

PACE

UNIVERSITY

Elisabeth Haub School of Law



STUDENT ORGANIZATION HANDBOOK

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INTRODUCTION

The student organizations exist to enhance the academic mission and the social aspects of a Pace Law School education. Organizations provide the opportunity to share experiences with other students of various backgrounds and to develop leadership skills. This handbook is designed to provide guidance for students who are creating a new student organization and for those who are assuming the leadership of an existing student organization. This handbook, effective August 1, 2022, supersedes all of our previously published handbooks. Please note that the policies set forth are binding for all matriculated Pace Law students. As a member of an organization, you are expected to have read and understood this handbook. The Elisabeth Haub School of Law at Pace University (“Haub Law”) reserves the right to change the policies governing student organizations at any time during the year without prior notice. Any questions concerning the contents of this handbook should be addressed to the Office of Student and Campus Affairs at (914) 422-4136.

EXISTING ORGANIZATIONS

The Office of Student and Campus Affairs serves as the liaison between the student organizations and the law school administration. Newly elected leaders of existing student organizations should contact the Office of Student and Campus Affairs (studentaffairs@law.pace.edu) and provide contact information, including the names and emails for all officers and the name of the faculty/staff advisor.

In addition, student leaders should:

1. Contact the president of the Student Bar Association (SBA) in order to renew recognition and request funding for the school year.
2. Submit updated information about the leadership of your organization to the Office of Student and Campus Affairs (studentaffairs@law.pace.edu) so that the Student Organization Officers Contact List can be updated accordingly.
3. Consider co-sponsoring events with other student organizations. These can be effective ways to increase interest in your organization.

Student Bar Association (SBA)

All recognized organizations fall under the jurisdiction of the SBA. The SBA Executive Board and Assembly are elected by the student body and are responsible for assisting in the policy-making decisions that affect organizations. All organizations are required to abide by all policies and decisions of SBA and the administration.

A list of SBA representatives can be found at <https://law.pace.edu/campus-life/student-organizations>.

Organization Constitutions

In addition to adhering to policies and procedures set forth by the SBA, each organization is bound to abide by the by-laws of its own constitution. The constitution defines the organization's purpose and provides an outline of the operational procedures and methods of transition from one academic year to the next. Each year the elected officials for the organization should carefully review the constitution and, if necessary, submit changes to reflect the organization's growth.

Office Space

Student Organizations may utilize the SBA office space located on the third floor of Aloysia Hall. Student Organizations may also store their organization belongings in this space. Haub Law is not responsible for personal property in the SBA office space.

STARTING A NEW ORGANIZATION

Formation of new organizations is encouraged. Prior to requesting to start a new organization, please review the currently existing organizations found at the following link: <https://law.pace.edu/campus-life/student-organizations>. To be eligible for formal recognition the organization must request approval, in writing, from both the SBA and the Office of Student and Campus Affairs.

Recognition Requirements

If you would like to start a new organization, you must first meet with the Director of Student and Campus Affairs and propose your idea for a student organization. Membership must be open to all students and your proposed organization must have a constitution that reflects the Law School's commitment to diversity and does not exclude any individual from participating based upon a discriminatory reason. Please provide the Office of Student and Campus Affairs with any relevant contact information.

After you have met with the Director of Student and Campus Affairs and identified a faculty advisor you will be ready to seek SBA recognition by taking the following steps:

1. Submit a written proposal to the Office of Student and Campus Affairs and the SBA including a list of at least 10 interested members and their signatures.
2. Identify a faculty advisor.
3. Create a proposed constitution.*
4. Explain your organization's relationship with its national organization, if applicable.
5. Contact the SBA president for instructions about getting your group's formal SBA approval and submitting funding requests.

*The Constitution should include the following:

- The name of the proposed organization
- The organization's purpose(s)
- A definition of the responsibility of each of the chief officers, one of who must be assigned to keep the organization's financial records
- "Procedures and Guidelines" for the election of officers
- A statement that clearly indicates the length of each officer's elected term
- A non-discrimination statement
- Inclusion of the following statement to comply with University rules: This organization operates under Pace University policy as regulated by the Regulation by Colleges of Conduct on Campuses and Other College Property Used for Education Purposes, found in Title 7, section 6430, 6431, 6432, 6433, 6434 and 6436 of New York's Education Law.

