

Washington  
University Law

**STUDENT LEADERSHIP  
HANDBOOK**

**2016-2017**



Dear Student Organization Leader:

Thank you for taking an important role within the law school community. Student organizations provide opportunities for public service, learning and leadership and your participation in a student organization is an integral part of the intellectual and social environment at Washington University School of Law.

This handbook has been developed to assist law student organizations run effectively and efficiently. It describes administrative procedures and policies and contains helpful strategies to guide student organizations with their budgeting, fundraising and event planning. These policies and procedures are subject to change, and notification of any changes will be made immediately and posted to the web where you can find the most updated version of the handbook.

In addition to this handbook, the Office of Student Life is a resource for all student organizations, and we encourage you to consult us for any advice regarding your student organization. Because situations will arise that are not included in this handbook, student organizations should also work closely with Elizabeth Walsh and Carrie Burns. We look forward to working with you.

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# STUDENT ORGANIZATION RULES AND POLICIES

## Student Bar Association

The Student Bar Association (SBA) is the representative body for students at the School of Law and speaks for and protects the interests of law students. Each class (1Ls, 2Ls, 3Ls and LLMS) is represented by delegates equal in number to 5% of the class size.

SBA also regulates student organizations. When a student organization is recognized by SBA, it becomes eligible to apply for funding from the student activity fee. SBA-approved organizations are entitled to a link on the School of Law's website, bulletin board space, a listing in materials sent to prospective students, and a table at the Activities Fair. To remain recognized by SBA, student organizations must submit budget information to the SBA Treasurer as requested and offer membership and access to meetings to the entire student body. After failing to submit budget information for three consecutive semesters, student organizations will be considered to be defunct and lose all benefits associated with SBA approval.

For SBA's constitution and by-laws, visit <http://law.wustl.edu/sba/index.asp?ID=1105>.

## Student Organization Registration

Each student organization is required to provide the names and contact information for ALL of the organization's officers and **submit a copy of its current Constitution** to the Office of Student Life. (See **Student Organization Registration Form** in the **APPENDIX** of this handbook.) This form must be submitted annually. Student organizations that do not provide this information will not be allowed to reserve space at the law school. Questions regarding this policy should be directed to Elizabeth Walsh.

## Forming a New Student Organization

Students wishing to start a new law school student organization should consult with Elizabeth Walsh to discuss the group's purpose, anticipated activities, etc. A student organization that seeks SBA approval must have ten (10) registered members, twenty (20) student signatures (including members) supporting the group's formation, a constitution, and a proposed budget. Five (5) days before the organization seeks approval, a representative of the organization shall submit to the SBA: at least ten (10) signatures of members, at least twenty (20) signatures of students (including members) who support the group's formation; a constitution that includes, but is not limited to: officer structure and membership qualifications, and a proposed budget for the academic year. A representative of the proposed organization shall make a presentation to the SBA and answer questions regarding the organization. After the presentation, representatives of the proposed group shall be excused, and the SBA will debate and then vote on the proposed organization.

# STUDENT ORGANIZATION BUDGETING/FINANCES

## Student Bar Association Activity Fee

Each student currently pays a \$45 per semester SBA Activity Fee. A portion of the activity fee is awarded to each organization based upon budget proposals they submit to the SBA. Once the SBA approves its budget for a semester, student organizations may spend their allocations.

## SBA Budget Requests

In order to receive SBA funds, organizations must apply through the SBA budget process. SBA requires that student organizations submit budget proposals at the beginning of each semester in which they wish to receive funding. At the beginning of each semester, the SBA budget committee proposes a budget, which is presented to SBA for debate and approval.

### **Budget Committee Guidelines for Submitting Budget Proposals**

- (a) All budget proposals need to include the name of the organization, the names of all officers of the organization, contact info for someone in the organization (email and phone number), the number of members of the organization, and a list of line items. Each line item in a budget proposal must be accompanied by as detailed a description as possible of the event and/or reason why funding is needed. Additionally, student organizations **MUST** attach a copy of their constitutions to their proposals.
- (b) All SBA-funded events **MUST** be open to the entire student body. No exceptions. Openness to the student body entails notice. All SBA-funded events must appear in the Law Weekly (yes, Virginia, there is a Law Weekly reader) and should also be advertised on the bulletin boards in AB Hall.
- (c) The SBA Budget Committee reserves the right to set global caps on costs for any type of line item, for example organizational meetings, publicity costs, or speaker events. These caps may fluctuate from year to year depending on the number of requests.
- (d) An 'organizational meeting' is a meeting, generally used for recruiting or informational purposes, that is open to the entire school. Such meetings **MUST** be held on campus to qualify for SBA funds. No other regular meetings throughout the semester qualify for SBA funds.
- (e) Publicity costs include copies and flyers, but not tickets for events.
- (f) Funding for multiple events may not be combined into one without prior approval by the SBA Treasurer. Funding may not be reallocated between events or repurposed without prior approval by the SBA Treasurer.
- (g) No durable goods are to be funded by SBA - no gavels, sports equipment, wastebaskets, or any other non-perishable items.

- (h) Expenditures that have already been made before the final SBA Budget has been approved must be included in budget proposals and flagged. It is possible and probably likely that most of these expenditures will be retroactively reimbursed as long as they follow past budgeting guidelines.
- (i) Any special requests must be sent to the SBA Treasurer before the budget proposal deadline.
- (j) The caps on funding to any individual group for particular event types are:
  - Movie Nights-\$40
  - Networking events-\$150
  - Organizational Meeting-\$125
  - Publicity Costs-\$30
  - Speaker Events-\$160 per event.
  - Other Events-no limit: We're open to suggestions and will fund events that appeal to large numbers of the student body and/or are unique, fun, especially useful, make the school look good, etc.

Community service events are funded through the community service committee. Happy hours and study breaks are funded through the social committee. Both are happy to help organizations make their ideas a reality.

