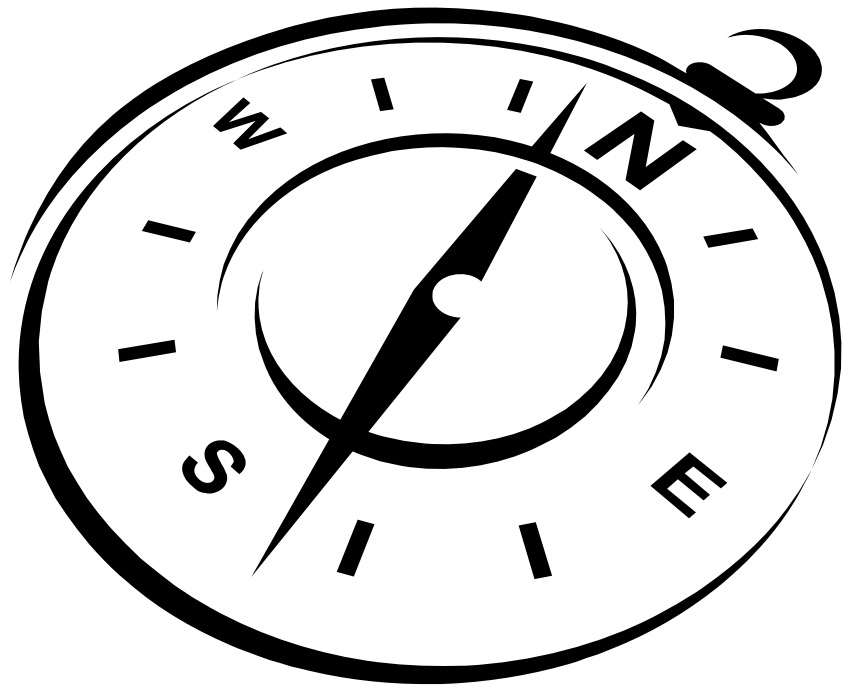


# Student Organization Manual

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Guidelines and Procedures



Pepperdine Student Bar Association  
Inter-Club Council  
2015-2016

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## **Introduction**

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Welcome to the 2015-2016 school year. We would like to take this opportunity to thank you for taking a vested interest in our law school and serving the needs of your student organization. Because of the role we have as elected officers, we have been given a tremendous responsibility in creating change and serving the students of Pepperdine University School of Law.

The purpose of the Student Organization Manual is to provide student leaders easy access to valuable and highly relevant information. The goal of this manual is to make sure student organizations and the Student Bar Association run effectively, with the ultimate goal of creating positive and efficient communication. Student organizations are very important to our School of Law. The SBA is here to help support our organizations, and help you reach your goals throughout the year.

We hope that the Student Organization Manual will grow to become a more useful guidebook every year. We hope to update this manual often, and will ask for your feedback at the end of the year. If you have any questions or suggestions, please contact Alex Caruso, SBA Vice-President.

We look forward to working with you this year.

Sincerely,

William Kellogg  
SBA President

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## **STUDENT BAR ASSOCIATION**

### **What is the SBA?**

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The Student Bar Association (SBA) is the governing body of the students. The SBA endeavors to represent the entirety of the Law School community in furthering legal education, promoting fellowship and goodwill among students, faculty and the administration, and advocating the concerns of the law students.

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

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

## **Who is on the SBA?**

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The SBA consists of three (3) representatives from each class, as well as an Executive Board consisting of a President, Vice-President, Treasurer, and Secretary. Officers for the 2015-2016 school year are the following:

President	William Kellogg <a href="mailto:william.kellogg@pepperdine.edu">william.kellogg@pepperdine.edu</a>
Vice President	Alex Caruso <a href="mailto:alex.caruso@pepperdine.edu">alex.caruso@pepperdine.edu</a>
Treasurer	Jake Brown <a href="mailto:jacob.brown@pepperdine.edu">jacob.brown@pepperdine.edu</a>
Secretary	Yassi Hosseini <a href="mailto:yasmin.hosseini@pepperdine.edu">yasmin.hosseini@pepperdine.edu</a>

## **When does the SBA Meet?**

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

## ADMINISTRATIVE CONTACTS

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

### **Deans**

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Al Sturgeon  
Dean of Students  
[al.sturgeon@pepperdine.edu](mailto:al.sturgeon@pepperdine.edu)

Shelley Saxer  
Vice Dean  
[shelley.saxer@pepperdine.edu](mailto:shelley.saxer@pepperdine.edu)

Deanell Reece Tacha  
Dean  
[deanell.tacha@pepperdine.edu](mailto:deanell.tacha@pepperdine.edu)

