

# STUDENT ORGANIZATION HANDBOOK

*2024/2025*

**PACE**  
UNIVERSITY

Elisabeth Haub School of Law



## Elisabeth Haub School of Law

August 2024

Dear Student Leaders,

Congratulations on your election as a student organization leader at the Elisabeth Haub School of Law, Pace University (“Haub Law”). Your leadership is truly invaluable to lifting our campus community. Our student organizations exist to enhance the academic mission and the social aspects of a legal education. Student organizations provide the opportunity to share experiences with other students of various backgrounds and to develop leadership skills. Please know that my department oversees student organizations and serves as the liaison between the student organizations and the law school community.

The policies set forth in the Student Organization Handbook (“Handbook”) are in place to ensure that the work of all student organizations is streamlined. This Handbook focuses on a student organization’s responsibilities and structure, event planning, and budgetary matters. Please become familiar with the various policies set forth in this Handbook. This Handbook, effective August 1, 2024, supersedes all previously published Student Organization Handbooks.

We look forward to working with you and thank you in advance for your service to our campus community.

Sincerely,

A handwritten signature in blue ink, appearing to read "Angie M. D'Agostino".

Angie M. D’Agostino, Esq.  
Dean for Student and Campus Affairs  
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# Chapter 1: Organization Priorities and Responsibilities

Student organizations exist to enhance the academic mission and the social aspects of a Haub 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. Please note that the policies set forth are binding for all matriculated Haub Law students. As an executive member of an organization, you are expected to have read and understood this Handbook. 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.

## Student Organizations Webpage

The [Student Organizations Webpage](#) is an essential hub with important and relevant information to every student organization. All organization leaders will find themselves relying on the myriad of forms, resources, and information available there. Please note that many of the documents referenced in the following provisions of this Handbook are found on the Student Organizations Webpage.

## Registering a New Student 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://www.pace.edu/law/campus-life/student-organizations>. To be eligible for formal recognition, the organization must request approval, in writing, from both the Student Bar Association (“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 Associate Director of Student and Campus Affairs and/or designee 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 Associate Director of Student and Campus Affairs and/or designee 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. (Please note that a sample constitution can be provided by the Office of Student and Campus Affairs upon request).
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.

Please note that the proposed Constitution should include the following information:

- 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 and the removal of officers;
- A statement that clearly indicates the length of each officer's elected term;
- A non-discrimination statement; and
- 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.

## Membership

Student organizations provide a vital role in providing engagement opportunities to currently enrolled students. To promote student membership in our varied organizations, the Office of Student in Campus Affairs partners with the Student Bar Association each fall to provide an organization Fair at the annual Dean's Welcome Back BBQ.

## 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.

## Existing Organizations

The Office of Student and Campus Affairs serves as the liaison between the student organizations and the law school community. Newly elected leaders of existing student organizations should contact the Office of Student and Campus Affairs ([studentaffairs@law.pace.edu](mailto:studentaffairs@law.pace.edu)) and provide contact information, including the names, positions, and emails for all officers and the name of the student organization's faculty advisor. In addition, student leaders should:

1. Contact the president of the Student Bar Association (SBA) in order to renew recognition.
2. Submit updated information about the leadership of the organization to the Office of Student and Campus Affairs ([studentaffairs@law.pace.edu](mailto:studentaffairs@law.pace.edu)).
3. Consider co-sponsoring events with other student organizations. These can be effective ways to increase interest in your organization.

## Limitation on Number of Leadership Roles

Student leaders are strongly encouraged to commit to no more than two major leadership roles at Haub Law in an academic year. Leading a student organization is a significant and oftentimes time-consuming commitment. It is also an invaluable opportunity that can be leveraged in many ways. Often, when students take on multiple commitments at once, they are not able to fully reap the benefits of the experience. In some cases, this also impacts students' wellbeing and, in the case of 3Ls, their ability to enter their period of intense bar study feeling balanced and focused.