In order to obtain maximum funding for your events, please follow some of the previous years' best practices immediately below:

- Groups that send in detailed budget requests with confirmed events are much more likely to obtain funding than groups that do not
- Groups that send in their budget requests by the required deadline are also much more likely to obtain funding than groups that do not
- **Groups whose events were successful in the past are also much more likely to obtain similar amounts of funding for the same event this year**

**Finally, use of funds for reasons other than those approved, or re-allocations of funding without prior SBA approval, may result in a suspension of funding privileges for the individual(s) involved.**

### Other Sources of Student Organization Funding

Most student organizations rely primarily on the SBA budget process to fund their activities. Student groups are encouraged, however, to seek additional funding from other sources.

#### *Dues*

Some organizations voluntarily collect additional dues. These funds can be deposited into a student organization's account and are kept separate from any SBA allocation.

## **Depositing Income**

Dues and the proceeds raised or earned by a student organization using the words “Washington University,” “Washington University School of Law” or “School of Law” and/or any funds raised or earned on the campus of Washington University **must be placed in the student organization’s account**. Examples of income that must be deposited are auction income, T-shirt sales, and raffle income. Washington University is legally obligated to account for all funds it (or any group) raises. Student groups may NOT fundraise outside the Law School community without prior approval from the Office of Student Life, the Center for Career Development and Alumni & Development. (See Fundraising in the **MISCELLANEOUS POLICIES** section of this handbook.)

Income may only be deposited by a check mailed to the law school’s P.O. Box. Mail a check payable to “Washington University School of Law” with your student organization’s name on the memo line along with a note stating which organization is to receive the funds.

## **Credit Card Sales**

The Business Office can provide the appropriate forms prior to accepting credit cards for any sales. Each organization will be responsible for running its own credit card sales and for any processing charges.

## **Outside Checking Accounts**

The University’s Central Administration strongly discourages the use of outside checking accounts by student organizations. However, should an organization choose to maintain an outside checking account, the account **CANNOT** have the words “Washington University,” “Washington University School of Law,” or “School of Law” and/or the University’s mailing address on the checks or as part of the title. This is for the protection of both the University and the student organization. Individuals authorized to access accounts off campus are legally responsible for these accounts and may be taxed on those funds in those accounts if they fail to incorporate properly and/or keep adequate records.

For assistance with closing an outside checking account and transferring the funds to a University account, please see the Business Office.

## **Access to Funds (including SBA funds)**

All requests for access to student group funds must be made on a “Student Organization Payment Request Form,” copies of which are available in the Business Office. The form must be submitted with all **ORIGINAL ITEMIZED** receipts and/or invoices. Forms requesting access to SBA funds will be reviewed by the SBA Treasurer after they are submitted. If you are requesting access to both SBA and organization funds for the same purchase, fill out separate forms and attach both to the receipts and/or invoices. Blank forms are available in the Business Office in Seigle Hall.



## **There are two ways to access student funds:**

### **Purchase Orders**

Purchase orders (P.O.s) may be used when buying goods or services. Most St. Louis companies will accept a Washington University P.O. To ensure proper and quick payment to the vendor, please submit, on a "Student Organization Payment Request Form," the vendor's name, address, telephone number and Federal Tax Identification Number. For P.O.s under \$50, the requester and an officer of the organization will have to sign the request. For P.O.s over \$50, the requestor and two officers of the organization will have to sign the request. P.O.s generally takes 2-4 working days to process, and payment will be made to the vendor 30 days from the invoice date.

### **Check Requests**

If a company will not accept a P.O. from the University and an organization member pays for the purchase, a check request may be made to reimburse the individual. To process the request, the Business Office must have **ORIGINAL ITEMIZED** invoices or receipts and the requestor's student ID number and current address. A student organization payment request form must be filled out and signed by the person requesting the reimbursement and two officers of the organization.

**Please submit completed forms to the Business Office.**

## **Budget Reports**

The SBA Treasurer keeps track of the overall SBA budget; however, student organizations are responsible for keeping track of their own budgets. The SBA budget is accessible on the web and is updated weekly. Discrepancies between a student organization's online budget and the group's finances should be reported to the SBA Treasurer immediately.

The SBA Student Organization Budget Request form can be found in the **APPENDIX** of this handbook.

## SERVICES AVAILABLE TO STUDENT ORGANIZATIONS

The Law School provides numerous services to law student groups. These include use of email accounts and space for an organization's web page; access to Law School space for events and meetings; mailboxes; meeting space; office supplies; calendaring and advertising of organization events in the Law Weekly; and security for your events. These services are described below.

### Audiovisual & Multimedia Services

The AV/Multimedia Department (<http://law.wustl.edu/av/>) is staffed by Director of Multimedia Technology, Darryl Barker, and Multimedia Specialists Bill Mathews and Kevin Roberts. AV/multimedia support is available to student organizations for events and programs. To request service, make sure you have noted the need for AV service when you submit your event for approval using our online system at: <https://reserveaspace.wustl.edu/>.

**Three days minimum advance notice is required for all multimedia requests.**

### Event & Meeting Planning

All students and recognized student organizations have access to law school spaces for approved events, meeting and training purposes. The hours that these spaces are available to students vary depending upon the time of year. Competition for space and time can be fierce so student organizations should plan events well in advance.

Student organizations must follow these steps when planning a meeting or event:

1. **Reserve (hold) a room.** To reserve any space in the law school, students should go to <https://reserveaspace.wustl.edu/>. A confirmation email will be sent to the requestor's email address when the Office of Student Life receives the reservation. Until the event is approved by Office of Student Life **and** the Events Department, the space will be tentatively held and no other group will be able to reserve the space. Audio visual services and equipment must be requested at this time.
2. **Event Approval.** Student organization events, and organizational meetings, must be approved by Carrie Burns and/or Elizabeth Walsh. To obtain approval, student organizations must submit their event details (found at <https://reserveaspace.wustl.edu/> at least 10 business days prior to the date of the event. The information provided is used for Washington University Law Weekly announcements. (See Law Weekly in this section of the manual.)

