

# **STUDENT ORGANIZATIONS HANDBOOK 2007-2008**



**STUDENT ORGANIZATIONS HANDBOOK**  
**TABLE OF CONTENTS**

Introduction.....3

Organization Advisors.....3

Approval Process.....3

Elections.....3

Registration of New Officers.....4

Budgeting.....4

How Do I Pay For That?.....4

Announcements.....7

Blog.....7

Use of University Name.....7

Scheduling Meetings.....8

Social Activity Regulations.....8

Conference Reports.....9

Scheduling Events.....9

Obtaining Food Service.....9

Public Interest Projects.....10

Web Pages.....10

**GENERAL GUIDELINES FOR RUNNING A STUDENT ORGANIZATION.....10**

Effective Leadership.....10

Meeting Procedures.....10

Role of the Organization Leader.....11

Setting Goals.....11

The Duquesne University Mission Statement.....12

The Duquesne University School of Law Mission Statement.....12

Program Checklist.....12

Promotion.....13

Use of Alcohol by Approved Student Organizations.....14

Duquesne University School of Law Guidelines for Approval of Student Organizations.....15

Revocation of Approval.....16

Duquesne University School of Law Requirements for Student Organization Constitutions.....17

## INTRODUCTION

Please read this Handbook and keep it for future reference. This Handbook is designed to help avoid confusion about University and Law School policies and procedures. It should assist you in answering frequently asked questions. Most of the policies outlined are University mandates. Please pay attention to them so that your event or project is not delayed because of failure to adhere to University or Law School procedures. The Handbook also includes general information about how to lead and run a student organization.

**Remember that you are not expected to do everything on your own. The Student Organizations Office is here to help you!**

## IMPORTANT PHONE NUMBERS FOR ORGANIZATION USE

Main Office	x6300	Alumni Office	x5215	Law Library	x5017
Office of the Dean	x6281	Registrar	x6295	SBA	x6299
Budget Information	x5480	Career Services	x6559	Admissions	x4703
Student Organizations	x6186	Clinicals (Fisher)	x4704	<i>Juris</i>	x1043
<i>Law Review</i>	x5020/6297	Campus Police	x6002	PILA	x1905
SBA/ABA/FBA	x 6299	BLSA/Christian LS	x5198	WLA/ACS	x1255
PILA/Pro Bono/APALS	x1905	BLJ/CLS/DTP/DIPLA	x1051		
ADR/Fedl./PAD/SELS	x1253	Envl./Health Care/PDP	x1254		

Each Student Organizations Office has a telephone and a computer. A fax machine and a copier are available in the Career Services Office for student organization business

## ORGANIZATION ADVISORS

All organizations are required to have a Law School Faculty or staff member as an advisor. The Dean generally assigns advisors at the beginning of the fall semester. If an advisor resigns, the organization has the responsibility to locate a replacement advisor within thirty calendar days. Upon locating a replacement, notify the Student Organizations Office.

Your advisor is available to assist in planning and implementing special programs and should be made aware of all activities the organization participates in.

## APPROVAL PROCESS

Each organization must be approved by the Law School faculty and must have bylaws on file with the Student Organizations Office. All changes in and/or amendments to the name, constitution or bylaws of the organization shall be filed with the Student Organizations Office within one (1) week of the changes being approved.

Detailed information on the approval process is provided on page 15 of this Handbook.

## ELECTIONS

Election of officers must occur no later than April 15<sup>th</sup> of each academic year.

## **REGISTRATION OF NEW OFFICERS**

Elected officer lists must be filed with the Student Organizations Office. All changes in officers and advisors, must be filed with the Student Organizations Office within two (2) weeks after they take office.

## **BUDGETING**

Funds for each organization are distributed from a centralized account. The allotment of this account occurs on July 1, subject to the availability of funds by the University. Therefore, all activities must be approved in advance by the Student Organization office. No organization can maintain an outside bank account.

Each organization must first complete a Request Form and submit it to the Student Organizations Office for approval before any funds can be appropriated for activities. Request Forms are available online at the Student Organization page (<http://www.law.duq.edu/career/SerOrg.html>). Provide as many details about the event as possible, including estimated costs.

