# Student Organizations Handbook

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I. MISSION STATEMENTS

The Duquesne University Mission Statement

"Duquesne University of the Holy Spirit is a Catholic university founded by members of the Congregation of the Holy Spirit, 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; profound concern for moral and spiritual values; maintaining an ecumenical atmosphere open to diversity; service to the Church, the community, the nation, and the world; attentiveness to global concerns."

The Duquesne University School of Law Mission Statement

Duquesne University School of Law is a Catholic law school that trains students to become excellent lawyers with a high degree of professional skill and a special sensitivity to ethical and moral concerns. As the only Spiritan law school in the world, we serve God by serving students, imparting to them academic, analytical, and practical skills essential to applying legal principles to actual problem-solving for the good of individual clients, for the betterment of society, and in furtherance of justice.

Duquesne University Expectations

1. Read, understand and live out the values contained in the Mission Statement.

2. Build on the values you have received from those who live you and strive to meet their expectations.

3. Be diligent and sincere in your education, open to learning and change and strive for academic excellence.

4. Be honest and have integrity in all that you do.

5. Recognize the importance of service to others and our community.

6. Grow spiritually, preparing for life, not just a career.

7. Appreciate diversity, be welcoming to others.

8. Respect your body and avoid addictions.

9. Develop a sense of self around your ethical and spiritual values.

10. Develop friendships and know the value of teamwork.

11. Be proud of Duquesne, show school spirit and support University activities.

12. Be at peace, love God, your neighbor and yourself.
II. INTRODUCTION

This Handbook 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 School of Law procedures or policies.

III. TERMS OF EXISTENCE

A. Adhere to University regulations.
B. Adhere to local, state and federal laws.
C. Refrain from advocating, inciting, or participating in any material interference or physical disruption of the University.
D. Refrain from the use of deceptive recruitment practices and the use of coercion, manipulation and proselytization techniques as a means of recruitment.
E. Refrain from participation in any hazing activities.
F. Refrain from any illegal discrimination.
G. Conduct all activities in a manner consistent with the educational mission of the University.
H. Conduct all activities in a manner that contributes to the intellectual, ethical, psychological, and personal growth of its members.
I. Refrain from using the organization for the financial enrichment of any officer, member or affiliate.
J. Refrain from directly or indirectly using University resources for the express benefit of external affiliates.
K. Use dues and other membership fees for the express benefit of the organization and in fulfillment of its purpose.
L. Refrain from maintaining outside bank accounts if funded by activity fees, and refrain from using the name of the University on private bank accounts.
M. Refrain from entering or attempting to enter into contractual obligations for the University without prior authorization by designated University staff.
N. Refrain from directly or indirectly using University resources in support of any candidate for public office, except as permitted by University policy.
O. Refrain from soliciting funds outside the University without the express approval from the Dean of Students and the School of Law Alumni Office.
P. All proposed changes to constitutions and bylaws must be submitted to the Dean of Students for review. Proposed substantive changes must be submitted to the faculty for approval.
Q. Changes to officers and advisor(s) must be submitted to the Student Organizations Office within one (1) week after the changes have been made.

IV. IMPORTANT PHONE NUMBERS:

Main Office x6300  Alumni Office x5216  Law Library x5017
Dean of Students x1474  Registrar x6295  Computer Store x5645
Budget Information x6186  Career Services x6559  Admissions x6296
Student Organizations x6186  Law Clinic (Fifth Av.) x4704  Campus Police x2677
Barnes & Noble x2665  Student Accounts x6585  Power Center x5050
ID Center x6191  Financial Aid x6607  Risk Management x6677
CTS Help Desk x4357
Each Student Organizations Office has a telephone and a computer. If you need to use a fax machine or make copies, please see the Student Organizations assistant in room #305 or the Dean of Students on the 4th floor of the faculty wing.

V. RECOGNITION BY THE UNIVERSITY

In order to maximize the funding available for your organization, all organizations should apply to be officially recognized by the Duquesne’s Student Government Association (SGA). To become a recognized organization by the SGA, submit the group’s bylaws and constitutions to the SGA office located in room 302 of the Duquesne Student Union. Please notify the Student Organizations Office when you have applied to the SGA office.