### **Co-Sponsorship**

Student organizations are encouraged to consider co-sponsoring their events with other student organizations. Co-sponsoring can be a good use of resources and it helps to ensure that events are well-attended.

## Accessibility

The schedule below details when and which doors are open to the public. Please keep this in mind when planning evening events.

### Law School Building Access

Monday-Friday	7:00 a.m. - 6:00 p.m.	Building unlocked, unless otherwise restricted by building access coordinator.
Monday-Friday	6:00 p.m. - 10:00 p.m.	Building will be locked and may be accessed by members of campus community with a current University-issued ID card.
Monday-Friday	10:00 p.m. - 7:00 a.m.	Building will be locked with access only allowed to specific individuals as identified by building access coordinator.
Saturday-Sunday	7:00 a.m. - 10:00 p.m.	Building will be locked and accessible to members of the campus community (as defined by the building access coordinator) with a University-issued ID card, unless other arrangements are made for specific events.
Saturday-Sunday	10:00 p.m. - 7:00 a.m.	Access will only be permitted to specific individuals as identified by building access coordinator.

Please also consider accessibility for those with physical limitations when requesting rooms. For example, the Morris Classroom (A-B Hall, room 202) and the Jordan Foundation Classroom (A-B Hall, room 204) require that a person in a wheelchair go down a ramp to get to the front of the room.

### Events Requiring Food and Beverages

#### **Alcoholic Beverages**

If your event involves alcohol, the policy of the Graduate Professional Council (GPC) and the law school administration is that two sober people must be present for the duration of the event. (See Alcohol Policy in the **MISCELLANEOUS POLICIES** section of this handbook.) These two individuals will need to sign a “Responsible Person” form, which is available in the **Appendix** section of this handbook. It is also available in the Office of Student Life (No. 210) or by emailing [cjburns@wustl.edu](mailto:cjburns@wustl.edu). This form must be returned to Carrie Burns at least three business days prior to the event. Alcoholic beverages may not be served before 3:00 p.m.

## **Food**

Student organizations should notify the Events Department anytime they plan to serve food. The Events Department is available to work with student organizations with catering and ordering food. If food is being delivered, student organizations should email Jeanetta Nixon [jnixon@wustl.edu](mailto:jnixon@wustl.edu) with a contact name and event details. Student organizations are responsible for the cleaning up after their events. Please see “General Clean-up Policy” in the **APPENDIX** of this manual.

## **Schnuck’s Corporate Card**

The Law School has an account at Schnuck’s that your organization may use for supplies and food for your parties. The Schnuck’s card can be obtained from the Business Office and needs to be returned after use along with the original receipts and the name of the organization. You will also need to complete the SBA form. Your organization’s account will be charged when the Business Office receives the statement.

## **Happy Hours**

Student organizations must complete a Happy Hour training with the SBA Social Chair before they are allowed to sponsor a happy hour. This training covers the alcohol policy and procedures for set-up, tear-down, and clean-up, which are the sponsoring group’s responsibilities. (See “Happy Hour Set-up & Tear-Down” in the **APPENDIX** of this manual.) WFF will clean the Crowder Courtyard after the Happy Hour and student organizations should allocate money for two hours of cleaning. Additionally, student organizations should ensure that food and drink do not leave the Crowder Courtyard. Failure to do so may result in any associated cleaning/damage fees being charged directly to the student organization account.

Student organizations must follow the University and Law School’s alcohol policies and must submit a “Responsible Person” form (see the **APPENDIX** of this handbook) to Carrie Burns in the Office of Student Life.

## **Water**

Bottled water is not provided for law school events and law school funds shall not be used to purchase bottled water. Student organizations may request water from the Law School Café when scheduling events.

## **Facilities Charges for Student Organization Events**

Student organizations may incur charges for fees incidental to use of the Law School space including fees for cleaning and maintenance of a room if the organization fails to clean. Groups could be charged a clean-up fee, based on the hourly rate charged by WFF.

Student organizations have access to Washington University space but need to contact the Office of Student Life to see what space is available and what charges accompany the space.

## Law Weekly Announcements

The Law Weekly and the events page <http://law.wustl.edu/events/> are designed as comprehensive listings of all major student meetings, events, announcements and other items of public interest.

It is important that all groups have a designated individual who is responsible for entering information on this calendar. The instructions below are intended to guide him or her through this process. If you have any questions, please do not hesitate to contact Carrie Burns, Dean Walsh, Aris Woodham or Ann Nicholson for additional information.

### **How to get items posted on the events page**

- The submitted event will go into an approval queue and will not appear on the calendar until Carrie Burns has reviewed (and possibly edited) it.
- The event may be linked directly to The Law Weekly when the reservation is made at the reservation website. Posting the announcement/description of the event is at the discretion of The Law Weekly editor, so compose carefully.
- To post an announcement for an event that **does not** require a room reservation go to: <http://law.wustl.edu/lawdaily/students1.asp>.

### **Deadlines**

All items must be submitted Thursday by 12:00 p.m. to appear in the following Monday's Law Weekly and on the events page. In the "Event Description" field it is important to include the following:

- The date of the event or program
- The starting and ending time of the event or program
- The name and number of the room in which the event is scheduled (if it is in the Law School), e.g., Wright Jury Room (No. 311). A list of room numbers and names is on MyLaw
- The names of any speakers and the topics that will be discussed
- The name and email address of the person who should be contacted for more information

## Tabling

Student organizations may table in the Crowder Courtyard, but must reserve table space through the reservation website at <https://reserveaspace.wustl.edu/>. If tabling is not available, please contact Carrie Burns [cjburns@wustl.edu](mailto:cjburns@wustl.edu).