Each time you consider spending budget money, be sure to analyze it in terms of the students at Duquesne University School of Law. Is it beneficial to them and what will they derive from it? Does it advance the purpose of your organization? Do not spend randomly and keep records of each transaction.

All financial transactions must be processed through the Student Organizations Office. The Office maintains records of all transactions and provides this information upon request of the chief officer of the organization or the treasurer. However, each group is strongly advised to keep track of its own expenditures and revenues.

## **HOW DO I PAY FOR THAT?**

### Paying for Events

Documentation for approved programs or events must be submitted no later than 12:00 p.m. on Monday for payment on Friday of the same week. However, since the paperwork for all expenditures and refunds requires the dean's signature, you should provide extra time for the process and submit the documents at least a week ahead of time. The normal practice is for Accounts Payable to send checks directly to the payees. If you need to hand deliver the check, please inform the Student Organizations Office, so they can indicate this when requesting the check. Occasionally, the date for submitting a request for a disbursement is changed because of a holiday, when this occurs an announcement will be posted above the Student Organizations' mail boxes.

If you need to pay an individual, for example a DJ, you must obtain the persons full name and Social Security number so that the University can do a non-scheduled payroll deduction. This takes at least two weeks to process. Accordingly, if you need the check for the day of the event, you must supply the necessary information at least two weeks before the event.

### Paying Deposits

Some vendors will require a deposit for services, for example to book a hotel for the SBA Barristers' Ball. University policy states that the vendor will need to provide a bid/proposal and supporting documentation indicating the amount of deposit required. The Student Organizations Office will then prepare a Purchase Order to have the deposit paid.

### Purchasing a Large Quantity of Items

When purchasing a large quantity of items such as T-shirts, mugs, etc., obtain an estimate indicating the total cost of the items. Once the items are received, the invoice will be paid either with a University credit card or by check, depending on the vendor's preference. In order to obtain a check on a Friday, the invoice must be received no later than 12:00 p.m. on Monday of the same week. If you want to hand deliver the check, notify the Student Organizations Office.

### Office Supplies

Most office supplies are available within the Law School or obtainable from the University's General Stores. When items are not available from the University, they may be ordered through the Office Depot catalog. A copy of the catalog is available in the Student Organizations Office. Only if Office Depot does not offer the item or its equivalent may you purchase it elsewhere and be reimbursed.

The general rule for the purchase of services and supplies is that if you can get it on campus, you cannot be reimbursed for it.

### Mail

All Student Organizations have a mail box located in the Student Organization Office area. Mail is delivered to these boxes daily. You are expected to check your mailbox on a regular basis and to dispose of any unwanted mail.

All Student Organization-related mail can be dropped off in the Law School Main Office, Room 201. Inter-office envelopes should be used for on campus mail. Because student organizations have specific mailing codes, consult with the Student Organizations office before assembling mail. The Duquesne University School of Law uses the services of DHL for overnight mailings. Charges are billed to the student organization's account. All mail is processed through the Student Organizations Office, so please give sufficient time for processing.

### Depositing Funds

Any checks or funds collected by a student organization must be submitted to the Student Organizations Office for immediate deposit into the student organization's account. There is no weekly deadline for deposits.

## Travel & Conference Attendance Policy Conference Attendance Policy

While members are encouraged to attend professional conferences, the following criteria shall be adhered to:

1. The organization as a whole agrees that the conference is an important part of their mission and goals.
2. A maximum of two (2) members may attend, determined by majority vote.
3. Members who attend the conference shall report back to the organization about the conference, specifically about its relevance and usefulness to promoting and developing the organization.
4. Anticipated costs for conference fees and attendant travel expenses (as outlined in the Student Organization handbook) must be factored into the organization's annual budget, and may not be considered an extraordinary expense.

The University will reimburse for reasonable travel expenses and other expenses for services not obtainable through the University. There are stipulations, however. For example, long-distance phone calls, personal mini-trips, excessive expenditures, and expenses for alcohol will not be reimbursed. Items that will be reimbursed include transportation related costs (gas, tolls, parking) and meals. Airline tickets and rooms will have been booked and paid for by the Student Organizations Office in advance of the trip.

Accounts Payable requires that all expense reports be processed within two weeks of the trip and that the original receipts be submitted with the reimbursement request. You must submit itemized receipts, not just the credit card receipt. This includes the hotel bill, even if the school has paid for the room in advance.

