

SYRACUSE UNIVERSITY **COLLEGE OF LAW**

**Advisor  
&  
Student  
Organization  
Handbook  
2014-2015**

Office of Student Life  
Syracuse University College of Law  
Dineen Hall  
315-443-1146  
[http://www.law.syr.edu/student-life/  
studentlife@law.syr.edu](http://www.law.syr.edu/student-life/studentlife@law.syr.edu)

Dear Student Organization Advisors and Leaders,

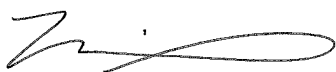
Welcome to the new academic year! As you know, the College of Law is committed to pursuing excellence in learning, professionalism and service. The organizations are the heart and soul of a student's extracurricular experience and we appreciate your hard work and dedication. In an effort to help you navigate the many departments of our institution, the Office of Student Life has developed and continued to produce this Handbook. We hope it will continue to offer support and direction throughout the academic year. It continues to be a work in progress and your contributions and comments will allow us to continuously evaluate our guidelines in order to provide a more complete document for you and future leaders at the College of Law.

As the Associate Director for Student Programs & Finance, let me share with you my sincere excitement for the upcoming year. I look forward to working with each and every one of you as you enhance the experience of our students through your innovative programming and community building. My door is open and the email is always on. I invite you to stop by over the next several weeks to discuss the goals and plans you have for your organization.

You have the ability to work together to collaborate on programming, including academic, social, community outreach and special events. I hope you seize the different opportunities available to you and make the 2014-2015 academic year a banner year in the lives of our students and student leaders.

Thank you for your dedication and leadership!

Sincerely,

A handwritten signature in black ink, appearing to read 'Michelle M. Wilcox', with a stylized flourish at the end.

Michelle M. Wilcox  
Associate Director for Student Programs & Finance  
Office of Student Life

## *OFFICE OF STUDENT LIFE MISSION*

To engage our students in developing their intellectual curiosity and skills to become quality law professionals and contributing global citizens by providing programs, services, and an environment that supports personal and academic growth and development.

## *OFFICE OF STUDENT LIFE STAFF*

**Tomás Gonzalez**

Sr. Assistant Dean of Student Life

**Deborah O'Malley**

Director, Professional Development

**Michelle Wilcox**

Associate Director, Student Programs & Finance

**Keri Foster**

Associate Director, Academic and Bar Support Programs

**Stephanie Worden**

Office Coordinator

### Current Student Organizations

#### Organization Name

American Constitution Society  
Asian-Pacific American Law Students Association  
Black Law Students Association  
Communications Law and Policy Society  
Corporate Law Society  
Criminal Law Society  
Disability Law Society  
Dispute Resolution Society  
Entertainment & Sports Law Society  
Family Law Society  
Federalist Society  
Health Law Society  
Intellectual Property Law Society  
International Law Society  
Korean Law Students Association  
Latin American Law Students Association  
Moot Court Honor Society  
National Women's Law Student Association  
Outlaw (Gay/Straight Law Student Alliance)  
Phi Alpha Delta  
Pro Bono Advisory Board  
South Asian Law Students Association  
The Student Association on Terrorism and Security Analysis  
St. Thomas Moore Legal Society  
Syracuse Law and Civic Engagement Review  
Syracuse Public Interest Network (SPIN)  
Syracuse Tax Society  
SUCOL Student Bar Association  
VISION

#### Primary Contact

Ezra Dike  
Dae-Hyun Kim  
Riley Christian  
Khadijah Peek  
Brandon Armstrong  
Candice Gellar  
Alexandria Baland  
Lesley Niebel  
Joseph Scrofani  
Audrey Flynn  
Andrew Pappert  
Justin Lee  
Luke Finch  
Harrison Chen  
Hojin Choi  
Alexandra Valenzuela  
Brittany Hansen  
Jenny Vandenberg  
Adriana Alvarez  
Melissa DiRado  
Tyler Hite  
Sid Bahl  
TBA  
Jessica Grimm  
Maria Woodarek  
Erica Smith  
Kayla Beauduy  
Charles Dinunzio  
TBA

### Current SUCOL Publications

#### Publication Name

Law Review  
Syracuse Journal of International Law & Commerce  
Syracuse Journal of Science & Technology Law  
Impunity Watch  
The Digest

#### Primary Contact

Michael Tyszko  
Justin Harmon  
Megan Conravey  
Abigail Reese  
Rachel Dunn

## Student Organization Responsibilities

Student Organizations are recognized for educational, professional, social, recreational, or other purposes, and derive the majority of their membership and all of their leadership from the student body of Syracuse University College of Law.

All student organizations must:

- Comply with all Syracuse University policies and procedures, including but not limited to, those detailed in the Student Rights and Responsibilities Handbook, as well as local, state and federal law.
- Comply with all College of Law policies and procedures, including but not limited to, those detailed in this Handbook.
- Have an advisor that is a permanent member of the faculty or administration at Syracuse University College of Law.
- Adhere to the organization's constitution and bylaws, along with all Student Bar Association policies and procedures as outlined in the Student Bar Association Bylaws (Appendix A).
- Keep the Office of Student Life informed of current contact information for all officers, any changes to the organization's constitution, and provide a copy of the national constitution if the organization is affiliated.
- Be open to all currently enrolled Syracuse University College of Law students who are in good academic standing.
- Refrain from discriminating on the basis of race, color, sex, handicap, age, sexual orientation or political and religious affiliation in any of its policies, procedures or practices.
- Develop and maintain honest and open lines of communication with their advisor.
- Sponsor and supervise programs in a safe and responsible manner and ensure that they do not interfere with the normal operation of the University.
- Utilize University/College of Law facilities for the purpose which they were scheduled.
- Reimburse the University/College of Law for any damage to property or facilities.
- Comply with all University/College of Law fiscal policies.
- Pay all bills and debts of the organization in a timely manner.

Information regarding elected student leaders, constitutional changes and faculty advisors must be submitted to the Office of Student Life in a timely manner in order for the organization to remain active and recognized by the College of Law. If the Organization does not have an Advisor, or is unaware of whom the advisor is, officers should contact the Office of Student Life immediately.

All inactive organizations or those who have not provided current information will be administratively suspended. All administrative privileges (outlined on pages 6 & 7) will be suspended and will not be reinstated until current information is available. Any student organization found to be inactive as defined by the SUCOL Student Bar Association Bylaws (Article IV, Section 3) can be deactivated and will have to go through the Student Bar Association Recognition process as outlined in Article IV, Section 1.

## Advisor

Every Student Organization must have an advisor that is a full-time Syracuse University College of Law administrator or faculty member. Advisors may not be on leave of absence or on sabbatical, and may not use the Organization's resources or benefits for personal, professional or departmental gain. The Office of Student Life reserves the right to request that Student Organizations change their advisor when the advisor is unable to fulfill his/her duties or is not adhering to Syracuse University policies and procedures.

The purpose of the advisor is to assist the Organization on a regular basis. An advisor is expected to provide guidance and support, lend their expertise, share historical perspectives, and provide continuity. It is expected that advisors and Student Organization members will maintain open lines of communication. The advisor must stay informed of the Organization's activities, oversee all financial matters, and ensure that all Syracuse University College of Law policies and procedures are adhered to, including guidelines for advisors.

## Responsibilities

For any relationship to be effective, open and honest communication must be established from the beginning. It is strongly encouraged that Student Organization officers, members and advisors discuss expectations at the start of each academic year.

The responsibilities of advisors to their Student Organization include, but are not limited to...

- Attending meetings, activities, and programs.
- Assisting in program planning.
- Assisting in officer transition and training.
- Sharing ideas and thoughts.
- Providing feedback.
- Helping to resolve inter-group conflict.
- Helping to maintain Organization records.
- Helping the organization to comply with all University and College of Law policies and procedures.

The responsibilities of Student Organizations to their advisor include, but are not limited to...

- Discussing expectations of the advisor and the role they play in the Student Organization.
- Notifying the advisor of all meetings, activities, and programs.
- Providing copies of meeting minutes in a timely manner.
- Meeting regularly with your advisor to discuss Organizational matters.
- Consulting the advisor prior to making significant changes to the structure of the Organization.
- Consulting the advisor when any significant Organization policy changes are made.
- Allowing the advisor to share their thoughts and ideas.

## *General Information for Student Organizations*

### *Starting a New Organization*

Student(s) with an idea for a new student organization should first set up an appointment with the Office of Student Life ([studentlife@law.syr.edu](mailto:studentlife@law.syr.edu)).

Requirements for starting a new student organization:

1. Set up an appointment with Michelle Wilcox, Associate Director, in the office of Student Life (443-1146 or [mmwilcox@law.syr.edu](mailto:mmwilcox@law.syr.edu)) to discuss the organization and review the approval process.
2. Assemble at least fifteen students to support the creation of your new student organization.
3. Select and confirm a faculty advisor.
4. Fully complete the Student SBA Addendum.
5. Draft a Constitution and/or Bylaws (a sample constitution may be obtained through the Office of Student Life).
6. Submit the completed Addendum and organization constitution/bylaws to the SBA Secretary.
7. You will be scheduled to appear at the next meeting of the SBA. You will be asked to present the purpose, goals, objectives, and intent of your organization. The SBA may ask follow up questions based on your presentation.

### *Advisor*

Each organization must have an advisor. One must be identified before the Student Bar Association Approval process can begin.

### *Constitution and Membership*

The name of the organization and e-mail, as well as those of the organization's officers will be posted on-line. If an officer does not wish to have his or her law school e-mail account posted, please have that member email [studentlife@law.syr.edu](mailto:studentlife@law.syr.edu).

The constitution must contain (but is not limited to) the following information:

1. Mission
2. Membership
  1. A statement of open membership to all Syracuse University Law Students in Good Academic Standing that have paid their Activity Fee. The organization shall not discriminate regardless of race, color, sex, handicap, age, or political and religious affiliation in any of its policies, procedures or practices.
3. Listing of Officer Positions
  1. Each organization must have at least two officers –
    - A President or Chair who will serve as the liaison between the organization and the Office of Student Life. This person will be the primary contact for all things relating to the student organization.
    - A Treasurer or financial officer who will be the primary contact for the organization's budget. This person will be responsible for signing all reimbursements and tracking the budget progress of the organization.
4. Method for electing officers

5. The need and function of the Faculty Advisor
6. A Statement regarding the supervising Authority and an agreement to comply with SU & SUCOL Policies & Procedures, along with federal, state and local laws.
7. Process for amending the constitution

Sample Constitutions are available in the Office of Student Life, [studentlife@law.syr.edu](mailto:studentlife@law.syr.edu).

### ***Organization Recognition & Annual Registration***

#### ***SUCOL Student Bar Association (SBA) Recognition***

Any student organization is eligible for Student Bar Association recognition provided it has a minimum of fifteen members. Please refer to Section IV of the Bylaws for specific information regarding the process. However, in order to be a recognized student organization, you must provide a copy of the organization's constitution, bylaws, statement of purpose and membership list to the SBA Secretary prior to appearing before the SUCOL Student Senate. A sample constitution is available through the Office of Student Life. Once recognized by the SBA, all privileges of Recognition will be implemented.

