

**CAPITAL UNIVERSITY
LAW SCHOOL**

**STUDENT
ORGANIZATION
HANDBOOK**

2008-2009

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Section 1– NEW ORGANIZATIONS

1.1 FORMING A NEW ORGANIZATION

In order for any organization to have the sponsorship of Capital University Law School, the organization must have the approval of the school administration and conform to the policies and requirements set for student organizations. Students interested in forming a new club or organization should:

1. Stop by the Assistant Dean of Student Administration's office located on the third floor and request the papers necessary to start a new organization (see Exhibit 1, pg 30).
2. Obtain an advisor. Students may choose any full-time faculty or administrative member they wish if he or she is available and interested (see 3.3, pg 7).
3. File an Application for Approved Status. The application includes the name and purpose of the organization, a list of officers, the advisor, as well as other information. Two (2) copies of the Organization's Constitution need to be included along with the application. (see Appendix 4, pg 28)
4. The Assistant Dean of Student Administration will then examine the application and constitution and determine if the organization meets the requirements. (see 1.3, pg 3)
5. The Assistant Dean of Student Administration will forward requests for a new organization to the faculty for approval.

Once the necessary paperwork has been submitted and approval granted, the organization becomes an approved organization. This approval entitles the group to:

1. apply for university funding;
2. use university space for meetings and activities;
3. be affiliated with the university;
4. e-mail, webpage and listserv access.

1.2 REACTIVATING A DORMANT ORGANIZATION

In order to reactivate a dormant organization, the prospective organization leader must fill out a Reactivation form (see Exhibit 2, pg 31), and then meet with the Assistant Dean of Student Administration. The student leader wishing to reactivate will work with the Assistant Dean of Student Administration in order to meet all the requirements of reactivation. Keep in mind, prospective reactivated organizations will not receive funding in their first year of reactivation and must meet the same requirements of approved organizations.

1.3 –APPROVED STATUS OF ORGANIZATIONS

"Approved Status" means that the approved organizations are serving the objectives of the total university and meeting specified standards in terms of membership, activities, reports, and procedures.

Approved organizations may use all of the facilities of the campus, including the reservation of calendar dates and space, food services, and the use of other facilities within the campus community.

Requirements for gaining approved status are:

1. To have as its mission one that is not currently being served by an existing student organization.
2. To have principles in harmony with the high standards of ethical conduct required of members of the legal profession.
3. To have no membership limitations other than academic attainment or professional competency or interest in a particular area.
4. To have as a goal a contribution to the religious, intellectual, or social life of the campus as a whole and its members in particular.
5. To have as a goal a contribution to the cultural diversity of the Law School, building a campus community atmosphere.

Section 2 –GUIDELINES FOR ACTIVE STUDENT ORGANIZATIONS

2.1 – CONTINUATION OF APPROVED STATUS

To maintain approved, active status, an organization must:

1. Have an active membership of not less than ten (10) for at least one (1) semester prior to approval (exceptions may be made by the Assistant Dean of Student Administration).
2. Submit by the 1st **Friday in April a budget packet** (see Section 5, pg 15) which includes: a student organization data sheet, *a report of all community service and fundraising activities*, a copy of your current constitution (and by-laws, if applicable), and a list of officers for the following academic year to the Assistant Dean of Student Administration.

2.2 – OTHER REQUIREMENTS FOR MAINTAINING APPROVED STATUS

To maintain approved, active status, an organization must continue:

1. To have principles in harmony with the high standards of ethical conduct required of members of the legal profession.
2. To have no membership limitations other than academic attainment, professional competence, or interest in a particular area.

3. To have as a goal to contribute to the religious, intellectual, or social life of the campus as a whole and its members in particular.
4. To have as a goal to contribute to the cultural diversity of the Law School, building a campus community atmosphere.

2.3 – MEMBERSHIP IN CLUBS AND ORGANIZATIONS

1. All organizations at Capital University Law School are open-membership groups.
2. All members must be currently enrolled in Capital University Law School. Alumni are not eligible for membership.
3. According to Manual of Policy and Procedures (4.8.04C), students who are on academic probation (who fall below a 2.0) *may not* participate in extra-curricular activities.

2.4 – ORGANIZATIONAL MEETINGS

1. The president must inform the advisor in a reasonable amount of time in advance of meetings so that the advisor may be present.
2. All meetings should be placed on the activities calendar. This includes standing organizational meetings. A named officer must E-mail information regarding meetings to studentorgevents@law.capital.edu to get information on the calendar (see Exhibit 8, pg 40).
3. In case of a change in a scheduled meeting, the activities calendar should be corrected.
4. Only active members (current Capital students in good academic standing) may participate in meetings/social events.
5. Regular meetings should be held on campus.
6. Meetings or events held off campus **must** adhere to university rules.

2.5 – NOTE ON FUNDRAISING

1. Gambling and Bingo, as defined in the Ohio Revised Code, may not be used as a fundraiser under any circumstances. While it would be legal to host poker tournaments at the law school twice a year, it would be unfair to allow a couple organizations to have a monopoly on this event as well as other legal ramifications.
2. Raffles, 50/50s are permitted so long as the organization is taking in no more than 50% percent of the profits. Organizations must announce the split up front.
3. In the case of Bake Sales, none of the food must be touched directly by hand. It must either be individually wrapped or the salesperson must be wearing gloves. Salespeople must also be aware of all the ingredients in order to alert customers in the case of any allergy. Salespeople may not have any known communicable diseases. The student organization is responsible to keep the area in which they sell clean or else they may face forfeiture of bake sale privileges.

2.6 – USE OF THE UNIVERSITY SEAL OR LOGO

Any use of the Capital University Law School logo or seal must be first approved by Jessica Poprocki. Her email is jpoprocki@law.capital.edu.

2.7 – NOTE ON POLITICAL CAMPAIGN RELATED ACTIVITIES AT THE SCHOOL

Capital University Law School must strictly follow judicial and IRS rulings that define what is and is not allowed. Penalties for improper political activity can include the loss of Capital's tax exempt status, imposition of taxes on the university, and other risks, such as government lawsuits, audits, and investigations.

To ensure that Capital is complying with all rules and regulations, the school follows the guidelines put out by the American Council on Education. These guidelines can be found in Appendix 5, on page 30.

Section 3 – FACULTY ADVISORS

3.1 – THE PURPOSE OF FACULTY ADVISORS

1. According to University Policy, all student organizations must have a faculty advisor before recognition will be given to an organization.
2. An advisor serves as a resource person. His/her experiences and judgment are invaluable to the organization.
3. An advisor assists the organization in achieving the purpose and goals for which it was organized. He/she serves as a counselor and guide.
4. An advisor is aware of all school policies and procedures and can serve as a reference on those policies and procedures.

3.2 – RESPONSIBILITIES OF FACULTY ADVISORS

1. To attend meetings and social functions for the group, when possible, or to provide a faculty substitute.
2. To provide advice and feedback to the organization and its officers.
3. To provide advice on requests for expenditures from the club's treasury and assure that each requisition bears the name of the appropriate, named officer person in the organization.
4. To keep informed about the group's activities and status.
5. To familiarize themselves with the provisions, policies and procedures outlined in the Student Organization Handbook.

3.3 – HOW TO SELECT A FACULTY ADVISOR

1. Develop a list of faculty/staff members who might be interested in advising your organization. These might be faculty or administrators with whom you are acquainted, or faculty/administrative members whose area of interest is similar to that of the organization or its officers. When an organization develops from an academic program, the logical advisor to such a group is a member of that department.
2. Meet with those faculty/staff members on your list. Be prepared to explain your organization, your perceptions of their role as an advisor, the perception of the responsibilities of an advisor, and the reason that you chose that particular faculty/staff member.
3. Select an advisor.
4. Inform the Assistant Dean of Student Administration of your choice.
5. Once you have selected an advisor, the officers of the organization should meet with the advisor to set goals for the organization and to establish communication patterns. Always inform the advisor of organization meetings and activities.

If utilized, an advisor can be a great friend and an excellent resource person. Their experience at the university and in life can add a great deal to your organization. Consult them for advice and assistance; that is why they are your advisor. Also treat them with respect and remember to express your appreciation for their efforts. Your advisor is donating their time and energy of their own free will to assist you and your organization.

Section 4 – DESCRIPTIONS OF CURRENT ORGANIZATIONS

American Bar Association/ Law Student Division (ABA/LSD) (ABA@law.capital.edu)

The ABA/LSD is the on-campus chapter of the American Bar Association, the leading national organization of attorneys. Members represent the school at regional and national meetings. Capital University is a member of the 6th Circuit which is comprised of law schools from Kentucky, Michigan and Ohio. The 6th Circuit is one of the larger circuits in the country and has a significant impact on many changes which occur within the American Bar Association.

American Civil Liberties Union of Capital University Law School (ACLU) (ACLU@law.capital.edu)

The purpose of this organization is to aid in maintaining and extending constitutional and other fundamental rights, liberties, privileges, and immunities, and to take all legitimate actions in furtherance of that objective without political partisanship. Further, as a chapter of the American Civil Liberties Union within a law school community, this organization shall seek to promote open dialog between the students, staff and faculty of this institution in order to educate its members and the Law School community about the Bill of Rights and legal issues related to the protection of fundamental civil liberties.

The Black Law Students Association (BLSA) (BLSA@law.capital.edu)

The BLSA organization is dedicated to fostering a supportive community for students of African descent at Capital Law School. BLSA implements programs designed to enhance the academic and cultural experience at CULS and provides a strong political voice on issues of concern to Black students. Its goal is to encourage scholarship and excellence among black law students. BLSA sponsors participation in a wide range of activities, including the Frederick Douglas Moot Court Competition, guest speakers, and special events such as celebrations of Dr. Martin Luther King Jr. Day and Black History Month.

Capital Equality Alliance (BigLaw@law.capital.edu)

The main purpose of the Capital Equality Alliance is to provide support for gay, lesbian, and bisexual law students. In this capacity, the caucus is open to ALL students, faculty, staff, and alumni. The goals of the organization are:

- To provide a social network for gay, lesbian, bisexual, and affirming students within the law school and the legal community.
- To provide education about legal issues which impact the gay, lesbian, and bisexual community.

- To help build a safe and tolerant society that respects diversity and offers gay, lesbian, and bisexual persons equal protection of the law.

