



CASE WESTERN RESERVE
UNIVERSITY

SCHOOL OF LAW

**Student Organization & Club
Handbook 2019 - 2020**

Case Western Reserve University School of Law: Student Organization & Club Handbook

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CASE WESTERN RESERVE UNIVERSITY

SCHOOL OF LAW

LAW SCHOOL ADMINISTRATIVE PROCEDURES FOR STUDENT ORGANIZATIONS & CLUBS

Welcome to all law student Organization & Club leaders! We are so pleased that our student Organizations & Clubs contribute so much to the law school and commend you for taking on a leadership role. Our student groups play such a vital role in our law school community, affording students the opportunity to develop leadership skills, experience group dynamics and decision making, network with those outside of our community, pursue professional and personal avocation, and act as “ambassadors” for our School. With the wide range of student Organizations & Clubs in the law school, we hope that each student will find the opportunity to pursue an extracurricular interest. It is our goal to make it as easy as possible for group leaders to handle their business affairs and to the extent possible, we try to keep administrative procedures and bureaucracy to a minimum.

There are a few rules and procedures in place, however, which facilitate planning, communication, coordination, and adherence to University and law school rules and policies. These are set forth in this Student Organization & Club Handbook, which we hope will be a helpful resource for you.

Best wishes for a successful year.

Sarah McFarlane Polly
Senior Associate Dean for Student and Professional Engagement

Michael T. McCarthy
Assistant Dean of Student Services

A. STUDENT ORGANIZATIONS (O) AND CLUBS (C)

Law students are encouraged to join together to pursue projects or ideas of common interest. Law students may establish a new "student organization" or a "student club" (together known as "student groups") that meets law school and University requirements, provided *that the group's purpose is distinct from that of an existing group*. The following definitions distinguish an Organization from a Club: A **Student Organization (O)** is defined as a group that promotes academic, career-related, and social events to the student body. A Student Organization is entitled to participate in the SBA budget allocation process. A **Student Club (C)** is defined as a group that is purely social in nature, such as a sports club (tennis, golf), etc. A Student Club is NOT entitled to participate in the SBA budget allocation process, but can make a separate request to the SBA for each proposed expenditure on an as-needed basis. For more information, see Figure 1.

| Organizations (O) | Clubs (C) |
|---|--|
| Yearly basis | Yearly basis |
| May be sponsored by a National organization | No sponsorship required |
| Use of space in Student Organizations office | Use of space in Student Organization office |
| Use of rooms, services, and other resources on campus for group functions | Use of rooms, services, and other resources on campus for group functions |
| Use of a Student Group mailfolder and access to available bulletin board space | Use of a Student Group mailfolder and access to available bulletin board space |
| May use school's tax exempt status | May NOT use tax exempt status |
| Must have an advisor (usually Faculty) | Need not have an advisor |
| Must fill out Petition for Recognition Form | Must fill out Petition for Recognition Form |
| Must have Constitution and/or By Laws | Constitution and/or Bylaws NOT required |
| Must hold elections – ideally by the end of the academic year, but no later than the second week of fall semester | Elections not required |
| Representative must attend all Student Organization Assembly Meetings | No attendance required |
| Opportunity to be affiliated with the University by name | Opportunity to be affiliated with the University by name |
| Has access to school's advertising policies | Has access to school's advertising policies |
| Use of university copy centers and audio-visual equipment at university rates | No university rate for copy center use or audio-visual equipment |
| Participates in SBA's funding process | Must request funding from SBA on an as-needed basis |

Figure 1

All student Organizations and Clubs are expected to follow Law School, University, state, and federal regulations. In this regard, every group at the law school is encouraged to meet with the Director of Student Services so that the law school administration is aware of the interests and activities of the student organizations and clubs, and can help facilitate the group's development.

1. Nondiscrimination Policy. As a fundamental requirement, each student group is a "university-administered program" and must comply with the University Nondiscrimination Policy:

Case Western Reserve University does not discriminate in recruitment, employment or policy administration on the basis of race, religion, age, sex, color, disability, sexual orientation, gender identity/expression, national or ethnic origin, political affiliation, or status as a disabled veteran or other protected veteran under US Federal Law. In addition, the university expects all employees, students, vendors, and associates to participate in its program of nondiscrimination. The university intends to maintain an environment free of sexual harassment and will not tolerate any form of harassment of employees or students. Retaliation against persons raising concerns about sexual harassment or harassment of any kind is prohibited and will constitute separate grounds for disciplinary action up to including discharge or expulsion from the University.

B. LAW SCHOOL AND UNIVERSITY RECOGNITION

1. Criteria for Recognition

- a. The membership of a recognized law school student Organization or Club must consist primarily of Case students, at least 25% of whom must be law students. The group must have at least one advisor who is a member of the law school faculty, administration, or alumni. Advisors are required each year for all student Organizations, other than legal fraternities and Clubs.
- b. No group shall be recognized if it has any restrictions on its membership or participation in the group's activities on the basis of race, religion, age, sex, color, disability, sexual orientation, gender identity or expression, or national or ethnic origin.

2. Checklists

a. **Student Organization Checklist (O).** Each student Organization at the law school must obtain recognition, applied for with a Student Organization Recognition Petition Form (p. 24 of this Manual). The administration strongly supports our recognized Organizations. In order to retain recognition and law school support, each Organization must complete the following requirements annually:

- ☐ Submit a completed Student Organization Recognition Petition Form (p. 24) by Oct. 1;
- ☐ Submit a copy of your bylaws and/or constitution; must be on file with the Director of Student Services by Oct. 1;
- ☐ Participate in the yearly Student Organization Fair held at the start of the academic year;
- ☐ Attend all scheduled Student Organization Assembly meetings;

Each Organization is expected to uphold its obligations as an agent of the law school.

b. **Student Club Checklist (C).** Each student Club at the law school must obtain recognition, applied for with a Student Club Recognition Petition Form (p.25 of this Manual), but is not required to provide Constitutions or Bylaws, and need not have an advisor. A Club is, however, subject to the University and law school policies herein provided.