## 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.

## Transfer of Leadership

Each spring, student organizations go through a transfer of leadership. The Office of Student and Campus Affairs seeks to assist each organization in effecting this transition as smoothly as possible. Newly elected student officers should undertake the following steps after assuming their leadership roles within an organization:

- Email the Office of Student and Campus Affairs with (1) the names and positions of the new officers of the organization, (2) the phone and email contact information for each new officer, and (3) the name of the organization's faculty advisor.
- Meet with the organization's faculty advisor as soon as possible to discuss plans for the coming year.
- Organize a meeting for the officers to review roles and expectations as well as agree upon priorities for the year ahead.
- Meet with outgoing leadership to ensure a smooth transition. Review any pending projects that were not completed in the previous year.
- Complete a Strategic Plan and submit it to [studentaffairs@law.pace.edu](mailto:studentaffairs@law.pace.edu) by August 1, 2024. This plan should describe the organization's goals and priorities for the year so that the administration, the organization's advisor, and the organization itself are all in the best position possible to effectuate them. An organization may not calendar any events or room reservations for meetings until its Strategic Plan has been approved.

- Consider a communications strategy, which includes event promotion, social media engagement, and recruitment.

All inactive organizations, or those who have not provided their information for the current academic year, will be suspended and must reapply for organizational status. To verify organizational compliance, please contact [studentaffairs@law.pace.edu](mailto:studentaffairs@law.pace.edu).

## **Student Bar Association (“SBA”)**

All recognized organizations fall under the jurisdiction of the SBA. The SBA Executive Board members 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://www.pace.edu/law/campus-life/student-organizations>.

## **Inclusive Leadership**

Student leaders bear the important responsibility of helping to cultivate and maintain the health and strength of our community. This includes providing students with opportunities to engage in dialogue to enhance their leadership development and multicultural competency. In doing so, student leaders are called upon to continually assess the degree to which they are empowering and respecting their members as well as the members of other organizations who represent a diverse selection of backgrounds and identities.

With that in mind, student organizations are encouraged to prioritize diversity when planning events. This includes, but is not limited to, race, religion, color, sex, age, disability, sexual orientation, gender identity or expression, veteran status, national origin, and political affiliation. To be sure, our programs and learning environment are enriched by the participation of individuals with varying perspectives and life and professional experiences.



## Chapter 2: Student Organization Events & Conferences

The planning of an event, be it an organizational meeting, panel, lecture, or workshop, is an important task requiring careful organization and follow-through. Essential components of a successful event are planning and budgeting early.

The first step in the event organizing process is the Strategic Plan. Organization officers should work with each other and their faculty advisor to prepare a Strategic Plan that highlights the organization's major events, meetings, and goals for the coming academic year. Following submission, a staff member of the Office of Student and Campus Affairs will follow up with feedback about the Strategic Plan when necessary and may request to meet with organization officers to help refine it. **Organizations will not be permitted to have any rooms reserved for meetings or host events until their Strategic Plan has been timely received, reviewed, and approved. (Please note that submission deadlines are noted below, under "Strategic Plan and Student Events/Meetings").**

The Student Organization Strategic Plan is located at the following link: <https://www.pace.edu/law/campus-life/student-organizations#student-events>. Submission instructions are available on the document itself.

We encourage you to review Pace University's Strategic Plan, located at the following link: <https://www.pace.edu/strategic-plan>.

### Strategic Plan and Student Events/Meetings

Events and meetings must be pre-approved by the law school. **To encourage greater attendance and efficiency of planning efforts, student organizations may host up to three (3) events each semester. (Please see below for an organization's provided event catering funding).**

#### Event Request Submissions Strategic Plan Submissions

All student organization events must be thoughtfully included in a student organization's submission of its Strategic Plan **by the below deadline** each semester.

**August 1, 2024**                      **For all events in the Fall 2024 Semester**

**December 2, 2024**                **For all events in the Spring 2025 Semester**

**Please note that a student organization's requested events noted on the Strategic Plan will be reviewed and confirmed by the Office of Student and Campus Affairs ([studentaffairs@law.pace.edu](mailto:studentaffairs@law.pace.edu)) utilizing the student contact email provided on the Strategic Plan.**

When completing the Strategic Plan and information regarding student event planning, student organizations are encouraged to review the academic calendar for important dates at the following link: <https://www.pace.edu/law/academics/registrar/academic-calendars>.

Please note that student organization events and meetings applicable to the Fall 2024 semester **will not** be scheduled after **December 2, 2024** to encourage focus on final exam preparation.