## Web Pages

The Law School encourages every student organization to develop a vibrant, up-to-date web presence. Ideally an organization's web site should reflect the dynamic nature of the work it does, as well as highlight how it contributes to the intellectual and social life of the School. Prospective students and alumni will review these sites to learn more about life at WashULaw, so their content and appearance is important.

By default, any group recognized by the SBA will be listed on the student organization landing page <http://law.wustl.edu/organizations>. Absent any contribution from the organization itself, the School will link the organization's name to a web page with a brief description of the organization's mission, using language provided by the SBA or the Office of Student Life. As stated above, however, a more extensive web presence is recommended. For this reason the Web Services Department is available and eager to assist student organizations in both the design and hosting of a unique web site. The following levels of service are available.

1. At the organization's request, the name can be linked to an external web server, although the School will, in that instance, include a disclaimer on its own pages specifically disavowing endorsement of any content on an external site.
2. The School can host a web site with content that has been designed off-site. In that instance the underlying files are typically created by the organization's members, or, in some instances, by a professional web designer. Upon delivery of those files to the School's Web Services Department, they are loaded into an assigned folder on the web server and a link is placed to that folder from any and all instances of the organization's name on the School's web site. Updates to those files are delivered to the Web Services Department by organization members, usually as attachments to email messages. Upon receipt, the Web Services team will load these as soon as possible (usually within 24 hours). Direct access to the School's web server by organization members or their designates is not currently available. As stated above, the School will include a disclaimer specifically disavowing endorsement of any hosted content.
3. Another option involves use of the School's own graphics and navigation system. In this instance, the Web Services staff will design a site for the organization using the School's existing templates. Textual content is, of course, provided by the organization. Photographs, audio, and video can be incorporated in accordance with the School's existing style guides. Because the School's web site uses a content management system (CMS), organizations using the School's template can directly access and edit their textual content through that CMS. The organization may appoint no more than two web editors who will be given accounts on the CMS system. The CMS allows remote access from any Internet-connected PC using the Internet Explorer browser (version 7 or above). Content can, as a result, be accessed and edited off-site at any time. The CMS is fully supported by the School and the Web Services staff will provide initial training to the organization's web editors, as well as assist with any problems that might arise in page creation or deployment. As stated above, the School will include a disclaimer specifically disavowing endorsement of any content provided by the organization.
4. Web Services can also assist in the design of a non-branded web site that is hosted on the School's servers. 'Non-branded' denotes a site that does not use the School's standard templates or navigational system, but instead has a completely unique 'look and feel' and is self-contained. An example is the OUTLAW site at <http://law.wustl.edu/blogs/outlaw>. As stated above, the School will include a disclaimer specifically disavowing endorsement of any content provided by the organization.

Student organizations should specifically note the following, as stated in the Washington University policies:

1. Currently there are no size limits on web sites, although that may change should space become an issue.
2. Organizations must comply with the Law School's and the University's policies about Internet use, as well as with federal law, such as copyright, and with the law governing restrictions on data transmissions. No University system or network may be used for any purpose or in a manner that violates University statutes or regulations or federal, state, or local law. Student organizations should be thoroughly familiar with these laws as well as the School's and University's policies and recommendations. For detailed information on University policies and guidelines, please go to <http://www.wustl.edu/policies/>.
3. Use of University systems or networks for commercial purposes, except where explicitly approved, is strictly prohibited.
4. University and Law School policies place no restrictions on students' academic freedom or rights of expression. However, as members of the Law School, students are expected to exhibit the same qualities of professionalism, courtesy and respect for the rights of others that are demanded of members of the Bar. Student organization web pages should reflect this responsibility.
5. The School reserves the right to remove any content that identifies and targets specific individuals for ridicule or criticism. Such content can be the basis for civil or criminal liability and the School reserves the right to remove it from any School servers.
6. Finally, the following disclaimer must appear prominently on the home page of student organization web pages:

**Washington University in St. Louis and Washington University School of Law do not sponsor, review or monitor the contents of World Wide Web sites on University facilities, nor does the University or the Law School endorse the contents of any such web site.**

Any student organization wishing to create and maintain a distinctive web presence on the Law School's systems should contact the Web Services Department at 935-9897 or [webhelp@wulaw.wustl.edu](mailto:webhelp@wulaw.wustl.edu). A meeting will be arranged with the organization's representatives to discuss the creation and deployment of the organization's site.

## MISCELLANEOUS POLICIES

### Advertising Inside Anheuser-Busch Hall

SBA-approved student organizations are given bulletin board space on the 2<sup>nd</sup> floor in A-B Hall. Additionally, student organizations may hang flyers on the bulletin boards on the ends of the rows of lockers on the 2<sup>nd</sup> floor in A-B Hall. Use of the boards must comply with the policies established by the SBA Environment Committee which states:

***Do not tape posters or announcements on walls, windows, doors, or along the edges of chalkboards. Any item hung in these areas will be removed and discarded.***

Student organizations may advertise their events on the plasma screens on the 1<sup>st</sup> and 3<sup>rd</sup> floors of A-B Hall. To make such arrangements, contact [webhelp@wulaw.wustl.edu](mailto:webhelp@wulaw.wustl.edu). Requests must be turned in 7-10 days in advance so that the images may be formatted correctly.

### Alcohol Policy

Any on or off-campus event sponsored by a student organization recognized by a graduate school and involves alcohol, must comply with the University's Drug and Alcohol Policy [www.wustl.edu/policies/drugandalcohol.html](http://www.wustl.edu/policies/drugandalcohol.html). Any on-campus event involving alcohol must have a sponsoring organization.