Official recognition by both the School of Law and the University helps to maximize funding for your group. Groups that become officially recognized may also reserve meeting and tabling spaces in the Student Union, gain access to the SORC (Student Organization Resource Center), create a webpage on Campus Link, and petition the SGA for funding for supplies, etc.

The SORC is located on the 3rd floor of the Union and is equipped with a variety of art and paper supplies, a PC and Mac, color printers, campus phone, Ellison machine, and plenty of table space. The form to apply for use and access to SORC and for copy privileges, is available on-line at http://www.duq.edu/life-at-duquesne/student-organizations/student-government/resources

Please note that to maintain your approval status by the SGA, every student organization has to annually update the officer information. Updates should be completed no later than the end of the second week of classes in the fall semester.

VI. ELECTIONS

Election of officers must occur no later than April 1st of each academic year. Please submit the names and email addresses of the new officers to the Student Organizations office no later than April 15th.

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 one (1) week after they take office.

TRANSITIONS

Incoming officers must receive any passwords (computer, email, social media), event or organization documents and contact information (both event contacts and national organization contacts) from previous executive officers. New officers must also review the Student Organizations Handbook.

VII. STUDENT ORGANIZATION ADVISORS

All organizations are required to have a School of Law faculty advisor. The Dean assigns advisors at the beginning of the fall semester. If an advisor resigns, the organization has the responsibility to identify a replacement advisor within thirty calendar days. Upon locating a replacement advisor, notify the Student Organizations Office. Your advisor is available to assist in planning and implementing special programs and should be made aware of all of the organization’s activities.
VIII. BUDGETING

I. Advance Planning

All Student Organizations are limited to no more than two (2) events per semester.

**Student groups must plan in advance and submit requests for approval at least two (2) weeks prior to the proposed event. Requests for speaker events should be received four (4) weeks prior to the proposed event.** In order to receive funding, each organization must submit a proposed budget by April 15 of each year for the following academic year. Allocations will be made by July 1, subject to the availability of funds.

Each organization must also submit a tentative agenda of programs, estimated costs, and budgetary requests for the upcoming academic year.

**All proposed events must meet the following standards:**

A. Each event must be consistent with the mission of the organization, the School of Law and the University and comply with all policies of the School of Law and Duquesne University.

B. Each time you consider an event, 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 the event advance the purpose of your organization?

C. To ensure a successful event, please begin your planning at least four to six weeks in advance to allow for appropriate advertising, recruitment of attendees, securing of room requests and other details consistent with event planning including, but not limited to, parking, food ordering, and any public safety notifications.

D. In order to avoid multiple events on the same day or a duplication of an event, a master calendar will be created and distributed once all event proposals are submitted and approved by the Student Organizations Office.

E. Budgets will be determined once the event proposals have been approved.

F. The Student Organizations Office will be your resource for providing a thank you gifts and parking stickers for event speakers. It is your responsibility to send thank you letters to speakers.

II. Specific Events

Each organization must first complete a Request Form and submit it to the Student Organizations Office for approval before any funds will be appropriated for activities. The Event Proposal Request form is located online at [https://www.law.duq.edu/student-life/student-organizations/event-request-form](https://www.law.duq.edu/student-life/student-organizations/event-request-form).

Provide as many details about the event as possible, including estimated costs. If the event is conducted annually, please include last year’s actual expenditures for the event.

If your event involves speakers, be sure to identify the speakers on the form and indicate their areas of expertise. As a general rule, Student Organizations have limited funds that are not sufficient to cover speakers’ travel expenses or honoraria.

All financial transactions must be processed through the Student Organizations Office.
Each organization should keep budget records, including all necessary receipts, form copies, and attendance numbers. Records will be kept to ensure that organizations do not exceed their budgets.

As a general rule, law school student organization budgets are not intended to be spent to cover the cost of attending a conference, although the SGA does sometimes assist with these costs. Any student organization that seeks supplemental funding to attend a conference must submit a detailed proposal to the Dean of Students indicating the amount requested and how attendance at the conference will benefit the entire student body and advance the purpose of the organization. If attendance is approved, you will be provided with more detailed instructions concerning travel expenses and what will be covered. Please note that any time two students of the same gender are travelling to an event, only one room will be paid for. Further, any student who attends a conference must submit a written report to the Dean of Students within one week of returning from the conference detailing what was covered at the conference and including a recommendation regarding whether students should be sent to the event in subsequent years.