### **Staff**

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Tom Inkel  
Director of Communications  
[thomas.inkel@pepperdine.edu](mailto:thomas.inkel@pepperdine.edu)

Suzanne Inman  
Events Manager  
[suzanne.inman@pepperdine.edu](mailto:suzanne.inman@pepperdine.edu)

Margaret Barfield  
Executive Assistant, Dean's Suite  
[margaret.barfield@pepperdine.edu](mailto:margaret.barfield@pepperdine.edu)

Joanne Blacklidge  
Administrative Assistant to Vice Dean  
[joanne.blacklidge@pepperdine.edu](mailto:joanne.blacklidge@pepperdine.edu)

Patty Hayes  
Student Services Administrator  
[phayes@pepperdine.edu](mailto:phayes@pepperdine.edu)

## **GUIDELINES FOR STUDENT ORGANIZATIONS**

### **Purpose**

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

### **University Policy**

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- A. Pepperdine University School of Law recognizes student organizations which adhere to the University goals as stated below:
  - 1. to strive toward all goals within the context of a university that has a commitment to the Christian faith.
  - 2. to provide a strong legal education for each student.
  - 3. to help each student advance significantly in personal, social, and academic growth through a program of services to students.
  - 4. to work toward the formation of a true spirit of community at all levels and in all areas of the university.
  - 5. to be at the service of the community beyond the campus.
  
- B. It is the policy of the University to oppose and prevent illegal discrimination by an organization. This includes membership selection and/or activity involvement.

## REGISTRATION OF STUDENT ORGANIZATIONS

### How to Start a Student Organization

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- A. Consult with the Dean of Students for assistance in forming a new student organization.
- B. Develop a constitution which states the purpose and structure of the new organization. Follow the suggested constitutional outline being careful to include all of the information required.
- C. Submit the completed constitution to the Dean of Students for review.
- D. The information will be sent to the Faculty Student Life Committee for review and recommendation regarding approval.
- E. Once approved, the organization will be required to submit the following registration documents to the Dean's Suite:
  - 1. Constitution
  - 2. Advisor's Agreement
  - 3. Membership Roster
  - 4. Acknowledgment Form

### Requirements of a Registered Student Organization

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- A. Every registered student organization must have an advisor who is a member of Pepperdine University's School of Law faculty (unless approved by the Dean of Students). Every student organization's advisor must read and sign the Advisor's Agreement.
- B. All members of a registered student organization must be enrolled students of the School of Law.
- C. Alumni of Pepperdine University School of Law may be honorary members, but cannot hold office in an organization.
- D. All continuing, active organizations must submit an up-to-date statement, including the name of the current advisor, the President and other officers, and a list of all organization members with their e-mail addresses. Forms are available in and must be turned into the Dean's Office. This report must be turned in by **September 15**, of the fall semester and **February 15**, of the spring semester. In the event that an organization does not re-register for the upcoming semester, the SBA President and the Dean of Students will jointly determine if active status will be reinstated.

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



## **Officers**

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- A. All officers of Pepperdine University School of Law student organizations must be full-time students and may not be on academic or disciplinary **probation**.
- B. The names, addresses, and phone numbers of all organization officers must be on file in the Dean's Office. Any change of officers should be submitted to the same office within seven days of the change.
- C. Student organization officers are responsible for the programs of their individual organizations and must ensure that all activities are conducted in accordance with University policy governing student organizations.
- D. All student organization officer elections must be completed by April 1 and should be submitted to the Dean of Students Office once new leadership has been determined.

## **Advantages of Being a Registered Student Organization**

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

## **Termination of a Student Organization**

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If a student organization wishes to terminate, a letter stating this fact should be sent to the Dean of Students and Vice President of the Student Bar Association. This termination letter should be signed by the president of the organization and the advisor.

## STUDENT ORGANIZATION CONSTITUTION

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

### **Constitutional Outline**

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Article I	Name of Organization
Article II	Statement of Purpose
Article III	Membership Provisions
Article IV	Officers
Article V	Dues and Fees
Article VI	Amendments to the Constitution
Article VII	Meetings
Article VIII	Committees
Article IX	Penalties
Article X	Advisor

### **Constitutional Guidelines**

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

Initiation fees  
To whom all dues are payable

F. Amendments to Constitution

How to amend constitution  
How to propose amendments  
Votes required to amend

G. Meetings

Types (regular, special, etc.)  
Procedures for calling special meetings  
Quorum (designate a percentage of the membership)  
Parliamentary authority  
Provision for notification of membership if no regular meeting dates are established  
Who shall preside at special meetings

H. Committees (standing)

Names (Finance, Membership, Constitution and Bylaws, etc.)  
Term of office  
Quorum (usually majority of members)  
Meetings (number and how called)

I. Penalties

Failure to attend meetings  
Failure to pay dues  
Officer misconduct

J. Advisor

How the advisor is chosen?  
How long is the advisor's term?

