

NKU CHASE COLLEGE OF LAW
STUDENT ORGANIZATION MANUAL
2018-2019

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 2018-19, the Assistant Dean of Students, Heather Crabbe, will serve as advisor to the SBA and will generally oversee, in coordination with Jeannine A. Lambert, the activities 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 <https://nku.campuslabs.com/engage/>. Chase student organization leaders should create profiles in NKU's myEngagement for themselves and for their organizations. Use your NKU login information to access the site. Contact AJ Miller (millera5@nku.edu) in the NKU Office of Student Engagement with questions.

Dean Crabbe, crabbeh1@nku.edu, 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.

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 reserve another room by using the Event Scheduling and Promotion Form available under Student Organizations on the Chase website.

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).

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. Go to the Chase Student Organization page (chaselaw.nku.edu/students/organizations.html) and click on Event Application. 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.) Complete all the fields marked with a red asterisk. 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.
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.

STUDENT ORGANIZATION FUNDING POLICIES

Funding Requests: Student organizations may request an allocation of funds beyond the basic, standard allocation for pizza/drinks for programs, by submitting the 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 is available to fund student travel to student organization conferences. **SO APPLY EARLY!** Please apply by sending a written request to Dean Crabbe along with the NKU Chase Student Organizations Funding Request Itemized Expenditure List.

NKU's 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 - *CHASE POSTINGS*

All recognized student organizations may post announcements in *Chase Postings*, the law school's weekly e-newsletter. *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 *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.