#### ***Student Organization Annual Registration - Office of Student Life***

In order to maintain good standing with the College of Law, a Student Organization Registration Form must be submitted to the Office of Student Life by May 1<sup>st</sup> of each academic year with the names and contact information of the organization's officers and advisor. With this registration form, student organization officers acknowledge reading the Student Organization Handbook and agree that the practices of the student organization shall not be contrary to the stated policies of the University. All students and student organizations are responsible for knowing the conduct standards and regulations of the University.

#### ***Student Organization Leadership Academic Requirements***

Students who are on Academic Probation are not authorized to hold student organization leadership positions.

Student with a GPA below 2.5:

- Per the Academic Rules, Students with a GPA below 2.5 may have their extra-curricular involvement limited or restricted and, when requested, must petition to the Senior Assistant Dean of Student Life to seek authorization to continue acting in an elected position.
- If authorized to continue, effective immediately upon receipt of fall grades, if their GPA falls below where it stands now, they will no longer be eligible to participate in their elected position.
- If authorized to continue, they may not hold more than one leadership position during the academic year, even for a different organization.
- If authorized to continue, they must schedule an initial meeting with the Associate Director for Student Programs & Finance upon their return to campus in the fall to sign their probation agreement. At that time, regular meetings will be scheduled moving forward during the year (frequency to be determined).
- The aforementioned meetings are separate from required meetings to be scheduled with the Associate Director for Student Programs & Finance before they have any involvement with the planning or execution of any agenda their respective organization may propose. This means that they must meet throughout the year as various tasks may be assigned— before they complete them. If they participate in their organization's agenda in any way before meeting with the Associate Director, it is grounds for dismissal from their elected position.
- At the Associate Director's discretion, involvement in their organization's events/programs may be limited or restricted.



## *Inter-Club Council (ICC)*

The Inter-Club Council (ICC), of which you are a member, is one of your primary vehicles of communicating with each other and the College of Law. Attendance at the monthly meetings is mandatory and enables student communication and collaboration. Meetings are run by the CoL Student Bar Association.

## Privileges of Recognition

### *Email*

Syracuse University College of Law has established e-mail as a primary vehicle for official communication with students. In order to help communication with student organizations, the College of Law has created email accounts for all recognized Organizations. Only those officers authorized by the Office of Student Life will have access to the organization's email account. Any questions regarding organization emails should be directed to Michelle Wilcox, Associate Director for Student Programs & Finance in the Office of Student Life.

### *Website*

The College of Law highly encourages student groups to use technology to inform members of their organization and events. As such, Syracuse University College of Law provides websites for student organizations. These websites are hosted and maintained at the College of Law. **Any additions or changes** that need to be made to the webpage may be submitted to the Office of Student Life by emailing Stephanie Worden at [ssworden@law.syr.edu](mailto:ssworden@law.syr.edu). Please note: website edits are queued so they may take up to 24 hours to be reflected.

The College of Law will not link personal websites or blogs not supported by the SUCOL IT department to any student organization website. Any outside blog, website, etc will not be linked unless the link is determined to be for professional or educational advancement. If an organization would like blogging capabilities added to a website, IT does have technology to support such activity through Wordpress software. However, any such blog will be moderated by a SUCOL administrator. No disparaging remarks/comments may be made about the University, College of Law, or any member of the faculty, staff or administration. In addition, the blog will have to include a disclaimer regarding the content that appears on the site. The College of Law/Office of Student Life will provide the necessary wording for the site.

**Please note, the Syracuse University name and logo are registered trademarks of the University and may not be used without the expressed consent of the University.** Every student organization is an extension of the College of Law and the University. If your organization has started a blog and is using the SU or College of Law name or logo without the expressed consent of the University, IT or the Office of Student Life, you must discontinue the use of that blog immediately.

If an organization feels more information/graphics are needed on the website, the Office would be happy to work on a template that stays within a certain framework. Any determinations regarding inclusion of text, links, or other website materials are made by the Office of Student Life, in consultation with the IT Department.

In rare occasions, a student organization may want to host their site off the SUCOL network. This must be approved by the Office of Student Life. If approval is given, the site must follow **ALL** guidelines as set out by the IT department and the policies set out by the SUCOL regarding websites. Linking to any such external site will only be completed once approval is given by the Office of Student Life. The Office of Student Life will review the website and check for compliance. Once approved, the link will be made from the SUCOL website. Failure to adhere to the policies will result in not being linked from the SUCOL website, along with the possible removal of other recognized organization privileges as determined by the Office of Student Life.

### ***Room Reservations***

Recognized student organizations are able to make room reservations online. Instructions on how to reserve a room will be posted to the student organization website <http://studentlifespotlight.syr.edu>.

All events will be included in the Events Calendar for publicity so be sure the request includes all information you wish to have publically posted.

### ***SU Account/MYCODE***

Each SBA recognized Organization is assigned a MYCODE (a six digit number that identifies income & expenses for that group). Information pertaining to each MYCODE is available in the Office of Student Life. This number needs to be on all financial requests for processing.

### ***Achievement/Recognition***

Every year, the Office of Student Life coordinates several recognition events, including during Family Weekend in the fall semester and the Pinnacle Awards in the spring semester.

### ***Community Service Recognition***

Along with recognizing individual students for their involvement and service to the community, the Office of Student Life annually recognizes at least one student organization in the Spring Semester for their commitment to the community. Student Organizations should register/log their volunteer hours with the office through the online form found at: <http://law.syr.edu/student-life/pro-bono-program/student-service-recognition.aspx>.

## Event Planning

### NINE STEPS TO EVENT SUCCESS

All student organization events **must** be discussed, prior to any actionable planning, and approved by Michelle Wilcox in the Office of Student Life. This approval, upon a myriad of other criteria, will be based on having an appropriate amount of lead time to allow for an effective event planning process. Please make your appointment to discuss your potential event accordingly. The following is a non-exhaustive list of steps you should consider in planning your event.

1. Define the purpose of the program  
Social? Educational? Community Outreach? Professional? Networking?  
All student organizations must have an advisor. Please consult your advisor for ideas, guidance, and support.
2. Decide on your intended audience  
Is it for students? Faculty and students? Alumni? Community?
3. Develop the scope of your program  
Will there be outside speakers? Will you need audio-visual equipment? Do you need a podium? Will you serve food? Will you serve alcohol?
4. Create a realistic budget for your program  
Obtain estimates from outside vendors when applicable. Itemize each anticipated expenditure and consider all of your funding options.
5. Develop a checklist of to-dos for your program or use the sample checklist provided in this Handbook.  
Remember to delegate various items to other members of your group. There are no awards for exhaustion or doing it all yourself. Student organizations are made of many students with common goals and interests. Work together! Collaborate! Brainstorm! Capitalize on the strengths of the various members of your group by fostering involvement and participation.
6. Create your programming team  
Who will handle the logistics (date, time, and place)? Who is responsible for the program content? Food? Invitations? Publicity? Article for the Per Curiam? Photographer? Press release?
7. Develop your publicity plan  
Who will you invite? How will they be notified? E-mail? Per Curiam? Daily Orange? Flyers ? Invitations? Phone calls? Person-to-person?
8. Implement your program  
It's show time! Go through the checklist and have contingency plans for things out of your control, like the weather. Don't forget to confirm arrangements made with law school departments or outside vendors. It doesn't hurt to check that everyone is on the same page for your event.
9. Evaluate. Assess the program's strengths and weaknesses  
Identify what you could do differently, what you would do the same, things to consider next time. Make sure to keep a record of your programs to pass on to the student leaders who will follow you. Too often, new student leaders are put in the position of reinventing the wheel. Leave a checklist of the steps you took, and the steps you wish you had taken, to make it easier for those who follow!

## Setting up On-Campus Events

### *Room Reservations*

Decide or estimate how many people will be attending the event. All student organizations must reserve space through the room reservation process.

Groups who use classrooms should be respectful of those who use the rooms after them. When reserving rooms please allocate time (at least ten minutes) to cleanup and allow for the room to be vacated so that subsequent events/classes are not kept waiting.

Large amounts of leftover food may be dropped off in the Office of Student Life, where it will be offered to students and employees. Do not leave food unattended in the classrooms or in the hallways.

### *Food and Catering Arrangements*

Due to SU Safety policy regarding outside food vendors, any organization that would like to cater an event must contact the Office of Student Life **at least four weeks prior** to the date of event. If using the University Catering Department, they will take care of all permits & licenses required. If using non-university vendors, the department of Safety may need to be contacted and outside approvals may be requested prior to the event.

Meeting refreshments, i.e. pizza and soda from approved vendors are usually exempt from this protocol.

Certain vendors have accounts with the University and will bill directly, thus eliminating the need for prepayment and subsequent reimbursement. The University has tax-exempt status and, therefore, will not pay or reimburse anyone for sales tax in the state of NY. If you are purchasing goods and/or services from a business outside of the University, you need to inform them of your tax exempt status and provide them with a tax exempt form prior to the purchase/event. You may obtain a hard copy of the tax exempt form from the Office of Student Life.

Organizations may contact the Office of Student Life for assistance in making catering arrangements. Menu selections and orders must be finalized at least two weeks before an event. Please be prepared to provide the caterer with the following basic information: number of people attending, type of event, your food/beverage budget, type of food needed (meal or hors d'oeuvres). Remember to consider options for vegetarian and kosher guests. It is a good rule of thumb to have caterers set up at least half an hour prior to the start time for your event. Please be sure to specify whether or not the caterer will be providing linens, silverware, centerpieces, etc. There is often an additional charge for some or all of these items. You may wish to consider purchasing or renting these items on your own.

### *Budget*

Each SBA recognized Organization is given an account (MY CODE) that should be maintained by the treasurer/financial officer of an organization. Student organizations are prohibited from opening and/or maintaining individual bank accounts outside of the University System. All funds raised by a group must be deposited with the Law Budget Office, which will then be credited to an account.

The amount of money available for your event will largely determine the kinds of preparations you make. Before any event commitments are made, each organization must create a list of potential expenses for the event, including any potential income from the event, and have this budget approved by Michelle Wilcox in the Office of Student Life.

**\*\*\* Please note, there is no petty cash fund so please plan accordingly. \*\*\***

## *Contracts*

**No student may contract for services, or sign a contract holding Syracuse University or the College of Law responsible for financial or contractual obligations.** All contracts are signed by the University Comptroller, after review by the Office of Student Life.

In order to contract with a vendor, the final version of the contract must be brought to the Office of Student Life for review. After OSL approval, the contract will be forwarded to the University Comptroller, with copies available to students for their records after a signature is obtained.