Reactivation of an Organization

Depending on the length of the "inactive" period, the SBA and the Office of Student and Campus Affairs reserves the right to request a formal update of the constitution and student roster.

FINANCES

Funding and Accounts

Funding for Student Organizations comes from the Student Activity fee and from individual organization fundraising. We ask that student organization leaders think carefully about expenditures for events and programming. Funding comes directly from every student and should be dedicated to providing events that benefit the entire student body and support the educational mission of the Law School.

In order for an organization to receive funding from the Office of Student and Campus Affairs and the SBA, it must have submitted a budget and a business plan to the SBA and must have ten (10) active members on the roster (roster requires signatures of the members in addition to the executive board). The purpose of your organization budget is to benefit all students and advance the educational mission of the Law School. Each organization has two accounts, which are described below.

- 1. Organization Accounts:** Every year, the SBA and the Office of Student and Campus Affairs will provide student organizations with funding from the Student Activity Fee. The amount of these funds is determined by the budget plan submitted by each organization. These funds do not carry over to individual organizations from one fiscal/academic year to the next and revert back to the main SBA account for use in the subsequent year at the end of April.
- 2. Agency (“Restricted”) Accounts:** An agency account is assigned to every student organization. Funds for this account are from individual organization fundraising initiatives. The balance of an agency account carries over from one fiscal/academic year to the next and does not revert back to the Law School at any time. If an organization remains inactive for more than one year, any money remaining in its agency account will go into a General Agency Account.

Organization Funding Restrictions

The first general organization meeting of the year for membership drive and organization planning may have food and/or refreshments that are reimbursable using SBA funding. All future organization meetings where food and/or refreshments are served must be funded from the organization’s agency account or by members. This is to ensure that student activity fees are being spent to enhance the student life on campus.

University policy prohibits us from making any reimbursements for items purchased from outside vendors without approval from the Office of Student and Campus Affairs.

Items purchased for fundraising purposes must be paid for out of an organizations Agency Account.

Expenditures & Reimbursements

- All outstanding receipts must be submitted to the Office of Student and Campus Affairs within thirty (30) days of the date of purchase.
- Organizations will not be reimbursed from SBA funds for end-of-the-year dinners/parties off campus.
- Credit card purchases must include the original itemized receipt (with date of purchase) along with the original signature receipt.
- Off campus meetings and events will not be reimbursed, and at no time will alcohol be reimbursed.
- Items purchased by organizations are the property of the Law School.

Once funds are depleted, no additional funds are available for disbursement. The SBA may be petitioned for additional funding but there is no guarantee that such funds will exist and be available. The budget year closes on the last day of classes for all student organizations.

Deposits

All funds generated by an organization must be deposited into its agency account. Organization representatives must complete an Organization Revenue Deposit Form (located at the end of this Handbook) and submit it with monies to the Office of Student and Campus Affairs for deposit. The University does not accept cash deposits so please keep that in mind.

Important Notes

1. Student organizations are not permitted to have an outside bank account or handle monies through Venmo or other similar money exchange programs.
2. The organization Treasurer should keep accurate records of all account withdrawals and deposits. Should you have any questions regarding budgets, account activity or balances, please make an appointment with the Office of Student and Campus Affairs.
3. Organizations are required to deposit any money collected within 24 hours of the event.

ORGANIZATION EVENTS

All events on campus must be held in compliance with the policies and procedures set forth in this manual.

Scheduling an Event

Instructions regarding organization-hosted events (along with in-house catering through Chartwells) can be found at the following link: <https://law.pace.edu/student-events>.

Procedure for Hosting a Formal Event

Formal events are defined as those events/programs that feature speakers, panels, honorees or other entertainment. Any event with mailed invitations (through the U.S. mail or by email) to alumni, bar associations, and other legal communities outside the Law School are also considered formal.

Organization representatives must meet with a staff member of the Office of Student and Campus Affairs at least four (4) weeks prior to the scheduled date of the event. Prior to inviting a speaker/performer* on campus, the Office of Student and Campus Affairs must be notified and a biography must be supplied.