Receipts must be submitted to the Student Organizations Office no later than 12:00 p.m. on a Monday in order to be reimbursed on Friday of the same week. Occasionally, the date for submitting a request for reimbursement is changed because of a holiday, when this occurs an announcement will be posted above the Student Organizations' mail boxes.

### Costs in Excess of \$5,000

Three competitive bids must be submitted for costs of \$5,000 and above. Accordingly, when planning a major event, such as the Barristers' Ball, inform the Student Organizations Office of the three venues that you would prefer. The Student Organizations Office will then seek bids from these entities. The contract need not always go to the lowest bidder, if there are circumstances that make a certain vendor more appropriate and they should be included in the Request Form for the event.

### Outside Accounts

No organization can have an outside bank account. Any violation of this rule can result in the loss of funding for the organization.

### Photocopies

#### *Small Copy Jobs*

A copy machine is located in the main office and is available to each student organization for small copy jobs. This copier is only for official organization business. Organizations found abusing this privilege will lose access to the copier and will be required to submit all copy requests through the Student Organizations Office.

#### *Large Copy Jobs*

Large copy jobs must go through Printing and Graphics. For simple copying jobs (50 or fewer copies of a short document), you need to submit the originals one week before they are needed. Adjust your deadline according to the number of copies that you need; the sooner you give Printing the job, the greater the likelihood that it will be finished on time.

For other printed materials, such as post cards or bound materials, Printing and Graphics needs at least two weeks.

Student Organizations using outside copy services, such as Kinko's, will not be reimbursed unless prior approval to use the service was obtained.

### Fund-raising and Cash Receipts

Student organizations that raise funds to offset their expenses must deposit those funds in the organization's account. All funds should be immediately submitted to the Student Organizations Office for deposit.

### Repairs

If repairs need to be made in your office or if you need a picture or plaque to be hung, send the Student Organizations Office with a detailed request – room number, nature of problem, etc.

### Office Space

All student organizations are provided with office space off the locker area. The glass window on the doors may not be covered or obscured. Any covering will be removed immediately.

Organizations are also expected to keep the offices neat.

## **STUDENT ORGANIZATION ANNOUNCEMENTS**

Any currently recognized Law School Student Organization may have fliers displayed upon approval of the Student Organizations Office.

Procedure:

1. Fliers must be submitted to the Student Organizations Office
2. If approved, the flier may be placed on the interior brick surface in the Student Lounge

area, in the stairway, in the upstairs hallways, and on the doors to the Student Lounge area. Fliers must not be posted on painted surfaces, on the main doors to the building, or in the Law School's entrance lobby.

Announcements of events must be given to the Student Organization office in advance for posting on the monitor system. Keep in mind the space limitations of the screens and keep the message fairly brief and to the point.

There are also several easels available for creating your own announcements. These easels may be signed out from the Career Services Office. Announcements may also be published on the student organizations blog, in *The Common Plea* (Career Services newsletter), and via e-mail.

## **STUDENT ORGANIZATIONS BLOG**

Student organization news is published on a continual basis through the Student Organization blog (<http://dulawstudents.blogspot.com/>). The Student Organizations Co-ordinator controls access to the blog and therefore all information should be provided to the Office in advance. Photographs and graphics in digital format are encouraged.

## **USE OF UNIVERSITY NAME**

No organization shall use the University's name without authorization of the University. University approval or disapproval of any political or social issue shall not be stated or implied by an organization.

The official letterhead stationery, logo, or seal of the University shall not be used in any publication, correspondence, or other printed material prepared or distributed by the organization or its officers without prior submission of the material to, and permission from, the Student Organizations Office.

Any request for individual use of the university name or seal, e.g. business cards for officers, must be approved by the University Public Relations department but first submitted to the Student Organizations Office.

## **SCHEDULING STUDENT GROUP MEETINGS**

Student organizations may reserve rooms for their meetings through the Law School Registrar's Office, Room 201.

