

Student Activities Handbook

Fall 2016-Spring 2017



The City University of New York

CUNY SCHOOL OF LAW

Law in the Service of Human Needs

INTRODUCTION:

CUNY Law students bring a rich history of social activism and community involvement to the Law School. This progressive and public service outlook, combined with the diversity of backgrounds and the vibrant intellectual interests of the student body, has spawned a wide variety of organizations whose events and activities enrich the scholarly, political, and social environment of the Law School. Moreover, the application of leadership skills and knowledge gained from volunteer experiences and prior professional careers contributes to the quality of student programs while complementing the educational experience.

The Office of Student Affairs values students' contributions to a dynamic student life at the Law School and supports students' efforts to improve extra-curricular programs. This Student Activities Handbook is only one of the ways in which the staff can assist clubs and organizations. The collection of policies, regulations, services, and advice for extra-curricular activities was designed to answer the most frequently asked questions. In this volume, there are essential instructions regarding the start-up of a student organization, club recognition and registration, budget preparation and management, room reservations, and other general information about student organizations at the Law School.

We hope the Handbook is useful in making student life at the Law School a very rewarding one.

The Office of Student Affairs

Room 5-107, Telephone 718-340-4207

Cheryl Howard, Associate Dean of Student Affairs
Elizabeth Palombo, Director of Student Affairs
Patricia Kennedy, Director of Student Services
Amanda Beltran, Student Activities Manager
Ryan Dooley, Student Academic Support Services Manager
Kathy Rojas, Program Support Administrator, Pipeline
Leslie Torres, Student Affairs Administrator

The Student Activities Handbook is distributed for informational purposes only. It is not meant to displace the official rules and regulations nor supersede official interpretations of the rules and regulations printed in other CUNY or CUNY Law School publications.

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Article I. Student Organization Registration and Recognition

Section 1.01 Forming Student Organizations

(a) Students are encouraged to form organizations to support their particular interests. Students are required to register their organization with the CUNY School of Law Office of Student Affairs if they want it recognized by the Law School. Student organizations are subject to the provisions in the CUNY School of Law Handbook, the Student Activities Handbook, and the Bylaws of the City University of New York Board of Trustees. Certain bylaws are quoted in this handbook. The full set of bylaws can be found at www.cuny.edu on the Board of Trustees page.

(b) All organizations are restricted in that

- (i) "...every student organization, association, publication, club or chapter shall obey the laws of the city, state and nation, and the bylaws and resolutions of the board, and the policies, regulations, and orders of the college [Law School]." Article XV, Sec. 15.1.
- (ii) "no group, organization or student publication with a program against the religion, race, ethnic origin or identification or sex of a particular group or which makes systematic attacks against the religion, race, ethnic origin or sex of a particular group shall receive support from any fees collected by the college or be permitted to organize or continue at any college or school. No organizations, military or semi-military in character, not connected with established college or school courses, shall be permitted without the authorization of the faculty and the duly elected student government and the Board." Article XV ("Students") of the Board Bylaws, Sec. 15.2(a), "Student Organizations" (as revised 9/30/98).

Section 1.02 Registering Student Organizations

(a) Student organizations must register with the Office of Student Affairs every year to be recognized by the Law School. Recognition allows an organization access to the student activity fees allocation process and certain other resources described in Article IV of this Handbook, Benefits to Registered Student Organizations. To register with the Office of Student Affairs, the group must submit a Student Organization Registration Form and any updates to its constitution, which must then be approved and maintained on file at the Office. Registration forms are available in the Office of Student Affairs. The registration form and the constitution must include the following:

- (b) **Name.** The formal title and/or designation of the organization.
- (c) **Membership.** An organization must maintain and

provide the names of at least two regular members. The CUNY Bylaws restricts "[r]egular membership in an organization, association, club or chapter . . . to currently enrolled students and is governed by CUNY Bylaws Sec. 15.2 on Student Organizations." The City University Handbook for the Control and Accountability of Student Activity Fees 1992 (as revised 2/2003) ("Fiscal Handbook"), 5. This provision does not restrict students from inviting others to join organizations in some capacity other than "regular" members.

(d) **Leadership.** The organization must submit the name(s), phone number(s), e-mail and mailing address(es) for the individual or individuals who will assume the following roles. At least one student must be willing to take responsibility for and represent the organization.