### Inviting Special Guests to your Event

**Chancellor Cantor:** Student groups should **not** contact the Chancellor directly to request her involvement in any events. If a student group would like the Chancellor's involvement (speaking or simply attending) a request should be made via email to the Office of Student Life.

**Dean Arterian:** If a student group would like to invite Dean Arterian to an event, please consult with the Office of Student Life.

**Outside-COL speakers:** Please contact the Office of Student Life to coordinate invitations for speakers, presenters, and panelists.

### Publicity

It is important to publicize your event through several channels. The following are effective publicity outlets:

- As soon as the times, date and place of your event are set, make sure that it is reserved on the SU College of Law Calendar.
- Send an e-mail to the law student community advertising and explaining your event in accordance with the SUCOL SBA Listserv Policy, found in Article VI of the SBA Bylaws.
- Post approved information to the various designated digital boards.
- If you are planning a major event and would like to invite alumni, contact Michelle Wilcox in the Office of Student who will connect you to any other resource, if necessary.

### *Invitations and Programs*

Any publications, such as invitations, should be produced at least six weeks before your event.

### *Media/News Releases*

If you would like to place a media release to outside publications, please contact Michelle Wilcox in the Office of Student who will connect you to any other resource if necessary. Start by creating a description of your event, including—who, what, when. You should keep in mind what audience you are trying to target and the “news worthiness” of the event. It is also wise to take pictures at your event so that we may feature your program in upcoming alumni mailings.

### *Global Email/Listserv Policy*

The authority to distribute global emails to the SULAWstudents@listserv.syr.edu vests in the Student SBA President and shall be carried out by such person or their representative. In addition to the global listserv, administration creates individual class listservs to communicate important information. The only student authorized to send emails on the class listservs is the SBA President. Others authorized to distribute emails include, but are not limited to, select deans and administrators.

## *Criteria for Global Emails*

In order for an organization to obtain clearance for global distribution, the following criteria must be met:

1. The email message must contain a substantive base common to the entire law school community.
2. In the interest of recruiting, organizations may send out two global emails soliciting membership prior to the first meeting of the academic year.
3. In the event an organization forms during the school year, that organization may send out a maximum of two global emails for the purpose of soliciting membership.

Any SBA recognized Organization may email appropriate messages to the SULAW listserv. To do this, send the email as you would like it to be sent out to: [sulawstudents@listserv.syr.edu](mailto:sulawstudents@listserv.syr.edu). Each message will be approved by the moderator if deemed appropriate. For more specific information regarding what will be approved, please refer to the SUCOL SBA Bylaws, Article VI.

## CLE Credits

In specific circumstances, CLE credits are available for programs coordinated by student groups. For most programs, CLE credits go through the Office of Advancement. While the Office of Advancement is available to help with some logistics and advice, Advancement has responsibilities to the School and a full calendar of events, so please contact the **Office of Student Life as early as possible** to help coordinate the approval of CLE Credits for your program. Unfortunately, the Office of Advancement has no budget for student programs. It is up to you to identify sources of funding for your program and obtain funding.

In order for a program to qualify for CLE Credit, the program must be of substance and worth as described by the NY Bar. In addition, it must fit into one of the educational categories provided by the NY Bar (Ethics & Professionals, Skills, Practice Management, Areas of Professional Practice).

To have credits approved, you must provide Advancement with the following information at least six weeks prior to the event:

- speaker bios
- two paragraphs describing speaker topic in as much detail as possible
- beginning/ending time for each speaker
- hard copies of hand outs to be given out during the presentation.

CLE credits are assigned by The NY Bar based upon a 50-minute hour. Please plan your topic segments accordingly. Out of State Practitioners will have to contact individual bar associations regarding credit and the transferability of credit granted by the NY Bar.

In order for practitioners to receive CLE Credit, practitioners need to arrive early and stay the entire length of the program. Additionally, they must sign in and complete an evaluation form at the end of the program. Panel members/presenters are also eligible to receive CLE based on the 50 minute of instruction increments.

After your event, you must provide the Office of Advancement with the following information:

- A sign in sheet where all attending practitioner's have both printed and signed their name.
- An announcement of the event.
- Completed Evaluation forms by each attending practitioner.

Here are some additional things to consider when deciding whether to provide CLE Credit for your program:

\* Who is your main audience? Other students? Practicing lawyers in the community? Why will your audience be motivated to attend? Academic credit? CLE credits from the NY Bar?

\* Funding: Where will the money come from to pay for your event? Will you have sponsors? Will you charge a registration fee for attendance? How much? Will there be discounts for students or SU Law alumni?

\* Registration: How will advance registration be handled? Who will collect fees/ prepare list of attendees?

\* Inquiries related to CLE Credits offered to local practitioners for their participation in Moot Court competitions should be referred to Michelle Wilcox in the Office of Student who will connect you to any other resource if necessary.

### *Acknowledgement*

It is important to recognize those who have helped to make your event a success. Acknowledgment may be done at the time of the event, in an article describing the event, or in a personal way through a thank-you card or gift. Certificates of appreciation or plaques are nice gestures for those who went the extra mile. Remember to recognize junior members of your organization – they are the future leaders!

## University Finance Policy

### Funding Options

Once you are aware of your budget limitations, you may implement fundraising initiatives to match your needs. Many organizations try to utilize all of the funding resources available at the law school: organizational fundraising, Student Bar Association, co-sponsoring events, alumni support, corporate support, and the Office of Student Life should all be considered as you develop your programming goals.

#### *Fundraising*

##### *Law Socials*

Any student organization or Publication/Honor Society planning a Law School Social (LSS) must conform to the SUCOL Law School Social Policy. LSS serve as fundraisers for organizations. At no time may student funds be used for the purchase of alcohol in conjunction with LSS's. More information on the SUCOL LSS Policy can be found in Article VII of the SBA Bylaws (Appendix A).

LSS may be organized by any student organization or Publication/Honor Society, in accordance with the applicable SUCOL Law School Social Policy. LSS dates are requested from and assigned by the SBA. Any other questions concerning the planning or requesting a LSS should be directed to the SBA Student Organization Secretary.

##### *Food Sales/Bake Sales*

Due to SU Safety policy regarding outside food vendors, any organization that would like to fundraise with the sale of any food or beverage product must contact the Office of Student Life **at least four weeks prior** to the date of sale. The department of Safety may need to be contacted and outside approvals may be requested prior to the event.

##### *Raffles/Gambling*

All wagers, bets or stakes, made to depend upon any race, or upon any gaming by lot or chance, or upon any lot, chance, casualty, or unknown or contingent event whatever, shall be unlawful. In NY, the definition of gambling includes, "agreements and securities given, made or executed, for or on account of any raffle, or distribution of money, goods or things in action, for the payment of any money, or other valuable thing, in consideration of a chance in such raffle or distribution, or for the delivery of any money, goods or things in action".

All forms of gambling are prohibited. If there is a question whether a fundraiser is gambling, please contact the Office of Student Life.

##### *Items with SU Logo/Name*

Purchasing items for redistribution with SU names, words or logos could be subject to copyright or trademark infringement.

**\*\*YOU ARE NOT AUTHORIZED TO ORDER MERCHANDISE WITH ANY SYRACUSE UNIVERSITY NAMES OR LOGS WITHOUT PRIOR APPROVAL FROM THE OFFICE OF STUDENT LIFE.\*\***

*For items sold for fundraising purposes:* The Law School is not authorized for collection of sale tax. The SU Bookstore must contact vendors for bids, issue orders, collect money, and report sales tax. The Bookstore will do an internal transaction to return profit to student organization. However, this process still begins with prior approval from Michelle Wilcox in the Office of Student Life.



## *Requesting Monies from SBA*

See SBA Bylaw (Article 3, Section 9) below regarding the approval process for disbursing its contingency funds.

### *9. Approving Dispersal of Contingency Funds*

- a. Organizations seeking contingency funds from the Senate must make a formal written request as well as an oral presentation at the next applicable Senate meeting.*
- b. Organizations seeking contingency funds from the Senate must make a formal written request to the SBA Treasurer:
  - i. The SBA Treasurer shall review the organization's proposal, and recommend to the Senate Budget and Allocations Committee, the amount of funding for each request.*
  - ii. The Committee shall discuss the Treasurer's recommendation, and vote by committee, on a final amount to recommend to the Senate as a whole.*
  - iii. Once the proposal is brought to the floor, any member of the Senate may motion to amend the Committee's recommend amount by simple majority.**
- c. The Senate shall not hear funding requests from student organizations wishing to sponsor an intercollegiate moot court team without the certification of the Executive Board of the Moot Court Honor Society.
  - i. An intercollegiate moot court team is defined as any team which participates in an intercollegiate moot court competition or mock trial competition.*
  - ii. All other intercollegiate events are not within the realm of Moot Court Honor Society and therefore would not be included within this section.*
  - iii. Certification shall be granted in accordance with the Moot Court Honor Society Bylaws.**

The written request for contingency funds must be submitted according to the memo form approved and promulgated by the SBA Treasurer. This form is available on the SBA website and outside the SBA office and asks for the following:

- 1) Reason for Request
- 2) Proposed Use of Funds
- 3) Additional questions to be answered by the requesting organization
- 4) Number and names of those students involved in the purpose of the funding
- 5) Additional notes as needed

Organizations should also be prepared to answer all questions that relate to any factor which may be considered for approval.

Factors that the SBA and/or the executive may consider, but are not limited to:

- Whether any student in the organization will attend the event in an official voting capacity (i.e. delegate, national board member)
- Whether the organization can demonstrate the benefit to the student body from the dispersal of funds
- Whether outside funding (co-sponsorships) have been explored and/or disclosed
- Fundraising conducted and/or planned by the student organization within the same fiscal year
- The size of the organization
- The nature of the expense being requested for funding
- The accessibility of the event, organization, and/or team to the entire student body
- Past funds dispersed to said organization within the same fiscal year
- Past funds dispersed to said organization in past fiscal years
- Past funds dispersed to other organizations (in comparison as they relate to other factors above) within the same fiscal year

Contingency funds will not be used for food or beverages of any kind.

Contingency funds will not be used for Social events of any kind unless said social event is sponsored by the SBA Social Committee.

Contingency funds will not be used to fund regional or national dues.

Expenses to be covered by contingency fund will be incurred at lowest possible cost.

**If an organization is requesting money for an event, the President, Treasurer or another officer delegated by the President must be present.**

### *Donations*

Student organizations may generate funds in accordance with their own by-laws and with University and law school policy. **Any solicitations of contributions from alumni, the legal community or other sources outside the School of Law must be approved in advance by the Office of Advancement. This approval process must begin by meeting with Michelle Wilcox in the Office of Student Life.** Please see page 16 for rules governing solicitations. Fundraising by soliciting donations, whether cash or merchandise, is just one way to raise money for important projects or events. There are different ways to solicit donations:

- 1) Person-to-person requests
- 2) Phone Calls
- 3) Mail Solicitation
- 4) Email

Remember that providing detailed information is important. Be prepared to answer many questions about your event, including how the money will be used and who else is participating. Be sure that when you are soliciting for donations that you are in compliance with the tax-exempt status of the University. All donation checks must be made out the "Syracuse University College of Law" and be delivered the Office of Student Life for processing.