## **SOCIAL ACTIVITY REGULATIONS**

1. The sponsoring organization and its officers are responsible for the following:
  - a.) Informing the Student Organizations Office and the organization's advisor in advance of all functions sponsored by the organization. All organization activities must receive prior

- approval.
- b.) The behavior of persons attending the function and for any illegal acts either engaged in or knowingly permitted by the organization.
  - c.) Any damage to utilized facility.
  - d.) Compliance of organization activities with University regulations and the Mission Statement.
2. The sponsoring organization(s) and /or groups may require presentation of valid I.D. Cards for admission to an event held on the University campus. Functions may be closed to members of the sponsoring organization(s) and/or groups and to their invited or accompanied guests.
  3. Functions which are held in University facilities may end no later than the established closing hours of the facility concerned.
  4. Alcoholic beverage policies are based on the Pennsylvania Liquor Codes and other relevant statutes. The drinking age in the State of Pennsylvania is twenty-one (21) or older. No person under 21 years-of-age is permitted to consume, transport, possess or be supplied with any alcoholic beverage. It is also illegal in Pennsylvania for any individual to facilitate underage drinking of alcohol, or to provide an environment in which underage drinking takes place. The University has very strict alcohol policies. Any organization that intends to serve alcohol at an event must receive prior approval to do so. **Generally, the Law School Student Organizations' budgets may not be expended for alcohol.** There are limited exceptions for SBA events and receptions held at the Law School. A detailed policy on events where alcohol is served is outlined below.
  5. Commercial enterprises of any kind (sales, solicitations, distribution, etc.) by students or organization are permitted on campus or in University facilities only with permission of the Student Organizations Office.
  6. Sound trucks or outdoor amplifying sound systems are not allowed on campus for any purpose without approval of the Student Organizations Office.
  7. Admission charges or donations may occasionally be appropriate to cover expenses especially of those groups without a budget. Because Duquesne University is a tax-exempt entity, its facilities may not be used for strictly commercial programs or personal gain. University groups having a university budget may charge admission or request donations for a function, but revenue collected from such admission charges must revert directly to University accounts.
  8. If you solicit donations on behalf of a charity, any checks must be made payable to the charity and any cash donations received must be given directly to the charity. Donations collected on behalf of a charity may not be deposited into a Duquesne University account.

## CONFERENCE REPORTS

Students who attend conferences on behalf of their student organization should submit a brief written report to the Student Organizations Office describing the nature of the conference and the programs attended and indicating whether the conference was beneficial to the organization and the Law School. These reports will be used to assess the value of the conference and to prepare a story for the Student Organization newsletter.

## SCHEDULING EVENTS

Generally, every effort should be made to schedule no more than one event at the Law School each day. The school maintains an Events Calendar of all Law School events and requests for posting notice must go through the Student Organization office.

If you are planning a special event (i.e., lecture, program, reception, dance etc.), your first step is to check on the availability of the room you wish to use. If it is a room in the Law School, contact the Registrar. If it is a room in another building on campus, contact the Student Organizations Office. Next, book the room once availability has been determined. Contact the Student Organizations Office to arrange for things such as special audio-visual equipment needs, plans to serve food, etc.

## **OBTAINING FOOD SERVICE**

Due to the University's contract with ARAMARK Dining Services, all food sales and refreshments at events and meetings, as well as all catering on the Duquesne University campus must be provided by ARAMARK unless prior written permission to bring food on campus is received from the Director of Food Service. Exceptions to this policy include organizational fundraisers such as bake sales.

Obtain a catering guide and price list from the Student Organizations Office. Select the items that you wish to order and consult with the Student Organizations Office to determine the feasibility and to finalize cost.

Be sure to provide all of the details concerning the amount of food, date, time, and place of the event. ARAMARK requires that you place your order for food at least one week in advance of your event. If your event is a larger production, plan on consulting with the Student Organizations Office at least one month before the event.

Other than the first meeting of the year, food is not served at meetings. This rule does not apply to a meeting which features a lecture from an outside speaker.

## **PUBLIC INTEREST PROJECTS**

All student organizations are strongly encouraged to perform at least one charitable event during the academic year. Events do not have to be law related and may include collecting canned goods for food banks, collecting clothing or blankets for homeless shelters, donating time, etc.

## **WEB PAGE**

Each organization is permitted to have its own web page that will be linked to the Law School's main web page. An organization wishing to establish a web page should e-mail the designed page or the desired content to the Student Organizations Office. The site must be approved by the Student Organizations Office and by the University Public Relations Office before it will be placed on the Internet.

