



# Student Organization Handbook

**2010 - 2011**  
(Drafted 4/22/2010)



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## INTRODUCTION

Student Organizations are an integral part of life at Seton Hall Law School. They serve the student body by enriching the quality of life outside of the classroom by providing meaningful social and networking experiences. Student Organizations fall under the jurisdiction of the Student Bar Association (SBA) and are organized in accordance with Article Ten of the SBA Constitution (Appendix A).



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## ORGANIZATION BASICS

### Orientation Fair

Although not required, Organizations are encouraged to host a table at the Organization Fair held during the afternoon of the last day of Orientation. This is an excellent opportunity to enlist new members and share with incoming students the benefits of becoming a member of your organization. **Organizations are allotted \$35 from the SBA** for any anticipated costs related to the Fair for such items as promotion materials or give-aways. Table reservations are made through the SBA Vice President, Alicia Lendon in advance of Orientation.

### Organization Mail

**Outside Mail.** Organizations are welcome to receive mail at the Office of the Dean of Students. Please advise the sender to address the mail to the attention of the organization and the executive board member to whom it is directed. The Office of the Dean of Students will contact you when mail is received. The mailing address is as follows:

Joe Schmoe, President  
ABCD Law Student Association  
c/o Office of the Dean of Students  
Seton Hall Law School  
One Newark Center  
Newark, NJ 07102

**Interoffice Mail.** Organizations are assigned a slot in the student mailbox area. Organizations members are welcome to use that for any interoffice mail (i.e., exchanges between students).

### Copy Services

Copies can be made at the Copy Center located at the end of the 2<sup>nd</sup> Floor ramp, classroom wing. Organizations will be charged for the costs of copies.

### Elections

Organizations are autonomous. Elections for new Executive Board members shall be conducted in accordance with the charter of your organization. **All elections must be completed and new executive boards announced by the date of Barristers Ball.**

## EVENTS

### Mission

The planning of any program or event **MUST have a direct nexus** to the mission of the organization. The program or event should be designed **to advance the interests of organization members** and should be in keeping with the purpose and goals set forth in the mission statement of the Organization's constitution.

**\*\*Prior to proceeding with any event or activity, meet with Cindy Wilson for approval.\*\***

### **Number of Events per Organization**

The Administration encourages student organizations to promote the interests of its student members through rich programs and activities. However, everyone must be mindful of the events planned by the various law school departments, faculty, SBA and other student organizations. **POLICY: Given the limited availability of time and space within the law school, each organization shall be entitled to host one “Guest Event.”**

A “Guest Event” includes panel discussions and networking receptions, and is defined as an event where:

- (i) guest(s) are invited to address members of the law school community;
- (ii) the organization expects attendance to exceed its own membership; and
- (iii) the invited guest(s) anticipate a significant number of students to be in attendance.

Requests to host *additional* Guest Events will only be considered if made by a faculty member on behalf of the organization. The faculty member must be committed to the success of the event and authorization shall be at the discretion of the Administration.

NOTE: Student Organizations are highly encouraged to co-sponsor events with others. Co-sponsorship is available with departments within the law school (Career Services, Alumni & Development, Health Law and Policy Program, etc.) or with other student organizations. Student Services’ Leadership Booklet is an excellent resource that provides the contact information for the leaders of all organizations.

NOTE: Events not considered “Guest Events” are not necessarily limited, but event requests may be denied if space is limited or if the event will jeopardize the success of a previously scheduled event.

### **Requesting Space and Reserving a Room**

Room reservations will be handled on-line. The member of your organization who will be scheduling rooms should create an account. To do so

Go to our main website: <http://law.shu.edu>

Click on Calendar

Click on Law School Calendar on the right side of the page (as pictured)

Go to My account

Click on Create an Account

#### Calendar Links

- Law School Calendar
- Academic Calendar 2009-10
- Academic Calendar 2010-11
- Academic Calendar 2011-12
- Faculty Colloquium Workshops
- Faculty Master Calendar

Please use your SHLS email address. In notes, please enter the organization for which you will be reserving rooms.

Once you do this, your account will be pending upon approval by the Office of Special Programs. Approvals occur as soon as possible (hopefully within the hour, unless you do it during orientation).

Once approved, you may begin to reserve rooms for your meetings.

It is recommended that reservations be made *at least* five days in advance. Special Programs will try to accommodate all requests for specific rooms, however in the event the room is not available, every effort will be made to find a comparable room. If you would like the room to be set up in a specific way, you must meet with Gina or Sharon to discuss the options.

Room requests will receive a response within 24 hours when submitted during the business week. Requests made over the weekend will be answered the following business day.