Honorariums

A general letter for an honorarium is sent to all speakers acknowledging payment for their speaking engagement. A second letter is sent with the check acknowledging their service. Please allow four weeks for processing a check.

Contracts

A Standard Speaker/Artist/Performer Contract is required for entertainers. A representative from the organization must meet Student Services to process the necessary paperwork at least six weeks prior to the scheduled event date. It will take the University Counsel's office at least four weeks to approve a contract. The Office of Student Services will assist you in preparing the contract and secure the appropriate University signatures. A copy of the fully executed contract will be given to the organization and the performer/artist.

A check for the performer may not always be ready on the day of the performance. A purchase order number will be given to the performer. However, best efforts will be made to obtain payment, provided all paperwork is processed in a timely manner. **CONTRACTS ARE ALWAYS PAID BY UNIVERSITY CHECK, NEVER BY CASH. Do NOT, under any circumstances, pay a performer with your own money. You will NOT be reimbursed!**

IMPORTANT NOTE: No student is permitted to sign any contract. Contracts are to be signed only by the appropriate University officer. Any student signing a contract will be held liable for its conditions and may be subject to disciplinary charges. The Law School cannot be held liable for a contract signed by a student.

Copy Services

Requests for color copies, large flyers and posters must be submitted to the Office of Student and Campus Affairs for duplication. Please submit print jobs as early as possible to ensure there is plenty of publicity about your event. Event programs must be submitted at least one (1) week prior to the scheduled event to ensure timely printing.

Organizations will not be reimbursed for copies produced by an off-campus duplication service, such as Staples.

Public Events

If your event has a large number of attendees from outside of the Pace Law community, it may require special arrangements for parking. You must keep an RSVP list with a deadline for responding and a guest list should be submitted to the Office of Student and Campus Affairs at least two (2) days before the event for all public events requiring on-campus parking. Contact the Office of Student and Campus Affairs for details.

Posting/Distribution Policy

1. Posting via the electronic screens are encouraged as a means to limit paper waste.
2. Posting is confined to bulletin boards. **Do NOT post on glass, wood or wall surfaces.**
3. All publicity materials must be removed by the responsible organization no later than 24 hours after the event.
4. No publicity shall advertise alcohol as the main draw, and it must equally advertise the serving or sale of non-alcoholic beverages and food.
5. No form of publicity may be offensive, obscene, or inappropriate in nature.

Fundraising Events

Any event that is labeled a fundraiser must clearly advertise the recipient of the funds. Items to be sold for fundraising purposes may only be purchased through an organization's Agency Account. Particularly, those events donating to charity must have the name of the charity listed in all promotional materials and include whether it is all being donated or what portion/percentage will be donated. Please check with the Office of Student and Campus Affairs when selecting a charity to determine if they are a registered vendor with the University. If not, we must engage in this process to send the donation.

1. All fundraising activities must be approved, in writing, by the Office of Student and Campus Affairs.
2. Only student organizations recognized by the SBA are eligible to hold fundraising activities. All funds raised by student organizations must be earmarked for a specific purpose such as scholarships, public service, fellowships, etc. and have a corresponding spending or endowment account number.

Raffles

All proceeds **must** be deposited into your organization's agency account, even if they are to be donated to charity. The Executive Board of an organization is prohibited from participating in their own organization's raffles but may participate in raffles held by other organizations.

Bake Sales

- Bake sale hours on campus are permitted on weekdays until 7:30 P.M.
- It is important to maintain the bake sale sites. Please dispose of all garbage properly.
- Please limit your sales to baked goods only. You may not sell any lunch or dinner hot food items.

- **Not all items will be reimbursed. As with all reimbursements, anything that you are seeking reimbursement for must first be approved by the Office of Student and Campus Affairs.**

Canceling an Event

If you must cancel an event for any reason, you must contact the Office of Student and Campus Affairs and the Events Manager, Christie Wisecarver (cwisecarver@law.pace.edu) immediately. **At least three days advance notice of cancellation is required** for all events with educational media or food requests. Organizations that do not adhere to this deadline may be responsible for any charges incurred from your requests.

