



# **STUDENT ORGANIZATION HANDBOOK**

**Office of Student Engagement**

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## Purpose of the Student Organization Handbook

The purpose of this handbook is to assist student organization in planning events, accessing school/SBA allocated funding, handling College of Law financial procedures, running effective meetings and navigating the policies of MSU College of Law. It is our hope that providing extra and co-curricular programs will create opportunities for the development of leadership, knowledge and skills. We see participation in student organizations as a source of community building and opportunity for important leadership development. This handbook can serve as a blueprint and reference to MSU College of Law policies and procedures and is meant to aid student leaders in successfully planning for and achieving organization goals.

## The Office of Student Engagement

The Office of Student Engagement has a primary purpose of enhancing the quality of student life and community at MSU College of Law by initiating and supporting programming and by assisting student organizations to accomplish their goals. Particularly, it is one of the main focuses of the Assistant/Associate Director for Student Engagement, to ensure student leaders have the resources and support they need to create and achieve these goals. The Assistant/Associate Director will train student organizations executive boards on the correct procedures to use when spending school/SBA allocated funds. The Assistant/Associate Director can also serve as a great resource for programming ideas, effective leadership and in generating interest in your group.

## Office of Student Engagement Contact Information

Location: Room 308 (3<sup>rd</sup> floor across from Registrar's Office)

Connell Alsup, Associate Dean for Student Engagement	(517) 432-6806	<a href="mailto:alsupc@law.msu.edu">alsupc@law.msu.edu</a>
Abijah Taylor, Assistant Director for Student Engagement	(517) 432-6808	<a href="mailto:taylor@law.msu.edu">taylor@law.msu.edu</a>
Aaron Walden, Administrative Assistant for Student Engagement and Registrar	(517) 432-6835	<a href="mailto:waldenaa@law.msu.edu">waldenaa@law.msu.edu</a>
Main Line	(517) 432-6835	<a href="mailto:oselaw@law.msu.edu">oselaw@law.msu.edu</a>

### Benefits for Student Organization

- ✓ Ability to hang fliers or posters inside MSU COL about meetings, recruitment or events on bulletin boards, corkboard strips or on blackboards/sign stands
- ✓ Access meeting and event space inside MSU COL and reserve rooms
- ✓ Ability to post an announcement in The Docket email that goes to our entire community
- ✓ Ability to post an electronic bulletin on the Events screens
- ✓ Use of photocopy & fax machine in the Supply Room (Room 413)
- ✓ A table at the Fall Student Organization Fair
- ✓ Ability to be listed as a Student Assistant on the directory on the school's website
- ✓ Telephone usage in SBA Office (Room 215)
- ✓ Access to parking passes for speakers via Events Office (Room 404)
- ✓ Access to a student organization locker for storage
- ✓ Ability to apply for SBA allocated funding to host events and meetings (Room 215)
- ✓ Ability to apply for MSU COGS funding to attend conferences (main campus)
- ✓ Ability to apply for Alumni Association funding to host events (Room 400)

### Responsibilities of Student Organization

- ✓ Maintain an up to date student organization officer/E-Board contact list with the Office of Student Engagement immediately after elections and within one week of any changes
- ✓ Maintain an updated Constitution/By-laws with the Office of Student Engagement and ensure that it complies with all of the school's policies
- ✓ Host a recruitment table at the Fall Group Fair
- ✓ Have its E-Board participate in the Lawyers as Leaders training
- ✓ Collect money following safe handling policies, including making deposits into the group account on at least a daily basis
- ✓ Host events and meetings that are open to any student at MSU Law by widely publicizing all gatherings
- ✓ Host group and membership activities that are open to all MSU Law students
- ✓ Every student organization must host at least one meeting and host/co-host one event each semester to qualify for re-registration at the end of the year
- ✓ Demonstrate that it does not discriminate on the basis of age, color, disabled status, gender, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status or weight
- ✓ Complete a Registration Form each March to demonstrate compliance with expectations of official student organizations, including updated By-laws and Officer List
- ✓ Highly encouraged to have at least one officer participate in the Fall Service Project day during Immersion Week
- ✓ Highly encouraged to engage its members in at least one community service/volunteer event per academic year

## Policies and Procedures

### I. General Services - There are many services provided to registered student organizations by MSU College of Law:

#### i. Lockers

At the beginning of the year, each student organization has the opportunity to register one locker on the 4th floor<sup>1</sup> with the Office of Student Engagement during the Locker Registration Period. Please be aware of emails that will be sent out in the summer that set the deadline for registration.

In many cases, your student organizations will already have a locker in place with a lock on it and items stored inside. The key or combination to this lock should be retrieved from your predecessor. Student organizations that fail to re-register the locker before the announced deadline will have their lock cut off, items removed and locker released to be used by another student organization. Student organizations are limited to one locker each.

Lockers are likely to contain many relevant items that may assist you, such as banners and materials used each year, so please be sure to obtain the key or combination from your predecessor and check this locker early on in the semester.

#### ii. Mailboxes and Delivery Services

Student organizations mail is sorted and delivered to the Office of Student Engagement. The President/Vice-President will be emailed by our staff advising you to pick up your mail at the Office of Student Engagement. You will have up to two weeks to retrieve your mail.

There are also a few student organizations that have mailboxes on the 3rd floor outside of the faculty lounge.<sup>2</sup> Student organizations groups should assign a board member to check those mailboxes on a weekly basis.

To send out group-business mail, please stop by the Accounting Office for any questions.

#### iii. Office Supplies, Letterhead, and Business Cards

Office Supplies: Each student organization is responsible for ordering their office supplies from the Dean's Suite.<sup>3</sup> Orders should be made through the Dean's Suite instead of going to the store, as we can benefit from reduced pricing and tax-exempt status. Orders take several days to arrive, so please plan ahead.

If you do not order through the Dean's suite and therefore don't get taxes taken off then the Accounting Department will not reimburse you for the taxes on the purchase price. Groups should plan ahead so that all orders are placed through the Deans office.

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<sup>1</sup> Section 451

<sup>2</sup> e.g. Journals

<sup>3</sup> Room 368

When a student organization has an office and they have a Keurig coffee maker, or something similar, school funds cannot be used to purchase the K-cups or coffee. New appliance purchases must be approved in advance by emailing both the Associate/ Assistant Director for Student Engagement and the Accounts Payable Specialist.