- (i) The person corresponding in function to the highest officer of the organization—usually the president or chair.
- (ii) The official record keeper who also handles and drafts correspondence for the organization—usually the secretary.
- (iii) One or two (but no more than two) members authorized to deal with the finances of the organization—usually the treasurer.
- (iv) The Law School liaison for whom the Law School administration may contact for official business—usually the president but may also be a special position.
- (v) Any position the organization would like recognized by the Office of Student Affairs (i. e., community outreach liaison, editor, or competition manager).
- (vi) If applicable, the faculty or staff advisor.

(e) **Constitution.** Student organizations should ensure that updated versions of their constitutions are signed by the current President, dated, and on file with the Office of Student Affairs. Constitutions must state the purpose(s) of the organization.

Article II. Obligations of Registered Student Organizations

Section 2.01 Responsibility for e-mail and paper mail

Leaders of student organizations will be held responsible for CUNY School of Law e-mail and mail notices from the Office of Student Affairs personnel, and other administrative offices. Therefore, school e-mail accounts and mail should be read at least every 2 business days, memory for more e-mail messages should always be available (i.e., unnecessary e-mail messages should be deleted), and, in the case that a student leader has reason to believe that his or her e-mail account is not

subscribed to, or is not included on, any of the above e-mail lists, the student must inform the Office of Student Affairs of this oversight.

Section 2.02 Updating Organizational Information

Registered student organizations must provide Student Affairs with timely updates to its leadership, amendments to its constitution, changes in the mission or purpose of the organization, and changes in its e-mail services management as they occur.

Section 2.03 Advisor Updates

It is the responsibility of the student organization to keep its advisor informed of its activities, including a current copy of the organization's constitution, membership list, and event plans.

Section 2.04 Logos

Student organizations are encouraged to create their own logos for use on letterheads and banners. **Student organizations do not have the authority or license to use the CUNY School of Law logo.**

Section 2.05 Alcohol

Service and consumption of alcohol at the Law School are restricted as to time, place, and manner as well as the types of beverages served. **In all cases, a state license is required to serve alcohol.** It is the sole responsibility of an event's sponsoring organization to ensure that the event is in compliance with the School's alcohol policy.

Section 2.06 Violations

Article XV, Sec. 15.2 c) of the Board of Trustees Bylaws provides procedures for violations.

(a) Any person or organization affiliated with the college may file charges with the Office of Student Affairs alleging that a student publication has systematically attacked the religion, race, ethnic origin or sex of a particular group, or has otherwise contravened the laws of the City, State or Nation, or any bylaw or resolution of the board, or any policy regulation or order of the college, within a reasonable period of time after such occurrence. If the Student Activities Manager determines, after making such inquiries as he/she may deem appropriate, that the charges are substantiated, he/she shall attempt to resolve the dispute, failing which he/she shall promptly submit the charges to the faculty-student disciplinary committee for disposition in accordance with the due process procedures of Sec. 15.3 of the Board of Trustees Bylaws.

(b) If the committee sustains the charges or any part thereof against the student publication, the committee shall be empowered to (1) reprimand the publication, or (2) recommend to the appropriate funding bodies the withdrawal of budget funds. The funding body shall have the authority to implement fully, modify or overrule the recommendations.

Article III. Student Organization Structure and

Leadership Responsibilities

Section 3.01 Constitutions

(a) As written instruments embodying the governing rules, structure, and procedures of the organization, constitutions should set forth the mission, purpose, objectives, and goals of an organization and how they will be carried out. Included should be descriptions of membership eligibility, leadership, voting on actions to be taken, elections, attendance requirements, and committees.

(b) **Preamble.** Name and purpose or mission statement.

(c) **Structure.** Descriptions of eligibility requirements, responsibilities, and term lengths for each leadership position. Descriptions of a non-hierarchical structure, if applicable.

(d) **Membership.** Eligibility and requirements for membership.

(e) **Elections.** Procedures (timing and mode) for electing officers.

(f) **Names and Dates.** All new constitutions must indicate the names of the founding officers and the effective date. Inclusion of other founding members and advisors is optional but encouraged. All new amendments must indicate a ratification and effective date.

(g) **Optional Provisions.** Such provisions may include non-elective decision making procedures (secret ballot, open ballot), order for conducting meetings (i.e. parliamentary procedure, consensus), required committees, required duties of members, and selection process for membership.