Additional Notes

1. The Office of Student and Campus Affairs will not grant approval to any function that is primarily violent, sexist or racist in nature. Additionally, the Office of Student and Campus Affairs will not approve any event that features alcohol as the main draw. In terms of inappropriate verbal behavior, the same standards would apply.
2. If an event is found to be in violation of University or Law School policies and/or the policies set forth in this manual, the Office of Student and Campus Affairs has the right to cancel the event in progress.
3. The Office of Student and Campus Affairs may also cancel any approved events if the event has violent, sexist or racial overtones.

NOTE: This list is not all-inclusive and as new events arise, they must be approved.

SCHOOL-SPONSORED TRAVEL TO REGIONAL AND NATIONAL CONFERENCES

Requests for funding to support student organization officer or designated member(s) attendance at regional or national conferences of member organizations should be made in accordance with the following provisions:

1. Requests must be submitted in writing to the SBA and the Office of Student and Campus Affairs **at least one month prior to the anticipated trip.** It is highly encouraged that any conference requests are submitted at the start of the academic year when student funding is allocated.
2. The above-mentioned request must include:
 - A copy of the conference registration form;
 - A copy of the conference schedule;
 - A detailed budget;
 - A list of meals included in the conference registration fee;
 - A list of student(s) seeking to attend the conference and their organization titles;
 - A statement explaining how attendance at the conference will promote the law school and the law school student organization; and
 - A statement of the level of financial support being provided by the student organization.
3. Conferences are eligible for funding only if the student organization seeking travel support is an affiliate of the national organization hosting the conference and the conference is a regional or national conference of the parent organization.
4. Students and student organizations seeking funding are expected to contribute a portion of the costs of attendance.
5. The Dean for Student and Campus Affairs will notify the students of the level of funding after review of the submission of the request for funding.

6. Airfare costs will be based on the lowest available internet fee.
7. All requests for reimbursement must be submitted to the Office of Student and Campus Affairs within two weeks after the completion of the conference, using the reimbursement form found at the end of this Handbook.
8. All reimbursement requests must be accompanied by an original, detailed receipt for each item of expense included on the form. As always, receipts must be itemized and include the date of purchase. Only normal business expenses will be eligible for reimbursement, which does not include the cost of such items as entertainment or alcohol.
9. A student's reimbursement request for a conference must be accompanied by a report about the student's experience at the conference. Reimbursement requests will not be submitted for reimbursement unless the report has been submitted.

ALCOHOL POLICIES

Alcohol Policy for All Student Organizations

An organization reserving University space will be held responsible for the following Law School policies regarding alcoholic beverages. Please note that wine and beer are only allowed in the Tudor Room and outdoors on the Preston Quad.

1. Wine or beer may be served at student and law school dinners and at receptions at which there is substantial food service.
2. All requests for wine or beer service must be approved by the Office of Student and Campus Affairs.
3. Beer and/or wine may only be served on campus between the hours of 4:00 p.m. and 7:00 p.m.
4. All alcohol must be purchased through Chartwells. Students may not purchase alcohol, and alcohol may not be donated.
5. Wine and beer will be served from serving stations or by waiters going from table to table. Bottles of beer/wine or beer/wine in other containers may not be placed at tables during an event.
6. Hard liquor may not be served at any function.
7. Beer may be served. A server is required and security must be hired when alcohol is served an event. Any event with alcohol served incurs a \$225 charge for Security. Charges will be incurred for the service time of our Chartwells staff. Student organizations are responsible for such security and service charges.
8. Violations of these procedures or of the University Policies regarding alcohol use and intoxication may subject a violating student to disciplinary action.
9. All provisions of the University's "[Alcohol and Other Drug Policy](#)" apply at all times.

Alcohol Policy for Large Student Events

1. A separate, defined area shall be established for the serving and consumption of alcohol at outdoor events. No one under the age of twenty-one (21) shall be admitted into this area. Indoor events with alcohol are confined to the room where they are held.
2. The server will provide only one drink per person, per trip when dispensing the beverage.
3. At all events where alcohol is served, twice the amount of an alternative non-alcoholic beverage must be served. Also, food must be served at any event with alcohol. The Office of Student Services must approve the food.
4. To serve wine or beer at any reception, permission must be obtained from the Office of Student and Campus Affairs. Identification to confirm the age of anyone requesting alcohol is required.
5. Large events as determined by the Office of Student and Campus Affairs may require additional Security. The cost for a Security Guard is \$45 per hour for a minimum of 4 hours. Student Organizations are responsible for Security costs.