**NOTE:** the Fifth Floor Faculty Library is reserved for faculty events only and is available to student organization only at the discretion of Gina Fondetto, Director of the Office of Special Programs.

### **Audio-Visual/Media Services**

The Office of Special Programs in conjunction with Legal Computing, provide audio-visual equipment as needed for events. Speakers, microphones, video cameras, amplifiers, audio recorders, and DVD players may all be reserved for an event.

If any equipment is used off-campus, a member of the organization's e-board must sign an acknowledgement of responsibility. If the item(s) is returned damaged or not returned at all, the signatory will be responsible for all damage/loss.

### **Reserving Tables in the Atrium**

Requests are made through the Office of Special Services (Gina Fondetto and Sharon Carone). Table space is limited and is available on a first come, first served basis. Only three tables are allowed in the atrium at a time. All requests shall be granted at the discretion of Gina Fondetto, Director of Special Programs.

Signs are not permitted on the marble walls at any time. Easels are available to hold signs and may be obtained through the Office of Special Programs.

### **Alcohol Policy**

The Alcohol Policy is included in this handbook as Appendix B, and is available on the website. Organizations must review the policy carefully before submitting any requests that involve the service of alcohol at events.

An **Alcohol Sponsor** is required for all events where alcohol is served.

The Office of Special Programs is responsible for the purchase of alcoholic beverages, however alcohol cannot be ordered until a sponsor has been assigned to the event. The Student Organization has the responsibility of providing the Office of Special Programs with the identity of the sponsor.

**NOTE: There is a "pourer" fee of \$75 for the service of alcohol** that must be included in your event budget. This fee is subject to change at any time.

### **Speakers /Panelists**

You should make every effort to ensure guests are treated with the utmost respect during their visits.

- Inquire of your guest as to any special needs or requests that he or she may have including, but not limited to, audio-visual needs (Powerpoint, preference of microphones, availability of a computer, etc.) dietary needs, office space, etc.
- Obtain a curriculum vitae or biography from the speaker as soon as attendance is confirmed.

- Confirm all details in writing to your guest(s) (email is fine).
- Be sure to have up-to-date contact information (including cell phone numbers) in the event there are unavoidable changes to the program.
- Tell your speaker/panelist that you will greet them upon their arrival (usually at the security desk).
- Nameplates: Each speaker/panelist should have a nameplate to be displayed prominently during the event. See Cindy Wilson for further guidance.
- Send Thank You Notes to every guest immediately following their visit.

### **Guests/Visitors to the Law School**

Be sure your guests receive the appropriate greeting when arriving at SHL. Use a registration table if necessary.

The Director of Student Services must be provided a list of all guests that are expected to attend events and will be responsible for notifying the appropriate law school administrators and faculty.

**Deans:** IF YOU WANT THE DEANS TO ATTEND YOUR EVENT, YOU MUST NOTIFY HIS OR HER ASSISTANT FAR IN ADVANCE OF THE DATE.

**Faculty:** invitations directed to the Faculty can be placed in their mailboxes on the Fifth Floor.

**Mailing Lists** – Students should consult Career Services and/or the Office of Alumni & Development for guidance with invitation/ mailing lists. They can provide targeted lists for your specific needs. They are also useful in identifying potential speakers.

**RSVPs** – depending on the event, organizations should request an RSVP from invited guests, **including students**. It will assist you in gauging the interest surrounding your event and help determine the amount of food to order. Guests/students should be told to RSVP to a designated member of your organization. For more formal events, an online RSVP can be created by Ana Santos if the request is made with sufficient notice.

**Name Tags** – for all events where outside guests are expected, name tags must be used. Name tags can be ordered through Cindy Wilson but advance notice is required to ensure availability. If you are uncertain as to how to address a guest, please contact Cindy Wilson.

**NOTE:** Ample time should be allocated for the preparation of attendance lists and name tags as these are often a time-consuming tasks.

### **Programs**

You may want to prepare a program to be handed out during the event. Dorothea Harris, the Assistant to the Dean of Students, can assist in this regard provided a substantial amount of time is allowed for the preparation of the program. Email Dorothea for more details or call her at 973-642-8707.

### **Attendance by Dean(s)**

If your organization would like any of the Deans to attend an event or participate in the event, you must contact that Dean well in advance of the event. It is the responsibility of the Organization to ensure the Dean's availability. Every effort will be made to accommodate reasonable requests. Cindy Wilson can assist in this regard.

## **ADVERTISING EVENTS**

Advertising events must take a multi-faceted approach. There are many resources available, but it is incumbent upon the organization to plan in advance so as to maximize the exposure of the event.