3. Recognition and Annual Review

a. Upon receipt of a complete petition for recognition, the Associate Dean or his/her designee will review the information for completeness. If the student group receives recognition, the Director of Student Services will sign the form and return a copy to the president of the group. The purpose of recognition is to monitor the use and distribution of University resources and services, and compliance with the policies and procedures set forth in this Student Organization and Club Manual (**O, C**).

b. Once recognition is granted, it will be in effect until such time as the group fails to meet Law School criteria for recognition as determined by an annual review process. Recognized Student Organizations are required to provide updated information annually. This will include a listing of officers and advisors, membership statistics, and any changes in the Organization's charter, rules, or procedures (**O**).

c. Failure to comply with any of the restrictions and requirements for recognition, both University or Law School, may result in revocation of recognition and concomitant privileges (**O, C**).

d. **IMPORTANT NOTE:** Recognition of a student Organization by the Law School does NOT entitle that Organization to automatic funding from the SBA. Requests for funding support from the SBA must be submitted separately and directly to the SBA (**O**).

e. Although new student organizations and clubs may be formed at any time during the academic year, new groups will only be able to apply for SBA funding at the beginning of each semester, before the SBA meeting at which budget allocations are decided **(O)**.

C. STUDENT ORGANIZATION AND CLUB RIGHTS AND RESPONSIBILITIES

The Law School upholds and requires that all recognized student groups and their members adhere to the University's policies regarding student rights and responsibilities. See the Law School Code of Conduct in the Student Handbook https://lawhome.case.edu/registrar/handbook/the_law_school_code_of_conduct.asp.

- 1. Accountability of Leaders (O,C).** Student groups are held accountable for their actions through their leadership. Representatives/Officers of groups are held responsible for group action to the degree in which they are judged to have control of such action.
- 2. Prerequisite for Holding Office (O,C).** A student may not serve as an officer of a student organization or club if he/she is on academic probation.
- 3. Student Organization Assembly Meetings (O).** Student Organization Assembly meetings are held at least three (3) times during the academic year. It is mandatory that student organization leaders or representatives attend all meetings. Failure to attend will result in penalties against organization funding. The purpose of the meetings is to encourage collaboration among student organizations, promote news and events, serve as a unifying force among the student body, and communicate with the law school administration.
- 4. Maintaining Records via CampusGroups (O, C).** It is the responsibility of each organization to maintain records of meetings, events, activities, financials, officers, and members each year to pass on to the next executive board. Each organization has a CampusGroups page designated for this purpose.

D. USE OF UNIVERSITY FACILITIES AND SERVICES

The facilities and services of CWRU are maintained primarily to serve the needs of the University community--teaching, research, scholarship, administrative, and social. The following is a summary of the guidelines that have been established for their use.

The University reserves the right to withhold from any individual or group the use of University facilities or services when, in the opinion of the University's officers, such use is not in the best interest of the institution, or may place it in a position of legal liability, or when the individual or group has failed to settle debts outstanding from previous activities.

- 1. Space in University Buildings (O,C).** Professional school students wishing to use space in their own school's building should apply to the appropriate office of their school. See note below regarding use of space in the Law School.

Recognized student groups will be provided with space elsewhere on campus for their activities, at no charge, to the extent that space is available. Charges for the use of facilities may be assessed by the University in certain circumstances, such as:

- * When the requested facility must be opened during a University recess.
- * When the proposed use of the facility results in the need for special cleaning or repair work.
- * When the requesting organization plans to charge for admission to the event.
- * When a gymnasium or other facility is to be used for purposes other than those for which it was designed.

For information about space available elsewhere on campus and reservation policies, contact the Office of Student Activities and Leadership (368-2679). For information and reservations of picnic space and other facilities at Squire Vallevue Farm, call 368-0275.

2. Space in the Law School

a. Activity Calendaring and Scheduling.

- i. Groups hosting an outside guest speaker must notify the Director of Student Services at least two weeks prior to the scheduled event **(O, C)**.
- ii. No student group meeting, guest, or special presentation may be scheduled simultaneously with endowed lectures or a Dean's Open Forum **(O, C)**.
- iii. No more than two student organization meetings or one guest presentation may be scheduled simultaneously with a guest or presentation sponsored by the Office of Admissions, the Student Services and Career Development Office, the Office of Academic Affairs, the Faculty Colloquia Series, any of the Academic Centers, or the Moot Court or Mock Trial Team Nights. To obtain an exemption, the student organization(s) representative(s) must obtain express permission from Student Services **(O)**.
- iv. No more than two student organization guest or special presentations may be scheduled simultaneously **(O)**.
- v. No student group "membership drive" may be held prior to the Student Organization Fair **(O, C)**.
- vi. No more than two student groups may schedule simultaneous meetings intended as membership drives **(O, C)**.
- vii. Each student group must place a room request at least three days prior to the planned event **(O, C)**.
- viii. No more than two student group fundraising endeavors, for which a table, other space, or email notice is requested, may be held simultaneously **(O,C)**.
- ix. Student groups may jointly sponsor fundraising endeavors, however, in no event may any single student group conduct more than three fundraising endeavors targeting the law school community in any given academic year **(O, C)**.

b. Room Reservations and Schedule Conflicts.

- i. Room requests/reservations in the Law School must be submitted online via the EMS Cloud Service at www.case.edu/reservations. Because of the limited space available, all requests must be submitted at least two business days in advance. **(O,C)**.
- ii. Student Organizations seeking to sponsor an event at which alcohol will be served must obtain a signed Alcohol Use Report. See Section E. University Alcohol Policy on p.10

(O).