### ***Student Solicitation Policy***

#### *Purpose*

To outline the policies and procedures to govern solicitations by students for private support for the benefit of Syracuse University.

#### *Definitions*

**Advertising:** Advertising is not considered a gift and must be reported in the University's tax return as unrelated income. Sponsorships (see definition below) are considered advertising when the sponsor in its publicity includes elements of any of the following: a call to action, such as "BUY" the service or item, an inducement to purchase, the listing of prices, qualitative statements such as "this is the best", etc. Contact the Office of Advancement for further information.

**Sponsorships:** Sponsorship funds may be given to underwrite University events or for SUCOL approved student organizations. Publicity should read "sponsored by (contributing individual or organization)". Sponsorships cannot include elements of advertising (see definition above).

**Donations:** Students may request donations from individuals and corporations as long as they discuss the prospects with the Office of Student Life and obtain permission for the solicitation from the Office of Advancement. Requests must be specific to activities of approved SUCOL student organizations. Funds raised must be solicited in compliance with the tax exempt status of the University, furthering the missions of instruction, research and public service. Donations made through the University to a student organization are under the control of the University and are deposited into a University account.

## **Procedures**

A. Donation checks must be made payable to **Syracuse University College of Law** and sent to the Office of Student Life for processing. All donation checks should be delivered to the Office of Student Life (Room 444). Sponsorships or underwriting of events are considered donations and should be deposited accordingly.

B. Sales of advertising and other goods are not donations. These checks should be directly deposited into accounts using non-gift income codes. Consult with the Budget office at (315) 443-4113. In cases where the selling or ticket price exceeds the value of the benefit received, please deliver checks for the value of the benefits to the Office of Student Life.

C. Acknowledgement letters from the Office of Advancement are sent to all donors. Gift receipts are issued for all donations and serve as the tax-deductible document for the donor. Organizations are also encouraged to thank the donor, copies of each letter should be sent to the Office of Advancement.

D. Other non-cash gifts (gifts-in-kind) contact the Office of Student Life (315) 443-1146.

## Payment/Reimbursements

### *Spending Allocated SBA Funds*

Save for start-up funds requested by a new organization, no SBA-approved funds will be transferred to a student organization's account. To access any approved SBA funds, an approval email must be received from the President and/or the Treasurer of the class/group as well as the Senate President and/or Treasurer; the Budget Office will not process any form which does not have these approvals.

### *Spending Student Organization Funds*

Each organization has been assigned a code (MYCODE) to help keep better financial records of student organization funds. Treasurers/Primary Financial Officers will be given the codes at the start of the academic year. In order to spend any monies in a student organization account, an approval email from the financial officer must be submitted to the Office of Student Life with original documentation of expense (receipt, invoice, etc). Copies of any documentation will not be accepted!

### *Purchase Requisitions*

There are certain vendors pre-approved by the University that will accept a Purchase Requisition as payment. Because they are pre-approved, you may go to their location (or order by phone) and have the monies directly taken out of the student organization account as long as the Purchase Requisition has been properly processed.

In order to use the requisition form, you must communicate your request to Stephanie Worden, Coordinator in the Office of Student Life (443-1146 or [ssworden@law.syr.edu](mailto:ssworden@law.syr.edu)). When contacting Stephanie, please have your order ready, know what time you would like it delivered and to what room. There is a Food Order Form available in the Office of Student Life and on the student organization website for your convenience.

Stephanie will verify that the organization has enough funds to cover the cost and will complete the necessary form. She will notify you once the requisition has been received from the Budget office. You will have to pick it up and give the requisition form to the delivery person and obtain a receipt. You **MUST** turn in the receipt to Stephanie immediately following the meeting.

**Please plan ahead – you must email Stephanie at least 3 days prior to ensure your request will be processed in time for your meeting.**

### *Interdepartmental Order (ID)*

When purchasing from on-campus vendors (bookstore, catering, photo services, or parking), an Interdepartmental Order is used. If you are considering using an on-campus vendor, please contact Michelle Wilcox in the Office of Student Life. You will need to submit an original invoice (or quote), along with a completed Student Organization Disbursement Form in order to obtain an ID.

*Support Services (at SUCOL)* - If you need to make any copies at the SUCOL Support Services Office, you need to bring a completed Disbursement Form to the Office of Student Life where a Copy Card Request Form will be provided to you with the appropriate signatures. This will allow whoever has the completed form to secure a copy card from Support Services. Please note: copies are \$.10 each.

## *Reimbursements*

If any member of your organization spends money out-of-pocket for organizational expense, they may be reimbursed.

Please note any student working for Syracuse University (either as a research assistant or work-study, etc), must use the EMPLOYEE REIMBURSEMENT FORM, which is prepared by the Office of Student Life and must be signed by the employee seeking reimbursement.

Reimbursements will not be possible without receipts – keep original receipts as proof of purchase. Copies of the receipt will not be accepted.

- If payment of expense was by check – proof that the check has cleared the bank is necessary before any reimbursement will be made.
- If payment is made by credit card – proof needs to be furnished that the credit card used belongs to the person getting reimbursed (a copy of the card, name printed on receipt, etc.)

Once the expense documentation and approval email is submitted to the Office of Student Life, Stephanie Worden, Office Coordinator will process the necessary form based on the information provided.

Also, please note – **tax will not be reimbursed by the University within the State of New York**. The tax exempt form is made available to treasurers and financial officers during their annual training session. This should be used when purchasing or expending student funds. Additional copies are available in the Office of Student Life.

## Risk Management

### SU Code of Conduct

Students at Syracuse University are expected to conduct themselves in a manner supportive of the educational mission of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this University community.

Syracuse University considers the following behavior, or attempts thereof, by any student or student organization, whether acting alone or with any other persons, to violate the Code of Student Conduct:

1. Physical harm or threat of physical harm to any person or persons, including, but not limited to assault, sexual abuse, or other forms of physical abuse.
2. Harassment, whether physical or verbal, oral or written, which is beyond the bounds of protected free speech, directed at a specific individual(s), easily construed as "fighting words," and likely to cause an immediate breach of the peace.
3. Conduct which threatens the mental health, physical health, or safety of any person or persons including, but not limited to hazing, drug or alcohol abuse, and other forms of destructive behavior.
4. Academic dishonesty,\* including, but not limited to plagiarism and cheating, and other forms of academic misconduct, for example; misuse of academic resources or facilities, or misuse of computer software, data, equipment, or networks.
5. Intentional disruption or obstruction of lawful activities of the University or its members including their exercise of the right to assemble and to peaceful protest.
6. Theft of or damage to personal or University property or services or illegal possession or use of the same.
7. Forgery, alteration, fabrication, or misuse of identification cards, records, grades, diplomas, University documents, or misrepresentation of any kind to a University office or official.
8. Unauthorized entry, use, or occupation of University facilities that are locked, closed, or otherwise restricted as to use.
9. Disorderly conduct including, but not limited to public intoxication, lewd, indecent or obscene behavior, libel, slander, and illegal gambling.
10. Illegal manufacture, purchase, sale, use, possession, or distribution of alcohol, drugs, or controlled substances, or any other violation of the Syracuse University Policy on Alcohol, Other Drugs, and Tobacco.
11. Failure to comply with the lawful directives of University officials who are performing the duties of their office, especially as they are related to the maintenance of safety or security.
12. Unauthorized possession or use of any weapon including firearms, BB-guns, air rifles, explosive devices, fireworks, or any other dangerous, illegal, or hazardous object or material, and improper use as a weapon of any otherwise permitted object or material.
13. Interference with or misuse of fire alarms, blue lights, elevators, or other safety and security equipment or programs.
14. Violation of any federal, state, or local law which has a negative impact on the well-being of Syracuse University or its individual members.
15. Violation of University policies, rules, or regulations that are published in the Student Handbook, or any other official University publications or agreements.

Culpability is not diminished for acts in violation of this code that are committed in ignorance of the code or under the influence of alcohol, illegal drugs, or improper use of controlled substances.

\* Cases involving academic dishonesty are handled within the student's school or college.

## College of Law Code of Student Conduct

Please see the Academic Handbook (pgs. 52-61), available on the College of Law website. You submitted your acknowledgement of this Code of Student Conduct during the first days of your first semester of law school.

### SUCOL Alcohol Policy (Ratified December 2007)

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<b>Section 1.</b>	<b>Purpose</b>
<b>Section 2.</b>	<b>Policy</b>
<b>Section 3.</b>	<b>Consumption of Alcohol at Student-Sponsored Events</b>
<b>Section 4.</b>	<b>Advertising</b>
<b>Section 5.</b>	<b>Administration</b>
<b>Section 6.</b>	<b>Definitions</b>

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#### Section 1. *Purpose*

The purpose of this Alcohol policy is to set forth the rules governing the consumption of alcoholic beverages at College of Law student-organization sponsored educational, professional, or social events.

#### Section 2. *Policy*

It is the policy of the College of Law to promote the professional and socially responsible use of alcoholic beverages by its students at student organization-sponsored events. The College of Law is mindful of the challenges faced by lawyers in the profession with respect to alcohol and substance abuse. Because law students are pursuing an educational path leading to membership in the legal profession, the College of Law seeks to instill in its students the highest levels of professionalism and integrity in connection with all student organization-sponsored events.<sup>1</sup> For this reason, law students are held to a standard of behavior under the Code of Student Conduct, which is influenced by the Model Rules of Professional Conduct of the American Bar Association.

#### Section 3. *Consumption of Alcohol at Student Organization-Sponsored Events*

- a. Student fees shall not be used to purchase alcohol beverages.
- b. Alcohol may not be served at any event without charge. All events at which alcohol is to be served shall be on a charge per drink basis. "Open" bar events, at which attendees may consume an unlimited quantity of alcohol, are not permitted. No more than one event where alcohol is served may be held at any one time or consecutively.
- c. Alcohol may not be served at an event for longer than two and one-half hours. Events three and one-half hours and longer shall be scheduled so that the final hour of the event shall allow for one hour of only non-alcoholic beverage service.
- d. Depending on the student organization's budget for an event and at the discretion of the Dean of Student Life, non-alcoholic beverages shall be made available without charge during the course of a scheduled event.

#### Section 4. *Advertising*

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<sup>1</sup> See Code of Student Conduct and Grievance Procedure ("Students admitted to the College of Law are embarking on a professional endeavor, and are expected to conduct themselves in a professional manner in accordance with this Code of Conduct.")

Events at which the consumption of alcohol is the central defining feature of the event may not be advertised on any College of Law or University server. All advertising for student organization events must be in compliance with the Sign Posting Policy, as adopted by the 2006 Law Student Senate Board of Governors.