### **Room Reservation Requests for General Body Meetings**

With respect to room reservations for general body meetings, such requests must be sent by email to [studentaffairs@law.pace.edu](mailto:studentaffairs@law.pace.edu) **at least three (3) weeks prior to the date/time requested**. Your request must include **(1)** the name of the student organization hosting the meeting and **(2)** the date and start/end time requested. The Office of Student and Campus Affairs will confirm a room with you by email.

## **Event Funding**

### **Funding for Student Organization Events**

Each active student organization is provided **up to \$2,500 per academic year to be utilized on event catering**. (Please note that such funds are for event catering expenses only). Student organization leaders are tasked with budgeting this across both the fall and spring semesters. Student organizations are encouraged to co-sponsor large-scale events and collaborate to efficiently utilize such funding.

### **Funding for Regular Club Meetings**

Funding for food at these types of meetings will not be approved. For these types of meetings, it is recommended that brown bag luncheons are organized, or cash collected at the meeting to cover the cost of food.

### **Funding for Miscellaneous Requests**

If a student organization wishes to request funding for a non-catering need that will benefit the entire academic community, a representative of the student organization is encouraged to discuss such request with the Dean for Student and Campus Affairs.

Funding for promotional gear for a student organization (e.g., shirts, bags, sweatshirts) is at a students' own expense. Please see Chapter 4 regarding use of a student organization's logo.

## **Catering and Technology Use at Events**

Your Strategic Plan must indicate whether you will be requesting catering and Ed. Media needs for each requested student organization event. Please note that the Chartwells Student Catering menu is located at the following link:

<https://www.pace.edu/sites/default/files/2024-07/special-events-carved-and-crafted-catering-guide-2024.pdf>

Once an event has been approved by the Office of Student and Campus Affairs, you must contact the Office of Student and Campus Affairs at [studentaffairs@law.pace.edu](mailto:studentaffairs@law.pace.edu) to confirm your Chartwells

catering order, Ed. Media needs, and the details for the Facilities team to set up the event. When reaching out regarding any event, your request must **(1)** include "EVENT REQUEST" in the subject line, **(2)** state the name of the student organization(s) hosting the event, and **(3)** provide the name, the date and start/end time of the event.

Example: EVENT REQUEST | SBA | Out of Darkness Walk | 4/6/24 12:30p.m. - 3:00p.m.

**All of these planning details, including the Chartwells order, must be confirmed at least four (4) weeks prior to the date of the student organization event.** Please note that your student organization will be provided with the final cost of catering, which should be recorded and tracked by the student organization's treasurer.

## Co-Sponsoring Events

Co-sponsoring events is highly encouraged because it combines the resources of existing groups and/or departments, and it generally benefits all involved parties. The most successful co-sponsorship arrangements consist of the following:

- A proposal early in the planning stages that two or more groups combine resources in order to carry out a successful program or service.
- Involvement of all co-sponsoring organizations in the planning, marketing, and execution of the event.
- A written agreement describing which organizations will carry out each part of a program or service.
- Recognition of all co-sponsoring organizations or departments in advertising and promotional campaigns, and during or following the event.

## Guest Speakers

Organizations need to input any information regarding guest speakers in the event requests (discussed above) submitted through the Strategic Plan to notify the Office of Student and Campus Affairs of a student organization's intent to invite a guest speaker to campus. **Prior to** inviting a speaker on campus, the Office of Student and Campus Affairs must be notified, and a biography must be supplied by emailing [studentaffairs@law.pace.edu](mailto:studentaffairs@law.pace.edu).

### Alumni as Guest Speakers

Haub Law alumni are eager to contribute to the professional development of our students. Accordingly, student organizations are encouraged to seek out and prioritize Haub Law alumni as program speakers whenever possible. Whenever an organization hosts a Haub Law graduate, whether at a meeting, event, or small gathering, please share the graduate's name, graduation year, firm/company, date, and location of their visit/event with the Alumni Relations & Development Office. Written communications, including flyers and emails, should always contain the graduate's degree (i.e. J.D. and/or LL.M.) and graduation year(s). For example, "Mary Smith, J.D. '93".