## **GENERAL GUIDELINES FOR RUNNING A STUDENT ORGANIZATION**

## **EFFECTIVE LEADERSHIP**

You have been elected to office. This does not automatically make you a leader. Not everyone is a good manager or a good leader. Some people are one or the other and some are both. Many officers follow all the routines of the past and manage to accomplish what must be done. Other officers will challenge and question some of the past practices and will find more up-to-date or more practical ways to be a leader and accomplish their goals.

## **MEETING PROCEDURES**

Developing an agenda is useful in implementing an organized sequence for a meeting. If the group leader comes prepared with a list of all the leader has to cover, the leader can generally move from subject to subject more smoothly. All meetings should have an agenda so that some thought is put into why everyone is there and also to make certain that nothing is forgotten. Some basic and helpful ground rules for meetings include the following:

1. Start and end the meeting on time.
2. Develop and review the agenda.
3. Conduct one piece of business at a time.
4. Participation by all members is a right and a responsibility. (Encourage it!)
5. Support – Challenge – Counter. Differences resolved constructively lead to creative problem solving.
6. Give others a chance to talk. Silence does not always mean agreement.
7. Conduct group business in front of the group. Conduct personal business outside of the meeting.
8. Develop conditions of respect.

## **ROLE OF THE ORGANIZATION LEADER**

### A. Know your organization

1. Have an understanding of the aspirations of individual group members
2. Know each person's strength and weaknesses
3. Encourage discussion and creativity
4. Acknowledge a job well done, but avoid favoritism
5. Censure in private

### B. Create a vision and communicate it

1. Present new ideas in an unbiased light, then explain your own feeling
2. Be sure that everyone has a general idea about each project

### C. Coordinate projects in general

1. Make certain that tasks are well-explained and that all questions are answered
2. Delegate the routine but be careful not to delegate without explanation
3. Interfere as infrequently as possible
  - a. A failure is a possibility – make suggestions ("Have you tried...?")
  - b. Failure can be a good learning experience for all who are involved

- c. If you decide to step in, be careful not to embarrass your members

#### D. Know your job inside and out and do it well

### **SETTING GOALS**

It is essential that organizations set goals for themselves. Goal setting gives your organization an opportunity to establish who it is and what direction it is going. The following techniques may be helpful to your group:

1. Goals should reflect the University Mission Statement.
2. The members of your organization should play an active role with great opportunity for input.
3. Be specific. Specific goals are more useful than general goals.
4. Focus on performance. Identify and list particulars that members will do.
5. Aim high but be realistic. Goals that are too low do not promote the standard of excellence while goals that are set way beyond the means of the group are discouraging. Set ambitious goals that are attainable but still push the members to give that extra effort.
6. Make goals public knowledge. It is much more difficult to neglect responsibilities when everyone else knows about them and has expectation.
7. Make goals "time-bound" Evaluate what is happening and search for alternatives.

### **THE DUQUESNE UNIVERSITY MISSION STATEMENT**

"Duquesne University of the Holy Ghost is a Catholic University, founded by members of the Congregation of the Holy Ghost, the Spiritans, and sustained through a partnership of laity and religious. Duquesne serves God by serving students – through commitment to excellence in liberal and professional education, through profound concern for moral and spiritual values, through the maintenance of an ecumenical atmosphere open to diversity, and through service to the Church, the community, the nation and the world."

### **THE DUQUESNE UNIVERSITY SCHOOL OF LAW MISSION STATEMENT**

It is the mission of Duquesne University School of Law to train lawyers to a high degree of professional skill with a special, Catholic sensitivity to ethical and moral concerns.

The Duquesne lawyer knows the law both in a comprehensive fashion and increasingly in a range of highly specialized areas such as tax and corporate law, litigation, environmental law, international law and the law of electronic commerce. The Duquesne lawyer is well-trained in the law, but also understands the difference between what the law allows us to do and what we should do — the difference between what is legal in a given situation and what is right.

He or she will always be highly competent in the details of the law, but more than that, will temper this technical skill with wisdom, compassion and prudence. We train professionals in the law at Duquesne, but we also train professionals with a sense of justice.