Section 5. *Administration*

- a. All events at which alcohol is to be served shall be approved in advance by the Assistant Dean for Student Life.
- b. All officers of a student group sponsoring an event that will be in attendance, shall execute a "Responsible Drinking Pledge" in advance of the event which shall include a personal commitment to (i) prevent the introduction of alcohol to the event from any outside source, (ii) refuse entry to any attendee who is obviously intoxicated, (iii) maintain a professional atmosphere at the event in which respect and cooperation is the standard of behavior between attendees and the service staff, and (iv) ask any attendee to refrain from the further consumption of alcohol or, if need be, to leave the event if he or she is conducting him or herself in an unprofessional or discourteous manner or otherwise in violation of this Policy.
- c. All students attending a student organization-sponsored event at which alcoholic beverages are consumed shall be deemed to have consented to the application of this Policy. Failure to comply with the terms of this Policy, or to conspire to violate the terms of this Policy, shall result in a hearing in front of the Judicial Board.
- d. Any student organization officer alleged to have violated this Policy shall be required to appear in front of the Senate Judicial Board for adjudication. If found guilty of a violation of this policy, the student organization officer will be removed from their respective office unless and until they have completed three (3) counseling sessions with the Office of Student Life. Any appeals from a determination of the Senate Judicial Board shall be made to the Assistant Dean for Student Life. Determinations by the Assistant Dean of Student Life are final.
- e. Any Senate member alleged to have violated this Policy shall be required to appear in front of the Senate Judicial Board for adjudication. If found guilty of a violation of this policy, the Senate member will be removed from their respective office unless and until they have completed three (3) counseling sessions with the Office of Student Life. Any sanctions assigned to the Senate member shall come from a recommendation by the Senate Judicial Board, but shall be voted on by the entire Senate. Any appeals from a determination of the Senate Judicial Board shall be made to the Assistant Dean for Student Life. Determinations by the Assistant Dean of Student Life are final.

Section 7. *Definitions*

- a. "*Event*" means a law student sponsored educational, professional, or social event at which membership in the College of Law community is advertised or is otherwise a defining characteristic.
- b. "*Hard liquor*" shall mean any alcoholic beverage with greater than 14% alcohol (28 proof).
- c. "*Obviously intoxicated*" means a condition of impairment from alcohol consumption such that a reasonable person would conclude that an individual is intoxicated.



# Appendix A

# Constitution of the Syracuse University College of Law Chapter of the American Bar Association-Law Student Division

Ratified: April 18, 2014

## Article I. Name

This organization shall be named Syracuse University College of Law Chapter of the American Bar Association-Law Student Division, but may also be referred to as ABA/LSD-Syracuse if applicable.

## Article II. Affiliation Statement

The American Bar Association (“ABA,” the “Association”)’s Law Student Division (LSD) is a national voluntary professional organization that promotes professionalism and service among lawyers, and is concerned with legal education and works with the ABA’s Section of Legal Education on issues of mutual concern. Additionally, the Division offers leadership training, public service opportunities, career development programming, and practical skills competitions. The Syracuse ABA/LSD Chapter brings the many opportunities offered by ABA directly to the Syracuse law student community.

## Article III. Statement of Purpose

The purposes of the chapter mirror the purposes of the Association, and further to represent law students in the Association and to represent the Association to law students; to help shape the policies and priorities that affect legal education at Syracuse and elsewhere; and to create a deliberative forum for the exchange and expression of law student views and a voice to advocate those views; and to promote diversity and equal opportunity within the profession. Further, this chapter shall serve as a venue for nomination and promoting SUCOL participation within the ABA/LSD generally as well as in recognized positions of leadership.

## Article IV. Responsibility

ABA/LSD-Syracuse shall comply with all Syracuse University, College of Law policies and procedures, including but not limited to those policies set forth in the Student Rights and Responsibilities Handbook, The Student Organization Handbook, as well as local, state, and federal laws.\*

## Article V. Membership

### Section 1. General Membership

A. Membership of ABA/LSD-Syracuse shall be open to all Syracuse University, College of law students in Good Academic Standing who have paid both their Student Activity Fee and the membership fee of the Association. ABA/LSD-Syracuse shall not discriminate on the basis of ancestry, color, or race; cultural or ethnic background; economic disadvantage; ideological, philosophical, or political belief or affiliation; marital or parental status; national or regional origin; physical disability; religion, or religious or denominational affiliation; sex; sexual orientation; or age. ABA/LSD-Syracuse shall not encourage or condone discrimination, either implicitly or explicitly, and shall actively discourage discrimination on any such basis.

B. Active membership in ABA/LSD-Syracuse is defined as all students in Good Academic Standing who have: paid their Student Activity Fee, paid dues to the Association and provided their contact information to the Secretary-Treasurer of ABA/LSD-Syracuse.

C. Benefits of Active membership include the right to vote for ABA/LSD-Syracuse officers and to shape the events of ABA/LSD-Syracuse.

### Section 2. Executive Board

A. The positions of the Executive Board in order of hierarchy shall be the President, who shall call any meetings of ABA/LSD-Syracuse to order and lead events held by the organization; the Vice President, who shall assist the President in all matters and serve as the President when the Vice President is unavailable; the Secretary, who shall maintain minutes and handle public relations; the treasurer, who shall maintain financial records; and ABA Representative, who shall be a voting member of the ABA/LSD assembly. These positions shall be elected from within the ABA/LSD-Syracuse to a term of 1 year, with the exception of the ABA Representative, who is appointed by the Syracuse SBA according to their bylaws. Additionally, should any SUCOL student be elected or appointed to serve in a recognized leadership position of the ABA/LSD (Circuit Governor, Lt. Governor, Liaison, National Officer, Delegate, etc.), they shall serve as a member of the executive board.

B. Any member of the ABA/LSD and ABA/LSD-Syracuse who has been a member for at least one semester prior to elections is eligible for office. The President and Vice President are not permitted to be in a remote externship during the same semester.

C. Length of Term: The length of the term of office for Officers/Executive Board members will extend for one year, from April to April.

D. Installation: Installation of new Officers/Executive Board members will occur within two weeks of the election.

E. Vacancies/Succession: If a vacancy occurs in any position, that position will be filled by nomination of the senior member of the Executive Board, as laid out in subsection A, with confirmation by majority of the general members. Vacancies are defined as no individual holding the title or actively participating in that role; no externship call constitute a vacancy.

#### F. Removal of Officers/Impeachment

Section 1. Petition: Two-thirds (2/3) of active members must sign a petition to ask for impeachment.

Section 2. Process: Active members, the Executive Board, Advisor, and Executive Board member being impeached must be notified at least two weeks in advance of the impeachment hearing. The impeachment hearing must occur while classes are in session.

Section 3. Hearings: The moderator of the impeachment hearing will be the title. The moderator can not be the Executive Board member being impeached. Two-thirds (2/3) of active members must be present in order for the impeachment hearing to begin. Each side will be given the opportunity to present their case and the active members may ask questions. A two-thirds (2/3) vote of active members present is needed for impeachment.

## Article VI. Elections

### Section 1. Timeline

Elections will be held between the first and third week of April.

### Section 2. Procedures

The outgoing President will facilitate elections. Any general member can vote at the elections meeting called by the President. Any member interested in running will announce their candidacy at this meeting and not prior.

## Article VII. Advisor

The Advisor of ABA/LSD-Syracuse shall be a full-time faculty or member of the administration at the Syracuse University, College of Law. The founding Advisor will be Sanjay Chhablani

## Article VIII. Meetings

### Section 1. General

General member meetings will be held at the Syracuse University College of Law at least once per month. Meetings may be held in person (preferable) or by telephone/internet as needed.

### Section 2. Executive Board

Executive Board meetings will be held at the Syracuse University College of Law at least once per month. Meetings may be held in person (preferable) or by telephone/internet as needed.

### Section 3. Special

Special meetings will be held at the Syracuse University College of Law as convened by the President with two business days' notice. Meetings may be held in person (preferable) or by telephone/internet as needed.

## Article XII. Amendments to the Constitution

Section 1. Submission: Amendments to this constitution shall be submitted to title in writing for submission to the active members for a vote.

Section 2. Vote: A vote of two-thirds (2/3) is needed for the adoption of any amendment.

Section 3. Recording after Approval: Amendments must be recorded with the Office of Student Life for recording after approval and prior to implementation.

## Article XIII. Dissolution of the Organization

### Section 1. Process

Name of organization may be dissolved after dissolution is approved by the Executive Board and by a vote of four fifths (4/5) of active members provided that a notice of the vote on dissolution is furnished to all active members at least sixty (60) days prior to the vote. Dissolution shall also occur if there are no active ABA members at SUCOL during an academic year for a period of one semester or greater.

### Section 2. Obligations

Upon dissolution, the Officers/Executive Board will utilize assets of the organization to pay all obligations and expenses of the organization.

### Section 3. Approval

Notice of dissolution must be presented in writing to the Office of Student Life.

\*\* Nationally affiliated organizations must include a copy of the National Organizations Constitution and/or By-laws.



**The Bylaws Of The Student Bar Association Syracuse  
University College Of Law**

## **ARTICLE I. THE LEGISLATIVE BRANCH**

1. Senate meetings shall be conducted in the following manner:
  - a. The Senate shall meet no less than once every three weeks;
  - b. Senate meetings will be conducted in accordance with the Senate Constitution and these Bylaws;
  - c. A quorum, defined as fifty percent plus one of the voting members of the Senate, is required for all Senate meetings;
  - d. The SBA Vice President shall establish a meeting schedule for the Senate within the first four weeks of school; and
  - e. Special or Emergency meetings shall be called at the discretion of the SBA President or SBA Vice President.
  
2. Senators
  - a. Class Senators, in conjunction with the SBA Vice President and Class officers, shall comprise “The Senate.”
    - i. It is the responsibility of all members of the Senate to fulfill their duties as outlined in the Constitution and Bylaws.
    - ii. Class Senators shall comply with all applicable attendance policies.
    - iii. Violation of Senate and Class attendance policies shall be addressed following the procedures set forth in the Senate Constitution and these Bylaws.
    - iv. Class Senators must be an active member of at least one Senate Committee.
    - v. Class Senators shall assist in the coordination and organization of all Senate and class events.
    - vi. Class Senators shall assist in the coordination and organization of all Senate and class fundraisers.
    - vii. Class Senators shall perform other duties as specified within the Senate Constitution and these Bylaws.
    - viii. Class Senators shall fulfill any and all duties that may be necessary and proper for the administration of their class.
  
3. Senate Committees
  - a. Budget and Allocations:
    - i. The Committee shall:
      1. Be chaired by the SBA Treasurer;
      2. Be responsible for receiving all funding requests through the Contingency Fund; and
      3. Make recommendations to the full Senate on funding requests.