## **STUDENT ORGANIZATION ADVISORS**

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

### **Responsibilities of a Student Organization Advisor**

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1. Be familiar with the student organization's constitution.
2. Be available for events and meetings.
3. Invest in the leadership development of the student organization's leadership team.
4. Encourage the organization to function within University guidelines and not condone any activity that is not in keeping with the letter or spirit of University policy.

## CONDUCT OF STUDENT ORGANIZATIONS

### **Responsibility**

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All student organizations are responsible for observing both the University and the School of Law's policy statements and other policies and procedures as established by the University and School of Law. The School of Law has adopted an Honor Code and a Code of Conduct to which all students are required to adhere.

- A. Organizations must agree that whether activities are on or off campus, they are extensions of the University and subject to the principles and regulations governing University activities.
- B. Any activities in which more than half of the active members of an organization are engaged will be considered an activity of that organization and will be subject to all guidelines thereto pertaining.
- C. Alcoholic beverages may not be served and consumed at on campus meetings or gatherings of a student organization. In any event, University funds may not be used to purchase alcoholic beverages. Alcohol abuse is inconsistent with the University's and the School of Law's policies.
- D. An organization must notify in writing the Dean of Students Office of any behavior by an officer or member representing the organization which is inconsistent with the School of Law Honor Code, Code of Conduct, or University policy.

### **Discipline**

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

- A. Censure – verbal and written reprimand to a student organization
- B. Probation – status of a student organization indicating that its continued existence at the School of Law is tenuous and that its activities will be reviewed periodically.
- C. Suspension – a formal revocation of a student organization's status as an officially recognized and registered School of Law student organization. This will include loss of all rights and privileges which pertain to School of Law-recognized student organizations. A specified suspension period may or may not be designated depending upon the nature of the violation. A student organization incurring disciplinary action will be informed of the sanction in writing by the Dean's Office. Individual student members of an organization may also be subject to disciplinary action.

## INTER-CLUB COUNCIL

The Inter-Club Council, presided over by the Dean of Students, is formed by representatives (Presidents or proxies) from registered School of Law organizations. The following is a list of some of the Inter-Club Council's responsibilities:

- to meet on a consistent basis in order to develop better communication.
- to discuss student organization selection procedures.
- to discuss and coordinate campus-wide student organization activities.
- to promote student-led service projects.
- to coordinate the campus calendar and room request process for the student organizations.

### ICC Meetings

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Each semester, the SBA President will hold a mandatory ICC meeting, in which all student organization leaders (Presidents or proxies) will meet to discuss relevant issues surrounding our School of Law. Attendance at these ICC meetings is mandatory. Attendance at ICC meetings will be a significant factor taken into consideration when organizations petition the SBA for any additional funding during that semester.

The SBA feels that attending the ICC Meetings is a way to hold the organizations accountable to the student body, and facilitate greater communication between the organization network within our School of Law. Please make sure that a representative from your organization attends the ICC meeting each semester.

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## PROFESSIONAL ENTERTAINMENT AND SPEAKER GUIDELINES

Initial planning for any special program using professional speakers or entertainers should begin no later than three months prior to the date of the proposed program. Prior to making any arrangements or commitments for a special program, contact the Dean of Students. All contracts must be reviewed by the University Legal Counsel and the Manager of Insurance and Risk Management before they are signed. If an agent or promoter does not issue a contract, **a University contract must still be signed by both parties.**

## USE OF NAME OF PEPPERDINE UNIVERSITY SCHOOL OF LAW

Organizations shall not, without prior written consent of the Dean's Office, use the name of Pepperdine University or Pepperdine University School of Law in connection with any activity or item (T-shirts, cups, etc.)

## **POLICY FOR PROMOTIONAL MATERIALS**

- A. The following outlets are available for promotional announcements to the campus community: (i) digital signs; (ii) campus blog/newsletter; (iii) bulletin boards by the Appellate Courtroom (only); and (iv) official class Facebook pages.
- B. Campus email distribution lists are generally not intended for organization-related announcements.