IX. “HOW DO I PAY FOR THAT?”

A. Paying for Events

All expenditures must be approved in advance and most expenses will be paid for directly by the University. In the limited circumstances when you are authorized to pay directly, you will be reimbursed in the form of a paper check or direct deposit (if you are already on the University payroll). The normal practice to receive a paper check, which can take up to two weeks, is to submit original itemized receipts with proof of payment the Student Organizations Office as soon as possible. Please include your Duquesne nine digit D#.

Reimbursement checks will be held for pickup in the Student Organizations office unless the student requests the check to be mailed to the home address in DORI.

If you need to pay an individual, for example a DJ, you must obtain the person’s full name, address and Social Security number so that the University can do a non-scheduled payroll deduction. This takes 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.

B. Food for Events

As a general rule, food and drinks for Student Organization events must be ordered through Parkhurst. However, based on revised University guidelines, Student Organizations may purchase food such as pizza and baked goods, as long as the total cost does not exceed $100. Please note that this does not change the general rule that Student Organization budgeted funds may only be expended for meetings at which there is a speaker or at which you are attempting to recruit new members.

For those times when a larger food order needs to be placed with Parkhurst, be sure to provide all of the details concerning the amount of food, date, time, and place of the event. Parkhurst requires that you place your order for food at least one week in advance of your event to avoid late fees. If your event is a larger production, plan on consulting with the Student Organizations Office at least one month before the event.
C. Paying Deposits

Some vendors will require a deposit for services, for example to book a hotel for the SBA Barristers’ Ball. When this is the case, the vendor will need to provide a bid/proposal and supporting documentation indicating the amount of deposit required. The Student Organizations Office will submit the check request to have the deposit paid.

D. Purchasing Items

All requests to purchase items must be approved by the Student Organizations Office.

E. Office Supplies

Most office supplies are available within the School of Law or obtainable from the University's SORC office located on the 3rd floor of the Union. Email lawstudentorgs@duq.edu to request supplies.

When items are not available from the University, they may be ordered through Office Depot. Only if Office Depot does not offer the item or its equivalent may you purchase it elsewhere and be reimbursed with advance approval.

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.

All student organizations are entitled to letterhead and envelopes. Contact the Student Organizations Office to order these items.

F. 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 School of Law Main Office. Inter-office envelopes should be used for on campus mail. Because student organizations have specific University mailing codes, consult with the Student Organizations office before assembling mail. To take advantage of the bulk mail rate for 200 pieces or more, keep in mind that it takes two weeks for bulk mail to be delivered so plan your large mailings with at least a two week lead time.

Duquesne University School of Law uses the services of UPS for overnight mailings. Charges are billed to the student organization’s account. All mail subject to this service is processed through the Student Organizations Office.

G. Depositing Funds

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

I. 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.

J. Photocopies

1. Small Copy Jobs of 100 or fewer

A copy machine is located in the Main Office and may be utilized for small copy jobs. This copier is only for official student organization business. Identify yourself to the front desk staff member as a student organization officer and provide them with the original and the number of copies you will need. They will make the copies for you. Because confidential student information is maintained in the main office, students are not permitted beyond the main office reception area unless being escorted to an office by a staff member for a meeting.

2. Large Copy Jobs

Please submit requests for large copy jobs to the Student Organizations office. Larger copy jobs must go through Printing and Graphics. For printed materials, such as post cards or bound materials, Printing and Graphics needs at least two weeks for completion. Adjust your deadline according to the number of copies that you need. The sooner you submit your originals, the greater the likelihood that it will be finished on time.

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

K. Fundraising and Cash Receipts

Because all organizations are provided with budgeted funds for events, it is not anticipated that officers will need to dedicate time to fundraising. Fundraising for charitable purposes will be supported for charities based in the United States. All funds should be immediately submitted to the Student Organizations Office for deposit. Deposits are made daily.

The University’s Development Office is responsible for coordinating all of the University’s efforts in securing financial support from foundations, corporations, institutions and individuals. All fundraising activities conducted on behalf of Duquesne University, and the solicitation of funds from individuals and entities, (i.e., face-to-face, telephone and/or direct mail) must be coordinated through the Law Alumni Office. (Note: This includes individual alumni and friends, corporations, foundations, organizations, and/or government entities).
L. Repairs

If repairs need to be made in your office or if you need a picture or plaque to be hung, e-mail the Student Organizations Office with a detailed request – room number, nature of problem, etc. at lawstudentorgs@duq.edu.