PLEASE NOTE: Events are scheduled on a first-come first-served basis, subject to room availability. Scheduling conflicts between student groups may be referred to the SBA for mediation. The Dean's Office reserves the right to restrict scheduling of events which conflict with major law school events.

c. Email Postings (O,C). Student groups¹ are encouraged to send notices of upcoming events and other communications of general interest to the Director of Student Services to be posted through the law school's email listservs. Items which may be posted are:

- ◆ meetings;
- ◆ speakers;
- ◆ social events;
- ◆ information of interest to the general public relating to law school matters and endeavors.

All email notices must be submitted to the Director of Student Services. **Students and student groups may NOT directly post notices to the law school's listservs.**

Email newsletters will be sent on **Monday and Wednesday mornings**. For posting, student groups are responsible for drafting and submitting the notice text, which must be received no later than midnight before the date of desired posting. In an effort to limit the number of emails sent out, if student groups miss the deadline to have their notice included, addendums will be sent only if deemed necessary by the Director of Student Services.

d. Clean- up After Activities (O,C). Leaders of student groups are responsible for cleaning up rooms and areas used for student activities, including removal of trash, cleaning of blackboards and rearrangement of furniture. A supply of large trash bags is available in the SBA office. Groups whose members fail to clean up after activities may be denied the use of space in the Law School and will be charged for any expenses incurred by the law school for special clean up.

e. Office Space and Workstations (O). Requests or concerns regarding furnishings or building services for student organization offices should be directed to lawfacilities@case.edu.

Requests or concerns regarding computers should be directed to Tron Compton-Engle (tac11@case.edu), Director of Information Technology.

Requests or concerns regarding storage space should be directed to the Director of Student Services. Many organizations have designated storage spaces throughout the law school. If your organization does not currently have a storage space and is in need of one, contact the Director of Student Services.

3. University and Law School Equipment (O). If the use of University equipment (mailings, photocopiers, fax, etc.) is granted, such use shall take place during hours which do not interfere with the activities for which the equipment is regularly employed. In addition, equipment may be operated only by persons who are authorized, technically qualified, and competent to do so. **The University does NOT have vehicles available for the use of student groups.**

Charges will be assessed by the Law School's Finance Office for the use of equipment by Law School student groups. See below for Services Available to Student Groups.

¹ Student groups to which these rules apply are those groups created as extracurricular endeavors. As such, these rules do not apply to the Health Matrix, the Journal of International Law, the Law Review, Journal of Law, Technology and the Internet, Canada – US Law Journal, or the Mock Trial or Moot Court Programs. However, it is hoped that administrators and members of the co-curricular activities plan their event, meeting and presentation scheduling with these rules in mind.

4. Political Activities on Campus (O). As a non-profit institution whose activities are regulated by Section 501(c)(3) of the Internal Revenue Code, Case Western Reserve University is prohibited from participating or intervening in any political campaigns for candidates of public office. To ensure compliance with this legal requirement, student organizations must abide by the guidelines listed at <http://students.case.edu/handbook/policy/campus/political.html> when engaging in political activity at the university.

Accordingly, the Law School recommends the following general guidelines:

- a. Debates on political issues are preferable to events that only provide a forum for one side of a political issue.
- b. The University maintains an open campus and student organizations are free to invite speakers to campus, regardless of their political affiliations.
- c. The use of Law School facilities and resources (including equipment, postage, telephone, etc.) may NOT be used to promote a particular candidate or political issue beyond the University community.

E. UNIVERSITY ALCOHOL POLICY (O,C)

Responsible use of alcohol is a matter of serious concern for the legal profession as a whole, and for the Law School. The Ohio Supreme Court requires all candidates for the bar examination to complete a training program relating to substance abuse and its causes, prevention, detection and treatment alternatives, and that training is provided here at the Law School. In support of those concerns, it is recommended that student organizations plan at least some activities that do NOT include alcohol, limit the amounts of alcohol when it is provided, and encourage all participants to act responsibly in the use of alcohol. **Important note: The Law School will NOT reimburse expenses for alcohol for students attending competitions, conferences, etc.**

The university conforms to all state and local laws controlling the sale and use of alcoholic beverages. It is illegal to sell, provide, or serve beer, wine, or liquor to anyone who is under the legal age of 21. Servers of alcohol and sponsors of social events must be aware of and comply with all state statutes and with Case policies and procedures.

The university expects responsible behavior of students who choose to drink alcoholic beverages and requires an environment free of coercion for those who choose to abstain. Therefore, students must adhere to guidelines provided by the university for responsible and legal consumption of alcoholic beverages. Individual students must accept responsibility for their own behavior and should demonstrate a concern for the safety and well-being of others in the university community.

The following regulations apply to all events, both on and off campus, at which students are present:

1. **The sponsors of events where alcohol is served must file an Alcohol Use Report.**
To complete an Alcohol Use Report for a campus department please click here: https://community.case.edu/AUR/survey?survey_uid=c5ff64e9-fa48-11e8-b96d-0ae25bf0cf34
 - o **Student organizations** must complete the **Alcohol Use Report for Student Organizations** at least seven (7) days prior to the event, allowing time to meet with the appropriate office (Student Activities & Leadership, Office of Multicultural Affairs, Greek Life or Residence Life) and receive final approval from the Office of Student Affairs.
 - o A copy of the approved form, which can be downloaded as a PDF from the submitter's OrgSync user drawer, will be needed for student groups to reserve any university facility for events where alcohol is served.
 - o The approved form must **printed and posted at the event**, as well as sent to the building manager prior to the event.
2. Open containers of alcoholic beverages are generally prohibited in public places according to state law and are

specifically restricted in some university areas including Harkness and Amasa Stone Chapels. Restrictions for alcohol inside other facilities may vary. **When alcohol is present at an outdoor event it must be in clearly defined, roped off areas.**

