

DEPAUL UNIVERSITY

COLLEGE OF LAW



STUDENT ORGANIZATIONS AND JOURNALS RESOURCE GUIDE

ACADEMIC YEAR 2011-2012

I. REGISTRATION OF STUDENT ORGANIZATIONS

This guide gives advice about how to organize and to run a student organization.

First, the University requires that each organization register each fall with the University. Student organizations must send a list of officers and their email addresses to Dean White at dwhite@depaul.edu. All organizations must register each fall with the University Office of Student Involvement. The registration web site for registration is <http://studentaffairs.depaul.edu/involvement/>. Use your Campus Connection log-in information to access the site and register. Click on Student Organizations> Register My Organization. You want to follow the Student Organization Registration/Recognition Process. Law student organizations are not eligible for University funding, i.e., SAF-B (you don't pay those fees), so you can skip that part of the registration. However, all law student organizations **MUST** have a faculty advisor. If you have any questions about the registration process, contact Joshua Williams, jwill111@depaul.edu.

Note: Journals and Moot Court do not have to register with the University.

Second, when you log-in to OrgSync to register your organization, you must submit a constitution and by-laws, a list of officers and members, and your faculty advisor's name and email. Organizations must have a minimum of four members. Officers must maintain at least a 2.50 GPA.

Third, each organization must have a faculty advisor from the College of Law faculty. This requirement is **NOT** optional for law school organizations.

Fourth, each organization must submit its budget request for the year and give it to the Student Bar Association's treasurer in the early fall. Also, each organization must monitor its budget with the College of Law's business manager's office. See David Bell in room 931.

Finally, be sure to keep your officer list up to date with Dean White, and she will distribute the list to the SBA, the Business Manager and other University offices. The list of officers should be posted on your office door.

Each student organization is strongly encouraged to participate in or plan a philanthropic event at some point during the school year. Any type of event for charitable purposes will suffice. Organizations are also encouraged to co-sponsor events with other groups to encourage cooperation and increased attendance.

II. STUDENT ORGANIZATION BUDGETS

All student organizations must maintain a budget with records to support all income and expenditures. These records must be in sufficient detail to describe the responsible student for making the expenditure, the product or service provided, the vendor, the date, and an itemized list of the funds spent.

REIMBURSEMENTS:

If you spend under \$100, no prior approval is needed. You can get the cash back immediately.

- Have the person from the organization that incurred the debt sign the reimbursement form.
 - Have the Treasurer or President sign reimbursement form.
 - These forms can be found in the SBA office.
 - Attach the receipt (Original receipt is required).
- Take this form and receipt to your organization treasurer. Make a copy of the receipt and form for the organization's records.
- Once a month on a date agreed upon between your organization treasurer and David Bell in the law school business office (931) all reimbursements will be submitted.
- David Bell will enter the information and return the form and originals. Take these materials to the 9th floor of the DePaul Center to the Student Accounts Office to receive your cash.

Student Account Office hours:
Monday - Thursday 9:00 am. - 5:00 pm.
Friday 9:00 am. - 4:00 pm.

NO REIMBURSEMENTS WILL BE MADE FOR FOOD OR SUPPLIES AVAILABLE THROUGH THE UNIVERSITY OR OUR SUPPLY INVENTORY!

If the amount is over \$100, a check will be issued. **ONLY THE PRESIDENT OR TREASURER IS AUTHORIZED TO SPEND OVER \$100 FOR ANY EVENT AND ONLY THOSE OFFICERS CAN OBTAIN THE REIMBURSEMENT.**

- Have the treasurer or president sign a reimbursement form.
- Attach the receipt (it should indicate that the bill was paid in full).
- Take the form to David Bell in room 931. Be sure to make a copy for the organization's records before you give him the originals.

David Bell will enter the information and a check for reimbursement to an individual will be mailed 10-15 business days. DePaul pays all invoices 30 days from date of invoice.

III. ATTENDANCE AT OUTSIDE CONFERENCES

When student organization officers or representatives want to attend regional or national conferences, they must have a budget submission in place. Each organization should submit a proposed **annual** budget to David Bell, room 931. The organization must approve conference attendance first and limit the number of people who will attend to keep down the cost. The College will not underwrite 100% of the expenses.

The anticipate budget given to David Bell should specify where the conference(s) will be held and the exact dates. It should specify who will attend which events and include names, student ID numbers, and email addresses. Be sure to include both regional and national events. The budget should include registration fees, air fare or travel costs, hotel expenses, any other associate costs plus the grand total.

IV. FACULTY SERVICES FOR STUDENT ORGANIZATIONS

The Faculty Services Manager is Glennis Jones-Marshall (room 950 O'Malley, 312-362-6755, gjones@depaul.edu). Faculty Services primarily provides support services for the faculty, but they also assist student organizations.