### **Events Calendar on the Website**

All events should be advertised on the Events Calendar. Events are listed on the calendar by providing the relevant information to Cindy Wilson and/or Janet LeMonnier, Director of Communications. The Calendar should include information such as:

Date, Time, Place

Names of Panelists and Guest Speakers

A description of the event (consider identifying the targeted audience) to help promote attendance

RSVP information

Links to websites

### **About Seton Hall Law**



[HOME](#) - [ABOUT SETON HALL LAW](#) - [MEDIA/EVENTS](#) - [CALENDAR OF EVENTS](#)



#### **Calendar of Events**

All Upcoming Events Category: All Events Date: All

**ALUMNI DINNER DANCE: HONORING KEVIN MARINO '84**

April 24, 2010

**Time: Mass 5:45PM - Cocktails 6:30PM - Dinner & Dancing 7:30PM**

**Location: Short Hills Hilton (Short Hills, NJ)**

BLACK TIE

For more information, please contact Lori Thimmel at 973-642-8712 or [Lori.Thimmel@shu.edu](mailto:Lori.Thimmel@shu.edu).

Attendance welcomed for:

[Register Here!](#)

### **EMS Calendar (through Gina Fondetto's Office)**

Events entered on the EMS system will appear on the digital screens in the scheduling section. The EMS calendar can contain both on-campus and off-campus events.

### **Broadcast Emails**

**NEW POLICY:** To reduce the number of emails, Law Student Services will compile events into two weekly emails. One will be sent on Thursday morning, with a reminder email sent the following Monday morning.

To be included in the weekly email, information must be sent to Dorothea Harris (copy Cindy Wilson) in the following format:

*The Entertainment and Sports Law Society will host a brown bag luncheon with the president of Sony Corporation on Monday, April 1, 2010 at 4:00 pm in the Atrium. RSVP is required to [JaneDoe@student.shu.edu](mailto:JaneDoe@student.shu.edu). Wine and cheese will be served following the event.*

The Office of the Dean of Students will not be responsible for any incorrect information conveyed in the emails and organization members should take great care to ensure that all information is accurate. The Administration reserves the right to deny any broadcast email request.

Organizations should take advantage of emailing creative invitations to their listservs.

### **Digital Slides**

Organizations can create their own slides for the digital screens that are placed throughout the building. Templates are available for downloading on the Student Organization website. Organizations are welcome to deviate from the template, however, all slides are subject to the approval of the Communications Department and may be modified prior to posting.

Submit slides to Cindy Wilson.

**Slides must be submitted a minimum of 3 days prior to posting (not prior to the event).**

Slides may be posted up to three weeks prior to the event depending on the necessary reservation deadline.

### **Flyers, Posters and Bulletin Boards .**

Organizations are responsible for designing their own flyers/posters.

**All flyers/posters must be approved and stamped by the Office of the Dean of Students prior to copying or posting.**

Each Organization is designated an area on the Student Organizations Bulletin Board located at the top of the cafeteria stairwell near the Bookstore.

Organizations can post **one flyer on each bulletin board that is located throughout the law school.**

Organizations are responsible for removing dated posters/flyers the day after the event is over. No organization shall remove a poster of another organization before the event is concluded.

### **Media Alerts & Press Releases**

Student Organizations can request that the law school send out media alerts and/or press releases. Assistance in preparing such pieces can be obtained by emailing Janet LeMonnier, Director of Communications or calling her at 973-642-8724.

NOTE: You must allow **ample time** for the distribution of any media alert or press release.

## **FUNDING**

### **Event Budgets**

All event funding must be approved by the SBA Treasurer, Tom Zuppa. To encourage long-range planning, each Organization is encouraged to meet during the summer to plan its programming for the academic year. The SBA Treasurer will provide to each organization the guidelines outlining the proper protocol for submitting budget requests before the beginning of the academic year.

**Organizations must submit their proposed budgets to the SBA Treasurer, which shall contain all of the events and initiatives that are anticipated for the year. Budget Requests are due August 9, 2010.** Please note, however, that because the SBA is committed to providing support for novel and creative events, organizations should not feel that they are completely “locked in” to the decisions made in the Fall. At the end of the Fall Quarter, the Finance Committee will consider Organization requests for new events or reallocations of funds in limited circumstances. The SBA Funding Guidelines will explain this process in more detail.

When preparing a budget, consideration should be given to the following expenses (obviously, not all apply to every event): food services/catering, rentals (tables, pipe & drape, etc.), invitations, postage, advertising, copying costs, flowers, name tags, pourer, etc.