- b. Diversity Affairs:
    - i. The Committee shall:
      - 1. Coordinate and assist with cultural and diversity programming of Senate recognized organizations; and
      - 2. Coordinate and assist in providing programming on diversity issues and assist with an annual “Diversity Day,” a programming effort to promote diversity.
    - ii. The Chair of this committee will be appointed by the Vice-President from current SBA members and approved by a majority of the Senate.
  - c. Senate Affairs:
    - i. The Committee shall:
      - 1. Review and make recommendations to the Senate on all proposed Constitution and Bylaw changes;
      - 2. Include the Parliamentarian as a de facto member; and
      - 3. Perform other duties as assigned by the Vice President.
    - ii. The Chair of this committee will be appointed by the Vice-President from current SBA members and approved by a majority of the Senate.
  - d. Ad Hoc Committees: If special problems arise in the normal course of Senate business, such problems may be referred to Ad Hoc Committees. The SBA Vice President shall create and appoint Senate Members to such committees and the Senate shall designate the duration and power of such committees, but in no case shall an Ad Hoc Committee exist longer than one year or be empowered to perform acts which the Senate itself could not perform.
- 1. Senate Pro Tempore
    - a. The Senate shall elect a Senate Pro Tempore by a majority vote to provide for the Senate in the Vice President’s absence.
  - 2. Senate Parliamentarian
    - a. The Parliamentarian shall be nominated and with the approval of majority of the Executive Board, appointed by the SBA Vice President within the first two meetings of the newly elected Senate.
    - b. The Parliamentarian shall ensure that meetings are held in conformity with Robert’s Rules of Order to the fullest extent possible.
    - c. The Parliamentarian shall ensure that meetings are held in an orderly fashion.
    - d. In the event that the Parliamentarian is unable to fulfill his duties, the SBA President will designate a temporary replacement.

## **ARTICLE II. THE EXECUTIVE BRANCH**

1. The SBA President shall:
  - a. Establish a cabinet composed of the following members selected only from elected SBA members, with the exception of the Pro Bono and Community Service Secretary who need not be a member of the SBA, hereafter referred to as Secretaries, who shall provide end of semester reports to the Senate:
    - i. The Communications Secretary shall:
      1. Distribute an agenda for all Senate meetings at least 24 hours prior to such meetings;
      2. Record all Senate meetings;
      3. Distribute, no later than 72 hours after a Senate meeting, the corresponding minutes to the Student Body;
      4. Record all Senate meeting minutes, which shall include:
        - a. Attendance;
        - b. Roll call votes; and
        - c. Synopsis of debate and discussion;
      5. Supervise quorum requirements;
      6. Maintain a record of all excused and unexcused absences;
      7. Maintain the Senate bulletin board;
      8. Post a rolling calendar of current events and functions of the Senate;
      9. Reserve all dates and meeting space for general Senate functions;
      10. Be responsible for maintaining a current list of all student organizations that have complied with all recognition and registration procedures;
      11. Administer the Posting Policy; and
      12. Administer the Law Social Policy.
    - ii. The University Affairs Secretary shall:
      1. Represent, solicit, and report on student concerns in regard to the facilities and services provided at the College of Law;
      2. Implement all Senate programs dealing with improvements to the law school, its facilities, and student academic life;
      3. Ensure dialogue between the College of Law and the Syracuse University at-large in order to represent the College of Law concerns related to other graduate schools and undergraduate community; and
      4. Report to the Senate any matters of interest from the University Senate, Student Association or any other relevant organization.
    - iii. The Pro Bono and Community Service Secretary shall:



1. Plan and organize Community Service programs and projects throughout the year serving the greater Syracuse area;
  2. Work with the Pro Bono Advisory Board to assist in informing the Student Body of pro bono requirements established by state bar associations; and
  3. Work with Pro Bono Advisory Committee in establishing opportunities to fulfill pro bono requirements established by state bar associations; and
  4. Attend at least one meeting per month.
- iv. The Student Organizations Secretary shall:
    1. Oversee and implement all social events and programming, not already delegated, sponsored by the SBA; and
    2. Oversee allocation of Student Organization social dates.
    3. Encourage and facilitate cooperation between SBA-recognized organizations;
    4. Call and preside over all Inter-Club Council (ICC) meetings, which must be held at least four times a semester.
  - v. The Elections Secretary Shall:
    1. Enforce Article V of the Constitution to ensure proper elections.
  - vi. The Career Development and Alumni Affairs Secretary Shall:
    1. Facilitate a relationship between the SBA and the Career Development and Alumni Affairs Offices in order to encourage programming that meets law students' needs.
2. The SBA Vice President shall:
    - a. Assume the President's duties and powers in the event that the President is unavailable;
    - b. Upon a two-thirds vote of the Senate, issue an expulsion notice to the SBA President for not fulfilling his or her duties upon a two-thirds vote of the Senate;
    - c. Convene and manage all SBA Senate meetings no less than once every three weeks during academic year;
    - d. Appoint a Parliamentarian to ensure Senate compliance with the SBA Constitution and Bylaws; and
    - e. Promptly, within 24 hours, deliver all Bills and Resolutions passed by the Senate to the President for his/her signature or veto.
  3. SBA Treasurer shall:
    - a. Record and maintain a record of all Senate expenditures and funds raised;
    - b. Submit a written monthly report to the Senate detailing all financial transactions which will be published to the Student Body;
    - c. Approve all Senate expenditures;

- d. Chair the Budget Committee as outlined in Article III, Section 1 of the Senate Bylaws;
  - e. Be responsible for the distribution and enforcement of the Senate funding procedure;
  - f. Perform other duties as specified within the Senate Constitution and these Bylaws;
  - g. Attend all meetings and events that are necessary to effectively fulfill his/her duties; and
  - h. Fulfill any and all duties that may be necessary and proper for the administration of the College of Law Student Body.
4. The Executive Board
- a. The Executive Board will consist of the:
    - i. SBA President
    - ii. SBA Vice President
    - iii. SBA Treasurer
  - b. The Executive Board shall organize and facilitate a yearly training session for all Senators prior to the beginning of school.
  - c. The Executive Board shall organize and facilitate a training session for all new first year Senate members.
  - d. The Executive Board shall distribute funds in line with these Bylaws.
5. Faculty Committees
- a. The student member positions on Faculty Committees shall be appointed by the President as follows:
    - i. Within the first six weeks of the school year or within one week after a vacancy arises, the President shall solicit applications for membership from students.
    - ii. The applications shall consist of a letter of intent and resume submission by the applicants.
    - iii. The necessity of interviews will be at the discretion of the President.
    - iv. The nomination of the President shall be approved by a majority vote by the Senate.
  - b. Faculty committee appointments shall last for one year and are renewable on an annual basis with the exception of the Academic Integrity Committee.
  - c. An appointment to the Academic Integrity Committee will be a three-year assignment.
  - d. Where possible, each class shall have at least one representative on each committee.
  - e. No student shall serve on more than one Faculty committee.

- f. Student members of committees may only be removed for cause.
- g. A two-thirds vote of the Senate shall be necessary to overturn a committee appointment.
- h. The SBA President shall solicit written reports from the senior student representative of each Faculty Committee.
  - i. Reports shall be solicited at least once each semester.
  - ii. These reports shall be made available to the Senate.
  - iii. Each semester, the senior student committee member may be called upon to make an oral report to the Senate at the discretion of the SBA President.
  - iv. Failure on the part of the student committee member to carry out this requirement shall be cause for removal.

## ARTICLE III. FISCAL POLICY

1. Fiscal Year
  - a. The fiscal year of the Senate shall correspond with the fiscal year of the College of Law.
2. Preparation of the Annual Executive Budget
  - a. By the second general SBA meeting of the academic year, the SBA President and SBA Treasurer shall prepare a proposed budget for the Senate.
  - b. The proposed Executive Budget will be structured in four parts:
    - i. Funds allocated to the Executive Branch:
      1. Funds allocated to the Executive Branch will cover all operational expenses of the President's Cabinet and each graduating class' annual budget.
      2. The SBA President and the SBA Treasurer must approve any funding used for programming.
      3. Funds allocated to the Executive Board will be for emergency funding of the President's Cabinet and SBA approved organizations.
      4. Funds allocated to the Executive Board will be under the direct control of the President, with the approval of the SBA Treasurer for all expenditures.
    - ii. Funds allocated to each standing committee of the Senate:
      1. Funding allocated to each committee will be done based on prior activities and expenses incurred by the committee.
      2. Allocations will be made under the advisory of each named Committee chair.
    - iii. Funds allocated to SBA Student Organizations:
      1. The Executive budget may include funding for any organization.
      2. The Student Organization funds will be dispersed in accordance with the policies provided for in this article.
    - iv. The contingency fund:
      1. Shall be the equivalent to no less than 20% of the fiscal budget and all funds reclaimed from deactivated student organizations, excluding any carryover funds.
      2. Contingency funds will be dispersed in accordance with the policies as set forth within this article.
  - c. The proposed budget shall not anticipate deficit spending.
  - d. The SBA President and SBA Treasurer shall submit their budget to the SBA Vice President to be placed on the Senate agenda.

- e. The SBA Vice President shall entertain a motion to accept the proposed budget as presented and/or amended.
  - f. Voting on the proposed budget shall be by roll call vote only.
  - g. A two-thirds majority of sitting senators is necessary for the passing of the proposed budget.
  - h. If a budget is not passed within the first four weeks of the fall semester, the most recently approved budget will be the budget for that year.
1. Publication of the Annual Executive Budget
    - a. Immediately following the passage of the proposed budget, the SBA Treasurer and Secretary of Communication shall publish the approved Senate budget to the Student Body.
    - b. Once approved, the Senate Budget must be updated to reflect itemization of sources of income and expenses.
    - c. The updated budget does not have to be continually publicized to the Student Body, however upon request a copy of the most recent budget must be made available to any student requesting such information within 10 days of a formal request being made to the SBA Treasurer.
  2. Accountability of Student Organizations
    - a. All Student organizations must maintain a treasury account with the College of Law via the Office of Student Life.
    - b. All funds raised by, retained by, and allocated to any Student Organization of the College of Law must be deposited in the official account of said organization via the College of Law budget office.
    - c. It is the responsibility of each student organization to maintain their own records independent of those kept by the Office of Student Life and the College of Law budget office.
    - d. It is the responsibility of each student organization to reconcile all accounting of funds with the Office of Student Life each semester.
    - e. All organizational funds, excluding those allocated from the executive budget or contingency funds, which are not used by an organization at the end of the fiscal year, shall be carried over into the next fiscal year for said organization's use.
  3. Dispersal of Funds Authorized in the Executive Budget and Pre-Allocation Period
    - a. Purpose of the pre-allocation: organizations may request funding from the Executive Budget in order to plan ahead for the upcoming academic year; this does not prohibit additional requests throughout the academic year.
    - b. All funding authorized in the Executive Budget shall be designated into one of the previously mentioned parts of the budget.