CULS Democrats (culsd@law.capital.edu)

The purpose of this organization is to stimulate, amplify and channel the legal and political interests of Democratic law students. We will pursue the ideas of liberty, justice and freedom for all regardless of race, religion, sex, sexual orientation, age, national origin, veteran status or disability. We will foster the exchange of ideas and encourage political debate throughout our campus and community by pursuing and promoting the ideals of the Democratic Party.

CULS Republicans (culsr@law.capital.edu)

The purpose of this organization is to inform the CULS community on current political issues and provide a network for like minded students. We also strive to support the Republican Party locally, statewide, and nationally by hosting educational and social events, as well as through volunteer efforts.

Christian Legal Society (CLS) (Christian@law.capital.edu)

The CLS expands the scope of Christian awareness within the legal community and Law School. Awareness of First Amendment issues is promoted by sponsoring guest speakers each semester to address Christian concerns within the law. CLS tentatively plans to sponsor speakers, as well as local Christian attorneys.

Corporate and Business Law Association (CBLA) (CBLA@law.capital.edu)

The Corporate and Business Law Association (CBLA) was established to focus on current corporate trends and business laws and to evaluate how they impact the legal community today and in the future. The mission of the CBLA is to create a gateway for students to integrate with the Columbus legal community by fostering a professional atmosphere for networking, learning, and mentoring.

Environmental Law Society (ELS) (EnviroLaw@law.capital.edu)

The Environmental Law Society conducts programs related to environmental issues. ELS works to protect, understand, and enjoy the environment. ELS fosters discussion of environmental issues through a variety of on-campus events through the sponsorship of speakers and discussion groups.

Maestros (Family Law)

Maestros is intended to help prepare law students for practice in the areas of Family and Child Law. Maestros will provide an array of programming options to help students acquire the necessary skills and experience to practice in this field. This goal is to be accomplished by supplementing the law school curriculum with events and activities which expose students to both the benefits and challenges of practicing in this field. Maestros hopes to reduce the shortage of trained and dedicated child advocates by recruiting new attorneys through exposure to the range of career paths available.

The Federalist Society for Law and Public Policy Studies (FSLPP@law.capital.edu)

The Federalist Society at Capital University Law School is an organization of conservatives and libertarians concerned with the state of the law. The Society is founded upon the principles that government exists to preserve individual freedom, including economic liberties; that the separation of governmental powers is central to the Constitution of the United States; and that it is emphatically the province and duty of the judiciary to say what the law is, not what the law should be. The Society seeks both to promote an awareness of these principles and to further their application through its activities.

Intellectual Property Law Society (IPLS@law.capital.edu)

The Intellectual Property Law Society (IPLS) is a student organization geared towards the practice of intellectual property law. Intellectual property (IP) law encompasses matters relating to patents, trademarks, copyrights, trade names, the drafting of licensing contracts, infringement litigation, internet law, and computer law. No particular educational background is required to practice IP law and all are encouraged to join.

Our primary purpose is to provide a forum for our members to learn about and explore opportunities in the practice of intellectual property law at Capital University Law School and in Central Ohio. To accomplish this objective, we provide our members with a forum to learn about both the practice of and career opportunities in IP law through luncheons featuring guest speakers consisting of attorneys and other prominent professionals in the IP field.

International Law Society (interlaw@law.capital.edu)

The primary goal of ILS is to promote awareness of global events and diverse legal cultures and assess their influences on both public and private international law. The International Law Society sponsors legal scholars and practitioners to give lectures and host seminar and round table discussions on issues of international concerns.

Labor and Employment Law Association (laboremploy@law.capital.edu)

The Labor and Employment Law Club's purpose is to keep members advised of new developments in labor and employment law. The club attempts to bring in employers to advise members on job opportunities in their respective organizations. The club also gives members an opportunity to have open forums for discussion on issues related to labor and employment law.

Law Review (lawReview@law.capital.edu)

The Capital University Law Review was founded in 1972. It was formed for the purpose of providing the greater legal community with scholarly analysis of contemporary legal issues. The Review is published four times each year by the students of Capital University Law School in Columbus, Ohio.

Each year, the Review publishes articles from distinguished scholars, judges, public officials and practicing attorneys. The Review also sponsors symposia such as the [Sullivan Lecture](#), in which prominent members of the legal profession debate various topics of national importance. Recent symposia have included issues on bioethics, clemency, free speech, legal ethics, bankruptcy, urban development and banking regulation.

The Review is published for two main reasons. First, we are dedicated to providing an accurate and timely resource that will be useful to judges, scholars, and attorneys in the study and practice of law. The Review is found in law libraries nationwide and is also available on Westlaw and Lexis. Second, the Review seeks to enhance the legal education of its staff. By participating in the publication process of the Review, each staff member further develops his or her skills in legal research, writing and analysis. In addition, each staff member writes an article on an important topic within the legal profession and submits it to the Review for possible publication.

Legal Professionalism Society (reactivated 2008-09 –formerly LSAEP)

Military Law Society (military@law.capital.edu)

The Military Law Society (MLS) was formed to advance awareness within the law school community of military law and national security issues. To that end, the MLS serves to inform students of various legal opportunities in all branches of the military; to build social ties between Capital University Law School, the local community, and the Armed Forces; and, to foster alumni networking. We support the troops by sending CARE packages to deployed personnel, and by providing aid to the Military Wives Association. We are also involved in the Toys for Tots drive.

There are no prerequisites for membership. Prior military experience is NOT required. The MLS is open to any individual in the Capital University Law School community interested in supporting the men and women of our nation's Armed Forces.

Moot Court Board (moot@law.capital.edu)

Students at Capital Law School have the opportunity to hone their skills in research, writing and oral advocacy through an extensive array of intramural and interscholastic moot court competitions.

First year students, as part of their course work in Legal Research and Writing, complete briefs and prepare and deliver oral arguments in a moot court setting. In addition, the school's Moot Court Board, a student run organization, sponsors an annual intramural moot court competition for first year students. In recent years, the finals of the First Year Voluntary Competition have been held at the Ohio Supreme Court, before a panel including state and local judges.

Phi Alpha Delta Law Fraternity International (PAD) (PhiAlphaDelta@law.capital.edu)

PAD emphasizes academic excellence and professional responsibility. The organization sponsors professional and social activities for students, faculty members, and administrators. With over 165 chapters at law schools throughout the United States, Canada, and Mexico, and with alumni members residing in 50 countries, the Phi Alpha Delta Law Fraternity is the largest legal fraternity. The Phi Alpha Delta motto is "Service to the student, the law school, the profession, and the legal community."

Public Interest & Government Law Association (PiGov) (PiGov@law.capital.edu)

Capital Public Interest and Government Law Association is established on the recognition that there is a great need to educate the Capital University Law School ("CULS") community about the public interest and government practice areas. Furthermore, the Association recognizes that exposing law students to public interest issues and government service at the earliest opportunity may instill an awareness and sensitivity of those issues that will benefit both the lawyer and society.

The Capital Public Interest and Government Law Association (“PI-Gov”) is a student run organization dedicated to promoting involvement in public interest law and government service. To that end, PI-Gov is dedicated to educating and assisting students and alumni in their pursuit of public interest and government law work - paid or pro bono.

Sports & Entertainment Law Association (sports@law.capital.edu)

This student group interacts with prominent attorneys and agents in this rapidly expanding field through symposia, lectures, career planning seminars, and social events. The organization creates an environment in which students can meet, exchange ideas, and learn about legal practice in the sports and entertainment fields from attorneys, agents, professors, and professional organizations.

Student Bar Association (SBA) (SBA@law.capital.edu)

The Student Bar Association is the student government organization of the law school. All students are members of the SBA. It is governed by an Executive Board and representatives from each class in the full-time and part-time divisions who are elected annually. The SBA is an active partner in governing the school and setting school policy. This organization fosters relationships among students, faculty, and administration, conducts programs and interacts with student bar organizations of other law schools.

Volunteer Income Tax Association (VITA) (VITA@law.capital.edu)

VITA is sponsored by the ABA and the IRS. As a VITA volunteer, you will gain practical training in taxation and an opportunity to develop client counseling skills. At the same time, you will be serving the community. Understanding tax matters may be helpful in a number of areas of the law; consequently, we all stand to benefit. VITA provides free income tax service (preparation of tax returns) during the tax season for the economically challenged, handicapped and the elderly. VITA serves the community, fosters good will and a community presence, provides practical experience (and training) in taxation for student volunteers to develop "client counseling skills," and foster an active campus relationship with the ABA.

Women’s Law Association (WLA) (women@law.capital.edu)

The WLA is an active voice on gender-related issues. It sponsors frequent speakers and programs on subjects such as women in the courts, sexual harassment, pay equity, and other workplace issues. The WLA also offers social and networking opportunities with students, alumni, and other practitioners. The Women’s Law Association also has one of the most active mentorship programs.

Section 5 – BUDGET ALLOCATION AND TREASURER INFORMATION

5.1 – INTRODUCTION

It is important for you to understand that the financial policies and procedures established by the school serve two fundamental goals:

- 1) *The protection of student funds from misappropriation be it accidental or otherwise.*
- 2) *The facilitation of student organizations' activities whose missions include:*
 - a) principles in harmony with the high standards of ethical conduct required of members of the legal profession.
 - b) no membership limitations other than academic attainment, professional competence, or interest in a particular area.
 - c) a goal to contribute to the religious, intellectual, or social life of the campus as a whole and its members in particular.
 - d) a goal to contribute to the cultural diversity of the Law School, building a campus community atmosphere.

All funding is contingent on presidents and treasurers attending spring budget/transition meeting in mid April AND presidents and other selected officers attending fall leadership training. Failure to attend these required meetings will forfeit any funds the group will be allocated.

5.2 – CALENDAR

The following are the important dates in the Budget Allocation Process:

Beginning of April

Budget Packets Distributed

Middle of April

Required Budget/Officer Transition Meeting for presidents and treasurers

Middle of April

- **Budget Packets (1 copy) are due to the Assistant Dean of Student Administration. You may turn them in electronically or via hard copy, however, NO substitute forms will be accepted. They must be completed in the enclosed format.**

- **Sign-up for times to defend budget on bulletin board outside Assistant Dean of Student Administration**

End of April

- **Budget Defense**

Mid-Late August

- **Organization presidents and treasurers will be notified of their allocation for the year.**
- **Required fall leadership training for presidents and other selected officers**

A sign-up sheet will be posted on the Assistant Dean of Student Administration's board office door for groups to reserve a 15 minute time slot at the Funding Commission meeting to make an "oral argument" in support of their budget request. Oral argument is **not mandatory**. The sheet will be posted from 6:00 p.m. the day before packets are due to 6:00 p.m. the next day.