3. At all events where alcohol is served, including BYOB and events with 3rd party vendors, an effective procedure must be established and adhered to for certifying those legally of age to drink. To obtain alcoholic beverages, a valid driver's license or other valid legal document showing proof of age must be presented. A Case ID may also be required for admission.
4. The quantity of alcohol will be determined by using the following formula: **number of servings = number of legal drinkers in attendance x hours of event.**
5. When alcohol is sold, temporary F or F-2 permits will be required in accordance with state laws. The sale of alcohol is defined to include such methods for defraying the cost of the beverage or event as sale by the glass or container, advance ticket sales, and cover charges at the door. Please contact the Office of Student Activities & Leadership for more information.
6. At all events where alcohol is served, **non-alcoholic beverages must be provided by the sponsor of the event.** The amount of alcoholic beverage provided should reflect the proportion of those attending the event who are legally eligible to drink; the amount of non-alcoholic beverage provided should be sufficient to serve the number of people attending the event who are too young to drink or choose not to drink alcohol.
7. No one should be coerced, even subtly, to drink or overindulge, and the rights of those who choose to abstain must be respected. To that end, **drinking games are not allowed at any university or student group-sponsored events.**
8. When alcohol is served, food must be provided by the sponsor of the event in adequate amounts to last through the event.
9. The kind and amount of security required for an on-campus event will be determined according Case Police Department guidelines. Factors to be used in determining the kind and amount of security at an event include: the nature of the event, the number of people attending the event, whether alcoholic beverages are being served, and whether cash will be on hand. **At an off-campus event the kind and amount of security shall be determined by the third party vendor providing the alcohol.**
10. **Social events which encourage drinking or drunkenness as themes and the advertisement of such events are considered inappropriate and will not be permitted. Neither the cost nor brand of an alcoholic beverage may be advertised in Ohio.**
11. When beer or malt-based beverages are provided, it must be served to individuals in single serving containers of 16 ounces or less. When wine or liquor is provided, it must also be served in appropriately sized glasses, no greater than six ounces for wine and two ounces of liquor per drink.
12. **The serving of alcohol must cease at least one-half hour before the scheduled end of the event.**
13. When entertainment is included in the event, the type of entertainment and the duration must be listed on the Alcohol Use Report.
14. **The gift of alcohol as a reward for any student activity or contest is prohibited.**
15. Individuals or groups violating state law or the university student alcohol policy will be subject to disciplinary action.

IMPORTANT NOTE: The Law School discourages the serving of hard liquor at an "open bar" in connection with student activities. If hard liquor is to be served, a cash bar is recommended, which requires the use of an F or F-2 permit. **F and F-2 permits must be applied for at least thirty (30) days in advance of the event.**

F. SERVICES AVAILABLE TO STUDENT ORGANIZATIONS AND CLUBS

1. Banquets or special events (O). Any Organization contemplating a banquet or special event and in need of advice should contact the Director of Student Services for referral to helpful resources.

For smaller functions requiring only 3 or 4 long tables, please contact the law school's facilities manager, Russell Bell (rxb613@case.edu), who can help arrange for setup. **Forty eight (48) hours advance notice is required.**

more tables are necessary, contract with an outside rental agency (e.g. Event Source). Another option is to have the caterer make arrangements for necessary tables if the event is a dinner or luncheon.

2. CWRU Public Safety officers at Special Events (O). (Taken from the Case student handbook University Policies)

Certain events may require additional security staffing based on the nature of the event or particular circumstances. If your event may require additional security, you must notify the Director of Student Services. Those student organizations needing staffing should contact the CWRU Division of Public Safety administrative assistant at 216.368.6811 to schedule officers for events.

Requests for officers are required 72 hours (three days) in advance of the event for one officer. An additional 24 hour (one day) notice is required for every additional officer requested (four days for two officers, five days for three officers, etc.).

There is a three hour minimum for any event. As of 7/1/13, the charge per hour for an officer is \$35.

Groups of less than 150 with no special circumstances - no officer

Groups of less than 150 with special circumstances - 1 officer

Groups of 150 to 300 with no special circumstances - 1 officer

Groups of 150 to 300 with special circumstances - 2 officers

Groups over 300 with no special circumstances - 1 officer per 200 people

Groups over 300 with special circumstances - 1 officer per 150 people

(Special circumstances include: alcohol being served, open to the public, cash handling, history of the event or other factors determined by the event organizers to require additional security.)

Special circumstances include alcohol being served, open to the public, cash on premise, history of the event, or other factors determined by the event organizers and/or the director of Case Police or his/her designee to require additional security.

Keep in mind that the law school has a security officer on duty Monday – Thursday from 6:30am – midnight, Friday from 6:30am – 10pm, Saturday from 8:30am – 8pm, and Sunday from 10am – midnight. If your event requires security and will be taking place during hours when our security guard is on duty, our security guard is considered as 1 officer under the guidelines.

3. Alumni Invitations (O,C). If groups plan to invite alumni to an event, they must inform the Director of Student Services. The Director of Student Services will coordinate with the law school's Alumni Relations Office in sending information to alumni. **These mailings must be coordinated 4 weeks in advance of any proposed event and should not conflict with other law school mailings.** If your group event involves CLE credit (see below), Aylin Drabousky (ads17@case.edu) will assist with email invitations to alumni.

4. Continuing Legal Education (CLE) Applications (O). The law school's Director of Academic Centers and Continuing Legal Education (Aylin Drabousky, ads17@case.edu) will work with student organizations in obtaining CLE credit for any programs/workshops. CLE applications must be submitted to the Ohio Supreme Court well in advance of the date the program is being held. **Accordingly, student organizations interested in obtaining CLE credit for an event must contact Ms. Drabousky at least 60 days before the event, to allow for enough time to collect all necessary documents and information.**

5. Support staff (O). Generally, no secretarial or clerical support is available for student organizations. For special projects or large mailings, some help may be found within the law school staff. Please contact the Director of Student Services, Room 132.

6. Mail (O). Outgoing organizational (NOT personal) mail can be left for metered postage in the Mail Room. It must be identified with the return address of the organization. Student organizations will be charged for metered

postage.