SUPPLIES:

The Faculty Services Manager is responsible for ordering general office supplies and stationery items for our organization. A representative from your organization should send supply requests to gjones@depaul.edu. For general items, just let the Faculty Services Manager know what you need in your email.

For specific items, please feel free to browse through our vendor's website, www.staples.com, and send the Manager the item names and item numbers for the supplies you need. Supply orders will be filled or placed on Tuesday of each week and available by Thursday. You will be notified by email to pick up your supply order from the Photocopy/Mailroom (726 O'Malley) or your supply order will be delivered to your office. For "rush" requests, please indicate rush supply request in the subject line of your email. Normally, our vendor provides next day service for rush items. Please note that if an item is out of stock at the vendor's warehouse, you will receive your rush order within two to three days. Please feel free to contact the Faculty Services Manager if you have any questions.

PLEASE ONLY REQUEST OR ORDER WHAT YOU REALLY NEED!

STATIONERY:

For stationery requests (letterhead and envelopes), provide the Faculty Services Manager with a sample sheet of your organization's letterhead and sample envelope or a mark-up copy of regular law school letterhead and envelope. Please allow three to four weeks for delivery of all stationery items.

BUSINESS CARDS:

The College of Law does not provide personalized business cards for each member of student organizations. We will provide general business cards for each organization that will include the name, location, phone number, email address and website address. All business card requests should be given to the Faculty Services Manager.

OFFICE FURNITURE AND EQUIPMENT:

For office furniture and equipment needs, you should see David Bell, 312-362-5199, room 931, in the business manager's office. For computer equipment, see Ali Belkairous, Computer Director, 1152 Lewis Center, 312-362-5216.

PHOTOCOPYING:

The Photocopy/Mailroom is located in room 726 O'Malley. Your organization must fill out a "Photocopy Request" for all copying assignments. Small jobs under 50 copies can be completed in one day. Jobs over 50 pages may take two to three days depending on the quantity requested. If the photocopy clerk's workload is heavy, you may be asked to make your own copies.

COLORED PAPER:

Because colored paper is expensive, student organizations are allowed to use 50 sheets per copy request. Additional copies will be reproduced on regular white copier paper. If you need more than 50 sheets of colored paper, the Faculty Services Manager can order a ream for your organizations and charge it to your account.

SPECIAL COPY REQUESTS:

For large requests requiring special binding and/or covers, please submit them directly to Glennis Jones-Marshall, and allow a seven day turnaround time (depending on the size of the document and quantity needed).

PHOTOCOPY CARD:

If you need a copy card, please see David Bell in the Business Office, 931 Lewis, 312-362-5199.

SPECIFICALLY EXCLUDED COPYING:

The following copying requests will not be honored:

Work that would violate copyright laws.

Syllabi – Each course syllabus is posted on the College of Law web site or distributed by the professor. Students can download and print the ones they need.

Book copying – It is not permissible to request the copying of an entire book.

CLASS HANDOUTS:

Class handouts will be distributed either in class or placed at a floor clerk's desk. Students can access floor clerk areas between 8:30 a.m. – 6:00 p.m., Monday through Friday.

MAIL:

Student organizations' mail is sorted and placed inside a file cabinet located in Room 203 Lewis. This room should be opened. The mail is placed in the appropriate student organization's folder. Please ask a representative from your organization to check the mail at least once a week.

DEPARTMENTAL MAIL, GENERAL INTER-OFFICE MAIL AND OUT-GOING MAIL:

If you need to distribute and/or send out mail or materials to anyone within the law school, the University or outside the University, please leave your mail on the front countertop outside room 726 O'Malley or give it directly to the Photocopy/Mail Clerk. The clerk will place your mail in the appropriate mailbox, basket or slot located inside room 726 O'Malley. Faculty mailboxes are located outside room 726 O'Malley.

ARRIVE OF MAIL AND MAIL PICK-UP:

The University mailing services department delivers all incoming mail to the law school between 10:30 a.m. and 11:00 a.m., and retrieves all out-going mail at that time. The University mailing services is located in the DePaul Center, Concord Level, 312-362-6286.

FAX MACHINES:

Fax machines are located inside the Photocopy/Mail room, 726 O'Malley. Students organizations must fill out a "Fax Transmittal" form and leave the form attached to their document for faxing. **The Photocopy/Mail Clerk will handle all outgoing and incoming fax transmittals.** The fax is not available for personal use. The main fax telephone number is 312-362-5448.

FINAL EXAM PERIOD:

During all final examinations periods, law students and law student organizations are now allowed in Faculty Services and the Photocopy/Mail room.

If you have any general questions, please feel free to contact Glennis Jones-Marshall, Faculty Services Manager, room 950 O'Malley, 312-362-6755.

V. DEPAUL UNIVERSITY ALCOHOL POLICY

DePaul community members owe it to themselves and others to make educated decisions about their use or distribution of alcohol. The State of Illinois prohibits the sale, use or possession of all forms of alcoholic beverages by persons who are under 21 years of age. Students are responsible for adhering to the University Drug Free Workplace & Legal Drinking Age Compliance policy, which is describes in full on the University web site: www.depaul.edu.