### **PROGRAM CHECKLIST**

- Selection of event: What type of event? (educational, recreational, spiritual, entertaining) How does it meet our organizational goals and the university's goals? Will there be an interest in this event? Can we afford it? Is it in compliance with the University Mission Statement?
- Formation of a committee with individuals responsible for specific aspects of the program
- Approved use of university facilities (check what else is happening on campus)
- Publicity campaign planned and carried out (be creative)
- Contracts obtained and signed by the appropriate University official
- Appropriate paperwork completed for payment
- Food services contracted
- Confirmation letter sent to speaker(s) and/or judges
- Security arrangements made
- Parking permits and/or gifts obtained for speakers and/or judges
- Clean-up arrangements made – put extra food in the Student Lounge area and place any food service containers and table cloths outside the classroom
- Expenses paid in full
- Thank you notes sent

## **PROMOTION**

Never underestimate the value of effective promotion. Keep in mind the simple, yet so often forgotten adage in activities: "If they don't know...they won't go!"

1. Target your audience. Know whom the publicity for your event is directed toward.
2. Be creative AND concise! Remember that you have to catch their eye in an instant.
3. Be clean and grammatically correct. Nothing destroys credibility like a misspelled word.
4. Keep in mind that no organization or department should make direct contact with any of the off-campus media for any type of promotion or advertisements. Notify the Student Organizations office at least three weeks prior to your event/activity if you would like them to advertise it through Public Affairs.
5. Make sure that your information is complete. The following simple checklist will help:
  - Name of entertainer, speaker, film, etc. (WHAT?)
  - Name of sponsoring organization(s) (WHO?)
  - Date and time of program (WHEN?)
  - Place of the program (WHERE?)
  - Admission cost (if any) (HOW MUCH?)
  - Information of interest to audience (WHY THEY SHOULD COME?)
6. Remember that flyers on bulletin boards are not the only way to promote an event. Table talks, classroom chalkboards, and promotional items (cups, pencils, key chains) are a few other suggestions.
7. The services of the Graphics Area in the Duquesne Union Information Center are available to all student organizations. Service of the Graphics area include making banners and posters. The cost for a poster is \$3 and the cost of a banner \$7. A minimum of one week's notice is required for all Graphics work.

All announcements about meetings, programs and other pertinent information related to the Law School may be published in *The Common Plea*, which is available for distribution each Monday

morning, and on the Student Organizations blog. All announcements to be included in *The Common Plea* must be submitted to Arlene Miller in Room 209 no later than 12:00 p.m. every Thursday.

At the discretion of the Assistant Dean for Students, announcements may also be e-mailed to students. Announcements may also be included in the monthly Law School events calendar and on Student Organizations' web pages.

## **USE OF ALCOHOL BY APPROVED STUDENT ORGANIZATIONS**

This policy is intended to both comply with University policies and to promote the status of the Law School as an academic and professional center. Given the primary educational functions of the Law School, alcohol will not be served at student social or entertainment events that are unrelated to the school's educational and public service missions.

1. Alcohol may not be served at extracurricular events unless expressly approved by the Student Organizations Office.
2. Alcohol may not be sold under any circumstances at the Law School.
3. Law School student organizations, their officers and members assume sole responsibility for understanding and complying with applicable laws of the Commonwealth of Pennsylvania regarding the purchase, possession, distribution and consumption of alcohol at their events on and off campus.
4. Law School student organizations may use activity fees to purchase alcohol, with the appropriate approval.
5. Law School student organizations may serve alcohol at on campus events, provided they use bartenders from University Food Services, who are the only persons authorized to access and dispense alcohol. Alcohol may not be sold at any event. Alternative beverages and snacks of adequate quantity must be served and displayed in clear view. The Student Organizations Office must arrange for the bartenders from University Food Services.
6. In any event where alcohol is served, in addition to the Law School faculty/staff sponsor that must be present, an official host must be designated by the sponsoring organization. The host must be an officer of the organization, be present at the entire function, and he/she, along with the Law School faculty/staff sponsor, will be responsible for compliance with the alcohol policy and Pennsylvania laws relating to alcoholic beverages.
7. With prior approval, Law School student organizations may purchase and serve alcohol at off campus events provided the alcohol is served by a licensed vendor who accepts full responsibility for compliance with the applicable laws.
8. Law School student organizations may not mention the availability of alcohol at an event by advertising, invitation, announcements, or other forms of promotion.
9. Law School student organizations may not solicit or receive free alcohol from any source.
10. Law School students and student organizations are prohibited from storing or consuming alcohol in assigned office spaces or public areas of the University, except at approved functions.
11. Organizational violations of this policy will be adjudicated by the Law School Administration and may result in sanctions, including revocation of approval. Individual students are subject to disciplinary proceedings and sanctions in accordance with the Law School Disciplinary Code. In addition, should the Law School Administration determine that there has been a violation, that violation may result in Law School sanctions, including revocation of approval and loss of eligibility to serve alcohol at future events.