7. Photocopy Privileges (O). A photocopier is available in the classroom wing (across from the Law Review offices) for use by student organizations. Please ask the SBA for the code. Of course, photocopying must be for organizational (NOT personal) use.

8. Purchasing (O). Recognized student organizations may also make pre-approved tax exempt purchases using the Case federal tax ID number. See Rhonda Jones, Room 109, for a copy of the tax certificate. See Finance Procedures regarding reimbursement for such purchases and note that University policy prohibits reimbursement of sales tax.

9. Telephones (O). Some of the student organization offices have telephones for local calls and domestic long distance only. Members may also use personal telephones or calling cards and submit copies of bills for reimbursement.

10. Bulletin Boards/Master Calendar/The Docket (O,C). Recognized student groups may place approved notices (stamped by Student Services) of their meetings and events on the law school bulletin boards. Bulletin board space is limited and specific spaces are assigned for various purposes by the SBA. When the boards are available, the Law School's Posting Policy will be in effect and will limit all postings to designated bulletin boards. NOTE THAT POSTING OF NOTICES IS NOT ALLOWED ON ANY WINDOWS, OR ON ANY PAINTED, WOOD paneled, OR BRICK SURFACE IN THE LAW SCHOOL.

Posting is also NOT allowed on the surface of any glass-enclosed bulletin board, such as those on the Bridge or outside the Career Development Office. Each student organization is responsible for removing signs and posters as soon as possible after the event or activity has taken place. Outdated notices may be removed by anyone. For additional information, see the Posting Policy on page 20.

The Law Student News email is published every week on Monday and Wednesday with a submission deadline of 11:59pm on the prior business day. All student organizations are encouraged to use the Law Student News as a primary communications tool for notices of events and meetings and general reports of your activities to the entire law school community.

G. FUNDING

1. SBA Funding (O). Each law student is billed per semester for a "student activity fee." These funds are made available to the Student Bar Association for support of activities for all law students and for distribution to recognized student Organizations in accordance with SBA By-laws. Funding proposals are submitted early in the fall semester. Listed below are the current SBA Funding Guidelines. Any questions should be directed to the SBA President or Treasurer.

- a. A student Organization eligible for funding from SBA is any group which:
 - i) does not restrict voting and nonvoting membership based on race, ethnic origin, sex, religious affiliation, political identification, sexual orientation, or academic standing, and
 - ii) in general is available and open to all Law School students.
- b. Activities or events are to be considered for funding based upon:
 - i) availability to the Law School community, and the ability to stimulate the intellectual, social, emotional, professional, ethical, or political atmosphere of the Law School.
 - ii) funding in one fiscal year does not automatically justify funding for subsequent years. Funding will be considered on a year by year basis.
- c. Activities are to be considered for funding independent of the Organization seeking funding. Thus, a group which does not qualify for funding as a group may receive funding for a specific event.
- d. SBA shall not withhold funding in violation of First Amendment protections provided by the United

States Constitution.

e. Organizations which limit enrollment by selection of members (such as fraternities) may receive funding for events which are publicized as open to all Law School members.

f. Activities designed for the membership of a particular Organization are not per se excluded from funding consideration.

g. Organizations supportive of one political, social, religious, sexual, or racial identification are not per se excluded from funding.

h. Activities are not to be excluded from funding on the basis of presenting only a limited perspective of a situation (for example, an activity which presents only speakers of one political party may receive funding).

i. Due to the limited resources of SBA and environmental concerns, Organizations shall not receive funding to provide photocopies of announcements, notices, advertisements, etc. to every student unless a need is demonstrated that individual notification is the only reasonable method of communicating with the student body.

As an alternative, SBA will provide a photocopy budget to be determined each year and will also provide bulletin boards for groups to post announcements. Postings must be in accordance with the Law School Posting Policy. The SBA also encourages Organizations to utilize the Docket to publicize events and to report on activities. Photocopying of an Organization's newsletter may receive funding.

j. Funds raised by an Organization must be included and accounted for in the budget process. A reasonableness test will be applied to an Organization which raises money through fund raising activities (not dues collection) which limits the use of the funds to specific activities. If it is reasonable for SBA to provide additional funding for the same or other activities, funding may be provided.

k. Dues collected by an Organization must be included and accounted for in the SBA budget process. An Organization which collects dues will not be excluded from receiving funding from SBA. However, use of dues money exclusively or predominantly for membership-only activities may limit funds allocated.

l. Organizations which are predominantly academic in nature may receive funding only in situations determined appropriate by the Budget Committee and the Board of Governors. This determination will be on a case-by-case basis. The availability of academic credit shall be weighed heavily against the Organization's application for funding. Consideration should be given to, but not limited to:

- i) a lack of University or School funding,
- ii) particular need of the Organization or activity,
- iii) benefit to the standing, reputation of the University or student body,
- iv) the reasonableness of student activity funds going to such activity.

SBA encourages the University and the School to provide full financial support to all academic groups (for example: journals, moot court, trial competition teams, etc.), academic activities, and recruiting activities.

m. Organizations applying for funding for the first time will receive a set amount to start up the organization. This amount will be determined by the Budget Committee at the beginning of each semester. The amount allocated may be increased throughout the year as events warrant.

n. Funding for an Organization's conventions must be requested at the time of the budget hearings. The amount allocated to conventions shall be set by the Budget Committee subject to the approval of the Board of Governors. The funding received under this policy is limited to payment of convention registration fees. Registration fees include fees for convention banquets.

- o. Any Organization receiving SBA funding shall be subject to full financial disclosure to, and an accounting review, by SBA. Failure to comply will result in a forfeiture of SBA funding for the school year.
- p. SBA funding does not imply endorsement of the views, objectives, or philosophies of Organizations receiving such funding.
- q. Organizations are expected to spend and use allocated funds responsibly, keeping in mind the purpose and goals of the organization.
- r. Organizations may not spend funds allocated by the SBA on paying individual national membership dues.