**Letterhead and business cards** will not be an approved expense while using SBA Funds. If your group sees the need for these items, you must hold fundraisers or obtain revenue from other sources to supply this. Your student organization's funding should not be used to buy business cards that are only for a few select members. Student organization funding is provided to benefit your membership and the student body.

For direct-school-funded groups, your letterhead and business card orders must be generic to your group and not with named individuals, unless prior approval is granted by the Associate Dean for Finance and Administration.

Note: It is more cost effective to place multiple stationary orders at one time. Therefore new letterhead and business card orders for the incoming board will be accepted at the beginning of the fall and end of the spring semesters only.

Process: Please complete a "Business Card/Letterhead Order Form" picked up from the Dean's Suite. It will take at least twenty business days to receive your business card or letterhead order. There will be a charge for these items against your student organization's account, that you are personally expected to reimburse or via your group's separate fundraising account.

#### **iv. Photocopying/Fax Machine**

There is one copier for student organization use in the 4th-floor copy room.<sup>4</sup>

Each student organization will have a code to this machine. This code should be kept confidential and access to the code should be restricted. The group's copier/fax use will be monitored every semester and abuse of copying/fax privileges will lead to cancellation of the code and follow-up by the administration.

New codes are given to new student organizations after their registration is confirmed and issued every fall to current groups. If your code is lost, the president for the registered student organization must stop by and get the code number in person the Assistant/Associate for Student Engagement.

To use the Copy Room machine:

- 1) Enter your code into the "Dept. ID" field
- 2) Tap on the Password screen
- 3) Enter your code into the "Password" field

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<sup>4</sup> Room 413

4) Hit the colored "ID" button. Proceed with copying

Because color paper from the copy room is very expensive, student organizations will be required to purchase their own color paper for copying. This applies to use of color paper for backgrounds for the blackboards as well. Student organizations are not allowed to use color paper from the copy room.

**NOTE: During FINALS, access will be restricted to the 4th-floor copy room!!**

The following copying should not be conducted on the Copy Room copier:

- Copying items that would violate any copyright laws;
- Syllabi or law school course materials;
- Copying of books. Books include hardbacks and all bound materials consisting of 50 or more double-spaced pages.

The fax number for this machine is 517.432.6966

**v. Computers**

You can use the main Computer Lab on the 2nd floor next to the Law Library. There is one desktop in the Lab that is reserved specifically for student organization use and that computer has the software you will need to manipulate the Communications Templates for posters and fliers and is also set up to print to the color printer in the 4th Floor copy room. The only way to gain entry to the copy room is by sending a registered student leader to OSE (Room 308) to check out a key.

**vi. Phones**

There will be a phone available for student organization business use in the SBA office.<sup>5</sup> This telephone is to be strictly used for group business and not for personal use. The phone number is **(517) 432-6983**. There will be a phone message pad placed in this office, as the voicemail option is not activated on this phone. If you are in the office, please answer this phone and take detailed messages for your colleagues and place them in their group mailbox.

**vii. Fax**

There is now a fax machine available for student org and journal business use. The machine is inside the copy room and you will use your code to access the machine. You may also receive business faxes at this location and the number is **(517) 432-6966**. There will be fax mailboxes inside the copy room that you should check regularly to pick up your incoming faxes.

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<sup>5</sup> Room 215

## II. E-mail, Contact Information, Website, and TWEN page

### i. E-mail

Many student organizations already have a general MSU e-mail account for their group. If you need to obtain a new MSU e-mail address for your group or need help accessing an established MSU e-mail account please contact OSE at [oselaw@law.msu.edu](mailto:oselaw@law.msu.edu).

Be sure to record the password to this and relay it to new leaders each year as it is *very difficult* to reset passwords with MSU.

### ii. Contact Information

Each registered student organization is listed on the MSU College of Law student organization directory. If you would like to have your student organization's contact information modified on the website please notify OSE at [oselaw@law.msu.edu](mailto:oselaw@law.msu.edu) with the details.

### iii. Website and TWEN Options

Websites: Our webmaster has asked me to share several website options for your student organization.

- a) MSU College of Law website: Student organizations are NOT allowed to update their own College of Law websites. Student Organizations can send all content for their website to our webmaster in Word or Word Perfect. Please indicate whether this is a new website request or if it is just an update to an existing website. All requests should be in writing via email and should be sent to our webmaster and copy the Assistant/Associate Director for Student Engagement

NOTE: Since we have only one webmaster, your request may take several business days to process.

- b) Student organizations wishing to establish a Pilot account/AFS space through MSU main campus for the purpose of developing a web page must register your group with MSU Dep't of Student Life, and follow up with them.

### iv. TWEN Page

To set up or update the TWEN page for your student organization you must go through Westlaw. The Westlaw students representatives who work in the Computer Lab can help with this or you can email the Westlaw representative for MSU College of Law. It is your group's responsibility to then maintain this site and update the content throughout the year.

*All TWEN sites must be open to any student, faculty and staff member to be joined. If you decide to password-protect your TWEN site, you must provide this password to the Assistant/Associate Director for Student Engagement who will be a member of every student organization, group or journal TWEN site. No exceptions.*

At the beginning of each academic year, you will need to update your TWEN site to be active for the next year. Please contact our Westlaw Rep directly if you have any problems.



In order to have management privileges as the student leader, this setting needs to be entered. If your predecessor has not updated those privileges, you can do so by following these steps:

- a) Changing Course Administrators
  - Access your desired course;
  - On the left-side of the course, towards the bottom, select *Modify Course*; and
  - Select *Modify Course Information*
  - Go to Co-Teachers and hit *Look-Up*
  - To Add: Highlight the desired names from the left column and move them to the right – hit Save
  - To Remove: Highlight the desired names from the right column and move them to the left – hit Save  
*Those in the right column are administrators and those on the left are not.*
  - Save Course
  - They have now been added as co-administrators

### III. Event Planning, Meeting Planning, Room Reservations, Table Reservations, and Catering

#### i. Event Planning:

Events are put on with an external audience in mind, e.g. speakers, receptions, fundraisers, etc. Events must be conflict-checked by various departments via the Event Planning Form before you will be permitted to go forward with planning or even book a room or arrange catering.