Reminder: Failure to submit a timely and accurate budget request (that means you turned it in by 6:00 p.m. on the due date, and what you turned in was complete and accurate) will result in a denial of any funding.

This is the only time to request funding for the following academic year. There are no supplementary budget hearing procedures. The decision of the funding commission is final.

5.3 – GENERAL PROCEDURES FOR QUALIFYING FOR ALLOCATED FUNDS

Your student group qualifies to *apply* for allocated funds (money from the school) for the upcoming academic year if you were an active, approved group during the current academic school year.

What is an active, approved student organization?

- 1) you were properly recognized through the Assistant Dean of Student Administration
- 2) you held meetings and activities throughout the year
- 3) you had officers or a board who acted in place of officers
- 4) you had a constitution on file with the Assistant Dean of Student Administration, and
- 5) you had a faculty advisor

If in question about a particular organization, please see Section 4 (pg 8). Organizations not listed have not been active in over a year. Those organizations not listed either have not been active in over a year or are new to Capital University Law School. Dormant groups must be reactivated (and are not eligible for reactivation year, see section 1.2). New groups must complete an Application for a New Student Organization (also not eligible for allocated funds in their first year). This process occurs in the Fall and through a separate process.

To qualify for allocated funds, your organization is required to:

- Conduct at least one fundraising activity each year (suggestions include, but are not limited to, food sales, CULS clothing or related items sales, etc.).
- Participate in at least one community service or public interest based activity of your choosing (again suggestions include, but certainly are not limited to, clothing donation drives, volunteering at a homeless shelter, legal aid, collecting money for a community based program, etc.).
- NOT conflict with another previously scheduled event. It is imperative you put your events on the calendar as soon as you know the date. You will not be reimbursed with allocated funds for an event that conflicts with a previously scheduled event.

Collaboration between student groups is highly encouraged and recommended.

5.4 – GENERAL GUIDELINES FOR TREASURERS OF STUDENT ORGANIZATIONS

1. Student organizations must keep separate money given to them by the law school and their organizational (private) monies (raised in fundraisers, ticket sales or dues).
2. Here are the general restrictions on how such monies should be spent:

Allocated (school) money (“21 Funds”):

DO spend these funds on events benefiting the entire student body (try to remember this is NOT your organization's money but your fellow students' money too)

DO NOT spend this money on:

- feeding executive officers

- gifts or awards for yourselves or officers
- donations to other groups or charities
- fundraising (without reimbursing these \$ from the profits of your fundraiser)
- honorariums for speakers or travel fees for speakers (except for specific authorization from the Assistant Dean of Student Administration). De minimus gifts for speakers (e.g. mug) are permitted
- paying fees or lunches for meetings, speakers or events put on by outside groups
- travel for members to outside events (except for specific authorization from the Assistant Dean of Student Administration).
- Events held off the law school premises (without the permission of the Assistant Dean of Student Administration), *e.g.*, a paint-ball event or a picnic at a park. Such expenditures are problematic because even if the event is technically open to all students, they typically result in attendance by only members and members' friends. ***In addition, they often have no connection to the mission of the law school.***

Organizational Money (raised in dues, fundraisers, or ticket sales) (“60 Funds”):

DO spend this money on events or purposes to benefit your entire membership (even if not open to the entire school)

- e.g., spend this money for food and soda at a member-only meeting, party, picnic, or camping trip
- e.g., spend this money on cords for all graduating members to wear at graduation

DO NOT spend this money on gifts treating only the officers.

3. As a general matter you should have a copy of the detailed budget proposal submitted by your organization explaining the events to be held and the monies to be spent on each event. As you go through the year update the budget recording if the event was actually held and what monies were expended (and from which account). This will enable you to submit a detailed budget next year which records how you spent the past year's money. You are responsible for explaining how all monies were spent.
4. You may request a print out from the Student Services Assistant on the charges made to your school account and the remaining balance, as long as you have made a genuine effort at recordkeeping first. For example, your budget is not adding up properly.

5.5 FUNDING COMMISSION

The Funding Commission has primary responsibility for the allocation of monies earmarked for student activities. Most of these funds are allocated to organizations with campus-wide impact. However, funds may also be allocated to support projects with campus-wide impact sponsored by special interest organizations.

The Funding Commission conducts its business during the beginning of Spring Semester making budget recommendations for the next academic year. The Commission will annually announce deadlines.

COMMISSION MAKEUP

The Funding Commission consists of the Director Multi-Cultural Affairs, the Assistant Dean of Student Administration, and up to three students.

FUNDING PROCESS

Each organization requesting allocated (school) funds must complete the following, which makes up the budget packet:

1. STUDENT ORGANIZATION APPLICATION FOR ACTIVE STATUS (Exhibit 3, pg 35)
2. ITEMIZED EXPENSE FORM (Exhibit 4, pg 36)
3. ITEMIZED REQUEST FORM (Exhibit 5, pg 37)
4. ADDITIONAL DOCUMENTATION, IF NECESSARY

If the organization chooses, they may designate a representative (typically the treasurer) to act as spokesperson in the budget process who will attend the budget meeting to “defend their budget” in front of the funding commission. Budget defense is **not mandatory** for all organizations. Each organization representative is allotted 15 minutes to discuss with the Funding Commission the club's request for school funding. Each representative must come properly prepared to discuss with the Commission its reasons for its requests.

Organizations ***must*** request time:

- ? If you are requesting money for the first time (new organizations or re-activated organizations in current academic year)
- ? If you think you will have to explain something extraordinary (i.e., new and unusual programming)
- ? If there is a large discrepancy between the amount you were allocated this year and the amount you are requesting for next year (usually greater than \$1,000)

If the spokesperson of a student organization fails to be present for the scheduled meeting time (after signing up for time), without informing the Funding Commission beforehand, the Funding Commission must note this absence. It will then be up to the Assistant Dean of Student Administration to decide what to do with this organization's allocation.

When the Funding Commission has concluded the meeting with each organization, it will then meet in closed session. The Commission will formulate a "workable" budget for all of the student organizations. When completed, the Funding Commission will then vote on the budget. If a majority of the Commission votes in favor of adopting the budget, then the budget will be considered to have the Funding Commissions approval. At this point, it will be up to the Assistant Dean of Student Administration to take the Budget Committee's "workable" budget and to make any necessary changes which are deemed appropriate when given an exact budget to allocate (summer).

The Assistant Dean of Student Administration is in charge of distributing the budget to the Presidents of all the student organizations.

If necessary the Funding Commission will meet periodically during the year to discuss special funding.

5.5.1 – FUNDING CRITERIA

The Funding Commission reviews Budget Packages based on the following criteria:

- 1) Actual organization plans.
- 2) Organizational assessment of prior year activities.
- 3) Assessment of prior year activities by Faculty Advisor.
- 4) Number of members/interest in organization. {if minority based – regard percentage }
- 5) Number of activities accomplished with attendance figures.
- 6) Input into the Capital community.
- 7) National funding or fundraising effort.
- 8) Growth of organization.
- 9) Assessment of prior year income and budgeted income.

5.5.2 – BUDGETING PROCESS

1. A timetable for initial mailing, deadlines and final mailings is established.
2. During the Spring Semester, information about funding availability is sent to all Student Organization Presidents.
3. Budget Packages (student organization data form, current year’s itemized expense form, next year’s itemized budget request form) should be sent to the Assistant Dean of Student Administration.
4. Budget preparers present their budgets to the Funding Commission, who makes budget recommendations to the Assistant Dean of Student Administration.
5. During the funding, budgets will be reviewed and dealt with one at a time and individually.

5.6 – BUDGET REQUEST INSTRUCTIONS

The forms referred to in these instructions are included in the appendix.

Keep this in mind as you prepare your request: Budget “padding” is a bad idea. Asking for double what you need, based on the assumption that the Funding Commission will give you half of what you ask for, is not the correct way to approach this process. If you are reasonable in your request, you can expect reasonable treatment by the Funding Commission. Budget requests that are obviously padded or grossly overestimated will be looked upon with disfavor.

It is important to remember, there are quite a few student organizations and no group ever gets everything they request. A set dollar amount has to be stretched between all the student groups. While each group may believe they are more deserving,

Step 1

If you haven’t already, read the “Budget Allocation Procedures” sections of this handbook.

Step 2

Complete the Student Organization Application for Active Status form (Exhibit 3, pg 35). This form is required of ALL student organizations which want to be recognized and plan to be active in the upcoming academic year, regardless of whether or not you are requesting funding.

Step 3

Compile information for all your events from the current school year so you are able to complete the “ITEMIZED EXPENSE FORM.” (Exhibit 4, pg 36) Information needed for this form:

- Private account balances, beginning and ending (if applicable)
- Any donations, cash or otherwise from sponsors or donors
- Any other sources of income
- Money spent (allocated and private) for each event
- Type of event: Social, recreational, educational, community service, fundraising, or other
- Attendance of each event
- Was it organization members only or was it all students/faculty/open?
- Approximate number of attendees (list this in description)
- A brief narrative of organization’s activities for the year

Step 4

Determine your group’s needs **for the entire year**. Make a list of all planned activities for which you are requesting Allocated Funds in chronological order, preferably by month, and estimate the cost of each activity, itemizing each component of the activity. List these on the ITEMIZED BUDGET REQUEST FORM (Exhibit 5, pg 37). In the “Item Number” column of the form, number the items sequentially.

Where an activity has several components (e.g., you’re planning an activity which requires food, renting tables and chairs, and hiring entertainment), you should list each component as a separate item. This benefits you – since money is limited, it allows the Funding Commission to fund part of an activity, as opposed to denying funding for the entire activity.

Put the amount you’re requesting for the item in the “Amount Requested” column. Do not put anything in the “Amount Allocated” column.

Feel free to attach additional documentation explaining or supporting your request, including descriptions of events, or assumptions used in estimating costs. Additional documentation is not required – supply it at your own discretion (on big requests, this is your chance to prove that you aren’t padding your budget).

If you need more than one “Itemized Budget Request Form” (Exhibit 5, pg 37), make copies or just add lines through MS Word.

Step 5

Add up the “Amount Requested” column on each form and put the total in the “Total” box at the bottom of the form.

Step 6

Complete the Itemized Budget Request Form (Exhibit 5, pg 37).