Alcohol and Drug Abuse and a Drug-Free Environment

Pace University has a strong commitment to a healthy and safe environment for all members of the University community. Any use of alcohol and drugs that is illegal or violates this Policy will not be tolerated.

It is the policy of the University that the unlawful use, possession, sale, distribution, or manufacture of controlled substances and alcohol on University property or at University sponsored programs and activities are prohibited. Even though its possession or consumption may otherwise be lawful, alcohol, except in limited circumstances, is not permitted on University property or at University sponsored programs and activities.

There are two exceptions to the prohibition against the possession and consumption of alcohol on University property and at University sponsored programs and activities. One exception to this Policy is for the moderate possession and consumption of alcohol at University sponsored programs and activities by individuals legally permitted to possess and consume alcohol, provided prior written approval from the appropriate University representative has been granted. The second exception permits students who are at least 21 years of age to possess and consume a moderate amount of beer or wine (not hard liquor) in their residential housing room.

This Policy applies to each member of the University community—students, faculty, and staff—as well as to contractors, vendors, licensees, invitees and visitors.

This Policy is in compliance with the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act, and it is distributed to every student and faculty and staff member.

DISSENT AND PICKETING POLICY

Since the purpose of any University is the search for truth, dissent has a most legitimate place in our community. Dissent, however, must not interfere with the operation of the institution, which provides its very legitimacy. Therefore, dissent or demonstrations and rallies must adhere to the University protocol on this subject. The demonstrations and rallies must always be non-violent and considerate of the rights of all members of the Pace Law School community. Picketing and distribution of materials are

permissible in the proper areas. Should any questions arise concerning this policy, the Dean for Student and Campus Affairs should be consulted ahead of time.

ORGANIZATION REVENUE DEPOSIT FORM

DATE: _____

STUDENT NAME: _____

STUDENT ORGANIZATION: _____

EVENT: _____

ACCOUNT: _____
Fundraised money will be deposited into your organization's Agency Account.

CASH AMOUNT COLLECTED:

100 x _____ = _____
50 x _____ = _____
20 x _____ = _____
10 x _____ = _____
5 x _____ = _____
1 x _____ = _____

.25 x _____ = _____
.10 x _____ = _____
.05 x _____ = _____
.01 x _____ = _____

Total \$ _____

CHECKS (*List Separately*):

Check Number	Check Amount	Check Number	Check Amount
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____

Check Total: \$ _____

Grand Total \$ _____

SIGNATURES:

Organization Representative

Student Affairs Representative

ORGANIZATION REIMBURSEMENT REQUEST FORM

Please note that only purchases pre-approved for reimbursement by the Office of Student and Campus Affairs may be reimbursed.

Contact Information (Student Requesting Reimbursement)

Student Purchaser Name: _____ UID # _____

Contact Phone: _____ Contact Email: _____

Address: _____

Meeting/Event Information and Purchase Information

Name of Event/Meeting Applicable to Purchase: _____

Organization Hosting Event/Meeting: _____

Event Date: _____

Description of Purchase: _____

Total Reimbursement Amount: _____

What organization account are you requesting reimbursement from?

SBA Organization Agency Account (this is your organization's fundraising money)

SBA Organization Budget (this is the semester budget money that SBA gave to you)

Additional Information

This Event Reimbursement Form should be completed in its entirety and emailed studentaffairs@law.pace.edu. As a reminder, all requests to purchase and be reimbursed must be first approved by the Office of Student and Campus Affairs

Required Attachments:

1. Please attach a scanned copy of the itemized receipt of your purchase that you are requesting reimbursement for. Your scanned receipt must show the form of payment used (e.g., a debit card, if applicable). If your receipt does not show the form of payment used, you must submit the receipt along with another form of proof of payment (e.g., a copy of a check, or a copy of a bank statement showing the purchase with your bank information/personal information blacked out). Your receipt must also show the date of purchase.
2. Please also attach a list of your event's attendees/members.