The Event Planning Form (EPF) can be found in the Student Leader Resources section of the Student Organizations web page. The EPF must be filled out and returned via email to the Office of Student Engagement at [oselaw@law.msu.edu](mailto:oselaw@law.msu.edu). This form should be submitted several weeks prior to your event to allow for proper planning. Large scale events will require several months' notice. *Failure to submit the EPF in a timely manner may subject your event to cancellation.*

The Office of Student Engagement will check your room request for conflicts and send you a room confirmation.

It should be noted that events requiring the larger spaces on campus<sup>6</sup> should be made at least six (6) weeks or more in advance. Major events will be given first priority for space allocation. Other events will be allocated space according to the order in which requests are received. All reservations are subject to change at any time.

Groups that host an event are responsible for returning the room space to its original condition and ensuring that it is available to the next occupant by the end time listed on the reservation confirmation. This includes wiping down desks where food was eaten and/or tidying any food garbage from the space. Student organizations are also responsible for any damage to the facilities resulting from their event.

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<sup>6</sup> e.g. Castle Boardroom, fourth floor classrooms

*Failure to return a room to its original condition may result in denial of future room requests for your group.*

When you are collaborating with another student organization for an event, or are working with Advancement or Career Services for an event, the sponsoring student organization must designate a representative(s) to be in charge of handling these procedures, as well as the planning and carrying out of the event.

All events must be made public and open to any MSU Law student and so must be published in at least The Docket and fliers/posters should be displayed in advance. You can request a Docket entry by completing all of the required fields online and submitting the form which can be found at <http://law.msu.edu/engagement/index.html>

**a) If your student organization is planning an alumni event:**

When filling out your Event Planning Form, you should check the appropriate boxes to identify that your event will target or involve Alumni. This will flag your event, and the Assistant/Associate Director for Student Engagement will bring the Advancement Department in to assist. At that point, you will be contacted by and/or can reach out to the Associate Director of Advancement or (517) 432-6982 to schedule an appointment. We strongly advise that you involve the Associate Director of Advancement in the early planning and operations of all of these events. The Associate Director of Advancement is available to help improve attendance for your event by notifying alumni about your event.

**b) Political speakers - there are specific policies regarding external speakers.**

- MSU Student Handbook: <https://www.law.msu.edu/students/student-handbook.html>
  - Reviews MSU's policy on outside speakers
- Political fundraising or campaigning on campus is strictly prohibited
- The lecture must be strictly of an academic nature
- Q&A session is permissible as long as it is not conducted as a political rally or endorsement of one political viewpoint. Questions must be asked from both sides of the issue or topic being discussed
- We highly encourage you to make an explicit statement on any flyers and during the event after introducing this speaker as follows:
  - "Michigan State University College of Law and [insert name of your group(s) here] does not support or oppose the views of this/these speaker(s)."

**ii. Meeting and Team Practice Round Planning:**

Meetings are put on with an internal audience in mind, e.g. general body meetings, voting on Org. business, planning events, competition practice, etc. For your membership meetings or for team practice round space needs, you should place your room booking request with us in the Office of Student Engagement by visiting <http://law.msu.edu/engagement/index.html> There is a checklist of information we will need to collect from you to make the booking.

Requests should be made at least two (2) weeks before the need for the room. It should be noted that meetings requiring the larger spaces on campus should be made at least four (4) weeks or more in advance.

Major events will be given first priority for space allocation over any meeting or team practice booking requests. Meeting/practice room requests will be allocated space according to the order in which requests are received. **All reservations are subject to change at any time.**

For meetings and team practices, Student Organizations will need to make all arrangements for food ordering and delivery independently. You should cover the cost of the food and then submit a reimbursement request to the Accounting Department. Similarly, if technology equipment is needed for your meeting/practice, you should contact Tech Services independently by calling 517.432.9292.

All meetings must be made public and open to any MSU Law student and so must be published in at least The Spartan Law Docket. You can request an announcement by completing all of the required fields online and submitting the form which can be found on the OSE webpage.

**iii. Event Security**

For all high-profile or anticipated to be highly attended events, please speak to the Assistant/Associate Director for Student Engagement at least three weeks prior to the event. In the past, we have needed to alert Michigan State University Police and have a formal security detail, and so this advance notice is absolutely necessary. These details will all be coordinated by the Assistant/Associate Director for Student Engagement. Failure to notify the Assistant/Associate Director for Student Engagement with the proper advance notice may result in cancellation of this event.

**iv. Audiovisual and Videotaping**

All audiovisual and videotaping requests for student organization events are coordinated through the Events Office. You should include this request on your Event Planning Form in the appropriate section. Therefore, be sure to anticipate your needs and use this step to really think through the big picture for your event.

When requesting Technology assistance after your EPF has been submitted, be sure to include full event details including date, start/stop time, room location and the contact information for the group member in charge of the event. Please submit this request at least 5-7 business days before the event to [helpdesk@law.msu.edu](mailto:helpdesk@law.msu.edu)

**v. Speaker Gifts**

All student organizations are encouraged to spend a maximum of \$30.00 per speaker gift, as a reasonable gift. When this amount is exceeded on a per gift examination, the administration will scrutinize this expense and you may not be reimbursed. During our weekly review of reimbursement requests, we will examine how many speakers, in fact, attended so groups should not buy additional items beyond their actual speaker roster, without pre-approval from OSE and Accounting.

Student members and graduating members should not be given gifts using school funds. This includes direct-funded groups like journals. The only way this expense will be reimbursed is if it is a clearly labeled line item in the budget that is approved the winter earlier by CFO, Dean Lameti. No other requests will be reimbursed for student gifts.

**vi. Funding of Alcohol Policy**

MSU Ordinance 22.02: The use or possession of alcoholic beverages is prohibited in classrooms, lecture halls, laboratories, the libraries, the chapel, and within buildings or arena where athletic events, lectures, or concerts are held.

MSU Ordinance 22.03: The use of alcoholic beverages is prohibited in all public areas of campus buildings except with respect to events or occasions where such is approved or authorized by the Secretary of the Board of Trustees, pursuant to express criteria which have been prepared by the Secretary and reviewed by the Office of the General Counsel.