M. Office Space

All student organizations are provided with office space off the locker area. The glass window on the doors may not be covered/obscured. Any covering will be removed immediately. Organizations are also expected to keep the offices neat so that the University housekeeping staff can vacuum on a regular basis. Additionally, food should not be stored in the offices as it attracts vermin. If your organization’s office is not being cleaned regularly, please notify the Student Organizations Office so that we can notify housekeeping.

X. STUDENT ORGANIZATION ANNOUNCEMENTS

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

Procedure:

1. To submit a flyer for posting on the monitors, request the digital signage template from lawstudentorgs@duq.edu. Create the sign using the template provided and then submit for approval. Once approved, the flier will be placed on the monitors.
2. The fliers may be placed on the posting strips and bulletin boards in the stairwell leading from the main lobby to the student locker area and in the locker area.
3. **Fliers must not be posted on painted surfaces, on the main doors to the building, or in the Law School’s entrance lobby.**

Announcements may also be published in *The Docket*, Student Organizations Facebook page, *Campus Link* and the Student Organizations website.

**THE DOCKET**

*The Docket* is the weekly Student Organizations Office e-newsletter. All organizations are expected to submit regular updates on the activities, events and any announcements to the Student Organizations Office. All announcements to be included in *The Docket* must be submitted to lawstudentorgs@duq.edu no later than 9:00 a.m. every Thursday. *The Docket* is e-mailed to all students at the beginning of the week and posted on the Student Organizations webpage.

XI. 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.

**XII. SCHEDULING EVENTS & MEETINGS**

Student organizations may reserve rooms for their meetings by e-mailing a request to lawstudentorgs@duq.edu.

Generally, every effort will be made to schedule no more than one event at the School of Law each day. The Student Organizations Office will hold meetings at least once each semester (generally in September and April).

When reserving a room for an event, be sure to include all requirements for needs such as audio-visual equipment, plans to serve food, and requests for speaker gifts. Please notify the Student Organization Office of any changes in plans as soon as possible.

Only the Duquesne University Administration is authorized to enter into a contract on behalf of the School of Law. If an event requires a signed contract, submit the contract to the Student Organizations Office.

**XIII. 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 School of Law Student Organizations' budgets may not be expended for alcohol.** There are limited exceptions for events and receptions held at the School of Law. 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 with limited budgets. 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, all funds should be immediately submitted to the Student Organizations Office for deposit. Deposits are made daily.

XIV. PUBLIC SERVICE 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.

XV. WEB PAGE

Each organization is permitted to have its own web page through Campus Link to promote upcoming meetings and events. It will also provide an archive of the group’s membership and photos from events and programs.

XVI. USE OF ALCOHOL BY APPROVED STUDENT ORGANIZATIONS

This policy is intended to both comply with University policies and to promote the status of the School of Law as an academic and professional center. Given the primary educational mission of the School of Law, alcohol will not be served at student social or entertainment events that are unrelated to the school’s educational and public service missions. Special sensitivity to the mission and purpose of the School of Law, the University, and the Student Organization should be kept in mind when planning events at locations where alcohol will be served.
1. Alcohol may not be served at extracurricular events unless expressly approved by the Dean of Students.
2. Alcohol may not be sold under any circumstances at the School of Law.
3. School of Law 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. School of Law student organizations may use activity fees to purchase alcohol, with the appropriate approval.
5. School of Law 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.
6. In any event where alcohol is served, in addition to the School of Law 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 School of Law faculty/staff sponsor, will be responsible for compliance with the alcohol policy and Pennsylvania laws relating to alcoholic beverages.