Section 3.02 Membership and Eligibility

(a) Organizations have different expectations of their respective memberships. Some require members to engage in a certain type or amount of service for the organization or community. Others may exist primarily to disseminate information. Some exist to provide support for the membership or to hold a particular event. **To register with the Office of Student Affairs, a student organization must have at least two regular members who are enrolled CUNY School of Law students.**

Section 3.03 Leadership

While organization members can decide what type of structure they will follow, generally leaders take responsibility for the organization's proceedings and for facilitating the organization's actions. Below are general descriptions of positions and duties generally found in organizations. One person may serve in more than one of the positions.

(a) **President.** A president presides over the organization's meetings and events, and creates and manages the agenda for meetings. The president may

act as a spokesperson for an organization and as a liaison between the organization and administration or outside organizations and individuals. The president presides over meetings of the executive board. This title is a more formal one than "chair," though the duties may be identical to those of a chair.

(b) **Chair.** Serving under the president and in charge of a specific aspect of the organization, a chair facilitates the proceedings of a designated meeting, business and event, creating or managing the agenda and serving as the conveyor. A chair may act as a spokesperson for an organization and as a liaison between the organization and administration or outside organizations and individuals. Some organizations use the term "chair" to substitute for president.

(c) **Secretary.** As the administrative/clerical manager and record keeper for the organization, the secretary is responsible for the official record of actions taken at meetings (i.e., votes, elections, resolutions, motions) or the minutes of meetings, for posting and presenting minutes for approval, and recording attendance. A secretary may also be the person responsible for drafting correspondences, advertisements and announcements of events, for communicating with the membership and with the larger community and maintaining records on membership. The position normally assumes the role as the e-mail account manager.

(d) **Treasurer.** Each organization must designate a person responsible for all monetary transactions made by or with the organization and for maintaining complete and accurate records of such transactions. Only the member chosen as treasurer (or otherwise authorized to deal with the finances of the organization) and who is registered with the Office of Student Affairs has authorization to make transactions for a registered student organization in the Business Office. Normally, the treasurer is responsible for preparing budget request forms for the Law School Association student activity fee allocation process. Treasurers are responsible for following all relevant guidelines and regulations in the Section "Finance Administration for Student Organizations."

(e) **Event Coordinator.** An event coordinator organizes and oversees the schedule of events for an organization. Duties may include ensuring that phone calls are made, speakers invited, rooms reserved, food ordered, and set up and clean up crews enlisted. The event coordinator may also be responsible for advertisement and other relevant duties. Moot court competition coordinators and conference chairs play similar roles.

(f) **Faculty/Staff Advisors.** Student organizations are strongly encouraged to select a faculty, administrative, or staff advisor and should submit the advisor's name to the Office of Student Affairs. The advisor and the student organization together should determine the extent of the advisor's involvement

with, and responsibilities in, the organization.

- (i) **Role of the advisor.** The advisor serves as a campus resource and support person for the student group. An advisor involved with the student organization over time can provide institutional memory and knowledge to a student organization.
- (ii) **Advisor responsibilities.** Advisors are expected to attend and support the student organization's events. At a minimum, an advisor should have:
 - 1) A current copy of the organization's constitution,
 - 2) An updated list of its membership, and
 - 3) Knowledge of CUNY and CUNY School of Law policies and procedures as they refer to the student organization.

Section 3.04 Conducting Business/Proceedings

An effectively run meeting may follow one of several formats, including consensus and parliamentary procedure. A meeting will be more effective if all members understand the procedures before actions are taken. To demystify the process and encourage participation, create a handout explaining the terms and stages of a procedure and distribute it before the first meeting.

(a) **Consensus and Parliamentary Procedure.** Parliamentary procedure and consensus are procedures for running a meeting that both call for a chairperson or facilitator, an agenda, quorum, and certain (but different) ways of introducing information to the organization, making decisions and taking actions. Both procedures are based on different philosophies which can be found on-line at www.rulesonline.com (parliamentary procedure) and www.consensusdecisionmaking.org/ (consensus). Unless specified in an organization's constitution or by prior notification, Robert's Rules of Order is recommended for conducting meetings by parliamentary procedure. A copy of Robert's Rules of Order is available on reserve at the Law School Library and on-line.