The Director of Student Services will not provide final approval for any event that involves SBA Funding without the express approval of the SBA Treasurer.

### **Food Services**

All catering orders should be placed by the Office of Special Programs. To obtain food/refreshments, a voucher must be obtained from the SBA Treasurer or Cindy Wilson and brought to Gina Fondetto or Sharon Carone. The voucher shall set forth the amount of funds available to the organization for catering. The caterer will not provide any services without the voucher.

### **Contracts**

Students are not authorized to enter any contract on behalf of their organization or Seton Hall Law School. All contracts must be submitted to Cindy Wilson for consideration and signature. Failure to abide by this provision may expose a student to personal liability.

### **Payment for Services:**

#### **Reimbursements**

Reimbursements for pre-approved expenses incurred for organization related matters can be received by submitting a Check Requisition Form to Cindy Wilson or Tom Zuppa. You must submit the original receipt with your address and student identification number printed on the back. Receiving a reimbursement can be a lengthy process, therefore students are highly encouraged to arrange for direct payment by Cindy Wilson whenever possible. (Please note that your reimbursement will be denied if the address you provide does not match the address associated with your student identification number. You can

correct this through Blackboard. Contact the Registrar's Office if you need more information).

Reimbursements will NOT be given for any expense incurred that was NOT approved by the SBA Treasurer.

### **Outside Vendors**

The administration makes every effort to assist student organizations in the purchases they must make. You are encouraged to consult with Cindy Wilson before making any purchases using personal funds. Whenever possible, purchases should be made by the administration to avoid the need for a reimbursement. It may take several weeks for the University to process checks. In the event a vendor cannot accept payment by credit card, vendors must be notified of the delay in payment. This can be alleviated by providing advance notice to Cindy Wilson of the expectation of payment.

### **Money Collection**

From time to time, an event or activity will require you to collect money on behalf of your organization. It is imperative that every member of your organization review the Money Collection Policy and adhere to the provisions contained therein. A copy of the Policy is attached as Appendix C.

All money collected must be deposited at the Office of Student Services. Students should never use the money collected for purchases or other expenses.

### **Tax Exempt Status**

Seton Hall Law School maintains a tax exempt status. If you believe that this effects your purchases, please bring the matter to the attention of Cindy Wilson.

### **Fundraisers**

All fundraisers must be approved by the Administration and must have a nexus to the student organization. Organizations cannot simultaneously conduct fundraisers.

**SBA CONSTITUTION** – as it pertains to Student Organizations

**ARTICLE TEN: STUDENT ORGANIZATIONS AND COMMITTEES**

Section 1: Student Organizations

- A. An Organization seeking official recognition from the SBA must first become a Provisional Organization, then a Recognized Organization by following the provisions contained in this section.
- B. Recognized and Provisional Organizations must be run by members of the Student Body for the benefit of the Student Body.
- C. Membership in any Recognized or Provisional Organization shall be open to all members of the Student Body.
- D. Every Recognized and Provisional Organization must have a member of its Executive Board serve as a representative to the SBA. The privileges and duties of those organization representatives include:
  - a. That representative (or an alternate) shall be required to attend meetings of the SBA in which business is conducted that relates to the organization and / or upon the request of the SBA President.
  - b. Organization representative shall have the right to propose business before the SBA and / or have the same rights as all other SBA members to engage in debate regarding any SBA business.
  - c. Organization representatives may also serve on, and act as SBA representatives on, SBA Committees.
- E. To become a Provisional Organization, an Organization must submit a written proposal to the Executive Board of the SBA no later than one week prior to the next regularly scheduled SBA meeting. The proposal must indicate the Organization's purpose, goals, and needs. Additionally the Organization must submit a set of Bylaws under which the organization will operate.
- F. Upon a majority vote of the Senate, the Organization shall become a Provisional Organization.
- G. If the Organization fails to get the requisite majority vote, that Organization may reapply at the next regular meeting of the SBA in accordance with this Constitution.
- H. During the interim period after becoming a Provisional Organization but before seeking to become a Recognized Organization, a Provisional Organization must demonstrate that:
  - a. Law School students have shown a significant interest in the Provisional Organization and its purpose;
  - b. Members have undertaken creative activities that promote educational, social, or philanthropic endeavors that contribute to the law school community; and,
  - c. Members and non-members attended or participated in Organization-sponsored events.