MSU College Law will not fund, either directly<sup>7</sup> or indirectly<sup>8</sup> the purchase of alcohol for student consumption. Students that are leaders of a group who host activities or events which either include alcohol or take place off-campus at a location that could potentially serve alcohol<sup>9</sup> must submit detailed and specific line-item receipts, demonstrating that no school funds were used to purchase alcohol.<sup>10</sup> These records are weekly reviewed by the College of Law for compliance and no reimbursements will be made for any alcohol purchases.

Student organizations who intend to host socials or events off-campus, and use school funding, must schedule a meeting with the Assistant/Associate Director for Student Engagement in advance of any bookings or publicity release for such event. On a case-by-case basis, the Assistant/Associate Director for Student Engagement will speak with the leaders to approve only those events/socials where the group can show an alternative activity as the central focus<sup>11</sup>; and that all members of the student body will be notified, invited, and have an equal opportunity to attend. Approval for such an event/social will be made by the Assistant/Associate for Student Engagement only in advance of the event. Failure to obtain approval in advance may result in denial of any reimbursement for the expenses for such event/social.

Pre-approval is not necessary where the event is one co-sponsored by the Advancement Office because Advancement will be working closely to ensure appropriate use of school funds.

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<sup>7</sup> Through direct group accounts i.e. Journals.

<sup>8</sup> General funding of student groups through the SBA or college departments

<sup>9</sup> Restaurants, bars, hotels, conference centers, or similar locations

<sup>10</sup> A potential vicarious liability may exist if the College or its agents fund the purchase of alcohol, then knowingly allow a student or their guests to become inebriated and that person(s) subsequently causes injury or damages to third parties. The College desires to control this potential liability and believes that this policy is necessary to do so. Additionally, it is not within the mission of this College to use tuition dollars for this type of expense. Further, tuition dollars should be used in a way that benefits the most students. Having an event off- campus limits who can or will attend.

<sup>11</sup> e.g. Bowling or baseball game

**vii. Student Travel Policy**

The faculty has developed a policy on what expenses can be reimbursed by the school for school-related/extra-curricular related travel. You can view this policy in detail at <http://www.law.msu.edu/engagement/leadership.html>

On our student organization leadership website, there is also the “Student Travel Request” form that all students who intend to travel using school funds must complete and submit with attachments. This must be submitted in advance of booking any travel arrangements<sup>12</sup> to the Accounting Office.<sup>13</sup> If approved, the Accounting Office will provide this form to you to give to the Dean’s Suite who can then use the school credit card to book approved student travel. If you would prefer to book the travel on your own and then seek reimbursement, do not book any travel until after this form has been approved by the Accounting Office. Without having this Form approved by the Accounting Office, no bookings will be made for student travel by the school and you may not be reimbursed if you book travel arrangements on your own.

The exception to the Student Travel Form policy above is travel of the official Moot Court & Trial Advocacy Board, whom already has a detailed policy working closely with the administration. Their policy applies to that group.

**viii. Credit Card Policy**

- a) Arrangements can be made to accept charges on behalf of student organizations via credit card. This procedure does create extra work for our Accounting Office, and so approval is only granted on a case-by- case basis in advance of any publicity stating credit cards will be accepted. You can inquire by speaking with the Accounting Office.
- b) The Law College will accept cash and checks on behalf of the student organizations. Make sure your student organization name and event/item involved in the purchase appears on the memo line of the check.

**ix. Lobby Table Reservation Guideline**

- a) There are a maximum of four (4) spaces for lobby tables at any given time. Groups may share tables, but no more than four tables will be permitted or are available for use. Tables are not allowed in front of the wall where the touchscreen directory is mounted.
- b) Student organizations are to use the tables that are stored in the 1<sup>st</sup>-floor loading dock and not move tables from any other floor or area for lobby table use.

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<sup>12</sup> e.g. flight, hotel, rental car

<sup>13</sup> Room 306

- c) There are 6-8 stackable, gray chairs on the dock for students to use at tables rather than using Sparty's chairs. When chairs are stored on the dock they must be stacked neatly near the tables that are standing neatly behind the door to the dock area.
- d) No student organization display is to be left in the lobby area overnight. It is your group's responsibility to set up and tear down your table, chairs, and displays at the beginning and end of each period. **Return all tables to the dock behind the door leading into the dock. The chairs must be stacked neatly next to the recycling bins, but not blocking the fire extinguisher.**
- e) A student organization representative must remain at the table display at all times.
- f) Live animals should not be included in any lobby display or event without prior approval by the Assistant/Associate Director for Student Engagement, which will be determined on a case-by- case basis.
- g) Food sales are prohibited on the first-floor lobby per MSU's Spartan Life Student Handbook that states "When the University has a food operation in a building (i.e., Sparty's), food will be sold only by that unit."
- h) Lobby events are not intended to promote outside concerns or individual political campaigns.
- i) Only registered MSU Law student organizations may host a lobby table.
- j) Lobby displays must be presented in a professional manner.
- k) The Associate Dean and Assistant/Associate Director for Student Engagement has the final determination over which displays are deemed appropriate.
- l) Lobby tables are self-policing and no advance reservations are required. If you see a student organization abusing these regulations, please report this to the Assistant/Associate Director for Student Engagement. If these policies are not followed, all student organizations will lose the privilege of lobby tables for the remainder of the semester.

**x. Announcements – Spartan Law Docket**

If your student organization has an announcement to share with the College of Law community in the Spartan Law Docket you can request an announcement by completing all of the required fields online and submitting the form which can be found at <http://www.law.msu.edu/engagement/index.html>.

Be sure to carefully fill out all of the required fields and check for proper spelling and grammar before you submit the online request. If we find grammatical or spelling errors in your submission, it will not run and you will be notified to re-submit your entry.

Submissions are due Wednesday by 11:59 p.m. the week prior to the week you want the announcement, event, or student organization meeting listed in *The Docket*. This deadline is strictly enforced. If you submit your announcement, event, or student organization after the deadline, the submission will not be included in the next issue of *The Docket*.

If your submission is for a student event, the posting **will not be made** unless you have already submitted an Event Planning Form.