The following regulations govern alcohol use by students and student organizations on DePaul University premises:

1. All casual possession or consumption of alcohol by students in designated common areas or non-reserved areas on university premises is prohibited.
 2. Alcohol may not be consumed and alcohol containers may not be possessed anywhere on campus or at any Law School function by anyone who is under the legal drinking age.
3. Public intoxication, including alcohol-induced disorderly conduct, property destruction, intimidation, or other infringement upon the rights or privacy of others is a violation of the alcohol policy and will not be tolerated.

Furnishing alcohol (on campus or at any College function off-campus) to persons, who appear to be intoxicated, is prohibited. Such conduct may be considered violations of the DePaul University Code of Student Conduct.
4. Campus events where alcohol is being provided to students must be hosted by the faculty/administration of the Law School, the Student Bar Association, Student Bar Association, a registered Student Organization, and/or law school journal. Such events are subject to, but not limited to, the following restrictions:
 - i. Alcoholic beverages can be served at on-campus Student Organization and/or law school journal (herein both recognized as "Organization") sponsored events provided the following are complied with:
 - a. The event has a primary purpose not directly related to the consumption of alcohol. Such purposes include, but are not limited to: furtherance of the organization's mission and/or providing legal networking opportunities to students.
 - b. Non-alcoholic beverages and food, with at least coffee and water, must be made available for students and attendees during the entire duration of the event.
 - c. Alcoholic beverages that are permitted at Student Organization events are limited to beer and wine.
 - d. Student Organization events in which alcohol is served are prohibited from serving alcohol at the event before 6:00p.m.; exceptions are permitted with permission and approval from University Associate Vice-President Cynthia Summers,

csummers@depaul.edu, 312-362-5653 or see her in 1400 Lewis.

- e. Student Organization on-campus advertisements (advertisements include but are not limited to flyers, canvassing, chalkboard posting) regarding events serving alcohol are governed by the following regulations:
 - 1. Pictures of alcohol or depictions of alcohol use are strictly prohibited from being placed on advertisements.
 - 2. The listing of alcohol on the advertisement of alcohol being available at the event is to always be placed below the title of the event.
 - 3. The listing of alcohol on the advertisement is not to exceed 14-point font.
 - 4. Flyers used for advertising are to be pre-approved by an authorized staff person before use.
- f. At least one (1) member of the Law School Faculty or Administration will be attending the event as a Faculty Sponsor.
- g. At least two Executive Board (2) members and/or two (2) Journal Editors of the Organization hosting the event will be attending the event as at any given time as Student Sponsors; Student Sponsors are to be attendees that are responsible for the planning and hosting of the event.
- h. The serving of alcohol is limited to bartenders licensed to serve alcohol.
 - i. The serving of alcohol is limited to parties licensed to sell, dispense, and serve alcohol.
 - j. At least one (1) security guard must be hired for the entire duration of the event where alcohol is to be served.
- ii. The Student Bar Association, Student Bar Association recognized Student Organization, and/or law school journal seeking to plan, sponsor, or host an event where alcohol is to be served must receive permission from Associate Vice-President Cynthia Summers, csummers@depaul.edu, two (2) weeks prior to the date of the event. At least one (1) Executive Member and/or Journal Editor must arrange to meet in person with Vice-President Summers (1400 Lewis) at least

two (2) weeks prior to the event to seek permission before hosting the event.

5. When student organizations sponsor events at which alcoholic beverages are offered for consumption, the organization and its officers shall be solely responsible for the conduct of such affairs in accord with civil law and university policies.

VI. FLYER POSTING POLICY

Please refer to the Policy and Procedure Manual provided by the Marketing and Communications Department. Many services are available, and all information must comply with University guidelines and policies. The manual contains information on how to get print publications and Web pages made, as well as the regulations for using University and College of Law logos, indicia, stationery, etc.

DePaul has an in-house publications service in the CNA Building across the street. We use them to publish the student handbook and other publications. For assistance contact Deborah Howard, Assistant Dean for Marketing and Communications at 312/362-5928

Posters and flyers should only be placed on bulletin boards in and around the law school (on the 7th, 8th and 9th floors). The boxes outside of the classrooms are for official University or College of Law notices, such as class cancellations. You can use these boxes for flyers on the day of your event, if there is no official notice in the box. Any posters or flyers posted in other areas controlled by the university must be approved by Student Life in the DePaul Center.

DO NOT tape posters or flyers to any surface in the University (including the walls, windows, elevators, doors in the stairwell or anywhere else). The tape removes the paint and varnish and creates costly repairs. If repairs or repainting is necessary, then the cost will be charged back to your organization. Do not litter flyers on the water fountains, elevators, bathrooms, mirrors, windows or on the glass in the doors (If we can't see through the door someone might get hurt and the school would be liable).