Step 7

This is important: If your group receives, or expects to receive, funding **from any other source for any activity**, you **must** include a statement with your request disclosing the source, amount, and purpose of the funding.

Step 8

Prepare your packet. Make sure to include each of the following, as appropriate:

- Student Organization Data Form (which includes: list of group members, constitution, by-laws-if they exist)
- Current Year's Itemized Expense Form
- Next Year's Itemized Budget Request Form
- Disclosure of funding from outside sources (if appropriate)
- Other Documentation (if applicable)

Step 9

Either e-mail or drop off the packet to the Assistant Dean of Student Administration by 6:00 p.m. on the due date.

Step 10

By the due date, sign up for an **optional** (unless required for your organization) 15 minute oral argument slot at the Funding Commission Meeting.

5.7 – GUIDELINES FOR REQUISITIONS AND DEPOSITS

General Supplies and Postage

All general supplies can be obtained from the reproduction area located in the mailroom on the first floor. Any special requests for supplies should be placed with the supply/duplicating clerk (ext. 6827). Unusual or expensive orders will have to be approved by the Assistant Dean of Student Administration before the supply/duplicating clerk will place the order. This clerk keeps a stock of general office supplies such as pencils, paper, paper clips, pens, etc. If the clerk is not in her office during the day when you need supplies, please see the Student Administration Assistant for assistance. The supply/duplicating secretary will fill out a form indicating what supplies were given, and these will be charged to your account.

Under most circumstances, there will not be an approval of reimbursement requests for office items purchased other than through the supply/duplicating clerk. There must be prior approval. Any special order placed through this clerk will take up to a week to fill.

Postage should also be run through the meter in the supply/duplicating clerk's office. Fees for postage will be charged against your account. With a little planning this procedure will be easier and more economical for you and the school.

Printing

Each organization will be given \$15 in printing (100 pages), in addition to their allocated funds. You have the option to add more at your own expense

5.7.1 – Requisitions

A requisition should be prepared for invoices that you wish to be paid. All requests must be made within **Thirty (30) days** of the date of the invoice. Separate requisitions must be completed for each person to be paid.

Requisitions usually take two weeks for processing on Main Campus. This means requisitions should be made promptly when receiving invoices to insure prompt payment. No requisitions will be accepted for invoices more than Thirty (30) days old.

Procedures For Filling Out Requisitions

1. All payments, except for payroll and travel reimbursement, must be initiated with Payment Requisition form. This form may be typed or hand written (legibly) as follows:
 - a. Fill in DEPARTMENT – (LAW) then your Organization’s Name
 - b. Fill in PAYEE NAME & ADDRESS – Many companies have a remittance address that differs from the corporate address. The address shown in this block should be the remittance address. This address should be included even if special instructions are given (see below) to forward the check to another individual for distribution. Please make sure the address is correct and check the box if it is a new or change of address. The computer can accommodate 5 lines of address with 24 spaces per line. Addresses longer than this should be typed on an envelope and enclosed with the requisition. If the check is to be made out to an acronym, please write out what words the letters stand out for under special instructions. Vendors are listed under the full words spelled out.
 - c. Fill in SOCIAL SECURITY NUMBER or FEDERAL ID NUMBER – This will not be required on most requisitions. It is required only when an individual or corporation has provided services for which we must issue an IRS for 1099. Examples: honorariums, awards, services provided by persons not employed by Capital (including students), and businesses providing services (as opposed to materials).
 - d. Fill in DATE CHECK TO BE WRITTEN – This is the date that the computer will generate the check. If the date falls on a weekend or holiday, the check will be written on the next business day. Make sure the date inserted will allow us to take advantage of any discounts, and avoid late payment fees and interest. To compensate for slow mail delivery or the possibility of a weekend delay, we suggest that you enter be 5 days before the payment due date. Please avoid using “ASAP”. If you enter ASAP or no date, the Finance Office will use its discretion as to when to write the check. We would like to receive payment requisitions several days before the check is to be written so we have sufficient time to enter it in the system. Please allow sufficient time for the approval process.
 - e. Fill in VOUCHER TOTAL – This should be the total of the check to be written, and must agree with the total of all amounts listed on the lower part of the requisition.
 - f. SPECIAL INSTRUCTIONS – Enter here any special instruction that the Finance Office should know in order to properly access the payment. For example, while we would encourage checks to be sent to the payee directly from the Finance Office, we will forward the check to another individual for distribution if so instructed. If you would like to pick up the check from the Finance Office, please note this here. In most circumstances, if the payee is a student, the check should be returned to the Student Services office.
 - g. ENCLOSE WITH CHECK – If you want anything to be enclosed with the check when it is mailed from the Finance Office, you must identify it here and attach it to the payment requisition. This is in addition to what you attach for documentation. If all or part of the supporting documentation is to be mailed with the check, you must provide sufficient copies of the documentation so that the Finance Office can retain one copy to support the expenditure and mail one with the check.

- h. Fill in INVOICE # & INVOICE DATE – IF the payment requisition relates to a vendor’s license, the invoice # and date must be shown. The invoice # will then be printed on the check stub. If you have multiple invoices to the same payee, and if a purchase order was not involved, you may list all invoices on the requisition form. If there is no invoice #, use the account #.
- i. BRIEF DESCRIPTION – Enter here the brief description you want to appear on the check stub. It should be a description that will be meaningful to the payee. **Should be 25 characters or less, including spaces.**
- j. Fill in AMOUNT – The total of all amounts listed in the column must agree with the Voucher Total shown above. Make sure the amounts reflect any discounts to which we are entitled.
- k. Fill in DEPARTMENT No. – When using organization funds, this will be your student organization number. If you are using allocated funds, then it is the student comptroller No. which is 17139 (except for the SBA, which is 17437).
- l. Fill in OBJECT No. – See Appendix 3, pg 30.
- m. “Requested By” must be signed by the Organization Treasurer and dated in order for the requisition to be processed. Otherwise it WILL be returned.
- n. Once the requisition is filled out, you will need to run **TWO copies of the requisition**, and **THREE copies of the receipts**. Staple together the **ORIGINAL requisition** and the **ORIGINAL receipts** and a **COPY of the receipts**. Then staple each of the other two copies of the requisitions to the remaining copies of the receipts and turn in to the Student Services Assistant. (If there is more than one receipt, you can put them on one page as long as they are legible. You can hand deliver these items to the Student Services Assistant on the third floor or put it in his/her mailbox on the fifth floor. (See Exhibit 7, pg 39)
- o. Up to 15 separate invoices to the same vendor can be placed on the same requisition form. For each invoice, the can only be one dollar amount per account number, but unlimited account numbers.

5.7.2 – Deposits

Deposits should be recorded on a deposit sheet which can be picked up at the Student Services Assistant desk on the third floor. Fill out all the information requested including the complete account number (with line number). Attach checks or include cash and have the Assistant Dean of Student Administration sign the deposit so that he/she is aware of the transaction.

Give the completed deposit to the Student Services Assistant. Do not put deposits in their mailbox. If they are not in, give the deposit to the Assistant Dean of Student Administration, or if they are absent, the Director of Multicultural Affairs. Deposits usually go to Main Campus on a weekly basis.

Please note that checks should be made out to the University or endorsed over to the University for deposit. All checks should be deposited within 90 days of the date on the check.

Accounting

It is the responsibility of your organization's **treasurer or equivalent** or in the absence of the treasurer, the organization's president or equivalent, to watch your accounts, to maintain appropriate records and to

insure that your organization does not overspend its accounts. **Requisitions, Deposits, and request for accountings from the Assistant Dean of Student Administration should be handled by the treasurer or equivalent.**

5.8 NOTE ON CONTRACTS

No student is authorized to enter into any contract which purports to bind the University or the Law School in any way, shape or form. For example, only an authorized member of the staff may contract for the use of a facility for a function held outside of the University.

Section 6 – EVENT PLANNING

Event planning is a time consuming process. There are many details that can make or break an event. In this section, we hope to give you practical tools so your event will run smoothly.

6.1 – WHEN TO HAVE YOUR EVENT

Before planning a major event, refer to the web calendar located at: <https://culsnet.law.capital.edu/calendar/graphic.cfm>. Avoid scheduling conflicts with other law school or campus events and holidays. Large events should be planned at least two months in advance to ensure appropriate notice for location, food and guests.

To ensure further avoidance of scheduling conflicts, a designated member of your organization is to attend one SBA meeting a month. Your representative must be prepared to report on when your organization plans to hold its regular meetings, what events or activities are scheduled or in the planning stages for the coming 30 days, and whether there may be opportunities for partnerships among our various groups with respect to hosting speakers, organizing events, etc. Your representative must be prepared to bring information from these meetings back to your organizations and your membership.

Try to plan events to maximize attendance. Planning programs between day and evening hours (5:00 p.m.) allows access for the widest range of students. Most events should be planned for the weekdays. However, if you are planning a weekend event, it requires several more months notice. Please discuss your event in advance with the Assistant Dean of Student Administration for specific details.

6.2 – WHERE TO HAVE YOUR EVENT

Depending on the size of the group, you may only need a classroom. For other more formal events, you may want to consider the Huntington Student Commons. Be sure any location you select is accessible to all students.

6.3 – HOW TO FUND YOUR EVENT

Through the budget process, you may request funds for specific events (“Allocated - 21”). In addition to charging admission for the event (sometimes feasible, sometimes not), other possible sources of income are dues and fundraising.

Student organizations frequently co-sponsor large events so they can pool funds. Even outside organizations may be willing to assist for some free “advertising.” Bar/Bri, Lexis and Westlaw have been known to assist with student organization events.

6.4 – INVITING GUESTS

Large events are often centered on a specific invited guest. It is critical that events with distinguished guests are planned far enough in advance so everyone can put it on their calendars. “Everyone” means deans, faculty, students and other members of the law school community. You want to give as much notice as possible to ensure there are no conflicts for guests, too. The Alumni Office is an excellent source for speakers.

Contact Jill Hillman, Associate Director, Alumni & Constituency Relations, for assistance (614) 236-6604, jhillman@law.capital.edu. Alternatively, if you invite a graduate here to speak, please let her know as well.

It is very important to give invited guests contact numbers in case something comes up. Additionally, on the day of the event, you need to remind the Dean’s Office and the guards’ desks where and when the event is so if someone calls or comes to the school, they can be directed to the appropriate location. You should designate someone to meet guests at the building entrance and to escort them to the event location. Guest Parking can be found by looking at <http://culsnet.law.capital.edu/StudentServices/Parking.asp>. If you are interested in having the Dean introduce your guest or have him participate in your program in another way, please contact Deb Scott, Dean Guttenburg’s Assistant at (614) 236-6394, dscott2@law.capital.edu at least 2-3 months prior to the event date.