- c. The Senate shall line item all funding designated for the Executive Branch in the Budget.
  - i. Upon a passing Senate vote, the SBA President shall make funds available to his/her Cabinet and to the Class Presidents for their use.
- d. All funding designated for Student Organizations shall be line itemed in the Budget.
  - i. By the second general SBA meeting of the fall semester, student organizations and internal SBA entities shall have the right to request funding in the Executive Budget, with the exception of the 1L graduating class who will have the right to request funding until the third meeting.
  - ii. Organizations seeking funding from the Executive Budget must make a formal written request as well as an oral presentation to the SBA President and SBA Treasurer.
    - 1. All written request for contingency funds must comply with the procedures and promulgated by the Senate treasure and must include:
      - a. The name of the requesting organization;
      - b. The name of all student members of the organization participating in the event and/or team;
      - c. A description of the requesting organization;
      - d. The amount of funds being requested;
      - e. The nature of the expense to be covered by said funds; and
      - f. Any history of past request granted to said organization from the previous fiscal year.
  - iii. Organizations should be prepared to answer all questions that relate to any factor which may be considered pertinent to the approval as outlined below.
  - iv. Factors that the SBA President and SBA Treasurer may consider, but are not limited to:
    - 1. Whether any student in the organization will attend the event in an official voting capacity (i.e. delegate, national board member);
    - 2. Whether the organization can demonstrate the benefit to the Student Body from the dispersal of funds;
    - 3. Whether outside funding (co-sponsorships) have been explored and/or disclosed;
    - 4. Fundraising conducted and/or planned by the student organization within the same fiscal year;
    - 5. The size of the organization;
    - 6. The nature of the expense being requested for funding;

7. The accessibility of the event, organization, and/or team to the entire Student Body;
  8. Past funds dispersed to said organization within the same fiscal year;
  9. Past funds dispersed to said organization from past fiscal years;
  10. Past funds dispersed to other organizations (in comparison as they relate to other factors above) within the same fiscal year; and
  11. Available funds in the contingency fund account.
- v. No organization shall be allotted more than \$2,500 in the Executive Budget.
  - vi. Funding for Student Organizations in the Executive Budget shall not be used to fund regional or national dues.
  - vii. The Executive Budget shall not include funding requests from student organizations wishing to sponsor an intercollegiate moot court team without the certification of the Executive Board of the Moot Court Honor Society.
    1. An intercollegiate moot court team is defined as any team which participates in an intercollegiate moot court competition or mock trial competition.
    2. All other intercollegiate event are not within the realm of Moot Court Honor Society and therefore would not be included within this section.
    3. Certification shall be granted in accordance with the Moot Court Honors Society Bylaws.
- e. Upon a passing Senate vote, the SBA shall make funds authorized in the Executive Budget available by disbursement with invoice or reimbursement with receipt to the approved organizations in accordance with the College of Law budgetary guidelines and administrative procedures set forth by the Dean of Student Life.
  - f. Organizations who receive funding under the Executive Budget are not barred from requested additional funding from the Senate's Contingency Fund.
  - g. All organizations shall use the funds allocated by the Senate in the Executive Budget Pre-Allocation period for the requested purpose or they shall not be disbursed or reimbursed by the Senate.
4. Dispersal of Contingency Funds by the Senate
    - a. Any senate recognized student organization and internal SBA entity, in good standing, shall have the right to request financial support from the Senate via the contingency fund.

- b. All requests for Senate contingency funds shall be recommended by the Senate Allocations Committee and voted upon by the members of the senate. Passage requires a simple majority of Senators present unless it is an internal SBA entity which will require a 3/4 vote.
    - i. Any member of the Senate may move to amend any contingency fund request presented to the Senate.
    - ii. The amendment must be approved by a simple majority of Senators present.
    - iii. Discussion and voting on all contingency fund request presented to the Senate will be conducted in an open session that will be automatically initiated upon a motion to discuss following the oral presentation of the requesting organization.
    - iv. Internal SBA entities are required to exhaust any and all alternative funding avenues, which include all SBA Committee and Executive Secretaries, College of Law Administrative Offices, and external sponsorships before presentation to the SBA.
  - c. The discussion will be summarized in the Senate minutes, with notations of individual names, as recorded by the Senate Secretary.
  - d. The results of the vote will be recorded in the Senate minutes.
  - e. All organizations shall use the contingency funds allocated by the Senate for the requested purpose or they shall not be disbursed or reimbursed by the Senate.
  - f. Any expenses incurred by the requesting student organization, in excess of the funds allocated from the Senate, will be the sole responsibility of the requesting student organization.
  - g. The SBA shall make contingency funds available by disbursement with invoice or reimbursement with receipt to the approved organization in accordance with the College of Law budgetary guidelines and administrative procedures set forth by the Dean of Students.
5. Dispersal of Contingency Funds by the Executive Board
- a. Any Senate recognized student organization, in good standing, shall have the right to request financial support from the Executive Board, via the contingency fund so long as the requesting amount does not exceed \$500.
  - b. A majority of Executive Board members must approve the request before dispersal is authorized.
  - c. In the event that majority of Executive Board members cannot agree, the request will be brought to the Senate at the next appropriate senate meeting.
  - d. The Executive Board may only approve one request under \$500, per organization, per semester.
  - e. All organizations shall use the funds approved by the Executive Board for the



requested purpose or they shall not be disbursed or reimbursed by the Senate.

- f. Any expenses incurred by the requesting student organization, in excess of the funds allocated from the Executive Board, will be the sole responsibility of the requesting student organization.
- g. The SBA shall make contingency funds available by disbursement with invoice or reimbursement with receipt to the approved organization in accordance with the College of Law budgetary guidelines and administrative procedures set forth by the Dean of Students.
- h. Any dispersal of contingency funds approved by the Executive must be accounted for at the next Senate meeting.

#### 6. Dispersal of Secretary Funds

- a. Secretaries may allocate their budget pursuant to Secretary goals and needs as defined but not limited to those responsibilities established within these Bylaws.
- b. Any dispersal of Secretary funds must be approved by the SBA Treasurer.

#### 7. Approving Dispersal of Contingency Funds

- a. Organizations seeking contingency funds from the Senate must make a formal written request as well an oral presentation at the next applicable Senate meeting.
- b. Organizations seeking contingency funds from the Senate must make a formal written request to the SBA Treasurer:
  - i. The SBA Treasurer shall review the organization's proposal, and recommend to the Senate Budget and Allocations Committee, the amount of funding for each request.
  - ii. The Committee shall discuss the Treasurer's recommendation, and vote by committee, on a final amount to recommend to the Senate as a whole.
  - iii. Once the proposal is brought to the floor, any member of the Senate may motion to amend the Committee's recommend amount by simple majority.
- c. The Senate shall not hear funding requests from student organizations wishing to sponsor an intercollegiate moot court team without the certification of the Executive Board of the Moot Court Honor Society.
  - i. An intercollegiate moot court team is defined as any team which participates in an intercollegiate moot court competition or mock trial competition.
  - ii. All other intercollegiate events are not within the realm of Moot Court Honor Society and therefore would not be included within this section.
  - iii. Certification shall be granted in accordance with the Moot Court Honors Society Bylaws.

#### 8. Appeals Process

- a. Proposals that have been rejected by the Moot Court Honor Society can be appealed to the Dean of Student Life if and only if:
    - i. The Intercollegiate Competition Committee of the Moot Court Honor Society fails to schedule a meeting to consider the student organization's proposal or does not vote on an organization's proposal;
    - ii. The Moot Court Honor Society fails to convene the intercollegiate competitions committee to review a student organization's proposal and vote on the proposal within five business days after submission. Proposals submitted after 3 PM will be considered submitted on the next business day; or
    - iii. Moot Court Honor Society has rejected an organization's proposal two times. Organizations that have been denied by the Moot Court Honor Society shall be provided with written notice within three business days detailing the basis for the rejection and shall have the right to meet with the Director(s) of the Intercollegiate Competitions Committee to seek assistance in satisfying the criteria required for certification.
  - b. All written request for contingency funds must comply with the procedures and promulgated by the Senate treasure and must include:
    - i. The name of the requesting organization;
    - ii. The name of all student members of the organization participating in the event and/or team;
    - iii. A description of the requesting organization;
    - iv. The amount of funds being requested;
    - v. The nature of the expense to be covered by said funds; and
    - vi. Any history of past request granted to said organization.
9. Organizations should also be prepared to answer all questions that relate to any factor that may be considered for approval as outlined below.
10. Factors that the Senate and/or the Executive may consider, but are not limited to:
- a. Whether any student in the organization will attend the event in an official voting capacity (i.e. delegate, national board member);
  - b. Whether the organization can demonstrate the benefit to the Student Body from the dispersal of funds;
  - c. Whether outside funding (co-sponsorships) have been explored and/or disclosed;
  - d. Fundraising conducted and/or planned by the student organization within the same fiscal year;
  - e. The size of the organization;
  - f. The nature of the expense being requested for funding;
  - g. The accessibility of the event, organization, and/or team to the entire Student

Body;

- h. Past funds dispersed to said organization within the same fiscal year;
  - i. Past funds dispersed to said organization in past fiscal years;
  - j. Past funds dispersed to other organizations (in comparison as they relate to other factors above) within the same fiscal year; and
  - k. Available funds in the contingency fund account.
11. Contingency funds will not be used for food or beverages of any kind.
12. Contingency funds will not be used for social events of any kind unless said social event is sponsored by the Senate Social committee.
13. Contingency funds will not be used to fund regional or national dues.
14. Expenses to be covered by contingency funds will be incurred at the lowest possible cost.

## ARTICLE IV. STUDENT ORGANIZATIONS

### 1. Student Organization

- a. A group may become a Senate Recognized Organization by majority vote of the Senate. Any group is eligible to become a Senate Recognized Organization. The group seeking Senate Recognition must provide the Secretary of Communications with a completed copy of the Student Organization Registration Form from the Office of Student Life before they will be allowed to come before the Senate. In the event that the form is unavailable or obsolete, the group seeking recognition shall provide the SBA Secretary with a copy of the organization's Constitution, Bylaws, Statement of Purpose, and a membership list in advance of the Senate meeting which the group seeks registration.
- b. Senate Recognized Organizations shall submit to the Office of Student Life a list of the organization's officers, a list of the previous year's organizational meetings and activities, and any other information requested of a group. Failure to provide this information in a timely manner may result in the organization being deemed "inactive", and the group's funds subject to reclamation by the Senate.
- c. Senate Recognized Organizations that request and receive any Senate contingency funds for an organizational activity must submit to the SBA Treasurer, within 30 days after the completion of the event, a report that details what the money was actually spent for, how it was spent, and a description of the activity. Failure to comply with this rule will affect future Senate funding of the organization.

### 2. Organizational Rules

- a. Senate Recognized Organizations must abide by all University and College of Law rules, as well as the Senate Constitution and Bylaws.