(b) **Voting.** Organizations should confirm which format (straw poll, closed ballot, raising hands, or voice call) will be used for different types of decisions before decisions are made. Often the format is written in the organizations' constitution, especially for elections. Descriptions of these formats can be found through the websites referenced above.

(c) **Agendas.** Written agendas are outlines of the topics of a meeting. They must be available for discussion and approval by the pertinent parties at the beginning of all official meetings. All types of meetings run smoother when an agenda is distributed beforehand and followed throughout the meeting. It is best practice to include time limits on each agenda item so that the group can ensure that all agenda items are addressed.

(d) **Minutes.** For all official business and for formal adoption of rules and other items of business, minutes must be taken and available for review. Minutes are written summaries of the meeting and minimally require the names of officers and members present, the time and date of the meeting and a record of all actions taken by the group.

(e) **Attendance.** Keeping a rough number of attendees at events and meetings may be useful for the planning of future events. Such attendance may include non-members. The number of members required to be present at an official meeting can be determined by the constitution or by prior notification. When official policy is discussed and voted upon, attendance may sometimes be synonymous with a quorum.

Article IV. Law School Benefits to Registered Student Organizations

Section 4.01 Administrative Support

The Student Activities Manager (hereafter referred to as "Manager") in the Office of Student Affairs is available to advise student organizations in planning events, organizational structure, and purposes. The Manager may, when necessary, also act as a liaison between student organizations and administrative offices.

Section 4.02 Student Activity Fees Allocation Process

Registered organizations may submit proposals to the Law School Association's (LSA) Budget Committee for funds to implement their activities and events. These funds are allocated from the Law School student activity fees.

Note: An organization's funding and registration status may be compromised if its membership restrictions violate CUNY or CUNY School of Law policies against non-discrimination or other policies.

Section 4.03 Planning Calendar

The Office of Student Affairs maintains a list of all planned student organization and Law School activities of which it is informed. All students are encouraged to consult with Office personnel in order to plan appropriate timing of events and prevent conflicts.

Section 4.04 Bulletin Boards

Each registered student organization may have bulletin board space as long as space is available. The Office of Student Affairs will periodically reallocate bulletin board space at its discretion. Bulletin Boards are located on the third floor hallway near the student lounge.

Section 4.05 Electronic mail ("e-mail") services

Registered student organizations may have access to an e-mail account that includes both an e-mail address and a list serve. Student organization requests for e-mail services must come through the Office of Student Affairs. The Law School reserves the right to attach a notice disclaiming authorship or ownership of e-mail messages sent by student organizations through the CUNY Webmail system.

(a) An **e-mail account address** allows a registered student organization to send and receive e-mail messages inside and outside of the CUNY e-mail system with its name or acronym as the address name (i.e., ilo@law.cuny.edu, outlaws@law.cuny.edu).

(b) To obtain an e-mail account and address, a recognized officer or contact person of the organization must submit a signed Acceptable Use Policy to the Student Activities Manager indicating the name of an officer or contact person who will manage the account (generally President or Secretary).

(c) E-mail passwords will be reset at the end of the summer semester. Once a student organization registers with the Office of Student Activities in the fall, the new password will be distributed accordingly.

(d) Registered student organizations may have access to an **e-mail account listserve** to allow e-mail communication among its members. Messages sent from a subscriber to the listserve are automatically relayed to each subscriber on the listserve. After the account is established, the officer or contact person managing the account may add subscribers to the listserve. The e-mail account manager should include a statement advising subscribers of the purpose of the listserve, the names of other subscribers on the list, instructions to subscribe and unsubscribe, and actions that are considered abuse and may trigger removal from the listserve. The Office of Student Affairs advises students to discuss inappropriate use or abuse of e-mail accounts with the person inappropriately using the account and, if the behavior does not end, to consult the Student Activities Manager before removing subscribers for inappropriate use or abuse.

(e) When managed properly, an e-mail account listserve works more efficiently than typing in every member's e-mail address in the "To:" line. However, the group list may only include CUNY School of Law addresses and not outside addresses (i.e., gmail, hotmail, aol.com, nyc.rr.com, earthlink.net).

(f) To obtain an e-mail account listserve, a recognized officer or contact person of the organization must submit a request by e-mail to the Student Activities Manager. The message must

(i) Indicate the officer or contact person who will manage the account (generally secretary) and should receive the password.