After the event, it is important to remember to send all guests thank you letters.

6.5 ROOM RESERVATIONS

All reservations for space in the Law School, including meeting rooms and the Huntington Commons, will be made through studentorgevents@law.capital.edu. These facilities may be used by any registered student organization

All room requests must be made by the student organization’s email account to studentorgevents@law.capital.edu. The date, time, and room needed must be specified. Extra time before the event begins for set-up, rehearsal, etc. may also be requested. Any need for equipment not normally in the room, (blackboard, PA system, projector, TV/VCR, room arrangement, tables, etc.) should be included as part of the room reservation so appropriate arrangements can be made. Final set-up arrangements must be made at least one week prior to the event. If the scheduled activity is canceled, the Student Services Assistant should be notified as soon as possible. This allows time for another group to schedule the room and also for the notification of Law School personnel.

When all of the information has been submitted to student services, the completed request will be sent to the school’s Event Coordinator, Carmel Martin. She will then provide the student organization with official notice if the reservation is confirmed or denied.

Some events will require the presence of security personnel. These include events that are all-school or open to the public; require the organization to be in a building after the regular hours when the building is open; or at the request of the security office. A list of those attending may sometimes be needed by the security office.

Sponsoring organizations are responsible for equipment and facilities, proper clean-up and return of all equipment and supplies. Individuals and organizations **WILL BE CHARGED** for the repair and replacement of facilities and equipment, and are also responsible for any and all expenditures.

There are several areas of the law school in which there are no "formal" means to reserve, like the Huntington Commons. However, prior notice is necessary (you may be bumped if there is a prior activity going on). If you would like to hold an event in an area such as this, it must be approved in advance by the Assistant Dean of Student Administration. Capital University Law School assumes no liability for the loss of, or damage to, personal or organizational property that occurs during the rental or use of the facilities.

6.6 CATERING

The only place we have a charge account with at this time is Donato's. Their catering number is (614) 864-2444. When you place your order (you should order a day ahead of time) you will need to give our account number (CAP7305) and your full name. Please make sure that someone from your organization is waiting at the security desk a few minutes before the expected delivery since our security staff has no idea who orders food and where to find that person. Once you have signed the receipt, write the name of the student organization on the top and give it to me (you can slid it under my door if I am not available.) When the bill arrives, it will be taken from your organizations budget.

You will need to make sure to ask the Donato's catering rep to provide you with plates and napkins (and cups if you order beverages) for enough people.

If you wish to order pizza or food from somewhere other than Donato's you certainly can do so, but you or someone from your organization will need to pay for it and then be reimbursed by completing the proper requisition and submitting receipts (See 5.7.1 and exhibit 7, page 39). It usually takes at least a week to get the check back.

If an organization plans on having alcohol at their event it must conform with Section 7 of this handbook.

6.7 PUBLICITY

All publicity should state the **PURPOSE** of the event. All events should have an end goal in mind – such as a fundraiser -- and make that the main emphasis of the e-mail, the poster or other medium. If your event just happens to be at a bar, you should clearly note and explain the charge or money raised goes to fund your student organization, Barristers Ball, or some other future philanthropic endeavor.

Publicity is probably one of the most important aspects of any event. Depending on the magnitude of your program, you may only want to publicize within the "law school walls" or you may want to advertise in *Res Ipsa*. Whatever the event is, you must determine your target audience. Is it a school wide, campus wide, or community wide event? Do you want to include local businesses, alumni, or area civic and governmental leaders?

The standard form of publicity is **posting flyers** within the law school on the cork boards on the first floor and the library lobby. **To do so you must get a flyer approved by the Student Services Assistant on the third floor.**

Additionally, all events should be submitted to the web calendar through studentorgevents@law.capital.edu. Every Friday, all upcoming school events will be compiled and emailed to the school community. At the same time, you can ask to have it posted on the various events monitors throughout the law school by emailing kiosk@law.capital.edu.

6.8 TABLE RESERVATION

To assist in communicating organizations' purposes, services, and events, lobby tables are placed in appropriate areas. Tables must be reserved in advance by contacting the Student Services Assistant on the third floor or by sending an email (at least 48 hours in advance, not including weekends, holidays or days the building is closed) to studentorgevents@law.capital.edu with the subject line "**table reservation**". The e-mail must contain the following information (limit of 1 table per organization):

- Name of organization reserving table
- Purpose of table reservation
- Name and contact information of person making reservation
- Name and contact information of people who will be staffing table
- Date and start & end times of table reservation request

The use of audio equipment and the selling of food, services, or goods must be approved by the Assistant Dean of Student Administration. All fundraising events of student organizations must be approved by the Assistant Dean of Student Administration.

6.9 MOVIE POLICY

The Copyright Act contains a statutory exemption from the performance right for instructional activities in the classroom. The classroom exemption is only available to "non-profit educational institutions" and is subject to the following requirements: (a) performances must be shown "in the course of . . . teaching activities" which involve "systematic instruction [and] whatever their cultural value or intellectual appeal", do not involve performances "given for the recreation or entertainment of any part of the audience", (b) performances must involve "face-to-face teaching activities" meaning that either an instructor must be present in the room or "in the same building or general area" and (c) performances must take place "in a classroom or similar place devoted to instruction" such as "a studio, a workshop, a gymnasium, a training field, a library, the stage of an auditorium itself, if it is actually used as a classroom for systematic instructional activities." The exemption does not apply to "performances in an auditorium or stadium during a school assembly, graduation ceremony, class play or sporting event where the audience is not confined to members of a particular class." If a performance of a copyrighted movie falls outside these parameters, it will not qualify for the classroom exemption.

If you would like to screen a film on campus as part of a public campus program (including an academic film series), you must obtain a Public Performance License (typical range: \$300.00 - \$500.00) for the individual film(s) from a licensing agent, which allows you the right to screen your film publicly at CULS. This license is required even if your film is offered to the public for free and is educational in nature. If using University facilities for the screening, you will be required to provide the appropriate University entity with a copy of the license that specifies the title and screening date of the approved film. Federal Copyright Laws protect all movies viewed in public areas regardless of format (16 mm, 35 mm, video tape or DVD). Video Tapes and DVDs that are available for purchase, rental, or library check-out are for private home viewing purposes only.

There are, however, a few exceptions. You may screen the film publicly if:

1. The film is in the Public Domain.
2. You have written permission from the film's producer or other holder of the right to grant such permission.

3. The film is obtained from a company that provides a Public Performance License with the film's purchase.

Section 7 – POLICY ON ALCOHOLIC BEVERAGES ON CAMPUS

7.1 – POLICY ON ALCOHOLIC BEVERAGES ON CAMPUS

Alcoholic beverages may be served at officially scheduled events under special conditions and subject to the approval of the University administration.

1. A request to serve alcoholic beverage form must be completed. A form can be obtained through the Assistant Dean of Student Administration. (See Exhibit 6, Page 38f)
2. The locations at which an alcoholic beverage may be served are restricted and require the approval of the Assistant Dean of Student Administration.
3. Programs where alcohol is served are not permitted at the Law School on school nights. Some exceptions are permitted for special functions.
4. At all events where alcohol is served:
 - (a) Non-alcoholic beverages must be available at the same location as the alcoholic beverages and sold at the same price or for less/no charge.
 - (b) Substantial food items must be available. When the food runs out, the serving of alcohol must cease.
 - (c) Alcoholic beverages served are restricted to beer and wine.
 - (d) Organizations must limit the amount of alcoholic beverages served to individuals.
 - (e) Organizations may serve only two alcoholic beverages to each individual. Each glass of beer served must be 12 oz. or less; each glass of wine served must be 5 oz. or less. Appropriately sized cups must be used. Organizations must provide a system for distribution of alcoholic beverages, such as tickets or stamping of hands.
 - (f) The Assistant Dean of Student Administration must approve the amount of alcohol purchased for each event.
 - (g) Two non-drinking representatives of the organization must be present where the alcohol is being served at all times.
5. Attendance at events is limited to Capital Law School students, faculty, staff and their escorted guests with proper identification.
6. A list of the names of officers of the sponsoring group must be provided to the Assistant Dean of Student Administration the day before the scheduled event. These individuals will be responsible

for upholding State and campus laws. The sponsoring group should have its advisor at the function.

7. If alcoholic beverages are sold, the sponsoring group must apply for an Ohio liquor Control Board Beer Permit through the Assistant Dean of Student Administration twenty (20) days in advance of the date of the event.
8. Appropriate steps must be taken for proper publicity. All publicity posted in public areas of the School must be approved by the Assistant Dean of Student Administration. Advertising for events where beer or wine is available may not include any reference to alcoholic beverages, price or price advantage.
9. Beer and wine only may be sold or given to individuals who are 21 years and over.
10. The sponsoring group is responsible for clean up of the area.
11. Sponsoring organizations and officers will be held responsible for damages to physical facilities incurred as a result of the event.
12. The sponsoring group or organization has the responsibility to prevent participants from taking alcoholic beverages to or from the event.
13. Violation of any of the above stipulations may result in the loss of privileges to the sponsoring group or organization.

ALCOHOL PERMITS

As stated in the alcohol policy, beer and wine permits are required by State Law at public events where beer will be sold.

**If the Ohio State Law Should be revised or
Amended, this policy will be subject to change
To insure compliance with the new statute.**

7.2 – POLICY ON ALCOHOLIC BEVERAGES OFF CAMPUS

Student organizations may not purchase, sell, or otherwise provide alcohol at events at off campus locations or establishments, and they may not arrange to have alcohol available for purchase at discounted prices. Student organizations may purchase food for such events, but students who wish to consume alcohol must purchase their own drinks directly from the off-campus establishment. Student organizations may publicize the event at the Law School, but if alcohol will be available at the event, any publicity must conspicuously state that Capital University Law School is not sponsoring the event.