#### **Distribution of Alcohol**

Under Missouri's Liquor Control Law, it is illegal for anyone under 21 to purchase, attempt to purchase, or possess alcohol. Violation could result in a fine of up to \$1000 and/or imprisonment for up to one year. Alcohol must not be freely accessible and must not be served to anyone under 21 or to anyone who is visibly intoxicated. In addition, alcohol cannot leave the event site.

Student Organizations may order and control distribution of alcohol at an event but must provide "Responsible Contacts." Alcohol may not be served before 3:00 p.m.

#### **Responsible Contacts**

At least one person (the Law School requires two) from the sponsoring group must be designated as the Responsible Contact for the event. These designates must remain sober before and during the event and are responsible for overseeing and ensuring safety at the event and alcohol distribution. Responsible Contacts must also be able to shut down an event if the alcohol policy is not being followed or if other problems arise.

#### **Food & Beverages**

Food and non-alcoholic beverages must be provided at events where alcohol is served. These items should be free and easily accessible, displayed attractively, and include non-salty options. Water must be provided, and the items should be constantly available throughout the night.



## **Advertising**

Alcohol may not be the primary focus of an event. It may be mentioned in advertising using phrases such as “happy hour,” “beer & pizza,” “wine & cheese,” etc. Events open to the general public and/or advertised off campus may not include alcohol.

For the full “Policy Governing Alcohol Service at Events Sponsored by Graduate Student Organizations” visit <http://pages.wustl.edu/prograds/alcohol-service-policy>.

## **Additional Law School Requirements**

1. A copy of the “Responsible Person” form must be turned in to the Carrie Burns in the Office of Student Life Suite at least three days before the event.
2. Responsible Contacts must have completed the alcohol training and quiz on MyLaw once per academic year.
3. Ample food and non-alcoholic beverages must be served and prominently displayed at any event where alcohol is served.
4. All guests must be 21 years of age and must be able to produce identification of age if asked.

## **Alumni Contact**

Students and student groups wishing to be in contact with alumni or invite alumni to attend an event at the School should contact Alumni and Development (935-5246) at least three months in advance. (See **Fundraising and Events Including Alumni and/or Sponsorship** in this section of the handbook.) Each student group must also submit a written request. (Not all requests may be granted.) A copy of what is to be mailed must accompany the request for approval. If a list is requested, student groups must include a letter stating the purpose of the request. Student organizations interested in contacting law firms, businesses or non-alumni, need to seek approval from the Center for Career Development and the Office of Student Life. Labels or lists are to be used only by the organization requesting them and may not be requested for non-University use.

## **Career-Related Speakers**

The Center for Career Development (CCD) is happy to assist student organizations with securing speakers for career related programs and to assist with funding such events. For speaker assistance student organizations should contact the CCD at least six weeks in advance. Additionally, the CCD advisors will “take the show on the road” to present an array of workshops tailored to a student organization’s interests. Possible topics include: resume-writing, job search strategy, and interviewing. Student organizations should submit a request to the CCD at least one month before the desired program date that includes the topic and possible dates/times and location of the event. (With less notice the CCD cannot guarantee accommodating the request.) The CCD requests attendance of at least 10 students.

## Funding

All money to cover the cost of an event must be in the student organization's account before the event is approved by the Office of Student Life. Students are not legal signatories of the University, and may not sign contracts or agreements, or enter into any verbal agreements, on behalf of their organization. **Students may not sign contracts of any kind.**

If a student organization is in need of additional funding beyond the designated amount by the Student Bar Association, then the group must submit a written proposal to Elizabeth Walsh, Associate Dean of Student Life requesting approval for additional funds. This proposal must be submitted at least six months in advance of the event.

## Fundraising

Student organizations can raise money to supplement SBA funds and membership dues through one of two ways: 1) merchandise sales, and 2) by hosting an event or activity. Fundraising activities can benefit the student organization's purpose or mission or an off-campus charitable organization. Examples of fundraising activities include, but are not limited to:

- Bake sales;
- Charity Poker Tournaments (see Washington University's Gambling Policy in this section the handbook);
- Law school T-shirt sales;
- Raffles; and
- Selling bracelets.

## **Logotype Usage**

Any merchandise sales with the University's or Law School's name or logo must be approved by Product Graphics (<http://productgraphics.wustl.edu>). In addition, all apparel on which a logo or name is to be affixed must be purchased through a University licensed vendor.

## **Events Including Alumni and/or Sponsorship**

If a student organization would like to engage in fundraising activities by hosting an event to which alumni will be invited (see also "Alumni Contact" in this section of the handbook) or for which sponsorship or donations are requested, prior approval needs to be obtained from the Office of Student Life, the Center for Career Development and Alumni & Development. Student organizations should submit a proposal to the Associate Dean of Student Life well in advance of the event. The proposal should include:

- A clear description of the purpose of the event
- A proposed budget, including a breakdown of operational expenses and projected income
- The names of the people who will coordinate and participate in all facets of the event
- The actual time and location of the event

Student organizations interested in contacting law firms, businesses, or non-alumni, need to seek approval from the Center for Career Development and the Office of Student Life.

## Movie Policy

Because of copyright infringement, permission, or the “rights,” to show a movie may sometimes be required. All student organizations are required to follow University policies, state, local, and federal law. Should any organization violate the copyright law, the University would **not** provide any kind of protection from liability under the law. See University policy in the **APPENDIX** of this handbook.

## Press Releases and Use of Letterhead

The Office of Student Life must approve any printing placed on letterhead (which is provided by the Office of Student Life). Use of the Washington University School of Law name, logo or crest, as well as other symbols and marks that are representative of the school, may be used only with the permission of the Office of Student Life.

## Speakers

If a student organization wishes to host a speaker the Office of Student Life and the Center for Career Development must be notified **three weeks** in advance of the anticipated date for approval. This is especially the case in regards to political figures. Students that fail to notify the Office of Student Life and the CCD run the risk of not having their event approved.