2. Fundraising By Student Groups (O,C). Each group is free to raise funds for its operation or special projects. However, certain limitations and reporting obligations apply, including:

- a. Opportunities for fund raising from alumni are generally prohibited and must be approved by the Associate Dean of Development and Public Affairs.
- b. Groups sponsoring any event which advertises that money is being raised for a particular project must allocate all of the money raised to that particular project. The funds cannot go to additional events or to the general budget of the group. Fundraising efforts which raise money for the group itself can be spent at the discretion of the group, so long as such spending does not violate the group's, or the Law School's, 501 (c)(3) status or other laws.
- c. Reports of money raised may be required by SBA if the money is being used in a particular project for which SBA funds have been requested.
- d. Student groups planning to raise funds by the sale of food, merchandise, raffle tickets, etc., are asked to notify the Office of Student Services so that such plans can be coordinated with those of other groups to minimize conflicts and to avoid overwhelming the law school community with fundraising petitions.

3. Fiduciary Duties and Legal Structure (O). Students are advised to distinguish clearly their roles as students and as members, especially officers, of student Organizations. The role of members in a 501(c)(3) organization is regulated by:

- a. state and federal statutes
- b. common law
- c. University policies
- d. Law School policies
- e. organizational by-laws

Each student Organization's activities must be in accordance with each level of regulation, and lower levels of regulation must be in compliance with higher levels of regulation. For example, Organization by-laws should not violate University regulations. In addition, some organizations may be local chapters of national Organizations with their own regulations.

a. Record Keeping and Audit of Accounts. Student leaders have a fiduciary responsibility to the Organization. In this regard, accurate and thorough record keeping helps the organization to meet on-going needs with the change of officers each year. Additionally, good record keeping will help the Organization answer questions regarding finances.

The handling of student organizational funds is covered by the University and the Law School Codes of

Conduct. Misuse of organizational funds can be grounds for punishment, including dismissal from the Law School, pursuant to the provisions of the Honor Code.

4. Finance Procedures For Organizations Receiving Direct Funding - All forms are available in the Finance Office, Room 109. (O): It is important to follow these instructions, when in doubt see Michael McCarthy or Rhonda Jones before making any purchases.

a. Supplies, etc.

- i. Supplies – Get written approval from your faculty advisor or from the SBA Treasurer, then see Rhonda Jones in the Finance Office.
- ii. Printing and Display Boards – These can be ordered through University Printing. Please allow enough lead time.
- iii. We need to have PO#s for any item we purchase. This means before you order anything that requires university payment, get an estimate of the item (reprints, awards, etc.) and send it to the finance office with a completed **Payment Request Form, approved by SBA Treasurer**. We will get a PO# and order the item. Upon receipt of the item, we will submit the invoice for payment.
- iv. If you must purchase items for your group – go see Rhonda Jones in the Finance Office (Room 109) to get a Tax Exemption Certificate. After purchase, complete the **Payment Request Form** for all requests except travel. Again, attach, **ORIGINAL, ITEMIZED RECEIPTS**. (**Receipts must be itemized --i.e., tell exactly what was purchased**) Have your faculty advisor approve.

b. Catering

- i. Student organizations are encouraged to use Bon Appetit for all catering needs on campus here at the law school. Please contact <https://case.cafebonappetit.com/catering/> for catering proposals. Please see Rhonda Jones, in the Finance Office regarding any catering questions.
- ii. Events totaling less than \$500 (OFF CAMPUS)- Must be paid for using the DCARD. The \$500 limit must include the tip. Complete a Payment Request Form with **ITEMIZED INVOICE/RECEIPT** attached. **If prepayment is needed, the Finance Office requires at least a 48hour notification.**
- iii. Events totaling \$500 or more – Require a requisition, See Rhonda Jones in the Finance Office, (Room 109). Submit a Payment Request with an estimate of the catering costs as soon as you are aware of the event. **The request for payment must be submitted in advance of the event.**
- iv. Event planners should obtain price reasonableness for all events.

\$4, 999 and Below – Requires a single quote
\$5,000 - \$25,000 – Requires original contract, 2 quotes, vendor bid sheet and credit card authorization form.
\$25,000 and Above – Requires original contract, 3 quotes, vendor bid sheet and credit card authorization form.

c. Miscellaneous

- a. Fed Ex – go online to fill out an Airbill.
- b. Sales tax - The university will not reimburse sales tax for purchases over \$75.00. If you/students are going to purchase items from a store please contact Rhonda Jones (rmp3@case.edu), 216-368-4861 to get a tax exemption form to take with you.
- c. Student Employment- If you are hired to work in the School of Law, contact Rhonda Jones (rmp3@case.edu) to initiate employment paperwork.
- d. Contracts– Do not sign any contracts here at the Law School. Please forward them to Rhonda Jones (rmp3@case.edu) in Room 109 with a payment request form and we will get the contract approved by appropriate University representatives. Catering contracts must include: Contract, Credit Card Authorization Form, Supplier Information Form, and quotes, (depending on the amount of the contract). ***Allow 4 weeks for contract to be approved through the University.***
- e. **Independent Contractors** – Like all other services, catering and purchasing, if someone is performing a service for you, the arrangement/contract has to be approved through the university before the person starts the work. This includes photographers, musicians, consultants, etc.