12. If your organization serves alcohol at an event which has been purchased with activities fees, information regarding alternate means of travel must be provided and clearly in sight (i.e., cab service phone number).

## **DUQUESNE UNIVERSITY SCHOOL OF LAW GUIDELINES FOR APPROVAL OF STUDENT ORGANIZATIONS**

The University permits only approved student organizations to operate on campus. Although certified student organizations are permitted to have external affiliations and may be part of an incorporated external organization or may be individually incorporated, approval only sanctions the existence and operation of an organization on campus. Off campus activities of approved student organization, unless expressly authorized in advance and/or sponsored by the University, are the sole responsibility of the organization, its officers and members. Approved student organizations are private student groups and are not official components of the University. Approval does not permit a student organization to represent the University, engage in any contractual obligation in the name of the University, nor represent itself as being officially part of the University. Approval Process: The organization must submit a request to the faculty for approval. The request must:

1. Accurately disclose the purpose of the organization and operate in accordance with its stated purpose.
2. Include a constitution and bylaws according to prescribed standards.
3. Confirm agreement to comply with the Student Organizations guidelines outlined in this Handbook.
4. Disclose any external affiliations: provide the constitution and bylaws of any such organization with which it may be affiliated; and certify that all conditions for affiliation meet the approval standards of the University.
5. Limit membership to students, faculty and staff of Duquesne University School of Law.

### **Approved Organizations agree to:**

6. Submit all changes in constitution and bylaws, officers and advisor to the Student Organizations Office within two (2) weeks after the changes.
7. Adhere to University regulations.
8. Adhere to local, state and federal laws.
11. Refrain from advocating, inciting, or participating in any material interference or physical disruption of the University.
12. Refrain from the use of deceptive recruitment practices and the use of coercion, manipulation and proselytization techniques as a means of recruitment.
13. Refrain from participation in any hazing activities.
14. Refrain from any illegal discrimination.
15. Conduct all activities in a manner consistent with the educational mission of the University.
16. Conduct all activities in a manner that contributes to the intellectual, ethical, psychological, and personal growth of its members.
17. Refrain from using the organization for the financial enrichment of any officer, member or affiliate.
18. Refrain from directly or indirectly using University resources for the express benefit of external affiliates.

19. Use dues and other membership fees for the express benefit of the organization and in fulfillment of its purpose.
20. Maintain University accounts as required.
21. Refrain from maintaining outside bank accounts if funded by activity fees, and refrain from using the name of the University on private bank accounts.
22. Refrain from entering or attempting to enter into contractual obligations for the University without prior authorization by designated University staff.
23. Refrain from directly or indirectly using University resources in support of any candidate for public office, except as permitted by University policy.
24. Refrain from soliciting funds outside the University without the express approval from the Assistant Dean for Students

### **REVOCATION OF APPROVAL**

Any violation of the approval requirements may result in suspension or revocation of approval. The Law School Administration adjudicates all approval violations.

Approval as a recognized student organization may be rescinded at the discretion of the Law School Dean.