7. School of Law student organizations may not mention the availability of alcohol at an event by advertising, invitation, announcements, or other forms of promotion.
8. School of Law student organizations may not solicit or receive free alcohol from any source.
9. School of Law 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.
10. Organizational violations of this policy will be adjudicated by the School of Law Administration and may result in sanctions, including revocation of approval. Individual students are subject to disciplinary proceedings and sanctions in accordance with the School of Law Disciplinary Code. In addition, should the School of Law Administration determine that there has been a violation, that violation may result in School of Law sanctions, including revocation of approval and loss of eligibility to serve alcohol at future events.
11. 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 (e.g., cab service phone number).
12. **Bringing your own alcoholic beverages (BYOB) onto the Duquesne campus or to any School of Law event is strictly prohibited.**

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

**A. 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.

**B. 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.
C. Role Of The Organization Leader

1. Know your organization
   a. Have an understanding of the aspirations of individual group members
   b. Know each person's strength and weaknesses
   c. Encourage discussion and creativity
   d. Acknowledge a job well done, but avoid favoritism
   e. Censure in private

2. Create a vision and communicate it
   a. Present new ideas in an unbiased light, then explain your own feelings
   b. Be sure that everyone has a general idea about each project

3. Coordinate projects in general
   a. Make certain that tasks are well-explained and that all questions are answered
   b. Delegate the routine but be careful not to delegate without explanation
   c. Interfere as infrequently as possible
      i. A failure is a possibility – make suggestions ("Have you tried...?")
      ii. Failure can be a good learning experience for all who are involved
      iii. If you decide to step in, be careful not to embarrass your members

4. Know your job inside and out and do it well

D. 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 (see page 22).
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.

E. Program Checklist

- Selection of event: What type of event? (educational, recreational, spiritual).
- 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.
Event write-up (no more than 250 words) submitted to the Student Organizations Office.

F. 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.
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. Other suggestions are monitors, websites, Facebook, and The Docket.
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. 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 School of Law may be published in The Docket, the weekly Student Organizations Office e-newsletter. ALL announcements to be included in The Docket must be submitted lawstudentorgs@duq.edu no later than 9:00 a.m. every Thursday to be included in the next week’s issue.
XVIII. 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 the 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.

A. Forming A Student Organization

Students who wish to form a new student organization must adhere to the following process before submitting a written proposal for approval of the organization by the School of Law Faculty.

1) Begin by reviewing the existing list of Student Organizations online at https://www.law.duq.edu/student-life/student-organizations to ensure that your idea for a new student organization does not duplicate and or share the similar objectives of an existing group. If after reviewing the list it is determined that an unmet need exists, the student or students wishing to form a new student organization should set up a meeting with the Dean of Students.

2) The following must be included in the written proposal for form a new organization:

a. Organization name

b. Indication of Student Involvement: At the time of its original proposal, every organization must submit evidence of anticipated student involvement. As a general rule, the signatures of at least five (5) students who intend to become members and participants in the new organization are required. All organizations must have officers in the following positions: President, Vice President, Secretary, Treasurer and Public Relations Chair.

c. Statement of Contribution: At the time of its original proposal, every organization must submit a short statement explaining the benefit of the new organization to the student body and why a current student organization does not meet the proposed group’s objectives.
d. Bylaws and Constitution: Every organization must submit bylaws and a constitution with their proposal. Sample documents may be obtained from the Student Organizations Office. These documents must include the objectives and specific goals that the group intends to accomplish, such as which students and community group(s) that the organization would like to serve or attract. Remember that future officers will need to follow this mission, and it must be consistent with the mission of the School of Law. Please also note the requirements for Constitutions below.

e. Proposed list of activities that the organization intends to sponsor: List anticipated types of speakers, panel discussions, and public service projects.

f. Name of the full-time faculty member who has agreed to be the organization’s advisor.

All student organizations must have a faculty advisor. With limited exceptions, the advisor must be a full-time faculty member at Duquesne University School of Law. Once the faculty member has agreed to take on the role of the organization’s faculty advisor, please submit a letter of intent from the faculty member. The role of the faculty advisor is to assist the organization in its development by providing constructive advice and support and by assisting with the resolution of issues that arise. It is the responsibility of the student organization to keep their faculty member current and informed on the group’s activities throughout the year.

B. New Organization Approval Process

Once the required documentation has been submitted to the Dean of Students, the petition will be considered at the next regular faculty meeting. The students will be notified within a week of the faculty meeting whether the petition has been approved. If the petition has been denied, the organization cannot resubmit the petition until the following academic year.

C. Funding of New Student Organizations

Due to the limited funding resources for student organizations, new student organizations are not automatically entitled to the full funding of an established student organization of $250.00 per semester. Given the limited funding, and in an effort to be fair and equitable, funding requests will be accepted by the Student Organizations Office.