- I. Provisional Organizations shall be permitted to request money from the SBA Discretionary Account to achieve the above requirements. The amount shall be determined in accordance with the provisions of this Constitution.
- J. All Provisional Organizations must create a report detailing how the requirements of section H were satisfied. This report is to be submitted to the Executive Board no sooner than three months after (but no later than nine months after) the Organization became a Provisional Organization. The Executive Board will be responsible for submitting this report to each SBA Senator no later than one week prior to the next regularly scheduled meeting.
- K. At the next regularly scheduled meeting, upon a two-thirds majority vote by the Senators present and voting, the Provisional Organization shall become a Recognized Organization.
- L. Recognized and Provisional Organizations seeking funding shall submit to the Executive Board a copy of their current constitution. Organizations are required to submit an updated copy of their constitution promptly following any changes. Failure to comply with this section may result in sanctions.
- M. Failure to comply with an SBA rule, regulation, or policy may result in sanctions by the SBA.

## **Seton Hall University School of Law Law Student Alcohol Policy**

The following policy has been established in an effort to promote a balance between the interests of the student and those of the Seton Hall University School of Law (the Law School) community, and to encourage responsible decisions about alcohol. We are committed to the ongoing development of a community based on respect for the individual and compliance with the policies of the college and the laws of the city, state and nation. One's presence at the Law School, or any function associated therewith, requires compliance with the laws and standards of behavior of the community. The goal of the alcohol policy is to foster alcohol awareness and responsible drinking practices and promote the health and safety of the members of the Law School community. The Law School seeks to encourage a professional social life that does not emphasize the role of alcoholic beverages in either private or group activities. Within this community, the Law School will attempt to take reasonable steps to insure that no illegal or excessive consumption of alcohol occurs on its property or at its institutionally sponsored activities. Only the Dean of Students may grant exceptions to this policy for special occasions.

### **Regulations Regarding Alcohol Use**

The regulations contained in this policy apply to all students. The Law School's Alcohol Policy is in effect throughout the calendar year. The policy is uniformly applied to all student / student organization run events where alcohol is being served:

1. In accordance with the laws of the City of Newark, no open containers of alcohol are allowed in public places. Further, the Law School prohibits open containers of alcohol outside of closed areas designated for a social event.
2. Alcohol may not be consumed and alcohol containers may not be possessed anywhere on campus or at any Law School function by anyone who is under the legal drinking age.
3. Persons of legal drinking age are not permitted to purchase, distribute, sell and or/procure alcoholic beverages for persons less than twenty-one (21) years of age, and for persons who are visibly intoxicated.
4. Public intoxication, including alcohol-induced disorderly conduct, property destruction, intimidation, or other infringement upon the rights or privacy of others is a violation of the alcohol policy and will not be tolerated. Furnishing alcohol (on campus or at any College function off-campus) to persons, who appear to be intoxicated, is prohibited. Such conduct may be considered violations of the Law School Code of Student Conduct.
5. Campus events where alcohol is being provided to students must be hosted by the faculty/administration of the Law School, the Student Bar Association, and/or a Student Bar Association recognized Student Organization. Such events are subject to the following restrictions:
  - i. **The Student Bar Association (SBA).** The Student Bar Association may host and finance up to five off campus events per year in which alcohol is served. Such events are subject to the following restrictions:
    - a. The SBA may host up to three off-campus events per academic year that feature an open bar. Such events must be at private establishments who provide their own security and monitoring of alcohol consumption.

- b. The SBA may host up to two off-campus events per academic year that feature beer and wine available at no charge to students. Other alcoholic beverages may be available at these events, but must be paid for entirely by the student wishing to consume such beverages and may not be offered as a part of the entrance fee to said event.
  - c. At any SBA event in which alcohol is served, non-alcoholic beverages as well as food must be made available to students.
- ii. **SBA recognized Student Organizations.**
- a. Alcoholic beverages can be served at on-campus Student Organization sponsored events provided that the following are complied with:
    - 1. Non-alcoholic beverages and food are made available to students.
    - 2. The event has a primary purpose not directly related to the consumption of alcohol. Such purposes might include, but are not limited to: furtherance of the organization's mission and / or providing legal networking opportunities to students.
    - 3. At least one member of the Law School Faculty or Administration will be attending the event as a Faculty Sponsor.
    - 4. At least one member of the Organization hosting the event will be attending the event as a Student Sponsor.
  - b. Student Organizations may host off-campus events in which alcohol will be served, provided that the Student Organization in no way pays for, or participates in the collection of funds that contribute to the purchase of, alcoholic beverages.
6. Except as otherwise provided in these regulations, no student shall furnish alcoholic beverages to others on campus or at any other Law School function.
7. Because the actions of the students attending events sponsored by the SBA and Student Organizations reflect on the integrity of the law school, the Office of the Dean of Students may place restrictions on the location of any SBA or Student Organization sponsored event in which alcohol is served if it is reasonably believed that hosting such events at a particular location could potentially cause harm to the reputation of the Law School.