5. Travel – All forms are available in the Finance Office, Room 109.

a. Before you travel:

- i. Please complete a Travel Authorization which is to be signed and approved by your Faculty Advisor.
- ii. Registrations, Airfare and Hotel - once approved, can be paid for prior to. Complete a **Payment Request Form (see page 27)**.

b. After you travel

- i. Complete a Payment Request Form, attach **ORIGINAL, ITEMIZED RECEIPTS** and have your Faculty Advisor approve. **(Receipts must be itemized--i.e., tell exactly what was purchased)** This includes local travel for mileage, parking etc. (Current mileage rate is \$.565 and a driving map must be included for reimbursement.)

c. Meals

- i. Meal Allowance is as follows - \$10 Breakfast, \$12 Lunch, \$26 Dinner.
- ii. The University Travel Policy can be found at <http://www.case.edu/bizpolicies>
- iii. We do not reimburse for alcohol purchased for/by students of the Law School.
- iv. Please note all checks are mailed to your HOME address in the SIS system unless you specify to send the check to the Cashier's Office in Yost Hall.

* A Statement of Travel Expense Form can be found at
(<https://case.edu/travel/trave-resources/travel-forms>)

** Refer to the **University Travel Policy** for a detailed description of restrictions and allowances
(<http://www.case.edu/bizpolicies>).

STANDARDS FOR SCHOOL-SPONSORED TRAVEL TO

REGIONAL AND NATIONAL CONFERENCES

From the Student Services and Career Development Office

Updated: August 2018

1. Requests for support of student organization officer attendance at the regional or national conferences of member organizations should be made in accordance with the provisions of this memo.
2. Requests must be submitted in writing to the Director of Student Services at least one month prior to the anticipated trip.
3. The request must include:
 - a copy of the Conference registration form;
 - a copy of the Conference schedule;
 - a detailed budget;
 - a list of meals included in the Conference registration fee;
 - a list of student(s) seeking to attend the Conference and their organization titles;
 - a statement explaining how attendance at the conference will promote the law school and the law school student organization; and
 - a statement of the level of financial support being provided by the student organization.
4. Conferences can be eligible only if the student organization seeking travel support is an affiliate of the national organization hosting the Conference and the Conference is a regional or national conference of the parent organization.
5. Funding assistance will be considered only for student organizations that have been active at the law school for at least one year and have a proven record of contribution to law students and the law school community.
6. Students and student organizations seeking funding are expected to contribute a portion of the costs of attendance.
7. Funding typically will be limited to one attendee.
8. Funding may be available to assist law students who have been elected to a national or regional office of their member organization. Funding is not available to support campaigning events.
9. The Director of Student Services will notify the students of the level of funding assistance within two weeks of the submission of the request for funding.
10. Airfare costs will be based on the lowest available internet fare.
11. All requests for reimbursement must be submitted to the Director of Student Services within two weeks after the completion of the Conference.
12. The Statement of Travel Expense must be accompanied by an original, itemized receipt for each item of expense included on the Statement. Only normal business expenses will be eligible for reimbursement, which does not include the cost of such items as entertainment or alcohol.
13. Each Statement of Travel Expense must be accompanied by a report about the Conference and an outline of how the knowledge/information gained at the Conference will be used to benefit the student organization. The Statement of Travel Expense will not be submitted for reimbursement unless the report has been submitted.

If you have any questions, please see Michael T. McCarthy, Assistant Dean of Student Services
Room 132

Phone: 216.368.4860 ♦ Email: mtm85@case.edu

STANDARDS FOR SCHOOL-SPONSORED SUPPORT OF

STUDENT ORGANIZATION EVENTS

From the Office of Student Services

September 2018

1. Requests must be submitted in writing to the Director of Student Services at least one month prior to the planned event.
2. The request must include:
 - a detailed description of the event;
 - a detailed budget, showing income and contributions from outside sources, anticipated revenue from fees, and an itemization of expenses;
 - a statement explaining how the event will promote the law school and the law school student organization; and
 - a statement of the level of financial support being provided by the student organization.
3. The Director of Student Services will notify the students of the level of funding assistance within two weeks of the submission of the request for funding.
4. All requests for reimbursement must be submitted to the Director of Student Services within two weeks after the completion of the event.
5. The request for reimbursement must be accompanied by an original, detailed receipt for each item of expense included. Only normal business expenses will be eligible for reimbursement, which does not include the cost of such items as entertainment or alcohol.
6. Each request for reimbursement must be accompanied by a report about the event. The request for reimbursement will not be submitted unless the report has been submitted.

If you have any questions, please see Michael McCarthy, Assistant Dean of Student Services
Room 132
Phone: 216.368.4860
Email: mtm85@case.edu

H. STAFF CONTACTS

Please contact the following Deans and other staff members when you have questions or when you want to access the services set out in this Handbook:

Sarah McFarlane Polly

Senior Associate Dean for Student and Professional Engagement
Room 134 - Phone: 368-5139- Email: smp20@case.edu
(Starting new groups; recognition of groups; policies; Alcohol Use Reports)

Michael T. McCarthy

Assistant Dean of Student Services
Room 132 – Phone: 368-4860 – Email: mtm85@case.edu
(Starting new groups; petition for group recognition, advertising; email postings to listservs)

Jessie Hill

Associate Dean for Academic Affairs
Room 245D – Phone: 368-0553 – Email: bjh11@case.edu

Rhonda Jones

Student Experience Coordinator
Finance and Administration
Phone: 368-4861 – Email: rmp3@case.edu
(Financial procedures, Student payroll)

Russell Bell

Manager, Facilities and Administration
Phone: 368-3296 – Email: rxb613@case.edu
(Facilities, building access, keys, mailings, change machine, room set-up)

24-hour email for building concerns:

lawfacilities@case.edu

David Wright

A/V Services
Library, 2nd Floor - Phone: 368-3958 – Email: dfw@case.edu

Intranet link for A/V requests:

<https://lawhome.case.edu/Departments/Information-Technology/Make-an-AV-Request>

Aylin Drabousky

Administrative Director, Academic Centers & CLE
Phone: 368-1806 – Email: ads17@case.edu
(CLE credits)

I. POSTING POLICY

§1.1 Rule (O,C):

Except as otherwise provided in this article and on page 13 of this handbook, the posting of any notice on any wall, window, door, bulletin board, vending machine, elevator, refrigerator, podium or lectern, or any other visible space in any common area of the Law School shall be prohibited.