NOTE: We strongly encourage you to plan ahead and submit your announcement well in advance to promote your event effectively.

The Office of Student Engagement reserves the right to edit any communication that has been submitted for posting. We also reserve the right to refuse to run any announcement that does not comply with our policies. Alcohol-related events and events not connected to the law school or student life will not be approved.

The purpose of the Docket is to provide the MSU College of Law community with updates regarding administrative and student life sponsored events of a non-commercial nature. Messages of a commercial nature will not appear in the Docket.

Any messages that need to appear for an indefinite or extended period of time should be placed on a flyer and on a bulletin board or corkboard strip.

#### **xi. Invitations**

If you would like to invite faculty and staff to an event: The invitation text and recipient list should be submitted via e-mail to the Assistant/Associate Director for Student Engagement with "Faculty/Staff Invite" in the subject heading. Please submit the invitation at least one to two weeks ahead of time. Special events may require at least a month or more advance notice.

Paper invitations can be hand delivered to the appropriate faculty or staff by your members.

If you would like to invite the Dean to an event: The invitation should be sent via e-mail to Lori Blankenship with "Invitation for The Dean" in the subject heading. Please submit the invitation at least several weeks ahead of time. Special events may require a month or more advance notice, so please plan accordingly.

#### **xii. Promoting Student Organization, Off-Campus Events, and News**

After submitting your Event Planning Form, it is reviewed by the Office of Student Engagement to see if it should be deemed a large scale/high-profile event.

For Level 1 events, your group will have access to poster and flier templates<sup>14</sup> on the Student Leader website that you can use to tweak to your needs, print, and then display throughout the building. If you cannot manipulate the templates on your personal computer, we have set up a computer in the Lab that

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<sup>14</sup> Posters are 11x17 and flyers are 8 ½x11

is for the exclusive use for Student organization work and this computer has the software ready and access to print to the color printer in the 4th-floor copy room. Entry to this room is only by a registered student organization leader checking out a key from OSE and we will monitor usage for appropriateness.

Please help us ensure that our building projects a professional image by abiding by these policies when promoting your events:

1. Each event is only allowed ONE poster on a sign stand on floors two – four. **Sign stands are not allowed in the first-floor lobby.**
2. Posters for events may not be put up more than 7 days prior to the event.
3. Posters must be removed promptly after the event (same day) and the empty sign stands put away. The poster must be removed from the board, and the board returned to OSE.
4. Flyers may be posted on the cork strips and bulletin boards up to two weeks before the event, but must be removed promptly after the event. No more than 10 flyers may be placed throughout the building for one event.
5. Do not leave poster boards on the floor behind a sign stand. If no stand is available, bring your poster to OSE, and we will place it on a sign stand as soon as one becomes available.
6. Make sure any donation bins for charity events are emptied regularly.
7. Put away lobby tables and chairs immediately after use.

For level 2 events, you will be contacted to discuss promotion options.

### **xiii. Student Achievements/Accolades**

Many of your members carry the Law College name to off-campus competitions or other activities. Some examples are student organizations that send members to moot court competitions.

When your members win competitions or otherwise successfully participate in outside activities, it's important for the Law College to applaud you and tout your successes publicly.

If you have any members who participate in off-campus competitions or events that should be promoted, please e-mail the Communications Department at [market@law.msu.edu](mailto:market@law.msu.edu) with the following information:



- a) When you plan to travel with members to the competition or event - please include the dates and send this notice as soon as the event is scheduled;
- b) A brief description of the event;
- c) The outcome of the event;
- d) The name of your faculty supervisor for the competition or event;
- e) A photo of the team. Your group should take this photo on site while dressed in professional attire in as formal of a shot as possible.

**xiv. Publicity for meetings**

Student organizations are responsible for creating their own flyers and posters and submitting the online form for an entry into the Daily Docket.

**xv. Copyright reminders**

If you create your own publicity materials, remember to avoid copyright infringement. Do not cut/paste photographs or other graphics from the internet. Photographers and other media creators must be given credit and/or paid for their work. If in doubt, please contact stop by the Office of Communications. Occasionally, permission to use the work from the author/creator can be obtained and received via e-mail.

## **IV. Funding and Fundraising**

### **Funding Options on Campus**

Applications for funding for Student organizations from the following sources can all be found on the Student Leaders web page.

**i. Student organizations can apply for funding from the following entities:**

**a. Student Bar Association (SBA)**

Funding procedures and policies are announced at the beginning of every semester. Updates will be provided from the SBA Finance Director throughout the year.

**b. Council of Graduate Students (COGS)**

The Council of Graduate Students (COGS) offers additional funding of up to \$1,500.00 per student organization and conference grants.

The COGS website and application for COGS general funding and grant funding guidelines are available at <http://cogs.msu.edu/funding.html>.

COGS will not fund an event after it has taken place. NO Exceptions!

If you have any questions, e-mail the College of Law representative for COGS at [cogslaws@msu.edu](mailto:cogslaws@msu.edu).

**c. Alumni Association**

The MSU Law Alumni Association has limited funds which it may, in its discretion, make available to qualifying student organizations to help offset costs of a special event.

Requirements: Below is the threshold requirements for student organizations that request funding from the Alumni Association. As a general rule, if an event falls within these qualifications, it will receive consideration for funding, but the board retains discretion on whether to make a grant. If an event cannot satisfy these guidelines, it will generally not be considered for funding.

**Threshold qualifications for obtaining money from the Alumni Association:**

- Student organizations must apply for funding prior to the event/activity. Except in extenuating circumstances, all requests must be submitted at least 30 days prior to the event if you wish to receive a response prior to your event.
- The event should be one which positively reflects on the Law College.
- The event should be one which advances the goals of a legal education and missions of the Law College.
- The event should be open to the entire student body or benefit the advancement of the Law College in some significant way.
- The Alumni Association should be recognized for its contribution, preferably in print form.
- Requests for \$500 or less do not require full Board approval, and instead, the Student Liaison Committee may decide on its own.

