually from 12:00-1:00 p.m. as there is no class at this time and most students are able to attend. Would you serve as our guest speaker?

INSERT 3-5 DATE OPTIONS

Sincerely,
NAME
Dear Ms./Mr./Judge LAST NAME,

Thank you very much for agreeing to speak to the NAME OF STUDENT ORGANIZATION OR GROUP on DATE. I wanted to reach out and confirm details about the event. Your presentation will be in room Nunn Hall NUMBER at TIME. We will have food in the room so can start a few minutes after START TIME OF EVENT once everyone has taken a seat. We usually like to leave a few minutes for questions at the end.

Please park in the Kenton Drive Parking Garage (directions below). The garage is very busy so please plan to arrive 10-15 minutes prior just so that you are able to find a parking space. If you have difficulty, please call my cell at CELL PHONE NUMBER.

Please let me know if you have any questions.

Directions
From 471 South:
- RIGHT at NKU main entrance onto Nunn Drive – stay in RIGHT lane
- 1st RIGHT at roundabout onto University Drive
- LEFT at traffic light onto Kenton Drive
- Continue STRAIGHT through stop sign
- KENTON DRIVE PARKING GARAGE will be on the right
- After exiting the garage, cross Kenton Drive and take the stairs up or use the skywalk from the garage roof
- Continue straight on sidewalk keeping grass oval to your left
- Nunn Hall will be directly ahead
- Enter through double doors, left to go to elevators
- Go to room NUMBER

From I-275 East:
- RIGHT at Exit 76 NKU/John’s Hill Rd.
- 2nd right/continue straight at roundabout
- RIGHT at traffic light onto Kenton Drive
- Continue STRAIGHT through stop sign
- KENTON DRIVE PARKING GARAGE will be on the right
- After exiting the garage, cross Kenton Drive and take the stairs up or use the skywalk from the garage roof
- Continue straight on sidewalk keeping grass oval to your left
- Nunn Hall will be directly ahead
- Enter through double doors, left to go to elevators
- Go to room NUMBER

Thank you,

NAME