(ii) Include a list of the officers' full e-mail addresses to be included in the listserve (subscribers). The full e-mail address must be a CUNY School of Law e-mail address.

(g) After the account is set up, the account manager may change and share the password with the other officers and add or delete subscriber names from the listserv.

Section 4.06 Mailboxes

Registered student organizations may maintain a mailbox, located in the third floor student lounge, at the Law School. It is the responsibility of the organization to review and remove its contents weekly and assign someone to review and remove the mail during winter and summer breaks. Mailboxes should not be used as storage space for non-mail items. *Any items not removed from the mailboxes before winter and summer breaks will be discarded.* Any organization with an expired registration will lose its mailbox.

Section 4.07 Lockers

A block of lockers is reserved for registered student organizations. Lockers may only be reserved through the Office of Student Affairs by officers of an organization. Lockers are available for storage throughout the summer. The rules for locker use are found in the Student Handbook and are the same for student organizations as they are for students with three exceptions:

- (a) **Locker Request.** Only officers of organizations can request student organization lockers through the Office of Student Affairs. Student organization lockers will not be given to a person who is not recognized as an officer by the Office of Student Affairs.
- (b) **Locks.** Student organizations must use the combination locks provided by the Office of Student Affairs.
- (c) **Inspection.** The Law School reserves the right to inspect lockers at any time.

Section 4.08 Student Organization Fair

The Office of Student Affairs hosts a recruitment fair in September for registered student organizations to promote their organizations/missions and to enroll new members. Officers of registered student organizations will be notified of the event.

Section 4.09 Prospective and New Student Recruitment

Students interested in the Law School and newly admitted students often request and receive information on registered student organizations from the Office of Student Affairs. The Law School Liaison of registered student organizations will be contacted by the Office to update or confirm descriptions of the organization in such recruitment material, or may be asked to contact students.

Article V. Finance Administration for Student Organizations

Student organizations acquire funds by fundraising and/or through the Law School Association's (LSA) allocation of student activity fees.

Section 5.01 CUNY School of Law Association ("LSA") and LSA Budget Committee

The majority of registered student organization funding is obtained from the student activities fee and allocated by the CUNY School of Law Association ("Law School

Association" or "LSA") and the LSA Budget Committee.

- (a) An allocation from student activity fees may be requested by any registered student organization.
 - (i) When approved, funds from these allocations must be disbursed by June 30 of the following year. After that date, allocated funds are no longer available to the student organizations and will be returned to the general student activity fees account to be re-allocated the following year.
- (b) The LSA is charged with the "responsibility for the supervision and review over Law School student activity supported budgets and for the oversight, supervision and review over Law School... association service."
- (c) Purpose. The LSA educational purpose is to "promote and cultivate student activities and the quality of education for [. . .] students." It therefore may:
 - (i) Fund programs of the student body at the Law School which are of an educational, recreational, social or cultural nature and for expenses incidental to the administration of these programs.
 - (ii) Operate and/or fund the cafeteria, and other college association services which serve the needs of the students and/or other members of the Law School community.
 - (iii) Hold and administer real and personal property in connection with carrying out its purposes.
 - (iv) In aid of the foregoing purposes, the Association shall have the power to do everything and anything reasonably and lawfully necessary, proper, suitable or convenient for the achievement of the purposes above stated, or for any of them, or for the furtherance of the said purposes. CUNY School of Law Association Bylaws ("LSA Bylaws"), Art. I, Sect. 2.

(d) The LSA is a thirteen member body composed of the dean, students, administrators, and faculty. Two students are elected at large from the student body from each of the 2L and 3L classes in the spring semester for a one-year term beginning July 1 and from the 1L class in September for a one-year term beginning October 1.

(e) The LSA reviews student activity fee allocations and expenditures recommended by the Budget Committee to ensure conformance with the expenditure categories listed below:

- (i) Extracurricular educational programs;
- (ii) Cultural and social activities;
- (iii) Recreational and athletic programs;

- (iv) Student government;
- (v) Publications and other media;
- (vi) Assistance to registered student organizations;
- (vii) Community service programs;
- (viii) Enhancement of the Law School and University environment;
- (ix) Transportation, administration and insurance related to the implementation of these activities;
- (x) Student services to supplement or add to those provided by the University;
- (xi) Stipends for student leaders.