**d. Diversity Services Office Student Organization Event Co-Sponsorship Policy**

- When DSO funds are available, all registered MSU Law Student Organizations are eligible for ONE program/event co-sponsorship with DSO per fall and spring semester of an academic year. Summer co-sponsorships will only be granted if funds are available.
- A maximum of \$300 will be awarded for the co-sponsored event.
- Acceptance of award means that DSO is listed as a co-sponsor of the program or event

**e. Diversity Services Office Conference Funding Policy**

- Available to all MSU Law students in good standing
- When funds are available, eligible MSU Law students in good standing can receive one conference funding award per academic year (fall, spring and summer semesters)
- No more than two students will receive funding to attend a conference that has the same title, date, and purpose.

If approved for funding, you will be notified and you should submit all receipts and requests for reimbursement directly to the Director of Diversity Services in Room 201A, instead of submitting same to the Accounting Department. The Director of Diversity Services will personally review requests and contact you to go over any details.

**f. Career Services: Co-Sponsorship of Career-Related Events**

The Career Services Office (room 301) is available to co-sponsor events that will feature career-related topics at the Law College. The student organization should contact the Career Services Office by

completing the form at least three weeks in advance of the event with the topic of interest, possible dates, and provide any contact names, if applicable.

Upon request, the Career Services Office may be able to assist with the following:

1. Identify, if necessary, potential speaker(s).
2. Provide the print publicity.
3. Provide promotions via social media.
4. Contribute half of the cost of food, up to \$100.
5. Book a room for the program.
6. Provide a gift for the speaker(s).

## **ii. Fundraisers**

Fundraising by student organizations or individual students to benefit an outside group must be approved by the Office of Student Engagement on a case-by- case basis. Fundraisers will be approved on a first-come-first-serve basis.

### **a. Limitations on use of any Fundraised Funds**

Student organizations must publicize how raised funds will be used during the promotion of the fundraiser, at the time of the fundraising event and when money is collected so it is clear how the money will be used. A reasonableness test will be applied by the Office of Student Engagement for these uses.

### **b. Sale of Merchandise**

Orgs wishing to sell merchandise in order to raise funds *may not* use the College of Law tax exempt forms when purchasing the goods to be resold. Student Orgs *must* ensure that they are charged MI sales tax by their vendors. If taxes have not been charged to the Org, the Accounting Office will not process the invoice/reimbursement.

### **c. Bake Sales**

Bake sales are no longer allowed in the Law College building.

### **d. Charitable Gaming**

Student Org fundraising via charitable gaming is not allowed.<sup>15</sup>

## **V. Use of MSU / MSU Law Name and Logo**

All MSU Law apparel and promotional items that reference Michigan State University, Michigan State University College of Law, or any variation thereof, must be approved by the Office of Communications before an agreement with any vendor for an order, publicity or sales begin. To help you plan, please read the following FAQs:

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<sup>15</sup> This includes, but is not limited to bingo, lotteries, and raffles.

**i. If a student organization wishes to use the MSU College of Law logo(s) on an item, who do they see?**

Approved logos can be downloaded from the student leader website. Please reference the Brand Standards Manual for usage limitations. No modifications are to be made to official logos. Approval of usage and design must be obtained from the MSU Licensing Office: <http://www.licensing.msu.edu/>

**ii. What about using the MSU College of Law name at all? Can student orgs create their own design of the school's name OR must they use the approved name logo(s) only?**

Student organizations can design their own logo; however, no part of the branded logo can be taken apart and used in a new logo design. The "new" design must be UNIQUE. The Communications Office will not design a unique logo for student organizations.

In addition to using any unique design, the official MSU Law wordmark logo must be featured somewhere on the item. The MSU Law logos and the blocked print name "Michigan State University College of Law" on official merchandise are considered to be trademarks.

If you plan to sell general merchandise with ONLY the Michigan State University College of Law logo(s) and/or name on it, you do not have permission to do so. Official MSU College of Law merchandise can only be created, distributed, and sold by the Law College or by an approved vendor for the Law College.

TIP: Make sure your student organization name is included in your design if you are planning to use any MSU Law-related items or apparel for fundraising purposes and that your design is UNIQUE.

**iii. Are student organizations allowed to take their designs, especially with MSU Law logos, to an outside vendor? Do we have a preferred vendor?**

The Law College does have a preferred official logo vendor, which is Mahoney and Associates, Inc. However, only contact Mahoney when you are confident that your group can afford to commit and place an order. Graphic design layout and proof development is time-consuming and expensive.

Before you contact Mahoney, you must have design approved by the Licensing Office.

Be considerate of Mahoney's staff and only ask them for pricing and/or a proof when your student organization fully intends to place an order. You are representing MSU Law and we do not want to waste Mahoney's time and staffing resources, you can reach them at:

Mahoney and Associates, Inc. Lisa Livingston-Yetsko [lisa@mahoneypromo.com](mailto:lisa@mahoneypromo.com)

Some items may take 6-8 weeks for delivery, so plan to obtain approval well in advance.

**iv. Are there any recommended vendors for non-logo items?**

For Items or Apparel without the official MSU College of Law logos, some student organizations have used:

Retroduck.com (4-5 business days turn around) 210 Abbot Rd, East Lansing, MI 48823

(517) 333-8253, [www.retroduck.com](http://www.retroduck.com)

**v. Apparel and Logo Items**

Use of MSU Law logos which include the full block listing of the college's name "Michigan State University College of Law" is copyrighted and cannot be used without express permission of MSU Law. Please see the Licensing Office for approval.

Apparel: You will not be permitted to purchase merchandise, clothing or hats using your SBA Funds. You will need to conduct fundraisers to cover this type of expense. These items can also take up to 6-8 weeks for delivery. Please be sure to use the MSU Law Tax Exempt Certificate for this purchase, to have the taxes taken off by the vendor.