D. Keeping your Organization in Good Standing

Until a new organization establishes its sustainability, the organization is placed on a “probationary status” for the first year. In order to ensure that your organization remains in good standing, please adhere to the following criteria that is required annually:

1) Maintain a viable membership.
2) Follow the election procedures and elect new officers each spring.
3) Adhere to the policies outlined in the Student Organizations Handbook.
4) Represent the School of Law and University in a manner consistent with the mission statements.

Organizations that fail to meet the above criteria will be under review and counseled. If the issues are not corrected, the organization may be involuntarily dissolved.
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.” Only Duquesne law students may be members.
- **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.** 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. All proposed amendments to constitutions and bylaws must be submitted to the Dean of Students office. Substantive changes must be approved by the faculty of the School of Law.

**XX. REVOCATION OF APPROVAL**

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

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

One of the most challenging things that may occur during the year is the transition of organization leadership. Ensuring that an incoming officer is prepared can help your group from starting all over. The following are some helpful hints to get you moving in the right direction.

Once elected/appointed, it is important for an incoming officer to obtain a copy of various items listed below, which you can post on your Campus Link page for ease of access:

- Copy of Constitution and By-laws
- Position descriptions of officers and members
- List of committees and their description
- Member & officer contact list
- Contact information of important people and offices on campus
- List of basic annual procedures and/or calendar of annual events
- Web page and webmaster information. How do you maintain the site?
- Mission, philosophy, goals and/or purpose of your organization
- Financial records
- Evaluations of past and current projects
- Meeting minutes and agendas
- Historical records of the organization

Incoming officers can learn a great deal from their predecessors. Meeting with the outgoing officer provides continuity and growth for the organization, and allows you to discuss:

- Responsibilities of the position
- Timetable for completing duties
- Unfinished projects/items that need attention now
- Important resources and contact persons
- Mistakes that you made that could have been avoided
- Advice the outgoing officer wishes he/she had been told before assuming the office
- Any questions the new officer may have for the outgoing officer:
  - What are the current strengths and weaknesses of the group?
  - What is the best advice you can give?
  - What were there major challenges and accomplishments in your term?
- Updated contact information so the outgoing officer can be a resource in the year ahead.

Understanding the structure and operation of your group is essential to a seamless officer transition. Take time to review the following:

- Was the budget managed properly?
- Were meetings run effectively?
- Was meeting frequency appropriate?
- Do we have a committee structure? If so, is it working? If not, is it needed?
- Do we experience scheduling conflicts with other groups or activities?

Deciding upon a clearly stated and realistic purpose for the organization is an important task. Be sure to assess the group’s goals from the previous year:
• What did we hope to accomplish?
• How well did we do on each goal?
• Which goals should be continued?
• Which goals should be altered?
• Which goals should be dropped?

Whether your organization has sponsored a speaker, service or recreational event, evaluate the group's past activities:

• What activities and programs did the organization sponsor?
• How effective was each program?
• Did we have a good balance of different kinds of programs?
• Did we perform any community service?
• Were the programs and activities consistent with the group’s goals?
• Which activities should be continued and which should be dropped?

To be a successful leader, it is important to know the constituents of your organization. Reviewing membership and recruitment policies will help to strengthen your group:

• Do we currently have enough, too few, or too many members?
• How effective were our recruitment efforts, if any?
• Were there adequate opportunities for members to get involved?
• Are members involved in the operation of the club (including decision making, planning, implementing and evaluating)?
• Are members enthusiastic about the activities and motivated to work towards the group goals?

Organizations that function effectively typically maintain a strong organizational structure and core group of leaders. As you examine your officers, answer the following:

• Do officers understand their roles and responsibilities within the organization?
• Did the officers operate as a team or could cooperation be improved?
• Is the amount of time/effort required of each officer equal, or are some expected to work harder than others?
• How would the general membership evaluate the effectiveness of the officers?
• How would the officers evaluate the effectiveness of other officers?

Eventually, your tenure as an organization officer will end, and one of your final duties is to ensure the continued existence of your group. Don’t forget to complete these tasks:

• Organize all notebooks and files
• Finish all necessary correspondence (letters, e-mail, phone calls)
• Prepare year-end report and evaluation
• Develop an action plan and time-line for new officer transition.

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