## Freedom of Expression and Outside Speakers

Haub Law is committed to providing a forum for free and open expression of divergent points of view. Use of University facilities by outside speakers is not an endorsement by the University of any speakers' views. In keeping with University policy, student organizations must observe all policies related to hosting an outside speaker, which may include bearing the costs of security for the event to go forward if deemed necessary. **In circumstances where the University believes the event may cause a disruption or cause danger or violence, the University may deny or withdraw an invitation to speak.**

## Public Events and RSVP List

If your event has a large number of attendees from outside of the Haub Law community, it may require special arrangements for parking. **With any event that has outside guests/speakers, 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 [studentaffairs@law.pace.edu](mailto:studentaffairs@law.pace.edu) at least one (1) week before the event.**

## Tabling in the Student Lounge

Tabling in the Student Lounge is a good way to generate interest in student events and/or initiatives. Tables are available on a first-come, first-served basis; however, multiple tables can be set up daily.

## Fundraising Efforts and Bake Sales

Any event that is labeled a fundraiser must clearly advertise the recipient of the funds. 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 public service, fellowships, etc. and have a corresponding spending or endowment account number.

Bake sale hours on campus are permitted on weekdays until 7:30 P.M. It is important to maintain bake sale areas. 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. (Any materials used for bake sale fundraising efforts are not reimbursable by student organization funding).

## Event and Meeting Clean-Up

Organizations are responsible for clean up after each event and meeting. Organizations that fail to leave a room in the proper condition may lose the privilege of hosting events. Do not leave food unattended in classrooms.

## Canceling an Event

If you must cancel an event for any reason, you must contact the Office of Student and Campus Affairs immediately. **At least 48 hours advance notice of cancellation is required** for all events with educational media and/or food requests. Organizations that do not adhere to this deadline may be responsible for any charges incurred from your requests. Please note that the administration may cancel a calendared event if a student organization fails to communicate in a timely manner when planning the calendared event.

## 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.

## Alcohol Policy for Student Organizations

Many legal employers and bar associations are evaluating the necessity of alcohol at professional events as an integral part of their agendas to promote lawyer wellbeing. Alcohol (wine and beer only) may be served at student and law school dinners and at receptions at which there is substantial food service only.

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.**

The following alcohol policies are in full effect at the Law School:

1. Organizations must receive permission from the Dean for Student and Campus Affairs to serve alcohol at any school sponsored event. Identification to confirm the age of anyone requesting alcohol is required.
2. Alcohol can only be purchased and served through in-house catering due to liability concerns, as they hold the liquor license for alcohol served on campus. Alcohol can only be served by in-house catering (Chartwells) on the Preston Quad and in the Tudor Room. The server will provide only one drink per person, per trip, when dispensing the beverage, with a **two (2) drink maximum**.
3. Charges will be incurred for the service time of our Chartwells staff. Specifically, any event with alcohol will incur a bartending charge of \$225 for a minimum of four (4) hours. After four (4) hours, any hour thereafter is charged at a rate of \$57/hour. The number of bartenders is based on the number of guests. Please note that these fees are subject to change.
4. Please note that all orders for alcohol must include a food component.
5. Students are not permitted to order alcohol on their own.
6. Any event with alcohol served incurs a Security charge of \$45/hour for a guard with a four (4) hour **minimum** requirement. This expense is paid for by student organization funding and is subject to change.
7. Hard alcohol may not be served at any function and alcohol may not be donated.
8. 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.
9. We are concerned about the professional behavior of our students on and off campus and how this impacts their character and fitness to practice law. Student leaders, even when off campus, should ensure professional behavior at all student organization events.
10. Public intoxication in any University controlled building, area, or at any University event, is prohibited. Intoxicated students may be subject to disciplinary action.
11. Any organization failing to adhere to University guidelines may lose campus-programming privileges.
12. Violations of these procedures or of the University Policies regarding alcohol use and intoxication may subject a violating student to disciplinary action.
13. All provisions of the of the University's "[Alcohol and Other Drug Policy](#)" apply at all times.

## Gifts and Recognitions

Typically, speakers do not expect gifts for participating in programs or events. A handwritten thank you note that is individually tailored to the speaker and highlights the value of their contributions to the event is a wonderful and effective way to express gratitude on behalf of an organization, from a professional development perspective. In some special cases, if a small token of thank you is needed, please consult with the Office of Student and Campus Affairs, as a supply of branded items may be available to be used as gifts for speakers in limited circumstances.