## **VI. Overview of Student Organization Policies and Guidelines**

- i.** The Office of Student Engagement supervises all student organizations, including the SBA. The Office of Student Engagement aims to work closely with student organizations, journals, and moot court boards to support their endeavors and to be the liaison to the administration for student organizations.
- ii.** Student organizations provide MSU College of Law students, faculty, and staff with additional academic and extracurricular programs. Student organizations provide speakers, community events, social activities, and mentorship. Activities sponsored by student organizations benefit the entire community. Groups, journals and moot court boards provide opportunities to improve leadership skills and work on projects in team settings with peers, faculty, and staff.
- iii.** Under College of Law guidelines, each group must re-register each spring semester with the Office of Student Engagement. Registration forms are distributed during the spring semester. A list of officers and members should be submitted. Groups must have a minimum of five (5) current MSU law student members.
- iv.** Each group must have a constitution or by-laws that should be submitted electronically along with the registration materials to OSE. The constitution/by-laws must incorporate the regulated language provided by the Office of Student Engagement each year.
- v.** Student leaders should remember that academics should remain a priority during law school. We strongly encourage executive board members to maintain at least a 2.50 GPA during their tenure.
- vi.** Each group is required to have an advisor from the faculty or staff of the College of Law. Please see the Assistant/Associate for Student Engagement if you need assistance in locating an advisor.
- vii.** Each registered student organization/group is responsible for creating and monitoring its budget and ledger. The Accounting office policies and procedures for reimbursements are included in this handbook.

- viii.** Be sure to submit a complete contact list of your group’s executive board via e-mail to the Office of Student Engagement at [oselaw@law.msu.edu](mailto:oselaw@law.msu.edu) once elections are finalized for the following year.
- ix.** No student organization should purchase alcohol with SBA/school funds and/or advertise the availability of alcohol at a law-school sponsored event. Please refer to the “Funding of Alcohol Policy” discussed in the Funding section above.
  - a) Individual students on behalf of student organizations, groups and journals may not enter into contracts with outside vendors. The Events Office also cannot sign contracts on behalf of student organizations. Contracts must be signed by either the Assistant/Associate for Student Engagement or Associate Dean. Journal contracts can be signed by Faculty Advisors, the Assistant/Associate for Student Engagement or Associate Dean.
- x.** Student organizations should not have in their Constitution/By- laws any matters that are not within the powers of students to regulate<sup>16</sup>. These items are regulated/determined by the administration and faculty and so should not be included as items in the student organization Constitution/By-laws. It is the responsibility of the President/Editor-in-Chief/Executive Director to administratively remove any items that do not comply with this provision immediately.
- xi.** Student organizations are invited to meet and greet all students during the fall Service Project, Student Organization Fair at the start of Fall semester, and again during several Admissions Open House events during the Spring semester.
- xii.** Each student organization is highly encouraged to participate in or plan at least one pro-bono, legal networking, legal issue education program, law-related charitable or community service event during the academic year.
- xiii.** Groups are also encouraged to work with other groups in their participation or planning of events throughout the year. A contact list of student organization leaders will be distributed during the Student Leaders Retreat in the fall and posted on TWEN.
- xiv.** Additional MSU Policies for student organization can be viewed at:  
[http://www.studentlife.msu.edu/current\\_students/rso/documents/university\\_policies.regulations.pdf](http://www.studentlife.msu.edu/current_students/rso/documents/university_policies.regulations.pdf)

## **VII. Student Organization Long Range Plans:**

- i. Registration:**
  - ✓ Fill out the registration forms each Spring. Be sure the form has all the required signatures and reports
  - ✓ Compile a list of officers and members

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<sup>16</sup> e.g. scholarships, financial stipends and/or academic credits

- ✓ Turn in all forms to the Office of Student Engagement prior to the stated deadline in March/April of each year

**ii. Summer:**

- ✓ Have a planning meeting to organize the first meeting and events for the first months of the Fall semester
- ✓ Communicate with the executive board and hold strategic planning meetings
- ✓ You should have some of your events planned ahead of time, including when and where your first meeting and events will be to generate interest and have fliers explaining the mission and events held by the group
- ✓ Review group files, update documents and discard any outdated materials
- ✓ Check out what's in your group locker and dust off your group tablecloth, banner, and any other helpful items. Re-register your group's locker in the first week of classes.

**iii. Fall:**

- ✓ Participate in the Student organization Fair. The fair is typically held at the College of Law lawn (weather permitting) early in the semester.
- ✓ Network with other student organization leaders and collaborate on events
- ✓ Schedule meeting time and locations ahead of time, classroom space fills up quickly. Book your meeting rooms by visiting the Office of Student Engagement (308)
- ✓ Hold an informational meeting to recruit new members
- ✓ Plan icebreakers to help your new and returning members get acquainted with each other and the executive board
- ✓ Share group materials with all members: constitution or by-laws, membership list, the goals and objectives for the year, a calendar of meeting and event times and locations, and a list of any standing or ad hoc committees
- ✓ Schedule regular meetings with your executive board and advisor
- ✓ Set a timeline for accomplishing your goals and objectives for year
- ✓ Update the Signing Officer Form for the Accounting Office
- ✓ Check on the financial status of the group. Obtain a copy of your account ledger from Rhonda Bleisner in Accounting
- ✓ Conduct a budget planning session with your executive board and determine if there is a need to fundraise

**iv. Spring:**

- ✓ Recruit new members in the first weeks of the Spring semester
- ✓ Remember many 1Ls and transfer students were focused on getting acclimated to law school and/or MSU in the fall and now may be interested in joining
- ✓ Review your previously set goals and objectives- is the group on track?
- ✓ Strategize about additional goals and what legacy you want to leave behind. Set a timeline for accomplishing those goals in the remainder of the term
- ✓ Schedule Spring meeting times and locations. Share dates with your membership

- ✓ Prepare for and hold executive board elections in February or March
- ✓ Attend the Student Leader Transition Meeting in March to ensure the incoming board has all the information they need to be successful the following year
- ✓ Outgoing officers should train the newly elected officers and review all group files and information (including financial) with the incoming officers
- ✓ Draft an Activities Report summarizing the group's activities, successes, and failures with recommendations for future planning. Include posters/fliers and to do lists from your events and minutes from your meetings. This is useful to the new executive board and provides historical information for the group files
- ✓ Draft a financial report outlining income and expenses for the past academic year
- ✓ Inform the Office of Student Engagement of newly elected officers via e-mail at [oselaw@law.msu.edu](mailto:oselaw@law.msu.edu)
- ✓ The new executive board should hold a meeting to discuss goals with the membership for the following year
- ✓ Make sure you update your membership list before summer begins. This will make contacting returning members in the Fall much easier
- ✓ Fill out the registration form for the next academic year. Be sure to have all the required signatures

### VIII. Accounting for Student Organizations

Obtain an office signature form from the Accounting Office at the beginning of the school year.