(f) The LSA “shall disapprove any allocation or expenditure it finds does not conform [to the expenditure categories] or is inappropriate, improper or inequitable.” LSA Bylaws Art. IV s. 1.a. “Final budgets shall be reviewed by the [LSA] budget committee ... and approved by the governing board of the college association for compliance with expenditure categories ... and for appropriateness, propriety and equitableness. . .” Fiscal Handbook, 18-19. The LSA has the authority to “review, amend, or approve all budgets of college association funds and all contracts for college association services prior to expenditure or execution.” LSA Bylaws, Art. IV, s.1.b.

(g) The LSA Budget Committee is the allocating body for the student activities fee allocations to student organizations. The Budget Committee has the authority to “receive and review student activity fee budget requests and to develop and allocate a budget subject to the review of the [School of Law] Association.” Id., Art. IV, s. 1. c. The Budget Committee is composed of the six students elected to the LSA and the Associate Dean of Students. A chair and secretary are elected by committee members.

(h) The Review Authority of the Dean. The LSA’s approval of the budget allocations is final and may be reviewed in a limited manner by the Dean of Student Affairs. “The (Law School Dean) shall have the authority to disapprove any student activity fee . . . allocation or expenditure which in his or her opinion contravenes the laws of the city, state, or nation or any bylaw or policy of the university or any policy, regulation, or order of the college.” Board of Trustees Bylaws, s. 16.11(a). “(The Law School Dean) ... shall have the authority to suspend and send back [to the LSA] for further review any student activity fee . . . allocation or expenditure which in his or her opinion is not within the expenditure categories. . .” Id., s. 16.11(b).

Section 5.02 Budget Procedure

(a) The budget procedure cannot begin until the

terms for 1L representatives to the Law School Association commence in October.

(b) During the spring, registered student organizations should receive a schedule of the budget process and a line-item budget request form.

(c) After organizations submit budget proposals, the Budget Committee reviews the requests and holds public hearings before deciding on tentative allocations for each organization. The Budget Committee notifies the organizations of tentative allocations.

(d) Organizations then must submit a revised line-item budget request that does not exceed the total tentative allocation.

(e) The Budget Committee reviews the revised requests, may make amendments, and decides on a final line-itemized budget allocation proposal to be presented to the LSA for review, and approval or rejection.

(f) If the LSA rejects all or part of the Budget Committee’s budget proposal, it must send the proposal, with comments on the rejected parts, back to the Budget Committee for further deliberation and re-submission to the LSA.

(i) Student organizations’ budget requests must be reviewed and are subject to final approval. Acceptance of a request is not to be construed as a guarantee of funding. The Law School Association and its Budget Committee work within a limited budget and must consider funding requests by student organizations in relation to one another.

(g) It is important that the total amount of an organization’s revised line itemized budget request not exceed the amount tentatively allocated to the student organization. **The revised line itemized budget request informs the Budget Committee of the organization’s priorities.**

For example, the Budget Committee tentatively allocates a total of \$500.00 to a student organization. The treasurer of that organization submits a revised line itemized budget request for \$200.00 contractual services, \$300.00 travel expenses, \$200.00 supplies and \$200.00 personnel services for a total of \$900.00. The Budget Committee has the authority to amend that request by line item to conform to the \$500.00 tentative allocation. Art. V, s.5.

(h) Prerequisites for Student Organizations to submit to the budget process. To receive funding from the Law School Association, a student organization must be registered and recognized by the Office of Student Affairs as a student organization.

(i) Notice of the budget procedure. Two weeks before budget requests are due, the Budget Committee distributes public notice of the timetable and

procedure to each organization and all students including:

- (i) the budget period,
- (ii) the date by which budget requests must be submitted,
- (iii) the place to submit budget requests,
- (iv) dates of public hearings to be held,
- (v) a budget request form listing the categories of budget line items which those requesting funds must use.

(j) Budget Requests. Student organizations must submit a completed line-itemized budget request form by the Budget Committee's prescribed deadline that includes the following, as required by the CUNY Fiscal Handbook: "a) the name of the organization requesting funds; b) the name(s) of officers authorized to sign for expenditures; c) the size of membership; d) the purposes of the organization and programs for which the funds are requested; e) other anticipated funding sources; f) requested budget allocations by line item in the form required by the Budget Committee." Art. V, s. 2.