As a general matter, the purchase of gifts for speakers will not be approved. For large-scale events, or in the case of special honorees, funding for a plaque or award may be approved. These exceptions should be discussed with the Office of Student and Campus Affairs in advance and must be approved in writing. Organizations must have approval of the Dean for Student and Campus Affairs to order plaques or give honoraria to speakers.

## Donation Containers in the Student Lounge

If an organization wishes to leave a container for people to drop off donations (for example, books or toy drives for the holidays) in the Student Lounge, an organization leader must notify the Office of Student and Campus Affairs at [studentaffairs@law.pace.edu](mailto:studentaffairs@law.pace.edu). Such notification must include how long the container will be left in the lobby, as well as the name and contact information of the person responsible for the project. The donations must not impede the flow of traffic in the Student Lounge and the containers must be emptied as they become full. Organizations considering other venues outside of the Student Lounge should consult with the Dean for Student and Campus Affairs.

## 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 Haub 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. For more information, please review the Guiding Principles of Conduct at <https://www.pace.edu/student-handbook/university-policies-disciplinary-and-grievance-procedures/guiding-principles-of-conductes-of>.

## Additional Event and Meeting Considerations

Please be advised of the following additional considerations with respect to student organization meetings and events:

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 Handbook, 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.

The above 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 attendance of a student organization officer or designated member(s) 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 three (3) months 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 <https://www.pace.edu/law/campus-life/student-organizations#student-events>.
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. This report must be submitted to the Dean for Student and Campus Affairs. Reimbursement requests will not be submitted for reimbursement unless the report has been submitted.

## Chapter 3: Budgets and Financial Matters

### Overview

The Law School is part of a complex financial structure that supports a 501(c) (3) organization. As a result, the Office of Student and Campus Affairs is the liaison to the Law School's budget office and serves as a conduit between our student organizations and this larger administration structure.

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.

Organizations with any questions about funding or their budget should consult with the Office of Student and Campus Affairs.

### Student Organization Accounts

Each organization has two accounts, which are described below.

1. **Organization Accounts:** As noted above in Chapter 2, each active student organization is provided **up to \$2,500 per academic year to be utilized on event catering. Please note that such funds are for catering expenses only.** 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. (Please review “Funding for Miscellaneous Requests” in Chapter 2 above for information relating to requested funding for non-catering expenses).
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 reverts to the law school general agency account when the organization remains inactive for more than one (1) year.

Please be reminded that it is the organization Treasurer’s responsibility to keep accurate records of all account withdrawals and deposits.

## Bank Accounts

**No student organization may maintain any account outside of the University.** All organization accounts are handled through the University. Student organizations are not permitted to have an outside bank account or handle monies through Venmo, Zelle, CashApp, or other similar money exchange programs. Student organizations may request to borrow the credit card machine provided by the Office of Student and Campus Affairs to collect funds. We will then ensure funds are deposited into the appropriate account.

## Alumni Development

**No student organization should contact alumni or law firms to request funds or engage in any type of fundraising without obtaining clearance from the Dean for Student and Campus Affairs and the Law Alumni Relations and Development Office.** The Law Alumni Relations and Development Office coordinates all fundraising and solicitation efforts for the School of Law.

## Other Sources of Funding

### Collection of Member Dues

No student organization may collect dues unless it has received prior approval from the Dean for Student and Campus Affairs. Permission will only be granted to those organizations whose members must pay dues directly to affiliated “parent” organizations such as certain Bar organizations.

### Donations and Sponsorships

Solicitations of contributions from alumni, the legal community, or other sources outside the School of Law must be approved in advance by the Dean for Student and Campus Affairs and the Office of Development and Alumni Relations. In some instances, the Dean for Student and Campus Affairs will

determine that the Law School will fund an event or project internally rather than solicit support from alumni.

## Contracts and Reimbursements

### Speaker/Artist/Performer Contract

A Standard Speaker/Artist/Performer Contract is required for entertainers and guest speakers who are compensated. A representative from the organization must meet with the Dean for Student and Campus Affairs or designee to process the necessary paperwork **at least six (6) 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 and Campus Affairs will assist you in preparing the contract and secure the appropriate University signatures.