## Washington University Gambling Statement

Gambling, with only a few highly regulated exceptions, is illegal in Missouri

(RSMo § 527). Illegal gambling of any form is not allowed at Washington University in St. Louis.

**Groups wishing to reserve University space for fundraising events involving games, including poker tournaments, “casino nights,” and other games commonly played in a casino must abide by the following Guidelines.**

1. Games may not include all three of the following elements.
  - a. **Consideration** – The exchange of something of value for the opportunity to participate in the game. Consideration includes donations that are “requested” but not “required”.
  - b. **Chance** – The winner is chosen by “luck” with little or no skill or ability. Poker is considered a game of luck.
  - c. **Prize** – Any benefit, cash or property awarded to a winner.
2. Game rules must be clearly described to participants before play begins.

3. Alcohol may not be served or consumed during the event.
4. Events may only be open to University students, faculty or staff.
5. Examples of acceptable gaming events:

Ex. #1: Poker Night with admission fee (i.e. consideration), but no prizes. Admission fee and “winnings” must go to recognized 501c (3) charitable organization. Participants and non-charitable hosting organizations may not profit or win prizes.

Ex. #2: Casino Night without admission fee/exchange of money (i.e. Consideration). Prizes may be awarded to winners.

Questions about this statement or your planned event should be directed to the Assistant Vice Chancellor/Director of Campus Life.

Additional Washington University policies can be found at <http://www.wustl.edu/policies/>.

**APPENDIX:**  
**STUDENT ORGANIZATION**  
**FORMS**

## STUDENT ORGANIZATION REGISTRATION FORM

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Each student organization is required to provide the names and contact information for ALL of the organization's officers and **submit a copy of its current constitution**. This form should be completed and returned to Carrie Burns in the Office of Student Life (No. 210). Student organizations will not be allowed to reserve space until this form is received.

*Please print legibly.*

Academic Year: \_\_\_\_\_

<b>STUDENT ORGANIZATION</b>	
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<b>FACULTY ADVISOR'S NAME</b>	<b>SIGNATURE</b>

OFFICER	NAME	EMAIL	PHONE
President			
Vice-President			
Secretary			
Treasurer			
Other			

Current Constitution on file? \_\_\_\_\_

*Please return this form to Carrie Burns in the Office of Student Life (A-B Hall, No. 210D).*

## Student Clean Up Policy & Procedures

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WFF is the contracted janitorial vendor for AB Hall.

In the event that the janitorial contractor is unable to provide special cleaning services for student events or students are instructed to and have agreed to clean up after themselves due to limited post clean times between scheduled classes the following procedures will apply. By default all student events involving food/beverage will have a special event scheduled cleaning unless otherwise agreed upon by the Event Department.

1. Student(s)/student representative(s) will get from the Events Department (located in AB Hall, Rm. 102) a self-cleaning basket which will consist of :
  - Large garbage bags. Blue for recyclable items and clear for all other trash
  - Disinfectant wipes & or disinfectant spray & paper towels
2. Student(s)/student representative(s) if applicable will collect 2 extra trash cans for use in the class room: one for recycling and one for regular trash
3. Bags will be placed appropriately in these trash cans and will be monitored during event and changed as needed.
4. After the event student(s)/student representative(s) will wipe all tables and chairs. Pick up all visible trash and take the extra trash cans and trash to the interior of the service entrance of AB Hall.
5. Student(s)/student representative(s) will return self-cleaning basket and remaining cleaning supplies to the Events Department (Rm. 102).
6. If for any reason there is a spill which student(s)/student representative(s) are unable to clean up thoroughly, student(s)/student representative(s) will try to contain the spill and immediately alert the Facilities Department and/or the Events Department by calling 935-6551. Either department will then contact the appropriate janitorial contractor and have the spill contained. Alerting the Facilities/Events Department does not preclude the student(s)/student representative(s) from performing the agreed upon cleaning procedures.
7. Any student event requiring Special Cleaning Services that is placed on the calendar less than 3 business days in advance will be billed at the emergency rate.

Failure by any student organization to thoroughly clean up after themselves can result in an emergency clean up charge to the group.

**Washington University School of Law  
RESPONSIBLE CONTACT AGREEMENT**

This form must be completed and returned to the Office of Student Life at least 3 days prior to any student-sponsored on or off campus event for which SBA or other law school funds have been used to purchase alcohol. If this form is not submitted at least 3 days prior to the event, the event will be cancelled and the sponsoring organization will be responsible for all charges related to the cancellation. For Happy Hours and on campus events where the expected attendance is less than 100 people, at least two Responsible Contacts are required; for on campus events where the expected attendance is greater than 100, one Responsible Contact for every 50 attendees is required. At least two responsible contacts are required at off campus events.

Sponsoring Organization	Event Name and Location	Event Date

By signing this form, I agree to:

1. Remain present and sober for the duration of the event;
2. To provide food and non-alcoholic beverages that are constantly available and easily accessible;
3. Report activities which are illegal (including underage drinking) or cause or are likely to cause injury to people or damage property to the Associate Dean of Student Life or law enforcement authorities;
4. Ensure that food and beverages do not leave the area in which the event is held; and
5. Ensure that the area in which the event is held is cleaned after the event, including following the instructions on the attached documents and removing decorations.

By signing this form, I also understand that the student organization sponsoring an event at the Law School will be automatically billed for one and ½ hours of cleaning and for any additional hours as needed. By assisting with the clean-up, I will increase the likelihood that the work is completed in a timely fashion.