## **DUQUESNE UNIVERSITY SCHOOL OF LAW REQUIREMENTS FOR STUDENT ORGANIZATION CONSTITUTIONS**

The constitution of a student organization must be specific and detailed enough to guide the operation of the organization in a consistent manner from year to year. The constitution, therefore, should be the primary operational guide for the organization and not simply a document that is filed away and forgotten. Also, the constitution must be specific enough to demonstrate to the University that the conditions of registration are met by the group. To achieve this end, your constitution must include each of the following sections:

- **Name of the Organization.** Specify the official name and any abbreviated name. The name of registered organizations may not include the name of the University in any way.
- **Purpose.** State the philosophy, mission, goals and specific purposes for which the organization has been created. Be clear, precise, and definitive. The statement will be used to describe your organization in published materials and on the Student Organizations' webpage.
- **Activities.** Describe the full range of activities, programs and services the organization will sponsor to fulfill its purpose. Be complete; this statement will be used in published materials and Student Organizations' webpage.
- **Membership Requirements.** No illegal discriminatory criteria such as race, creed, age, sex and nationality may be used as criteria for membership. Your specific requirements should be followed by this Statement: "No hazing or illegal discrimination will be used as a condition of membership in the organization."
- **Financial Obligation of Members.** Your Organization's Constitution should define exactly what the financial requirements are for the members. If there are none state that there are no financial requirements for membership.
- **Faculty and Staff Members.** Faculty and staff may participate as members of student organizations. If you desire to include them, state, "Membership is open to faculty and staff."
- **Associate Membership.** Alumni and non-University persons may participate in the meetings and activities of the organization. If your organization desires to include them, state: "Alumni of the University and non-University persons may participate in the meetings and activities of the organization." If you permit associate membership, you must also define requirements to obtain and maintain associate membership status.
- **Membership Procedures.** Define when recruitment takes place, the application procedure, method of selection or approval, the privileges of membership, how members are removed or made inactive, how they can be reinstated, and the conditions for maintaining membership.
- **Voting Privileges.** Only students of Duquesne University School of Law may vote in the decisions of the organization. Your organization's constitution should state this as follows:

“Voting privileges are limited to active student members in good standing with the organization.” Then you should define any requirements to maintain voting privileges or how they are lost.

- **Officers.** Student officers currently enrolled and in good academic and social standing at Duquesne University School of Law are required for registration. You must specify the responsibilities and duties for each officer in clear and concise terms to distribute the work of the organization and to delegate the authority necessary to perform the role. Faculty, staff, alumni and external affiliates may NOT serve as officers.
- **Election of Officers.** The election of officers should take place once a year at the specified time and through a defined process. The section on election of officers should specify: (1) the nomination procedure, (2) the eligibility requirements for each office, (3) the election process including when, where, and how the votes are to be cast, counted, and announced, (4) the eligibility requirements for voting, (5) the vote required to elect an officer, e.g. a simple majority of votes cast versus a simple majority of eligible members, (6) whether or not an officer can hold more than one position, and (7) whether or not absentee or proxy ballots can be cast.
- **Term of Office.** The exact dates for the term of office should be specified.
- **Removal of Officers.** Define the process by which officers are removed and the vote required to approve removal.
- **Voting Powers of Officers.** Generally officers retain voting rights. However, the chairperson often votes only in the event of a tie.
- **Vacancies.** When an officer resigns or is removed, the vacancy should be filled. The process by which vacancies are filled and how the decision is made to fill the vacancy or not should be defined. Also, the term of the replacement officer, generally the remainder of the current term of office, should be specified.
- **Committees.** The name, function, composition, and specific duties should be identified. Who chairs the committee or how the chairperson is selected should also be specified along with the powers and duties of the chair. How standing and ad hoc committees are established and terminated should also be addressed.
- **Meetings.** The organization should determine a regular meeting schedule and specify who may attend the meeting. Quorum requirements must be determined to officially conduct and approve the business of the organization. In addition, you should state how and by whom special meetings can be called and what kind of notice is required. The chairperson should be specified, the powers of the chair should be defined, and Rules of Order adopted.
- **Minutes** should be taken at each meeting and copies submitted to the Student Organizations Office within two (2) weeks of the meeting.
- **Finances.** The budget policies and procedures and the authority to spend the money of the organization must be defined along with any limitations on how the funds can be spent.
- **Advisor.** All organizations must have a faculty or staff advisor. The role, responsibilities, duties, and authority of the advisor should be defined.
- **External Affiliations.** Any external affiliations must be disclosed and should be identified in the constitution. This section should specify how the organization relates to external affiliates and the requirements of the relationship.
- **Bylaws.** The organization may add bylaws that are intended to provide guidance for the operation of the group in a consistent manner.
- **Amendments.** The constitution must provide the means to approve amendments. The procedures and the required vote for amending the constitution must be outlined in detail.