A check for the performer may not always be ready on the day of the event. 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 no, 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.**

### Reimbursements

**Student organizations may be reimbursed for certain event catering expenses that cannot be supplied through our internal catering company (Chartwells).** The reimbursement form can be found at the following link: <https://www.pace.edu/law/campus-life/student-organizations#student-events> .

Under the IRS Accountable Plan Rules, expenses are required to meet two conditions in order to be subject to reimbursement: (1) There must be a legitimate business purpose and an explanation of the business conducted; (2) Expenses must be substantiated by original receipts and/or bank statements showing the amount of the expenses. Reimbursements will not be processed without **itemized and dated** receipts.

- **A student will not be reimbursed for any purchase that was not approved in writing by the Office of Student and Campus Affairs prior to purchase. Please be reminded that the \$2,500 annual student organization allotment is for event catering expenses only.**
- All outstanding receipts must be submitted to the Office of Student and Campus Affairs within **thirty (30) days** of the date of purchase.
- Credit card purchases must include the original itemized receipt (with date of purchase).
- 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.

### Commencement Recognitions

Student organizations who wish to provide any graduation recognitions (e.g., stoles) will be responsible for coordinating this process, including ordering and payment. Such orders are not reimbursable by student organization funds. Student organizations wishing to order stoles for their members are suggested to contact Herff Jones ([www.herffjones.com](http://www.herffjones.com)).

### Deposits

All funds generated by an organization must be deposited into its Agency Account. Organization representatives submit a formal letter to the Office of Student and Campus Affairs detailing: (1) the name of the student organization, (2) how the fundraised money was generated (e.g., what event, etc.), (3) the amount of money to be deposited into its Agency Account, and (4) the student organization's intent of the future use of the money. The letter must be accompanied by a check made payable to "Pace University" with the student organization's name in the memo line. **The University does not accept cash deposits.**

Organizations are required to deposit any money collected within 24 hours of an event or fundraiser.

## Chapter 4: Communications

We all benefit from good publicity of law student events. To that end, we strive to promote professional and positive communications amongst student organizations, the Law School community, prospective law students, alumni, and the greater legal community. All communications, whether in print, or electronic form, should be consistent with our University policies, including those articulated in this Handbook.

Haub Law students and especially our student leaders should take care that posts on all their social media accounts respect guidelines of professionalism. Content is regularly reviewed by future employers and the bar as an indication of the character and fitness to practice law.

### Flyers and Electronic Promotion of Events

Requests for color copies must be submitted to the Office of Student and Campus Affairs ([studentaffairs@law.pace.edu](mailto:studentaffairs@law.pace.edu)) for duplication. Please submit print jobs as early as possible to ensure there is plenty of publicity about your event. Student organizations can request ten (10) color copies for an event. Event programs must be submitted at least one (1) week prior to the scheduled event to ensure timely printing.

Please note the following with respect to distributing flyers:

1. Posting via the electronic screens are strongly 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.

### **Electronic Promotion of Events**

Please note that posting via the electronic screens on campus is encouraged as a means to limit paper waste. Request for an event flyer to be published on the large screens on campus should be sent to Renee Brown-Cheng, Assistant Director of Marketing and Communications at [rbrowncheng@law.pace.edu](mailto:rbrowncheng@law.pace.edu) and Melissa McMonagle, Law Program and Events Coordinator at [mmcmonagle@law.pace.edu](mailto:mmcmonagle@law.pace.edu).

Events that are published in Haub Law's 25Live program will automatically appear in the law school's weekly e-newsletter. Any questions relating to the weekly e-newsletter should be directed to Rachael Silva, the Assistant Dean for External Affairs, at [rsilva@law.pace.edu](mailto:rsilva@law.pace.edu).

### **Office of External Affairs**

The Office of External Affairs may serve as a helpful on-campus resource for you in your branding and promotion of your student organization and its events and efforts. Rachael Silva, the Assistant Dean for External Affairs, can be contacted at [rsilva@law.pace.edu](mailto:rsilva@law.pace.edu). The Office of External Affairs can assist organizations with the following:

- Use and approval of your student organization logo
- Media relations and publicity