The new officers listed on this form will be the only ones to have access to account information or to authorize check requests. If the authorized signers change during a semester, a new form will be needed.

Deposits to the student organization's account may be made by anyone. These usually consist of member dues, fundraising, or donations. There is a new deposit form to be used by student orgs for any monies deposited. These forms are found outside the accounting office window.

Please note that we do not accept credit card payments from the student organizations for anything. Checks should be made payable to: **MSU College of Law**

If the Accounting Office is not open, requests may be left using the mail slot to the left of the window.

Check request forms are kept on the shelf outside the Accounting Office. Please fill out to whom to issue the check and write a brief description of the expense. If the expense is for a meeting/event, please include the date of the meeting/event. In the "charge to" section, write either your student organization's name or the account number for your org, if known. Both of the authorized people must sign the request. Attach any original receipts.



We strongly recommend keeping copies for your org's records. We must have receipts for auditing purposes. Keep the pink copy of the check request for your records. It is each group's responsibility to obtain receipts for any payment or reimbursement.

\*\*\*please note that check requests may take at least 3 weeks to process. It is very difficult to process a check in one or two days due to each check needing two signatures. Please allow plenty of turnaround time when you turn in a request.\*\*\*

Once a check is ready the person will receive an email to pick up the check unless different handling has been requested. If no email has been received, the check probably isn't ready. If the student has direct deposit

For their financial aid refunds, reimbursements will also be direct deposit. In that instance, the person will receive an email to check their bank account on a specific day to confirm the deposit.

At any time the authorized signers for the account may request a ledger informing them of the account's balance and transactions. Contact accounting to request this.

It is strongly recommended to all groups that you keep good records of activities and budgets for that year in a form that can be passed on to the next officer(s). Add any notations about how your group handled fundraising, donations, and/or events so that the next year's membership and officers get the benefit of your experience on things that worked and didn't work. This will ensure the momentum for your group continues from year to year.

Please also note that any reimbursement for food expenses requires an itemized check and credit card receipt. These two documents must be submitted for reimbursement.

**ACCOUNTING OFFICE CONTACT:**

**RHONDA BLEISNER**

[bleisner@law.msu.edu](mailto:bleisner@law.msu.edu)

## **IX. Frequently Asked Questions**

***i. If we change officers or advisors, do we need to notify anyone?***

Yes, please inform the Office of Student Engagement at [oselaw@law.msu.edu](mailto:oselaw@law.msu.edu).

***ii. Is it mandatory to register my student organization with the College of Law?***

Yes, in order to receive school/SBA funding and have access to law school facilities and services, a student organization must be registered with the law school.

***iii. Is it mandatory to register my student organization with MSU Student Life?***

No, it is not mandatory, but required to apply for COGS funding and to reserve space on campus outside of the College of Law building.

***iv. Is it mandatory to have a University account?***

No. A University account is necessary if you use a University service such as Physical Plant (they will only allow your group to pay for services through University accounts). Contact Rhonda Bleisner in Accounting if this issue comes up.

***v. Can our group have an account at an off-campus bank?***

No. MSU College of Law requires student organizations to have their financial accounts within the Law College.

***vi. Can we have a bake sale?***

No. Procedures to hold other fundraisers are discussed above.

***vii. Our group wants to conduct a fundraiser. Do you have any ideas?***

Please stop by and see the Assistant/Associate for Student Engagement in room 308B to discuss options.

***viii. Can I, as a group leader, be held personally liable if someone is injured at an off-campus event/retreat/trip?***

Yes, this is why contracts with outside vendors cannot be signed by students. When planning an off-campus event, care should be taken to include as many appropriate and safe arrangements as possible. As per MSU policy, alcohol should not be involved in the event.

***ix. Can we get a set of mailing labels of current MSU Alums?***

Yes. There are currently 9,500 alumni in the MSU College of Law alumni database. Any Registered Student organization can request mailing labels of MSU Alumni by state, by city, by county, or by student organization affiliation. All mail label or spreadsheet requests should be directed to the Office of Advancement.

There is no charge for the request. Please stop by to discuss your needs with the Office of Advancement to ensure you request the proper mailing labels. The Office of Advancement is located in room 400.

Remember to include with your request: what the mailing labels are intended for (e.g. special event, communications with alumni) and contact person for your group. You can request either mailing labels or a spreadsheet with mail merge data for personalized letters or invitations.

Mailing labels will not be printed until 1-2 business days before the actual mailing to ensure up-to-date addresses.

**x. Do we receive monthly account statements from our Law College account?**

Statements are not printed on a monthly basis. The two designated officers for the student organization can request a statement printout from the Accounting Office. Student organizations are encouraged to use good accounting practices and not to solely rely on official account statements to keep up-to-date with their account balance.

**xi. How do we handle e-mails from prospective students?**

Many of you might receive e-mails from prospective students seeking "student" answers to admissions-related questions. MSU Law Admissions suggests the following:

- a) Refer the "prospective student" to the Admissions office if you feel uncomfortable answering questions, if you do not have time to answer their questions, or if you feel that the email is from a third party with an ulterior motive

OR

- b) Answer the prospect's questions honestly (but only as many questions as you can or would like to - we've heard some e-mails have 20+ questions!) and be sure to include Admissions contact information in your e-mail back to the prospective student.

**xii. Information about the Student Bar Association (SBA)**

Student organizations should get to know the SBA executive board and senators.

The SBA serves an important role with regard to student organizations at MSU College of Law. The SBA provides funding to student organizations throughout the academic year.

The SBA office is in room 215.

The SBA website is: <http://www.msusba.org/>

The stated purpose of the SBA is:

1. To promote, establish, and run such activities and groups as are deemed beneficial to its members and the Michigan State University College of Law [hereinafter "Law School"] and to represent student concerns and interests.
2. To promote social and academic interaction among the students, faculty, alumni, and administration of the law school.

3. To develop a mutual awareness and appreciation of the profession of law among the Law School and community at large.
4. To promote professionalism among Law school students by providing an opportunity to participate in an integrated Bar modeled on the State Bar of Michigan.

Thanks for your help!