## **POLICY FOR LUNCHEON MEETINGS**

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

- A. A faculty advisor and/or student organization president must attend the meeting.
- B. The faculty advisor and the student organization president are responsible for the area. This involves throwing away all paper products, cans, etc.
- C. Food is not to be discarded in the room. Food should be discarded in trash receptacles in the school cafeteria.
- D. Organizations can only schedule one luncheon at a time in order to allow all clubs with the opportunity to use the area.
- E. If a luncheon meeting is catered by Sodexo Corporation it must be arranged with the Dean of Students Office, and paid in advance of the event by the organization.

## **SBA BUDGET AND FUNDING**

### **Allocation of Funds**

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All student organizations that are officially recognized by the SBA each semester will be allotted \$250 dollars in discretionary funds. These discretionary funds may be used for any activity consistent with School of Law policy and the purpose of the student organization.

### **Additional Funding**

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In addition to the discretionary funds, all recognized student organizations can petition the SBA for additional funding beyond the \$250 allocated per semester. Requesting additional funds requires that an organization representative file and present a Proposal with the SBA.

## **Proposals**

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

- a. name of the organization
- b. president/contact person for the event
- c. date of the event
- d. description of activity/event in detail
- e. amount of additional funds requested
- f. cost breakdown in expenses (including minimal items)
- g. how much of the \$250 discretionary fund has been used
- h. how this activity/event will benefit the School of Law as a whole
- i. immediate contact information

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

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

## **Presentation of Proposal**

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

## **Reimbursements**

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In order to be reimbursed for any funds used by a student organization (either using their \$250 discretionary funds, or approved additional funding by the SBA) the organization must utilize their own resources to make the purchase and keep all itemized receipts of their expenditures. The Treasurer of your organization (or appropriate representative) must then fill out an SBA Reimbursement Form (example provided at the end of this Manual). This Form, submitted along with the **original itemized receipts** of the expenditure, must be provided to the Dean's Office. **There will be no reimbursement of expenditures without an itemized receipt.**

The SBA Treasurer will then meet with the Dean of Students on a weekly basis to approve all expenditures. Reimbursement checks will be mailed to the individual's mailing address on Wavenet.



## **SBA Reimbursement Form**

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The SBA Reimbursement Form can be found online at <http://law.pepperdine.edu/student-life/organizations/student-bar-association/documents/>.

## **Advances for Events**

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

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

## **MISCELLANEOUS INFORMATION**

### **How to Reserve and Coordinate an Event**

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All student organizations scheduling on-campus meetings, events, or speakers, must reserve rooms through Macalee Taylor, using the SOL events form: <http://community.pepperdine.edu/law/eventinquiry/submit>

In order to reserve a room, the organization must be recognized by the Student Bar Association.

### **How to Request Announcements in the Campus Blog and Newsletter**

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The campus blog is located at <http://lawcomm.pepperdine.edu/newsletters/surfreport>. A weekly email digest is sent to students, staff, and faculty every Monday. Student organization announcements should be sent to the Director of Communications, Tom Inkel ([thomas.inkel@pepperdine.edu](mailto:thomas.inkel@pepperdine.edu)). Please include all relevant information, such as organization, subject, date, time, location, and organization contact information.

### **How to Request Website Updates**

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Student Organizations wishing to make updates to their respective web pages must speak with the Associate Director of Communications, Dr. Jared Padgett ([jared.padgett@pepperdine.edu](mailto:jared.padgett@pepperdine.edu)). When possible, the Communications Department will provide training for a designated club member to self-update the organization's webpage.

## **How to Request an Announcement on the Digital Signs**

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To submit content to be posted on digital signage, please email the Associate Director of Communications, Dr. Jared Padgett ([jared.padgett@pepperdine.edu](mailto:jared.padgett@pepperdine.edu)). Please include all relevant information, including organization, subject, date, time, and location.

### **CHECKLIST FOR ACTIVE ORGANIZATIONS**

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

- 1) Updated Constitution
- 2) Updated Membership Roster Form
- 3) Signed Acknowledgement Form

The deadlines for completing this paperwork are September 15 and February 15 each semester.

# STUDENT ORGANIZATION MEMBERSHIP ROSTER FORM

<b>Name of Organization</b>	<b>Date</b>

<b>Officers</b>		
<b>Name</b>	<b>Position</b>	<b>Email Address/Telephone Number</b>

<b>Members</b>		
<b>#</b>	<b>Name</b>	<b>Email Address</b>
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## STUDENT ORGANIZATION ACKNOWLEDGEMENT FORM

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

Name of Organization: \_\_\_\_\_

Faculty Advisor Signature: \_\_\_\_\_

Organization President: \_\_\_\_\_

Organization President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### DEAN'S OFFICE USE ONLY

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

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

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

\_\_\_\_\_  
Dean's Office Initials

\_\_\_\_\_  
Date