Appendix 1 – CULS RESOURCE NUMBERS

Law School Area
Inside Call: dial extension number
Outside call: dial 236 plus extension number

Title	Name	Room	Ext.
Dean	Jack Guttenberg	362	6383
Associate Dean	Shirley Mays	382	6676
Assistant Dean, Administration & Finance	Teresa Black	524	6545
Assistant Dean, Admissions & Financial Aid	Linda Mihely	364	6310
Assistant Dean, Career Services	Mary Ann Willis	171	6888
Assistant Dean, External Relations	John Strick	370	6601
Assistant Dean, Student Administration	Jennifer DiSanza	388	6402
Bookstore	Cindy Davis	145	6828
Clinic	Danny Bank	154	6247
Communications Director	Jessica Poprocki	375	6377
Counseling Center Director	Dr. Terry Thompson	562	6562
Events Coordinator	Carmel Martin	586	6515
Housekeeping Director	John Spears	642	6493
Information Technology	http://culsnet.law.capital.edu/technology/	AM100	6432
Library Director	Donald Hughes	456	6476
Maintenance Supervisor	Mike Law	642	6824
Multicultural Affairs Director	Darren Nealy	384	6392
Room Reservations (student org.)	Jennifer Carlock	3 rd Floor	7305
Security Supervisor	Kevin Glisan	190	6161
Mailroom Clerk	Karen Nora	103	6827

Technology Director	Deb Ranard	100AM	6586
Web Content Coordinator	Louise Robertson	363	6726

Appendix 2 – BEXLEY CAMPUS RESOURCE NUMBERS

**Outside Call: dial 236 plus extension number
From Law School Phone dial extension only**

Bookstore.....	6116	Campus Center
Campus Ministries.....	6307	Kerns Religious Life Center
Capital Center	6791	Control Center
Counseling	6307	Kerns Religious Life Center
Disability Services	6284	Learning Center 101.
Health Services.....	6114	Campus Health Center
Information	6011	Campus Center
Intramurals & Recreation	6911	Capital Center
Library	6351	Library
Multicultural Affairs	6307	Campus Center
Public Safety Department.....	6504	2285 E. Mound Street
Residence Life.....	6811	Campus Center
Student Accounts.....	6123	104 Yochum Hall
Student Activities	6901	Campus Center
Student Affairs	6611	Campus Center

Appendix 3 – REQUISITION LINE ITEM DEFINITIONS

EXPENDITURES
Line Item Definitions

Awards and Trophies.....	71007
Memberships/Dues.....	71602
Office Supplies.....	71001
Postage.....	71201
Printing.....	71006
Registrations, Fees, and Conferences.....	71601
Social Expense.....	71603
Travel Expense (employee).....	71401
Travel Expense (non-employee).....	71402

71007 - AWARDS and TROPHIES:

Cost of monetary and other awards to individuals.

71602 - MEMBERSHIPS and DUES:

Membership charges in organizations and activities. Where the receiving of a magazine is dependent upon a membership, this code will be charged.

71013-PRINTING (in house):

Charges for use of the xerox machines located at the Law School and for printing from on campus computers. There will be a \$50.00 allocation out of their budget for each organization.

71001 - OFFICE SUPPLIES:

Expendable office supplies.

71201 - POSTAGE:

Cost of stamps and other mailing charges i.e. Airbourne, Federal Express, UPS, etc.

71013 - PHOTOCOPYING:

Costs for printed material secured from printing companies. The printing of the University Catalog is an exception for this code.

71601 - CONFERENCE FEES and REGISTRATIONS:

Registration and fee costs at conferences.

71603 - SOCIAL EXPENSE:

Costs incurred by individuals and departments, and for other approved activities, examples of which are: entertainment and meals for visitors; flowers and/or cards for the sick and deceased; movies and musical groups hired for entertainment.

71401 - TRAVEL (employee):

Cost of travel by University personnel including food, lodging and transportation.

71402 - TRAVEL (non-employee):

Cost of travel by authorized visitors including food, lodging and transportation.

Appendix 4 – SAMPLE CONSTITUTION

CONSTITUTION

The following is a suggested constitution format. Some student groups are less structured or traditional in nature and, therefore, might not have the need for an elaborate constitution. The following items are to be addressed. A club's constitution can be simplistic or detailed as dictated by the group's needs.

If you need help in writing or composing a constitution, contact the Assistant Dean of Student Administration.

Article I Name of Organization and Affiliations.

Article II Purpose of the Organization. Organizations should include a complete statement of purpose. Programs sponsored by the organization should be in keeping with the club's stated objectives.

Article III Membership:

1. qualifications
2. dues
3. types

Voting membership should be defined generally as limited to Capital students, faculty and staff. Capital will not recognize any campus organization which categorically denies consideration for membership because of race, ethnicity, age, gender, religious belief, sexual orientation, or physical or mental disability.

Article IV Officers:

1. titles of officers
2. terms of office
3. how officers are selected
4. duties

Organizations should have the necessary officers to conduct their activities. Do not create too many offices. Names of current officers and advisor(s) must be listed with the Assistant Dean of Student Administration for continued recognition.

Article V Meetings:

1. regular
2. special
3. needed quorum

It is best to establish only the minimum number required and the approximate time of year in order to avoid creating requirements impossible to fulfill. Additional meetings can always be held.

- Article VI Advisor. Each organization must have a faculty or staff advisor.
- Article VII Standing Committees (if needed). List names and general duties of standing committees.
- Article VIII Executive Board (if needed). Provide for such a board, how it is selected, and its responsibilities.
- Article IX Parliamentary Authority. The usual statement reads: "The rules contained in Roberts' Rules of Order Revised shall govern this organization in all cases to which they are applicable unless they are inconsistent with the constitution and bylaws and special rules of this organization."
- Article X Method of amending constitution and bylaws (if any). Generally, amendments require a majority of 2/3 or 3/4 of those voting or of total membership.

Bylaws A club need not have bylaws separate from the constitution. On the other hand it is sometimes desirable since bylaws usually contain more details and are more easily amended than the constitution. They are more permanent than passing a motion at a meeting. They cannot run contrary to the constitution.

Bylaws typically include;

- Conduct of Business Rules
- Election Rules
- Details of Role of Standing Committee
- Procedural Matters - such as admitting members, removing members, special rules, auditing procedures, etc.
- Special Projects and Programs

Adoption All bylaws and the constitution must be formally adopted by the organization.

Political Campaign-Related Activities of and at Colleges and Universities

We summarize here “do’s” and “don’ts” of potential entanglements of colleges and universities, and their personnel, in campaigns for public office. The summary is not exhaustive and omits legal citations. It is based on judicial and IRS rulings under Section 501(c)(3) of the Internal Revenue Code; IRS guidance; and the Federal Election Campaign Act of 1971, as amended, as well as Federal Election Commission regulations that apply to colleges and universities. State law requirements that govern campaigns for state and local office vary and are not addressed here. Also not specified here are the penalties for improper political activity by and at a college or university. They can include loss of the institution's tax-exempt status, imposition of taxes on the institution and its responsible managers, and other risks, including federal or state government lawsuits, audits, and investigations.

We recommend that the institution’s counsel be consulted before proposed actions are taken in this area. This memorandum states general propositions, is not legal advice, is educational in nature and does not address the advisability as a matter of institutional policy of engaging in the activities identified below.

I. ILLUSTRATIVE PERMITTED ACTIVITIES

A. Voter education (including voter guides) and voter registration

Y1. Conducting training programs designed to increase public understanding of the electoral process or to encourage citizens to become involved in the process, provided that such training is nonpartisan in the recruitment of instructors, the selection of students, and the curriculum. The program should be widely publicized, although groups underrepresented in the electoral process may be targeted.

Y2. Annually preparing and distributing a compilation of voting records on major legislative issues that involve a wide range of topics, without political skew and without editorial opinion, provided that the information is not widely distributed and is not geared to coincide with the election period. Guides such as these should avoid rating candidates, even if the rating criteria are nonpartisan (e.g., based on professional qualifications). (See N2 below.)

Y3. Circulating unbiased questionnaires to all candidates for an office, and tabulating and disseminating the results; provided that the questionnaires cover a broad range of subjects and neither reflect political skew nor contain editorial opinion. Candidates should be given a reasonable amount of time to respond to the questionnaires. To the extent the questionnaires include questions with “yes or no” answers, candidates should be given an opportunity to explain their answers.

Y4. Conducting public opinion polls with respect to issues (rather than candidates), provided that the questions are framed to be fair and neutral, accepted polling techniques are used, and the questions do not directly or indirectly concern records or positions of particular candidates or parties. With respect to such activities of faculty, the limitations should be addressed with due regard for academic freedom.

Y5. Participating in non-partisan voter registration activities, even when aimed at groups (such as urban voters, young people or minorities) likely to favor a certain political candidate or party, provided that the activities are not intended to target voters of a particular party or to help particular candidates, and provided further that particular geographic areas are not selected to favor any party or candidates.

B. Candidate appearances

Y6. Providing access to air time on a university-owned radio station on an equal basis to all legally qualified candidates for a public office, in a manner consistent with the limits imposed by Federal Communications Commission standards.

Y7. Providing opportunities to speak at college or university events on an equal basis to all legally-qualified candidates for a public office. If the institution chooses to invite candidates to speak individually in the capacity as a candidate, it must take steps to ensure that all such legally qualified candidates are invited and that none are favored in relation to the activity. For example, if a university invites one candidate to speak at a well-attended annual banquet, but invites another candidate to speak at a sparsely attended general meeting, the university will not have provided equal opportunity to participate. An explicit statement should be made as part of the introduction of the speaker and in communications concerning the speaker's attendance that the institution does not support or oppose the candidate. Campaign fundraising at the event should be prohibited. The institution must make reasonable efforts to ensure that the appearances constitute speeches, question-and-answer sessions or similar communications in an academic setting and are not conducted as campaign rallies or events.

Y8. Conducting institution-sponsored public forums to which all legally qualified candidates for a public office (or for the nomination of a particular party) are invited and given equal access and opportunity to speak, if the format and content of the forum are presented in a neutral manner.

Y9. Inviting candidates to appear in a non-candidate capacity, provided that the individual is chosen to speak solely for reasons other than his or her candidacy, the individual speaks only in his or her non-candidate capacity, no reference to the election is made, and the organization maintains a nonpartisan atmosphere on the premises or at the event. Campaigning at the event should be prohibited. The institution should clearly indicate the capacity in which the candidate is appearing and should not mention the candidacy or the upcoming election in any communications announcing the candidate's attendance.

C. Issue advocacy

Y10. Engaging in usual and permissible lobbying and public policy education activities, within the constraints ordinarily applicable to such activities conducted by a college or university. This is a complex topic that warrants fuller analysis and advice. Special caution is indicated with respect to heightened, different or targeted lobbying and public policy education activities conducted during a campaign season

D. Use of institutional resources

Y11. Establishing genuine curricular activities aimed at educating students with respect to the political process. For example, the IRS approved a political science program in which, as part of a for-credit course, university students participated in several weeks of classroom work to learn about political campaign methods, and then were excused from classes for two weeks to participate in

campaigns of their choice, without the university influencing which campaigns were chosen.

Y12. **Rearranging the academic calendar** to permit students, faculty, and administrators to participate in the election process, if the rearrangement is made without reference to particular campaigns or political issues; provided that the recess is in substitution for another period that would have been free of curricular activity.

Y13. **Providing financial and administrative support to a student newspaper** even though the newspaper publishes editorial opinions on political and legislative matters.

Y14. **Allowing established student groups to use institutional facilities** for partisan political purposes, provided that such groups pay the usual and normal charge, if any, for use of institutional facilities by student groups. Fees usually are not required for traditional, on-campus student political clubs. Generally, groups other than student groups should be charged. Administrators and faculty should take special care in relation to any such proposed student activities, to avoid the appearance of institutional endorsement and to observe the other principles this memorandum identifies. Subject to applicable law, institutions may as a matter of their own general policy decline to permit their facilities to be used for such purposes.

Y15. **Adopting a voluntary payroll deduction plan** that would allow individual employees to direct a portion of their wages to the political action committees (“PACs”) for their respective unions, provided that the institution’s activities with respect to the PAC are ministerial and simply involve transferring the funds earmarked by the employees to the PAC chosen by the employee, the institution has absolutely no role in the management or governance of the PAC or any influence over the selection of candidates or political parties to be supported by the PAC, the institution’s name is not used or otherwise acknowledged in connection with any contributions made by the PAC to any candidates for public office, the institution is reimbursed for costs associated with the plan, the institution takes steps to ensure that no employees associate the PAC with the institution, and the institution does not allow employees to participate in PAC activities during work hours other than in the performance of the ministerial activities described above.

Y16. **Providing hyperlinks to the web pages**, or other space on the institution’s website, of all legally qualified candidates for a public office, if a tax-exempt purpose (e.g., “voter education”) is served by offering the link and the link is made in a manner that does not favor one candidate over another. (See N13 below.)

E. Participation in the election process by faculty, administrators, and other employees of the institution

Y17. **Members of the college or university community are entitled to participate or not, off-hours, as they see fit, in the election process**; provided that speaking or acting in the name of the institution is prohibited except as described in this memorandum; provided further that they are not acting at the direction of an institutional official; and provided further that if the institution is identified, that the opinions that are expressed are not the opinions of the college or university should be communicated.

Y18. **A faculty member, administrator or other employee may, if permitted by institutional policies and procedures, engage in federal campaign-related activity** that is (a) outside normal work hours; or (b) within ordinary work hours,

if the time is made up within a reasonable period by devoting a comparable number of extra hours to work for the institution; (c) charged to vacation time to which the person is then entitled or occurs during a regular sabbatical leave; or (d) during a leave of absence without pay taken with the institution's approval. The institution should consult applicable state law concerning permitted volunteer activities by employees in connection with campaigns for state or local office. Senior institutional officials, such as the president and the vice-president for governmental affairs, should ordinarily refrain from or otherwise limit campaign activity, as there is risk that such activity would be perceived as support or endorsement by the institution. (See N16 below.)

Y19. Public statements, oral or written, by institutional officials (such as the president and deans) in support of a candidate, political party, PAC or the like, where the institutional official clearly indicates that his or her comments are personal and not intended to represent the views of the institution. For example, the IRS condoned a full-page advertisement in a local newspaper, paid for by a candidate, where the advertisement referred by name and title to the president of a 501(c)(3) organization as a campaign supporter, when the ad expressly stated that the "titles and affiliations of each individual are provided for identification purposes only." (See N15 below.)

II. ILLUSTRATIVE PROHIBITED (OR, IN SOME INSTANCES, QUESTIONABLE) ACTIVITIES IF UNDERTAKEN BY THE INSTITUTION OR BY AN INDIVIDUAL WHOSE ACTIONS ARE ATTRIBUTABLE TO THE INSTITUTION

A. Voter education (including voter guides) and voter registration

N1. **Conducting “voter education” activities**, such as those involving questionnaires, if confined to a narrow range of issues or skewed in favor of certain candidates or a political party. For example, the IRS has disapproved such activities that involved selected voting records of certain incumbents on a narrow range of issues, such as "land conservation."

N2. **Publishing ratings of the candidates**, particularly in situations where the ratings could be viewed as reflecting the views of the institution, or institutional resources are used in connection with the preparation or publication of such ratings without reimbursement at the usual and normal charge. (See Y2 above.)

N3. **Endorsing, expressly or impliedly, a candidate for public office**. Examples of express endorsement include the placement of signs on university property that show support for a particular candidate, and contributing to political campaign funds. Examples of implied endorsement are public statements at a college or university event by an official of the institution, praising a particular candidate in relation to the holding of public office, and a pattern of institutional activities in relation to or support of a particular candidate.

N4. **Commenting on specific actions, statements or positions taken by candidates**, including incumbents, in the course of their campaigns. The institution is not forbidden to comment on specific issues pertinent to its tax-exempt purposes, particularly if it has a track record of commenting on such issues in non-election years.

N5. **Promoting action (voting) with respect to issues that have become highly identified as dividing lines between the candidates**. This principle does not bar the institution from commenting on issues critical to its tax-exempt purposes, if it has a track record of commenting on such issues in non-election years, but the principle does bar encouragement of voting on one side of such issues.

N6. **Coordinating voter education activities with campaign events**.

B. Use of institutional resources

N7. **Coordinating institutional fund-raising** with fund-raising of a candidate for public office, political party, PAC or the like.

N8. **Reimbursing college or university officials** for campaign contributions.

N9. **Providing mailing lists, use of office space, telephones, photocopying or other institutional facilities or support** to a candidate, campaign, political party, political action committee (PAC) or the like free of charge. If mailing lists or facilities are sold or rented to a candidate or campaign, the items must be made available to all other candidates on the same terms and at fair market prices. Additionally, the institution should be prepared to show that it did not take the initiative in making the items available and that the sales or rentals are part of an ongoing pattern in which similar items are provided to unrelated, nonpolitical entities. Counsel should be consulted on the potential for taxation of revenues generated by such sales or rentals.

N10. **Using institutional letterhead** in support of a candidate, political party, PAC or the like.

N11. **Sponsoring events** to advance the candidacy of particular candidates.

N12. **Using message boards and forums** affiliated with the institution's website to support particular candidates, if the statements of the provider of the information can be reasonably attributed to the institution. A disclaimer that states that the opinions are neither those of the institution nor sanctioned by the institution is recommended in those public discussion areas where the information could reasonably be attributed to the institution.

N13. **Providing hyperlinks to the web pages**, or other space on a university's website, of one or more candidates for public office in a manner that favors one candidate over

another. Generally, information posted on an institution's website that favors or opposes a candidate for public office is treated the same as if it was distributed printed material, oral statements or broadcasts that favored or opposed a candidate. Institutions should diligently monitor the content of the linked website for any changes.

N14. **Providing a candidate a forum** to promote his or her campaign if other candidates are not treated equally, even if the forum is not intended to assist the candidate. For example, the IRS concluded that a charitable organization violated the prohibition on campaign intervention when the candidate solicited funds on the organization's behalf, because the content of the solicitation included campaign rhetoric.

C. Participation in the election process by faculty, administrators, and other employees of the institution

N15. **Public statements, oral or written, by institutional officials** (such as the president and deans) in support of a candidate, political party, PAC or the like, where there is risk that the statements would be perceived as support or endorsement by the institution. For example, the IRS has indicated that it would be inappropriate for a column titled "My Views" to appear in a university's monthly newsletter in which the university president stated, "it is my personal opinion that Candidate U should be reelected", even though the president paid part of the cost of the newsletter. American Council on Education Page 8 of 8 Division of Government & Public Affairs November 2007

N16. **Remarks at an institutional meeting by an institutional official in support of a candidate, political party, PAC or the like.** For example, institutional officials should not make statements that could be perceived as support for a particular candidate at a regular meeting of the Board of Trustees.

The foregoing is not exhaustive. Considerable judgment in the application of these principles is likely to be required. When activities that are separately identified in this memorandum are combined, an institution should analyze the interaction between the activities, as the interaction may affect whether the institution is engaged in political campaign intervention.

Appendix 6

2008-09 STUDENT ORGANIZATION OFFICERS

STUDENT BAR ASSOCIATION

President: Jennifer Karr
Vice President Day: James Ferguson
Vice President Evening: Michael Walton
Secretary: Amanda Schulte
Treasurer: Mark Weiker
Representatives At-Large: Melissa Day /Troy Doucet
4L Evening Representative: Grant Wright
3L Day Representatives: Brian Calandra/Nate Pieri
3L Evening Representative: Jessica Gaston
2L Day Representatives: Jason Block/Argeri Lagos
2L Evening Representative: Laurin Wisnor
Activities Chair: Jaclyn Louis
Law Council Representative: Lauren Johnson
Professional Liaison: Jessica Brown
Elections Chair: John Cannizzaro
Community Service Chair: Mary Nienaber-Foster
Advisor: Dean DiSanza

AMERICAN CIVIL LIBERTIES UNION

President: Matthew Young
Vice President: Rachel Spitzen
Treasurer: Aaron Fisher
Secretary: Jeremy Roth
Programming Director: Jim Sweeney
Communications Director: Mark Weiker
Member At-Large: James Ferguson
Advisor: Professor Susan Looper-Friedman

BLACK LAW STUDENTS ASSOCIATION

President: Louis Smith III
Day Vice President: Kia Wrice
Evening Vice President: Ebonie Martin
Treasurer: Aisha Boykin
Secretary: DeShaun Harris
Parliamentarian: Sean Walton
Advisor: Professor Mark Brown

CAPITAL EQUALITY ALLIANCE

Co-Chair: Mary Nienaber-Foster
Co-Chair: Laura Austen
Vice Chair, Purpose: James Ferguson
Vice Chair, Committees: Brittany Baldwin
Vice Chair, Finance: Grant Wright
Advisor: Professor Wood

CULS DEMOCRATS

President: James Ferguson
Vice President: Delilah Nunez Giardini
Secretary: Mary Nienaber-Foster