#### **APPENDIX ONE: Enforcement Violations by Students.**

Students found in violation of the Law School's Alcohol Policy will be subject to disciplinary action at the discretion of the Honor Council and may be subject to sanctions under the Law School Code of Student Conduct. Each case will be handled individually and considered on its own merits, with consideration given to the severity of misconduct as well as prior violations. These procedures do not take the place of criminal prosecution.

#### **APPENDIX TWO: Requirements for Events that Include Alcohol in Law School Facilities.**

Before the approval of any event where alcohol is to be served, the Student Organization(s) sponsoring the event shall submit (in writing) the following to the Dean of Student Services:

- 1. The names of at least one (1) member of the Law School Faculty or Administration who will attend the event as a Faculty/Administration Representative.

- a. The Faculty/Administrative Representative shall be responsible for making sure that all Law School policies are complied with at all times during the event. All violations of Law School policies must be reported immediately to the Office of the Dean of Students.
  - b. The Student Representative shall be responsible for assisting the Faculty/Administrative Representative in enforcing any and all Law School policies. Additionally, the Student Representative shall be responsible for making sure that any and all alcohol not consumed during the event is properly removed and stored immediately following the event.
2. The name of at least one (1) student member of each Student Organization sponsoring the event who will attend the event as a Student Representative.
  3. The time that the event will begin and end.
  4. The number of people expected at the event.
  5. The amount of alcohol that will be appropriated for the event, and the non-alcoholic alternatives available at the event.

During any event where alcohol is to be served, the following procedures shall be followed:

1. The Faculty/Administrative Representative and Student Representatives shall remain in attendance for the entire scheduled time of the event;
2. The Student Organization shall be responsible for removing and storing excess alcohol at the time the event is scheduled to end;
3. No excess alcohol may be distributed to event attendees;
4. After the commencement of an event, no additional alcohol may be obtained for the event without the express approval of the "Faculty/Administrative Representative" attending the event.

### **APPENDIX THREE: Policy Coverage.**

No policy can cover all possible situations that may arise. When this policy is not specific in a certain point, sponsoring groups are to conduct their activities in the spirit of social responsibility embodied in this policy. Sponsoring groups in violation of this policy's intent will be subject to disciplinary action by the Honor Council and may be subject to sanctions under the Law School Code of Student Conduct.

### **APPENDIX FOUR: Alcohol Awareness**

The Seton Hall University School of Law is committed to providing students, faculty, and staff with factual information about alcohol as well as confidential referrals for professional assistance in the event that they are needed. An awareness of the negative effects of alcohol consumption may assist you in your efforts to make safe and responsible choices about alcohol. We encourage a lifestyle that does not include alcohol abuse by providing and encouraging alcohol-free organizations and social activities.

## **Policy regarding Money Collection and Ticket Sales**

The following procedures apply to all activities involving money collection, including, but not limited to ticket sales, fundraisers and bake sales.

- For all purchases, encourage the use of checks as much as possible, even for small amounts. ***All checks must be made payable to “Seton Hall Law School.”***
- For ticketed events, all tickets must be preprinted and numbered in sequential order so that each ticket has a distinct number. Tickets can be obtained at the Office of Student Services. A log shall be maintained that contains the purchasing student’s name and their ticket number. The log must be made available upon request.
- In lieu of providing tickets, receipt books can be used. A receipt book can be obtained in the Office of Student Services. The receipt book has two-part carbonless copies which will take the place of the ticket log described above. The student’s receipt can serve as his or her ticket.
- Whenever money is collected, the person responsible for collecting money shall obtain a metal collection box from the Office of Student Services. The box should be obtained immediately before collecting any money and returned at the end of each day.
- All money collected shall be maintained in the metal collection box and turned in when sales are complete for the day, **BUT**
  - **There should never be more in the box than \$500 cash at any time!** Whenever sales reach \$500, there shall be a deposit made with the Office of Student Services.
- Whenever possible, there should be two people at the table when money is being collected.