**Responsible Person #1:**

Name	Email	Phone

\_\_\_\_\_

\_\_\_\_\_

Signature

Date

**Responsible Person #2:**

Name	Email	Phone

\_\_\_\_\_

\_\_\_\_\_

Signature

Date



# Happy Hour Set-Up/Clean-Up

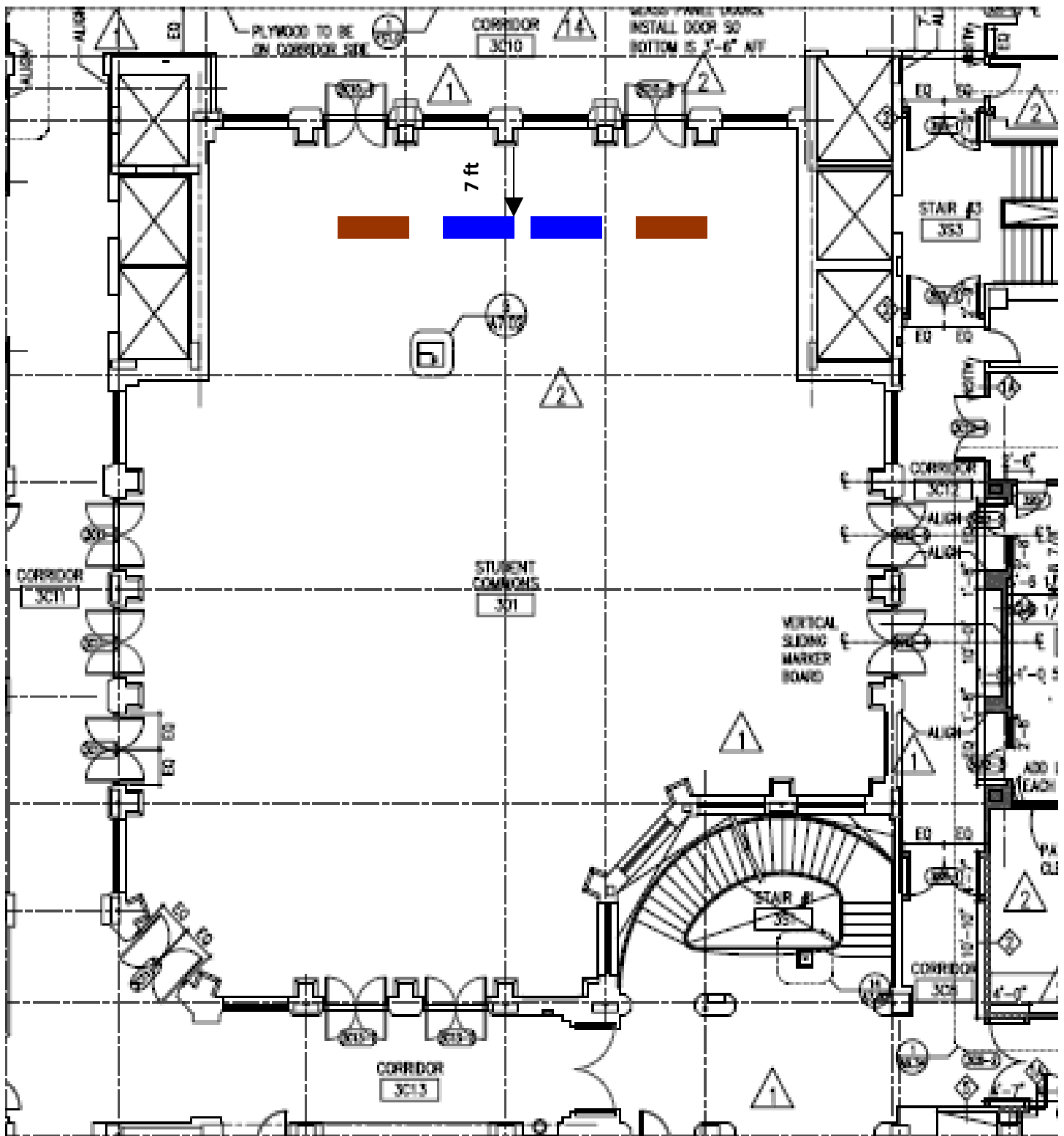
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## Set-Up


1. Two tables are procured from the supply closets near Bryan Cave Courtyard. These tables are the “fill-and-chill” tables. In addition to the two tables, each should have a plug that screws into the center of them.
  - a. Two grey plastic tubs are also obtained from this closet to be placed underneath the tables to collect any water that falls through.
2. The two “fill-and-chill” tables are set up next to each other with a long wooden table (obtained from the courtyard) on either side, making a total of four tables placed end to end. (layout is one wooden table, two “fill-and-chills”, one wooden table)
3. The drinks are then placed into the “fill and chill” tables, making sure that the plugs are in place and closed. Ice is then poured on top of the drinks.
4. Food is placed on the two wooden tables
5. Cups, plastic forks/knives/spoons and napkins are obtained from the SBA closet.
6. Drinks are served beginning at 3:00 sharp. NO EARLIER!!!
7. Drinks must stop being served at 4:45, 15 minutes prior to the end of Happy Hour.
8. At no time may alcohol leave the courtyard. Responsible Contacts should be instructed to keep an eye out for anyone who appears to be leaving the courtyard with alcohol, and should retrieve the alcohol.
9. Two sober contacts must generally patrol the courtyard and keep an eye on the alcohol to ensure that the alcohol policy is being followed.


## Clean-Up

1. Clean-Up begins at 4:45, once drinks stop being served.
2. Making sure that the grey tubs are under each “fill-and-chill” table, remove the plugs from the center of the table, allowing the ice and water to drain into the tubs.
3. Excess beers are then taken out of the table and dried off using napkins.
  - a. Excess beer is stored in the SBA closet
  - b. Students MAY NOT keep excess beer in the courtyard with the intent to hang out for a while, nor may they take excess beer home with them or otherwise out of the courtyard.
4. The “fill-and-chill” tables are then completely wiped dry and placed into the supply closet near the Bryan Cave Courtroom
5. The grey tubs are then emptied outside the third floor of the law school, into the flower beds.
6. Grey tubs are dried off and placed in the same closet as the “fill-and-chill” tables
7. The excess food, if perishable, is thrown away. Food that is not perishable is saved in the SBA closet or offered to the remaining individuals
8. The wooden tables are then replaced to the side of the courtyard
9. Extra napkins, forks/knives/spoons and cups are also stored in the SBA closet.
10. Walk around the courtyard and make sure there are no large piles of trash that look unattended
11. If so, find the owners of the trash or throw it out yourself.