Treasurer: Aisha Boykin
DNC Outreach Coordinator: Ajmeri Hoque
Advisor: Professor Looper-Friedman

CULS REPUBLICANS

President: Rebekah Meister
Vice President: Will Behrendt
Treasurer: Lauren Johnson
Secretary: Mark Mason
Public Relations Director: Samantha Berkhofer
Advisor: Professor Distelhorst

CHRISTIAN LEGAL SOCIETY

President: Summer Gary
Vice-President: Audra Beckett
Treasurer:
Secretary: Jaclyn Louis
Public Relations: Nicole Derr
Advisor: Professor Distelhorst

CORPORATE & BUSINESS LAW ASSOCIATION

President: Brian Katz
Vice President, Day: Linda Johnson
Vice President, Night: Allison Shralow
Treasurer: Jason Block
Parliamentarian: Corbin Smith
Secretary: Amy Meyer
Committee Chair: Open
1L Representative: Open
Advisor: Professor Burch

ENVIRONMENTAL LAW SOCIETY

President:
Vice President: Megan DeLisi
Secretary: Alisa Hardy
Treasurer: Jason Knapp
Recycling Officer: Brittany Baldwin
OEC Representative: Ben Hoelzel
Advisor: Professor Hirsch

FAMILY LAW ORGANIZATION (MAESTROS)

President: Celia Kilgard
Treas/Fundraising Chair: Angel Poynter Biddulph
Community Service Chair:
Public Relations Chair: Britani Galloway
Advisor: Dawn Viggiano, NCALP

FEDERALIST SOCIETY

President: Samantha Berkhofer
Vice President: Tyler Kahler
Treasurer: Mark Mason
Secretary: Megan Payne
Public Relations: Ed Emsweller

Advisors: Professors Mayer and Smith

INTELLECTUAL PROPERTY LAW SOCIETY

President: Bobbie Yeager
Vice President: Milan Jovanovic
Secretary/Treasurer: Matt Schonauer
Events Coordinator: Vadim Gordin
Advisor: Professor Mayer

INTERNATIONAL LAW SOCIETY

President: Jennilee Cookman
Vice President: Kitty Ivan
Treasurer: Bobbie Yeager
Secretary: Ajmeri Hoque
Public Relations:
Event Chair: DeShaun Harris
Advisor: Professor Wade

LABOR & EMPLOYMENT LAW ASSOCIATION

President: Danielle Murphy
Vice-President: Nick Owen
Secretary: Kitty Ivan
Treasurer: Melissa Thompson
Advisor: Professor Weatherspoon

LAW REVIEW

Editor-in-Chief: Rachel Lawless
Managing Editor: Erik Henry
Executive Articles & Business Editor: Shannon Mink
Executive Notes Editor: Courtney Sparks-White
Executive Publishing Editor: Patrick Jones
Executive Research Editor: Scott McKinley
Research Editor: Matthew Berens
Research Editor: Chris Camboni
Research Editor: Renee Karnes
Advisors: Professors Beattie and Kobil

LEGAL PROFESSIONALISM SOCIETY [FORMERLY LSAEP] (RE-ACTIVATED)

Lauren Danek
Advisor:

MILITARY LAW SOCIETY

President: Bryan Pritikin
Vice President: Jennifer Routte
Treasurer: Christy Turner
Secretary: Amanda Blust
Advisor: Professor Beattie

MOOT COURT BOARD

Advisor: Professor Cohen

PHI ALPHA DELTA LAW FRATERNITY

Justice: Shantae Clayborn
Vice-Justice: Sharon Simpson
Marshall: Ajmeri Hoque
Treasurer: Timothy Cline
Clerk: Samantha Berkhofer
Advisor: Professor Cords

PI-GOV

President:
Vice President:
Treasurer:
Secretary: Fabiana Furgal
Evening Student Liaison: Laurin Wisnor
Auction Chair: Mary Nienaber-Foster
Advisor: Professor Janutis

SPORTS & ENTERTAINMENT LAW SOCIETY

President: Kala Andrews
Vice President: Andria Condez
Treasurer:
Secretary: Nicole Harrison
Sports Law Chair: Andrew Moody
Entertainment Law Chair: Delilah Nunez
Advisor: Dean DiSanza (temporary)

VITA

Advisor: Professor Cords

WOMENS LAW ASSOCIATION

President: Celia Kilgard
Vice President: Laurin Wisnor
Fundraising: Vacant
Evening Rep: Lizabeth Turner
Public Relations: Lauren Danek
Secretary/ Treasury: Amber Towner
Program Director: Megan Payne
Program Director: Samantha Berkhofer
Advisor: Professor Gilles

Exhibit 1 – APPLICATION FOR NEW CAMPUS ORGANIZATION

APPLICATION FOR A NEW CAMPUS ORGANIZATION (Sample)

Date ___/___/___

Organization _____

Please list the goals and objectives of this organization.

How does this organization contribute to the religious, intellectual, or social life of the campus as a whole, or it's members in particular?

What is the number of active members? _____

Organization Representative: _____

Email: _____

Phone # : _____

Signature: _____

Approved by:

Assistant Dean of Student Administration

Please include:

1. Two (2) copies of your Constitution.
2. An Application for Active Status of Student Organizations.
3. A List of Charter Members and Phone Numbers.

Exhibit 2 – APPLICATION TO REACTIVATE DORMANT ORGANIZATION

APPLICATION TO REACTIVATE A NEW CAMPUS ORGANIZATION

Date ___/___/___

Organization _____

What will be the number of active members? _____

Organization Representative: _____

E-mail: _____

Phone # : _____

Signature: _____

Approved by:

Assistant Dean of Student Administration _____

Please include:

1. Two (2) copies of your Constitution.
2. An Application for Active Status of Student Organizations.
3. A List of Members and Phone Numbers.

Exhibit 3 – APPLICATION FOR ACTIVE STATUS

Organization

Name:

What are your organization's general purpose/ mission/ goals?

Purpose:

Mission

Goals:

Next Academic Year Officers and Contact Information

Title	Name	e-mail (school e-mail only)	Phone	Class

*Organization presidents will be on a distribution list from Student Affairs and will be considered the primary contact for us. If your organization uses a board with no specific officers, please indicate by * who will be the Student Affairs contact.*

Did you work with a Faculty Advisor? Yes _____ No _____

If yes, who? _____

Do you have a private checking account? _____ Yes _____ No

If yes, where is located? _____

Who is (are) the signers on the accounts? _____

What is the process you use to turn over the account each year? _____

If you do not have a private checking account, how do you handle any money brought into the organization (dues, fundraising, etc.)? _____

How much money did your organization raise this year? _____

Did you receive funds or 'gifts' (e.g., food or drink for an event from any other sources (donors, sponsors – BarBri, etc)?) _____ Yes _____ No

***Please attach a copy of your current constitution (and by laws, if applicable)
Also include a list of current members***

Exhibit 6 – ALCOHOLIC BEVERAGE REQUEST FORM

REQUEST TO HOST AN ACTIVITY OR SERVE ALCOHOLIC BEVERAGES

(Please return to Jennifer Carlock on the 3rd Floor in Administration)

ORGANIZATION: _____

CONTACT PERSON: _____ Phone: _____

EVENT: _____

EVENT DATE: _____ EVENT TIME: _____

PURPOSE: _____

LOCATION REQUESTED: _____

Will Alcoholic beverages be served? Yes No

Type of Alcoholic Beverage served: Beer Wine

Will alcoholic beverages for sold? Yes No

Will there be an admission Charge? Yes No

Type of Food Ordered: _____

Type of Non-Alcoholic Beverages: _____

Do you need any of the following:

Trash Cans: Yes No **How many:** _____ **Set up time:** _____ **Take down time:** _____

Tables: Yes No **How Many:** _____ **Set up time:** _____ **Take down time:** _____

AV Needs: Yes No **Type:** _____

How Many: _____ **Set up time:** _____ **Take down time:** _____

Name of Faculty Advisor: _____

Requested By: _____

Approved/ Assistant Dean of Student Administration

PLEASE NOTE:

- 1) Alcoholic Beverages are limited to beer and wine
- 2) You must serve food and non-alcoholic beverages in conjunction with alcoholic beverages.

Exhibit 7 – PAYMET REQUISITION FORM

PAYMENT REQUISITION

DEPARTMENT: Law School

PAYEE NAME AND ADDRESS:

Shaded areas for
Accounts Payable
personnel only

SOCIAL SECURITY NUMBER

VENDOR#

VOUCHER #

FEDERAL ID NUMBER

PURCHASE
ORDER#

Check box if new address
or change of address

DATE CHECK TO
BE WRITTEN
(Allow 5 DAYS FOR MAIL)

VOUCHER
TOTAL

SPECIAL INSTRUCTIONS:

**Please return
check to
Student
Affairs
Assistant @
the Law
School**

ENCLOSE WITH CHECK:

- COPY OF INVOICE
- LETTER
- OTHER (explain):

INVOICE #	INVOICE DATE	DESCRIPTION (limit 25 spaces)	AMOUNT	ACCOUNT NUMBER		
				FUND	DEPT.	OBJECT
				21 Or 60	17139 or 00000 or 17143 (for SBA ONLY)	

IMPORTANT - The original invoice or other appropriate documentation and any items to be enclosed with the check must be attached to this requisition.

REQUESTED BY: _____

DATE: _____

APPROVED BY: _____

DATE: _____

Exhibit 8 – ROOM REQUEST FORM

ROOM RESERVATION FORM

*(return to Jennifer Carlock on 3rd floor, or the preferred method is to email to:
studentorgevents@law.capital.edu)*

ORGANIZATION NAME:

REPRESENTATIVE NAME :

PHONE NUMBER:

EMAIL:

EVENT TITLE:

DATE & TIME OF EVENT: (IF MORE THAN ONE DATE OR TIME FOR SAME EVENT, PLEASE LIST BELOW)

1)

2)

3)

4)

ROOM PREFERENCE: (GIVE ROOM NUMBER)

NUMBER OF PERSONS EXPECTED FOR EVENT:

SPECIAL SET-UP FOR ROOM NEEDED, IF ANY:

.....
WEB CALENDAR EVENT ENTRY

PLEASE GIVE ALL PERTINENT INFO FOR THE CALENDAR ENTRY. I MAY HAVE TO EDIT TO ACCOMMODATE THE SPA AVAILABLE.

**** Kiosk entries will be made by sending request to kiosk@law.capital.edu**