### **Deposit Procedures**

Before making a deposit, one person shall count the money in the presence of a second person. The money shall be placed in an envelope, which must be sealed and signed by one of the parties. The outside of the envelope should include:

- Name of Organization
- Name of Person making deposit (clearly written)
- Amount of deposit
- Date and time of deposit

**Deposits should be made in the Bank Deposit Safe – it is located in the Student Services area, along the railing directly across from Office #300 next to the white pillar.**



**STUDENT BAR ASSOCIATION BUDGET GUIDELINES**  
**2010-2011**

**I. ALLOCATIONS**

All student organizations will receive two automatic\* allotments:

1. \$35 for New Student Orientation
2. \$200 Discretionary Fund\*\*

\* These allotments are subject to alteration or being “frozen” should an organization have violated any of the guidelines herein. Further, should an organization have exceeded its budget in a previous year, the overdraft will be subtracted first from these automatic funding amounts.

\*\* This may be spent at the discretion of the organization, however, any general meetings must be funded from this amount.)

All other events and expenditures will be funded through formal budget requests and evaluated on a case-by-case basis.

The SBA budget for funding student organizations is robust, but not unlimited. Requests will be evaluated based on considerations including, but not limited to:

- The track record of the event and group,
- The size of membership and probable attendance,
- Completeness of application package,
- The relevance of the event to the group’s purpose and the Law School,
- Reasonableness of the request.

The Finance Committee will evaluate these factors and decide whether to approve or deny requests. If your organization wishes to appeal a decision of the Finance Committee, you may do so to the SBA Senate so long as the appeal may be heard with adequate time prior to the event date.

All original receipts of funds spent must be given to the SBA Treasurer after making a copy for your records. Other than the Discretionary Fund, any unused allotments will be returned to the general SBA fund.

**II. DE MINIMIS FUNDS**

*De minimus* funding is defined as an amount less than \$200. Requests for de minimis funds can be made to either the SBA Treasurer or Director of Student Services, however only the SBA Treasurer can approve disbursement of the funds.

If granted, a voucher will be provided to the organization's representative with an approved dollar amount to purchase food and beverages, or alternatively, the organization will be approved to request reimbursement so long as an original receipt is submitted (see guidelines below for reimbursement).

### **III. BUDGET PROPOSAL REQUIREMENTS**

Each Request must be submitted on the Budget Request Form spreadsheet, and contain the following:

1. Name of Organization
2. Type of Event being planned
3. Whether there will be any guests/panelists invited\*
4. Proposed date event is being planned for
5. Type of expenditures – food/beverages, decorations, etc. – estimated percentage to each
6. Number of Current Members
7. Prior Attendance, if applicable
8. Estimated amount of admittance fee for students\*\*

\* The SBA Treasurer cannot authorize funding for guests/panelists travel expenses; all such requests must be brought forth in front of the SBA Senate for approval. REMEMBER to allow ample time to address the Senate because it only meets an average of once per month.

\*\* The maximum student ticket subsidy cannot exceed 35% of the total per student cost.

In general, please see the SBA Constitution, Bylaws, and the Student Organization Handbook for further rules and restrictions on funding.

### **IV. DEADLINE**

**All organizations must submit their budget requests for the year by August 9, 2010.** All proposals must be on the excel spreadsheet provided, and sent via email to [thomas.zuppajr@student.shu.edu](mailto:thomas.zuppajr@student.shu.edu) and copied to Cindy Wilson at [cindy.wilson@shu.edu](mailto:cindy.wilson@shu.edu) to confirm event dates on the calendar.

The Finance Committee can discretionarily approve additional events throughout the school year if funds are available. All additional event proposals must be cleared through Cindy Wilson as to scheduling and then submitted at least three weeks before the event to the SBA Treasurer. Please contact Tom as soon as you know you may have a need for funds.

### **V. FINANCE COMMITTEE**

The Finance Committee will review all final proposals submitted over \$200 and vote on whether or not to approve the budget. The purpose of the Finance Committee is to determine whether the allocation of SBA funding is consistent with the constitution as well as the overall benefit of the student body and law school community.

The organization will be notified of the Committee's decision, and if denied, in whole or in part, the decision will be explained. An organization then has the right to appeal to the SBA Senate so long as the appeal may be heard with adequate time prior to the event date.

## **VI. CO-SPONSORED EVENTS**

The SBA encourages Co-Sponsored Events to promote organizations to work together and to achieve the highest amount of student involvement. Co-sponsored events should further the purpose of the organizations and also benefit the student body as a whole. A major benefit of co-sponsored events is to share expenses while promoting unity among the student body.

## **VII. RESTRICTED ACCOUNTS**

Some organizations have funds in their restricted accounts. The policies regarding restricted accounts, although not limited to, are that Organizations may use these funds only (as opposed to SBA allocated funds) for:

1. Fundraising costs
2. Gift Purchases
3. Purchases of tickets for organization events

## **VIII. AUDITS**

Each Organization is required to submit to Tom Zuppa, by January 1, 2010, a record of their accounts. The SBA Finance Committee will conduct an audit of their account and balance it with the SBA Treasurer records. In addition, as per University policy, the Finance Committee will check to make sure that proper use of funds in the "restricted accounts" has been observed.