### 3. Recognition Withdrawal

- a. The Senate shall have the power to withdraw recognition of a Senate Recognized Organization if the organization has been inactive for a period of more than two years or if the organization has violated the above mentioned rules, constitutional policies and/or fails to hold at least three organizational meetings per semester. Notice of intent to withdraw recognition of an organization shall be made to the entire College of Law community via listserv no less than two weeks before the senate meeting where the issue is to be discussed. Any student who wishes to speak on behalf of the organization will have an opportunity to be heard at that Senate meeting. Any determination of the Senate to withdraw recognition of an organization may be appealed to the Judicial Board and its members. In the event of recognition withdrawal, all of the organization's funds, including any and all funds obtained through fundraising, shall revert to the Senate Contingency Fund.

## **ARTICLE V. POSTING POLICY**

1. This policy will govern the posting of any fliers and/or handbills within the Syracuse College of Law (SUCOL) on any student bulletin board. The provisions of this policy apply to any entity, individual, and organization who attempts to publicize their event within the College of Law. Any student organization recognized by the Senate and/or The Office of Student Life and any organization classified as a Publication/Moot Court Honor society may post fliers and/or handbills within the college of law.
2. Individual students and/or student organizations may post a maximum of ten (10) fliers and/or handbills per event in the college of law.
3. The subject of these advertisements is limited to announcing an event that is being sponsored by any SUCOL organization or student. All posted advertisements must comply with the SUCOL Alcohol Policy. All posted fliers and/or bills must be taken down within five (5) days of the date of the advertised event.
4. All fliers and/or handbills posted must be approved by a member of the Senate Executive Board prior to posting.
5. Individual students and/or student organizations are restricted from posting fliers and/or handbills any place other than the identified bulletin boards and plastic sleeves located throughout the college of law.
6. Each individual student organization will be allotted space in or around the student lounge/cafeteria space located on the second floor. The allotments will be organized in alphabetical order by organizational name. Fliers and/or bills posted in these spaces are subject to approval by the Senate Executive Board. Fliers and/or handbills posted in the allotted individual organizational space do not count as one of the ten permitted fliers and/or handbills to be posted within the college of law.
7. All commercial and/or solicitation advertisements are prohibited from appearing on any bulletin board or posting space designated for college of law use.
  - a. The following organizations are exempted from the preceding paragraph of the policy:
    - i. BarBri
    - ii. PMBR (Kaplan)
    - iii. Themis
    - iv. Pieper
    - v. WestLaw

8. Space will be allocated for such advertisements within the college of law. The allocated space will be explicitly designated as a “Non-College of Law Postings” site.
9. Any member of the SBA Executive Board is authorized to remove any posting in violation of this policy without notice to the author. Ultimate interpretation of this policy will be left to the discretion of the SBA President.
10. The SBA President shall have the power to impose any sanction deemed appropriate upon student organizations that fail to comply with the above policies.

## ARTICLE VI. LISTSERVE POLICY

1. This policy will govern the SULAW Listserv. The provisions of this policy apply to anyone attempting to utilize the SULAW Listserv. The SULAW Listserv may be used by any Dean of the law school, any student organization recognized by the Student Senate and/or The College of Law Office of Student Life and any organization classified as a Publication/Moot Court Honor Society. Senate sponsored events shall be exempt from this policy.
2. The Listserv will be utilized primarily for two purposes:
  - a. The communication of events that are sponsored by Student Organizations at the Syracuse College of Law (SUCOL); and
  - b. The communication of school wide notices in regard to emergency conditions or actions.
3. All class specific notices are to be sent to the SBA President directly. The SBA President will forward the message to the appropriate class Listserv. Students are not permitted to email the class Listservse directly. All stipulations that apply to the SULAW Listserv apply to class specific Listserves as well.
4. Student organizations are allotted one email per week, per event with a reminder email the day before or day of the event. If a correction must be made, student organizations may also issue one “correction” email. Student Organizations are expressly prohibited from issuing multiple emails about events occurring at the law school.
5. Student organizations are allotted four emails per semester to announce the first two weekly/monthly meetings. After the fourth email students must utilize their own individual organizational Listservs to communicate with their members. Should student organizations require assistance in developing their own individual Listservs, technical support may be obtained via The Office of Student Life.
6. Messages to the Listserv will only be reviewed/forwarded between the hours of 9:00am and 9:00pm. All messages received after 9:00pm will be distributed, via the listserv, the following day.
7. The following forms of messages are expressly prohibited (this is not an exhaustive list):
  - a. Class cancellations;
  - b. Lost & Found;
  - c. Politically charged announcements;
  - d. Discriminatory messages;

- e. Any announcement that singles out a specific faculty/staff member or student in a negative manner;
  - f. Any message that violates the SUCOL Code of Conduct; and
  - g. Any message inconsistent with the SUCOL Alcohol Policy.
8. The Executive Board encourages student organizations to:
- a. Develop a Listserv of their organization members;
  - b. Make use of the SUCOL weekly newsletter;
  - c. Utilize personal organization websites provided by SUCOL; and
  - d. Utilize non-academic mediums (i.e. Facebook).
9. Ultimate interpretation of this policy will be left to the discretion of the SBA President.



## **ARTICLE VII. : LAW SCHOOL SOCIAL POLICY**

1. This policy will govern the reservation, promotion, and execution of all social events sponsored by SUCOL student organizations.
2. Law school socials may be organized by any student organization and any Publication/Moot Court Honor society. Preference in the distribution of dates will be as follows:
  - a. SBA
  - b. Third-year class
  - c. Second-year class
  - d. First-year class (preference given in regard to dates remaining after class officers are elected)
  - e. Senate recognized organizations
  - f. Office of Student Life recognized organizations
  - g. Publications/Moot Court Honor Society.
3. Organizations may reserve one Friday during the academic year as their “Law School Social” (LSS) night. All other organizations are prohibited from sponsoring any event that would result in a time conflict with the scheduled LSS night.
4. LSS dates will be assigned on a first come, first serve basis. After Senate elections have been finalized, student organizations will be required to submit three dates that will serve as their top three choices for their LSS night during the next academic year. Organizations will submit these dates to the newly elected Senate Secretary at a date specified by said Secretary, during the spring semester. Organizations may NOT submit dates until all registration forms have been turned into the Office of Student Life.
5. The SBA Senate will automatically be assigned the first Friday of the academic year. The incoming Third-year class and Second-year class will then choose their LSS dates in that respective order, and then the First-year class.
6. Senate recognized organizations will be given a time period, of no less than one week and not to exceed two weeks, to submit their dates to the Senate Secretary for their LSS night. During this initial time period, only Senate recognized organizations who have registered with the Office of Student Life, will be allowed to submit dates. After the initial time period has passed, Publications/Moot Court Honor Society organizations, as well as organizations recognized solely by the office of Student Life, will be given one week where they may submit their choices for LSS nights. Following this final time period, no further request will be taken until the fall.

7. All advertisements for LSS nights must contain the following:
  - a. The location of the event (name and address);
  - b. The cover charge (if applicable);
  - c. The dress code for the venue/event; and
  - d. Organizational contact person & email address.
8. All posted advertisements must conform to the SUCOL Alcohol Policy.
9. If organizations are unable to use their LSS night, due to unforeseen circumstances, organizations may avoid the penalty by canceling their event no less than seven days prior to their scheduled LSS night (the counting of the seven days does NOT include the actual reserved dates as the seventh day).
10. If a cancellation should occur, at any time, the SBA Secretary will notify all other student organizations that the date is available and will take request for that date on a first come, first served basis.
11. Organizations are encouraged to be creative in the planning and advertising of their events in order to maximize their potential for success. This policy does not require nor prohibit alcoholic beverages at any LSS. However, this policy does require the full compliance with all other policies that govern alcoholic consumption and promotion at SUCOL events. Should there be any conflicts with the provisions of this policy and the SUCOL Alcohol Policy.

## **ARTICLE VIII: RIGHTS, RESPONSIBILITIES, AND REMOVAL**

1. **Statement of Responsibility:** It is the responsibility of all members of the Senate to fulfill their duties as outline in SUCOL Student Senate Constitution and Bylaws. Violation of Senate and Class attendance policies, Constitutional restraints, or Bylaw responsibilities shall be addressed following the procedures set forth in the Constitution and Bylaws.
2. **Statement of Voting Rights:** All members of the Senate have the right to participate in the discussion and debate of any matter brought before the Senate during an open session of the Senate. All Class Senators have the right to vote on all matters brought before the Senate. All Class Officers and Senate Officers have the right to vote in all matters brought before the Senate. The SBA Vice President shall not vote on any matter except in the event of a tie.
3. **Expulsion Notices**
  - a. **Senators and Judicial Board Members**
    - i. The Executive Board, by a two-thirds vote, shall have the power to issue an expulsion notice to any member of the Senate not fulfilling his or her duties.
    - ii. The execution of the expulsion shall follow the procedures set forth in the SBA Constitution.
  - b. **Class Officers, Vice President, Treasurer, Secretary**
    - i. The Senate, by a two-thirds vote, shall direct the SBA President to issue an expulsion notice to any Class Officer or SBA Officer excluding the President themselves.
    - ii. The SBA President shall issue said notice once a two-thirds vote has been achieved.
    - iii. The execution of the expulsion shall follow the procedures set forth in the Constitution.
  - c. **SBA President**
    - i. The Senate, by a two-thirds vote, shall direct the Vice President to issue an expulsion notice to the SBA President.
    - ii. The SBA Vice President shall issue said notice once a two-thirds vote has been achieved.
    - iii. The execution of the expulsion shall follow the procedures set forth in the Constitution.

## **ARTICLE IX: AMENDMENTS**

1. Proposal
  - a. Amendments to these Bylaws may be initiated by:
    - i. Any member of the Executive Board;
    - ii. One-third vote of the Senate;
    - iii. The Senate Affairs Committee; or
    - iv. Petition to the Senate of no less than ten percent of the Student Body
  
2. Procedure
  - a. Once initiated, proposed amendments shall go before the Senate for consideration and voting.
  - b. The Senate may choose to pass, amend, or reject any proposed amendment.
  - c. If passed, the proposed amendment is not to be considered ratified or enforced.
  - d. Upon initial passage by the Senate, the proposed amendments shall be publicized to the Student body pursuant to the requirements of this Article:
    - i. Publication of all proposed bylaw amendments must be publicized for a period of no less than two weeks prior to ratification;
    - ii. Publication includes, but is not limited to, public posting.
  - e. Once the publication period has ended, the Senate shall vote on the proposed amendments at the next Senate meeting.
  - f. If during ratification the proposed amendments are amended, the Senate does not need to re-publicize these changes to the Student Body.

## **ARTICLE X: RATIFICATION**

1. Amendments to the Bylaws may only be ratified after Senate authorization and publication to the Student Body.
2. These Bylaws shall be amended by a two-thirds vote of the Senate.
3. Upon ratification, the amended provisions of these Bylaws shall be effective immediately.
4. Upon ratification, the Bylaws will be publicized to the College of Law community.