Happy Hour Set Up Diagram A

 (2) 6' x 30" draped tables

 (2) Fill 'n' Chill tables



## ***I Want to Show a Movie!!!***

(Without worrying about getting arrested!)

When you want to show a film on campus, you may be asked to provide proof that you have obtained permission (the “rights”) to show that material. This handout is designed to help you understand why this is necessary, and how you can go about getting the permission you need.

### **Why does my organization need to get permission to show this film?**

Copyright infringement is a serious offense under the law. While it is important to abide by the law, it is also important that your organization represents itself well by doing the right thing—getting permission to show the film. As a Washington University student organization or department, the University expects you to follow University policies, and state, local, and federal law. Should you or your organization be caught violating copyright law, the University would **not** provide any kind of protection from your group’s liability under the law.

### **When is permission required?**

Permission to show a film is necessary more often than you might think. Some common examples include:

- **Any time you show a film in any public University space** (this includes any classroom, lounge, or common area at the University). These spaces are considered “public” spaces, and showing the movie in these areas is the equivalent of showing them in a theater. *Permission is required even if the event is free, and has not been advertised.*
- **If you have used publicity to invite your audience** to the showing, regardless of the location (this includes but is not limited to mass emails, letters, flyers, and web postings). Because movie rentals are intended for private use, renting them does not provide you with the permission you need to have a public showing in which an audience is invited.
- **If you are charging admission for the showing or an event in conjunction with the showing** (charging for a lecture that will accompany the film, for example). This would be true even if you showed the film at your house, or at another venue off campus.

### **When is permission not necessarily required?**

- You may not need permission if the film is being shown as part of a face-to-face teaching activity that is tied to the curriculum of an established University course. *It is important to note that this face-to-face teaching exception is extremely narrow, and usually does not apply. Simply having an “educational” component to the showing is not sufficient to bring it within this exception.* In addition, even if the distributor provides special permission

for films shown for educational purposes, they will still need to provide you with written confirmation to protect your event under the law and University policy.

- **You may not need permission if you are showing only brief parts of a film.** There is no set rule for what “brief” means in this context, but a general rule is that these snippets are permissible when the event is free, when the snippet does not reveal key plot items to the film, when the length of the showing is insubstantial, and when it does not reduce the likelihood of viewers seeing the entire film.
- **Your department or organization may already have permission to show the film.** If you are showing the film in conjunction with an academic department, that department may already have permission. Check with your department to be sure. If permission is already granted, they will be able to show you written proof of that fact.

### How can I get permission?

Getting permission for showing most films is fairly simple, although it may be somewhat more complicated for some rare or international films. There are resources on campus to help you if you should have problems. Most “mainstream” films that are distributed for non-commercial use (which is what most campus showings would be) come from one of two main distributors, or you can search for the proper source:

- **SWANK Motion Pictures, Incorporated** – the web site for this company is [www.swank.com](http://www.swank.com), and the phone number is 1-800-876-5577. The list of films they distribute is on their web page, but they add new films regularly.
- **Criterion** – Another company like SWANK; they are the other big distributor. Their web site is [www.criterionpic.com](http://www.criterionpic.com), and their phone number is 1-800-890-9494.
- **Conduct a web search**—a good place to start is [www.imdb.com](http://www.imdb.com), the Internet Movie Database. Simply go to the site, type in your film in the search area on the left, and choose the correct film out of the results. Once you choose your film, go to the “Company Credits” and look up “distribution.”
- **If you STILL can’t find out** who distributes the film, you can call **(310) 247-3020**, to the Reference Library of the Motion Picture Academy.
- **If you have already done all this**, and you STILL can’t find it, call the Office of Student Activities. The Advisor of the Day may be able to help you.

### What is a film distributor going to ask me?

- Your name, and the name of the organization you are working with
- How you intend to show the film (advertise all over campus vs. to a small group, whether you are charging, what kind of venue you are showing the film in)
- If there is a charge, how your organization will pay
- When you intend to show the film
- Contact information for your organization
- Whether or not you need them to send you a copy of the film

### **Is this going to cost money?**

It might. The only way for you to determine this is to call the distributor, explain under what context the film will be shown, and see what they can do for you. If there is a fee, it will matter whether or not you are charging for the showing, how many people you expect, whether or not you need a copy of the film sent to you, and how often you show films. Have all of the information handy about your event when you speak with the film's distributor.

### **After I have obtained permission, what "proof" does the University need to see?**

Once you have obtained the rights, you will receive a written record of your permission to show the film. This is commonly called a "confirmation." If you are being charged, an invoice will follow this confirmation once you show the film. Confirmations can come via the mail, or via email, and will have the film, the date(s) you have permission to show the film, the contact information of your representative from the distribution company, and the format you requested the film in (if the film is being sent to you), and other pertinent information. If a distribution company is unable to provide a confirmation, they should send you a letter electronically or via mail that certifies that you have legally obtained the rights to show the film. This should be on letterhead with all contact information of the distributor available.

### **This is so complicated! Why don't I just not tell the University that I am showing a film?**

Even though it sounds complicated, it really is not difficult to obtain the proper permission to show films on campus. It will definitely take less time and money than defending yourself or your organization in a copyright infringement lawsuit. Intellectual copyright infringement is being prosecuted more and more on college campuses. It is just not worth the risk. More immediately, if you show a film in the University without getting permission, and the University becomes aware of it, your organization could stand to lose valuable benefits, including use of space in the University.