## **IX. REIMBURSEMENT**

All original receipts must be given to the SBA Treasurer with Seton Hall Check Requisition Form, and **the Organization's Treasurer must keep a copy!!**

**No reimbursements can be made without an original receipt.** All receipts must have printed on the back the name of the person to be reimbursed along with his/her student identification number and mailing address.

Please note that this address must match the "local address" registered to the student ID# on LawNet's Banner system.

## **X. INFRACTIONS AND VIOLATIONS**

Funding allocated by the Treasurer and/or SBA *must* be spent for the express purposes for which it was allocated. Should an organization wish to re-allocate funding, it should contact the Treasurer immediately. If funding is used to provide food to event attendees, any unused food left over must be made available to the student body at large unless it can be stored for use at a subsequent event (i.e., bottled water, cutlery).

If any student organization overspends or misappropriates any allocations or for any other purpose violates the provisions of the SBA Constitution, Bylaws, or Guidelines, the Treasurer, President, or the SBA Senate may freeze the organization's funds.

The SBA reserves the right to withdraw funding in the event that a student organization violates any SBA or Seton Hall Law policy. It is the responsibility of the organizations' Executive Boards to become familiar with all policies regarding student organizations and activities.

## **XI. NOTES**

Other than those funds in the organization's \$200 Discretionary Fund, all funds **NOT** used for their designated purpose will revert back to the SBA discretionary account. Funds remaining in the organization's \$200 Discretionary Fund, however, will not roll over to the next academic year.

In addition to these general budget guidelines, please also refer to the guidelines set forth in the "Student Organization Handbook" about what the SBA can and cannot fund. In addition, organizations should be aware that policies in other SBA governing documents (such as the Election Bylaws) may be applicable to organizations, and could affect future funding allocations.

## **XII. CONTACT INFORMATION**

Please feel free to contact the SBA Treasurer or Director of Student Services if you have any questions regarding these budget guidelines or need help planning your events.

Tom Zuppa  
SBA Treasurer  
[thomas.zuppajr@student.shu.edu](mailto:thomas.zuppajr@student.shu.edu)  
908-229-5317

Cindy Wilson  
Director of Student Services  
[cindy.wilson@shu.edu](mailto:cindy.wilson@shu.edu)  
973-642-8097 Office  
973-202-2823 Cell Phone

Thank you for your involvement within the student organizations. I am excited to be your SBA Treasurer and looking forward to an exciting and successful year!

Sincerely,

Tom Zuppa  
SBA Treasurer

VENDOR NAME & ADDRESS:  
*Student Name*

*Organization Name*

MAILING ADDRESS, IF DIFFERENT:  
*Student ID #*

If payment is to an individual who is an independent contractor, attach signed IRS form W-9.

BUSINESS PURPOSE FOR EXPENDITURE:  
*Soft Pretzel Platter  
 Name Tags*

OTHER INSTRUCTIONS:  
*Original Receipts Attached*

SPECIAL INSTRUCTIONS:  
 Please check as appropriate:  
 Check will be picked up: \_\_\_\_\_  
 Name for pickup: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Enclosure attached is to accompany check  
 Check is needed by: (Indicate date) \_\_\_\_\_

FILL IN INDEX, ACCOUNT, DESCRIPTION, DOLLAR AMOUNT.  
 IF NO INDEX IS AVAILABLE, COMPLETE FUND, ORGANIZATION, PROGRAM, AND ACCOUNT.  
 ACTIVITY AND LOCATION ARE OPTIONAL.

INDEX	ACCT	FUND	ORG	PROG	ACTIV	LOCN	DESCRIPTION	INVOICE #	DOLLAR AMT	Procurement Use Only Banner Invoice No.
									30.00	
									15.00	
									45.00 -	

APPROVALS:  
 Signatures: \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Requestor  
 \_\_\_\_\_  
 Cost Center, Max (up to \$1,000)  
 \_\_\_\_\_  
 Budget Center, Max (up to \$10,000)  
 \_\_\_\_\_  
 Division Head (over \$10,000)

INSTRUCTIONS:  
 1. This form may NOT be used for reimbursement of travel, meals or entertainment expenses.  
 2. This form must have supporting documentation.  
 3. If an enclosure is to accompany the check, please attach an extra copy to this form.  
 4. The user should retain a copy.

Procurement Use Only  
 Vendor number:  
 Procurement initials:  
 Date: