

Student Organization Manual

Guidelines and Procedures
2014 - 2015



TABLE OF CONTENTS

| | |
|---|-----------|
| Introduction..... | 4 |
| Student Bar Association | 4 |
| What is the SBA?..... | 4 |
| Who is on the SBA?..... | 4 |
| When does the SBA meet? | 4 |
| Administrative Contacts..... | 5 |
| Deans..... | 5 |
| Staff..... | 5 |
| Guidelines for Student Organizations..... | 6 |
| Purpose..... | 6 |
| Registration of Student Organizations | 7 |
| How to Start a Student Organization | 7 |
| Requirements of a Registered Student Organization | 7 |
| Officers | 8 |
| Advantages of Being a Registered Student Organization..... | 8 |
| Termination of a Student Organization..... | 8 |
| Student Organization Constitution | 9 |
| Constitutional Outline..... | 9 |
| Constitutional Guidelines..... | 9 |
| Student Organization Advisors | 11 |
| Responsibilities of a Student Organization Advisor..... | 11 |
| Suggestions for the Advisor..... | 11 |
| Conduct of Student Organizations | 12 |
| Responsibility | 12 |
| Discipline | 12 |
| Professional Entertainment and Speaker Guidelines..... | 13 |
| Use of Name of Savannah Law School..... | 13 |
| Policy for Promotional Materials | 13 |
| Policy for Luncheon Meetings | 13 |
| SBA Budget and Funding..... | 13 |
| Allocation of Funds..... | 13 |
| Additional Funding | 13 |
| Proposals | 14 |
| Presentation of Proposal | 14 |
| Reimbursements..... | 14 |

| | |
|---|-----------|
| SBA Reimbursement Form..... | 15 |
| Advances for Events | 15 |
| Miscellaneous Information..... | 15 |
| How to Reserve and Coordinate an Event | 15 |
| How to Post an Announcement on the Digital Sign | 15 |
| Checklist for Active Organizations | 16 |
| Documents | 17 |
| Student Organization Membership Roster Form | 18 |
| Student Organization Acknowledgment Form | 20 |
| Student Bar Association Reimbursement Form..... | 21 |

Introduction

The purpose of the Student Organization Manual is to provide student leaders easy access to valuable information regarding student organizations. The goal of this manual is to make sure student organizations and the Student Bar Association run effectively, with the ultimate goal of creating positive and efficient communication.

STUDENT BAR ASSOCIATION

What is the SBA?

The Student Bar Association (SBA) is the official student organization for the school. The SBA is a multi-functional organization and serves as the liaison between the student body, the administration, and the faculty. The SBA works in conjunction with the school administrators to enhance the school experience.

The mission of the Student Bar Association is to foster a cooperative, professional, and diverse educational environment at our school. In pursuit of this mission, the SBA will:

- Represent student interests to administration and faculty,
- Apprise students of issues and developments concerning SLS,
- Provide financial support to student organizations, and
- Create opportunities for students to come together in both social and academic settings.

Who is on the SBA?

The SBA consists of three (3) representatives from each class (when SLS has them), as well as an Executive Board consisting of a President, Vice-President, Treasurer, and Secretary.

When does the SBA Meet?

The SBA meets monthly in order to discuss current issues facing the school community, consider proposals brought by students and student organizations and to plan upcoming events. All law students are encouraged to attend the SBA meetings to learn what the SBA does and/or voice their concerns or comments with regard to their school experience.

ADMINISTRATIVE CONTACTS

It is important that every organization be aware of the administrators and other assistants who oversee Savannah Law School. Also provided is contact information for your easy reference.

Deans

Malcolm Morris

Dean

mmorris@savannahlawschool.org

Rose Anne Nespica

Vice Dean

rnespica@savannahlawschool.org

Kellyn O. McGee

Associate Dean of Students

kmcgee@savannahlawschool.org

Staff

Belinda Richardson

Assistant to the Vice Dean

brichardson@savannahlawschool.org

GUIDELINES FOR STUDENT ORGANIZATIONS

Purpose

The purpose of these guidelines is to provide SLS students, faculty, and administration with information on procedures and regulations concerning student organizations.

REGISTRATION OF STUDENT ORGANIZATIONS

How to Start a Student Organization

- A. Consult with the Associate Dean for assistance in forming a new student organization.
- B. Develop a constitution which states the purpose and structure of the new organization. Follow the suggested constitutional outline being careful to include all of the information required.
- C. Submit the completed constitution to the Associate Dean for review.
- D. Once approved, the organization will be required to submit the following registration documents to the Associate Dean's Office:
 - 1. Constitution
 - 2. Membership Roster
 - 3. Acknowledgment Form
- E. The information will be reviewed by the Associate Dean and a decision will be made. The proposed organization will be notified.

Requirements of a Registered Student Organization

- A. Every registered student organization must have at least one advisor who is a member of Savannah Law School's full-time faculty. Every advisor must agree to serve.
- B. All members of a registered student organization must be enrolled students of Savannah Law School.
- C. Alumni of Savannah Law School or Atlanta's John Marshall Law School may be honorary members of an organization, but cannot hold office in an organization.
- D. All continuing, active organizations must submit an up-to-date statement, including the name of the current advisor, the President and other officers, and a list of all organization members with their e-mail addresses. Forms must be turned into the Associate Dean's Office. Except for SLS's first year, this report must be turned in by **September 15**.

Please refer to the **Checklist for Active Organizations** in order to make sure all required paperwork is submitted each year.

Officers

- A. All officers of Savannah Law School student organizations must be full-time or part-time students and may not be on academic or disciplinary probation.
- B. The names and e-mail addresses of all organization officers must be on file in the Associate Dean's Office. Any change of officers should be submitted to the same office within seven days of the change.
- C. Student organization officers are responsible for the programs of their individual organizations and must insure that all activities are conducted in accordance with the policy governing student organizations.

Advantages of Being a Registered Student Organization

- A. Official recognition by the school. (Organizations wishing to request SBA funding are required to be officially recognized by the school).
- B. The ability to use the school's name in the identification of the organization and in the sponsorship of activities and events.
- C. Holding of meetings and social functions on campus.
- D. Use of campus facilities (meeting rooms, etc).
- E. Engaging in on-campus fund raising activities.
- F. Dissemination of information and literature on campus.
- G. Special assistance in program planning and budget management.

Termination of a Student Organization

If a student organization wishes to terminate, a letter stating this fact should be sent to the Associate Dean and Vice President of the Student Bar Association. This termination letter should be signed by the president of the organization and the advisor. In addition, all student organizations will become inactive by default, unless they submit updated registration forms before the academic year end.

STUDENT ORGANIZATION CONSTITUTION

Each student organization is required to file an updated constitution in the Associate Dean's Office in order to be recognized each year. New organizations should structure their constitution using the outline below:

Constitutional Outline

| | |
|--------------|--------------------------------------|
| Article I | Name of Organization |
| Article II | Statement of Purpose |
| Article III | Criteria for Membership |
| Article IV | Officers |
| Article V | Elections |
| Article VI | Meetings |
| Article VII | Affiliation with Other Organizations |
| Article VIII | Amendments |

Constitutional Guidelines

- A. Name of Organization
- B. Statement of Purpose
- C. Criteria for Membership
 - Who can be a member?
 - Types of membership (honorary, etc.)
 - Methods of admitting new members
 - Methods of dropping members
 - What constitutes "good standing"?
- D. Officers
 - Titles of Officers
 - Duties, Powers, Terms of Office
 - Elected or Appointed
- E. Elections
 - Rules for election
 - Procedure for recall
 - Provision for filling unexpired terms

F. Meetings

Types (regular, special, etc.)

Procedures for calling special meetings

Quorum (designate a percentage of the membership)

Parliamentary authority

Provision for notification of membership if no regular meeting dates are established

Who shall preside at special meetings

G. Affiliations with Other Organizations

Other organizations this group is affiliated with

Requirements of affiliation

H. Amendments to Constitution

How to amend constitution

How to propose amendments

Votes required to amend

Amended provisions

STUDENT ORGANIZATION ADVISORS

It is a requirement that every registered student organization select at least one faculty member of Savannah Law School to serve as an advisor. The advisor is to be available to assist the officers with problem solving; to aid in the planning of social or fund-raising activities; to offer appropriate guidance to the officers, and, in general, to serve as a friend and consultant to the organization's members. Advisors are liaisons between student organizations and Savannah Law School. They are responsible for seeing that the organization follows school policy and procedure.

Responsibilities of a Student Organization Advisor

- A. The advisor should be familiar with the organization's constitution.
- B. The advisor should be present for at least one organization meeting per semester.
- C. The advisor should review the minutes from each meeting.
- D. The advisor is strongly encouraged to attend all off-campus organization-sponsored functions.
- E. The advisor should have specified office hours during which organization members may consult with him/her.
- F. The advisor should attend a meeting of all organization advisors when called by the Associate Dean's Office.
- G. The advisor should encourage the organization to function within school guidelines and not condone any activity which is not in keeping with the letter or spirit of school policy.
- H. If for any reason the advisor is unable to continue with said responsibilities, the Associate Dean's Office should be immediately notified in writing of the resignation.

Suggestions for the Advisor

- A. Once a semester host a student organization get-together.
- B. Work with the organization's officers on arranging parties, trips, sports competitions, etc.
- C. Suggest service or charity projects for the organization.
- D. Suggest possible topics and speakers on current affairs, world issues, etc. that would be of interest to the organization members for an evening of discussion.
- E. Act as a referral service for those organization members who need personal counseling or who express other needs.
- F. Occasionally join organization members for a meal.

CONDUCT OF STUDENT ORGANIZATIONS

Responsibility

All student organizations are responsible for observing Savannah Law School's policies. Savannah Law School has adopted an Academic Code, Dean's Office Regulations, Institutional Policies, and Code of Student Responsibility to which all students are required to adhere.

- A. Organizations must agree that whether activities are on or off campus, they are extensions of the school and subject to the principles and regulations governing school activities.
- B. Any activities in which more than half of the active members of an organization are engaged will be considered an activity of that organization and will be subject to all guidelines thereto pertaining.
- C. Alcoholic beverages may not be served and consumed at on campus meetings or gatherings of a student organization without prior consent of the Associate Dean. School funds may not be used to purchase alcoholic beverages.
- D. An organization must notify in writing the Associate Dean's Office of any behavior by an officer or member representing the organization which is inconsistent with Savannah Law School policies.

Discipline

In the event that a student organization violates the above mentioned responsibilities, among other things, the organization will be subject to discipline by the Associate Dean's Office. The discipline may include censure, probation, restitution, and/or suspension.

- A. Censure – verbal and written reprimand to a student organization
- B. Probation – status of a student organization indicating that its continued existence at Savannah Law School is tenuous and that its activities will be reviewed periodically.
- C. Restitution – may be required in situations which involve destruction, damage, loss of property, or unreimbursed medical expenses resulting from physical injury. Payment will be limited to actual cost of repair, replacement of financial loss.
- D. Suspension – a formal revocation of a student organization's status as an officially recognized and registered Savannah Law School student organization. This will include loss of all rights and privileges which pertain to SLS-recognized student organizations. A specified suspension period may or may not be designated depending upon the nature of the violation. A student organization incurring disciplinary action will be informed of the sanction in writing by the Associate Dean's Office. Individual student members of an organization may also be subject to disciplinary action.

PROFESSIONAL ENTERTAINMENT AND SPEAKER GUIDELINES

Initial planning for any special program using professional speakers or entertainers should begin no later than three months prior to the date of the proposed program. Prior to making any arrangements or commitments for a special program, contact the Associate Dean for approval. All contracts must be reviewed by the Associate Dean's Office before they are signed.

USE OF NAME OF SAVANNAH LAW SCHOOL

Organizations shall not, without prior consent of the Associate Dean's Office, use the name of Savannah Law School (including variations of the name such as "Savannah Law," and "SLS") in connection with any activity or item (T-shirts, cups, etc.)

POLICY FOR LUNCHEON MEETINGS

Please understand that this policy is an attempt to help preserve the quality and appearance of Savannah Law School. Your cooperation is essential and greatly appreciated.

- A. A faculty advisor and/or student organization president must attend the meeting.
- B. The faculty advisor and the student organization president are responsible for the area. This involves throwing away all paper products, cans, etc.
- C. Food is not to be discarded in the room. Food should be discarded in appropriate trash receptacles.
- D. Organizations can only schedule one luncheon at a time in order to allow all clubs with the opportunity to use the area.

SBA BUDGET AND FUNDING

Allocation of Funds

All student organizations that are officially recognized by the SBA each semester will be allotted a set sum of dollars in to place in their discretionary funds. These discretionary funds may be used for any organizational activity.

Additional Funding

In addition to the discretionary funds, all recognized student organizations can petition the SBA for additional funding beyond the allocated amount. Requesting additional funds requires that an organization representative file and present a Proposal with the SBA.

Proposals

Proposals for additional funding should be given/e-mailed to the SBA President at least one week prior to the monthly SBA Meeting so that it can be added to the SBA Agenda for the next scheduled meeting. The proposal should include the following items of information:

- a. name of the organization
- b. president/contact person for the event
- c. date of the event
- d. description of activity/event in detail
- e. amount of additional funds requested
- f. cost breakdown in expenses (including minimal items)
- g. how much of the discretionary fund has been used
- h. how this activity/event will benefit Savannah Law School as a whole
- i. immediate contact information

Additionally, the members of the SBA will consider other factors such as:

- a. amount of funds raised and contributed by the organization
- b. potential for increased visibility of the school (through the event)
- c. how active the organization has been
- d. advanced planning and organization of the proposal
- e. amount of additional funds already provided to the organization

Presentation of Proposal

A representative from the organization should attend the SBA meeting to present the proposal to the entire SBA, and answer any questions the SBA has regarding this event and the funds being requested. The SBA will then vote on the Proposal and contact the student organization with the results of that vote.

Reimbursements

In order to be reimbursed for any funds used by a student organization (either using its discretionary funds, or approved additional funding by the SBA) the organization must utilize its own resources to make the purchase and keep all itemized receipts of their expenditures. The Treasurer of your organization (or appropriate representative) must then fill out an SBA Reimbursement Form (example provided at the end of this Manual). This Form, submitted along with the **original itemized receipts** of the expenditure, must be provided to the Associate Dean's Office. **There will be no reimbursement of expenditures without an itemized receipt.**

The SBA Treasurer will then meet with the Associate Dean's Office on an as needed basis to approve all expenditures.

SBA Reimbursement Form

The SBA Reimbursement Form can be found online. We have also provided an example of this Form at the end of this Manual.

Advances for Events

It is generally SBA policy that monetary advances are not provided and event expenses must be incurred by the organization and then reimbursed through the SBA. The primary reason is accountability: the SBA needs to know exactly how much money an event costs to avoid over-funding of events.

However, if you are organizing a large and costly event, it may be possible to receive an advance (after initial approval of additional funds by the SBA). You will need to provide an original purchase order or invoice in order to receive an advance. Advances will be given in only extreme cases, and you should contact the SBA President before choosing not to organize an event due to your organization's inability to front the money for an event.

MISCELLANEOUS INFORMATION

How to Reserve and Coordinate an Event.

All student organizations scheduling on-campus meetings, events, or speakers, must reserve rooms through the Associate Dean and the assistant to the Vice Dean. Please make reservations at least two week in advance.

How to Post an Announcement on the Digital Signs

Digital signage is an educational tool designed to create an informed community through the announcement of events and the distribution of other information of interest to the community. Contact the Associate Dean's Office for more information.

CHECKLIST FOR ACTIVE ORGANIZATIONS

All student organizations that were recognized in the previous year must complete and submit the following materials to the Associate Dean's Office in order to continue their active status for the following year:

- 1) Updated Constitution
- 2) Updated Membership Roster Form (including advisor and list of officers) with email addresses for all.
- 3) Signed Acknowledgment Form

The deadline for completing this paperwork is September 15.

Documents

STUDENT ORGANIZATION MEMBERSHIP ROSTER FORM

| | |
|-----------------------------|-------------|
| Name of Organization | Date |
| | |

| Officers | | |
|-----------------|-----------------|---------------------------------------|
| Name | Position | Email Address/Telephone Number |
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STUDENT ORGANIZATION ACKNOWLEDGMENT FORM

I have read the Student Organization Manual and agree to adhere to guidelines and procedures contained therein.

Name of Organization: _____

Faculty Advisor Signature: _____

Organization President: _____

Organization President Signature: _____ Date: _____

ASSOCIATE DEAN'S OFFICE USE ONLY

In order to be officially recognized by the Student Bar Association each organization must submit the following documents or materials to the Associate Dean's Office before September 15 or February 15 of the new semester.

- Updated Constitution on File
- Updated Membership Roster on File
- Signed Acknowledgment Form

The organization has turned in all required paperwork and is officially recognized by the Associate Dean's Office and the Student Bar Association as an official student organization in Savannah Law School.

Associate Dean's Office Initials

Date

STUDENT BAR ASSOCIATION REIMBURSEMENT FORM

FROM: _____

NAME OF ORGANIZATION: _____

DATE: _____

The above named organization or individual hereby requests reimbursement for the following:

EVENT/ACTIVITY: _____

DATE(S): _____

LOCATION: _____

ATTENDANCE: _____ (if organization event)

CO-SPONSORS: _____

FUNDS USED FOR: _____

Attached are original receipts which total: \$ _____

Original amount authorized for this event or activity: \$ _____

Make check payable to: _____

Email/Phone: _____

The above organization or individual recognizes that reimbursement will only be provided by the SBA when the event and expenditures have been pre-approved by the SBA and an original receipt(s) is/are provided. Furthermore, no reimbursement has been requested for expenditures already paid for by another source.

Organization President/Individual Organization Treasurer (if applicable)

| | |
|--------------------------------|-----------------|
| FOR SBA OFFICE USE ONLY | |
| Check approved for: \$ _____ | Date: _____ |
| Approved By: _____ | Check No: _____ |
| SBA Officer | |