§2.1 Exceptions (O,C):

- (a) Materials to be posted by groups affiliated with the Law School may be posted on the spaces designated specifically for an organization and any other authorized boards.
- (b) Commercial Solicitation by groups not affiliated with the Law School may be posted on the bulletin board dedicated to that use. Pamphlets or other fliers may be displayed in the Commercial display rack near the bulletin board.
- (c) For Sale/Wanted notices may be posted only on the bulletin boards designated “Open Boards”.
- (d) Notices reporting the relocation, cancellation, postponement, or delay of a scheduled class or meeting may be posted on the door of the room in which that class/meeting was to be held. These notices should be removed as soon as possible by the group or individual posting the notice.

(e) Notices informing the Law School Community of an event may be posted on bulletin board spaces marked "Upcoming Events."

(f) Materials posted for law school related elections are permitted to hang over the stairwells in addition to being posted on bulletin boards authorized for this purpose. The groups and/or individuals posting such material are responsible for their timely removal.

(g) Notices which do not meet community standards will be removed by the Director of Student Services.

§4.1 Use of Solicitation Tables (O):

(a) Solicitation tables in the upper rotunda must be reserved through the online Astra system (case.edu/adastra).

(b) Commercial Organizations are required to place a request for the use of solicitation tables in advance with the Office of Student Services.

(c) In the event of a conflict between a law school Organization and a commercial organization, priority of use of solicitation tables will be given to Organizations affiliated with the law school.

(d) In the event of a conflict between Organizations affiliated with the law school, solicitation tables will be distributed on a first come, first served basis.

§5.1 Use of File Folders (O):

(a) Use of student and Organization file folders will remain open to all.

§6.1 Enforcement (O,C):

(a) The standards established in this policy will be enforced primarily by the Student Services and Career Development Office. Any member of the law school community, however, may remove a posting that is in an unauthorized location or is outdated.

(b) Groups are responsible for the maintenance of the bulletin board space designated for their use. Space designated for use by a specific group that is not so used may be reassigned to another Organization by the SBA.

(c) Any group that does not have space and wants to request bulletin board space should do so through the SBA.

(d) Groups or individuals posting "upcoming events" notices are responsible for their timely removal.

(e) All materials posted on the Open Boards are to be dated and removed in a timely fashion.

STUDENT ORGANIZATION RECOGNITION PETITION

The following information must be provided by any student organization requesting recognition, and must be updated annually thereafter. The petition for recognition of a new organization must be accompanied by a copy of the organization's charter, constitution, bylaws, operating procedures, and membership requirements. Organizations must notify the Student Services Office of any changes and of the election of new officers. All recognized organizations must have a copy of the current charter, constitution, or bylaws and operating procedures and membership requirements on file with the Office of Student Services.

Full name of organization: _____

Purpose of the organization: _____

How often do you hold meetings: _____

MEMBERSHIP: Total: _____

CWRU Law Students _____ Other CWRU Students _____ Non- CWRU Students _____

CWRU Faculty _____ Non- CWRU Faculty _____ Other _____

FACULTY ADVISOR: _____

OFFICERS: Provide the requested information for each officer:

| Title | Name | Phone Number | Email Address |
|-----------------------|------|--------------|---------------|
| President/Chair | | | |
| Vice Pres./Vice Chair | | | |
| Treasurer | | | |
| Secretary | | | |

I certify that all information supplied in this application is factual and that I understand and will ensure the organization's compliance with University and Law School rules and requirements, as outlined in the Student Handbook and in the Student Organization Handbook.

Authorized Signature

Date

☐ Recognition granted

Michael T. McCarthy, Assistant Dean of Student Services

Date

STUDENT CLUB RECOGNITION PETITION

The following information must be provided by any student club requesting recognition, and must be updated annually thereafter. Clubs must notify the Student Services Office of any changes and of the election of new officers.

Full name of Club: _____

Purpose of Club: _____

How often do you hold meetings: _____

MEMBERSHIP: Total: _____

Case Law Students _____ Other Case Students _____ Non-Case Students _____

Case Faculty _____ Non-Case Faculty _____ Other _____

OFFICERS: Provide the requested information for each officer:

| Title | Name | Email Address | Phone Number |
|---------------------------|------|---------------|--------------|
| President/Chair | | | |
| Vice Pres./Vice Chair | | | |
| Treasurer (if applicable) | | | |
| Secretary (if applicable) | | | |

I certify that all information supplied in this application is factual and that I understand and will ensure the club's compliance with University and Law School rules and requirements, as outlined in the Student Handbook and in the Student Organization and Club Handbook.

Authorized Signature

Date

☐ Recognition granted

Michael T. McCarthy, Assistant Dean of Student Services

Date

TRAVEL AUTHORIZATION REQUEST

NAME _____

PURPOSE OF TRAVEL

DATES AND DESTINATION: _____

ANTICIPATED COSTS:

| | |
|----------|--|
| \$ _____ | Round Trip Transportation |
| \$ _____ | Lodging |
| \$ _____ | Meals |
| \$ _____ | Registration (conference fees, etc.) |
| \$ _____ | Miscellaneous (ground transport, baggage fees, tips) |
| \$ _____ | Total |

Traveler's Signature

Request Approved: _____

Financial Limit _____

Request Not Approved: _____

Authorized Signature _____

Budget Balance After Approved Request \$ _____

Case Western Reserve University
School of Law
Payment Request Form

Date: _____

Name: _____

Student ID# _____

Address: _____

Employee ID# _____

Visitor - Supplier Information Form Attached

Amount: _____

*Attach all receipts or invoices you are requesting payment/reimbursement for.

** If you are not seeking reimbursement/payment for all items on receipts,
please cross item off of receipt.

Reason for Payment / Reimbursement:

Charge Department: _____

Requestor Name: _____

Department Approval _____

Signature: _____