(k) Line Itemization. A line-itemized budget describes, for each event planned, the amount of funds requested for a particular category of expenditure. These five categories are:

- (i) Contractual services – promotion, film rental, printing, books, postage, telephone, refreshments, food.
- (ii) Equipment purchases – reusable and higher cost items.
- (iii) Personnel services – funds used to pay individuals and groups (disc jockeys, performers).
- (iv) Supplies – party goods, clerical supplies.
- (v) Travel expenses – trips, hotels, auto expenses, mileage.

(l) Appeals process. The LSA and Board of Trustees bylaws do not provide for a formal appeals process to the tentative or final allocations of the student activity fees. However, an organization may contact the chair of the LSA to request to be placed on the agenda of a Budget Committee or Law School Association meeting, it is at the discretion of the chair to grant such a request.

(m) Disciplinary considerations. "Students who do not comply with the University regulations contained in the Handbook or College [Law School] regulations on student activity fees, are subject to the Student Disciplinary Procedures contained in Article XV of the Bylaws of the Board of Trustees. Students who fail to properly account for student activity fee funds may

be determined to be delinquent or in default on a University or [Law School] financial account and may be barred from registration and from receiving a transcript or degree until a proper accounting or restitution is made (See Sec. VI.O. for the Board of Trustees policy statement on delinquent student financial accounts)."

Section 5.03 Fundraising.

(a) Funds collected through fundraising efforts of a registered student organization that receives student activity fees **must** be deposited in a separate account at the business office created for the student organization. (See Sec. 5.05 on "Bank Accounts.")

(b) The Office Institutional Advancement should be contacted by any student organization planning to raise funds outside of the Law School through a targeted donor. This office may be able to offer advice for raising funds, help in raising the funds, or prevent over-targeting a particular donor.

(c) Raising funds through provision of food may only be done by donation and may only be advertised as "suggested donations." Any "sale" or "pricing" of foods must follow the Department of Health rules and regulations for the sale of food.

(d) If a student organization has not been active for 2 consecutive semesters, then the Law School Association may exercise its right to transfer the entire balance in the organization's fundraising account into the general Law School Association account and the student organization will forfeit its right to claim these funds. For purposes of this section, "active" is defined as, but not limited to, any student organization activity in which the student organization organized, advertised, and implemented a law school event. Fiscal Accountability Handbook, pages 21-22, 64.

Section 5.04 Accounts

(a) The Business Office maintains two accounts for each registered student organization—a Law School Association (LSA) account and a separate fundraising account.

(b) No organization registered with the Law School or receiving funding from student activity fees may maintain financial accounts apart from the Law School. Funds collected at CUNY School of Law cannot be deposited in personal bank accounts.

(c) The LSA accounts contain funds that have been allocated by the LSA for each student organization. Monies can only be withdrawn from this account; deposits cannot be made to this account.

(d) All monies raised by student organizations must be deposited into the organization's Law School fundraising account. This account is separate from the organization's LSA account. Funds can be withdrawn from this account at the discretion of the student organization under the guidance of the Office of Student Affairs.

(e) Access to both of the above accounts is limited to the person(s) designated and registered with the Office of Student Affairs as treasurer or other officer of the organization.

(f) For withdrawals from the LSA account and for transactions (withdrawals and deposits) related to the fundraising account, students should contact the Student Activities Manager located in Room 5/112 or call (718) 340-4204.

(g) Student organizations must follow CUNY guidelines as to contracts with vendors above \$250.

(h) Accounts will be accessible during normal business hours.

Section 5.05 Managing Accounts

(a) Student organizations should consult with the above office in Sec.5.04 (f) to get a current balance of their Law School Association (LSA) allocation and fundraising funds but are responsible for maintaining records of their accounts.

(b) The Business Office will write checks for reimbursement or for future expenditures from student organization's LSA allocation account only for expenditures approved through the LSA's line item budget allocation process. The Office of Student Affairs recommends that organizations spend the LSA allocations before fundraising monies because funds from LSA allocations must be disbursed by the end of the fiscal year (June 30th). Any amount left after that date will be reallocated.

(c) Reimbursement - To be reimbursed, the organization's treasurer or the member authorized to deal with the finances of the organization must submit detailed receipts, a flyer from the event and a memo describing the transaction to the Business Office. To be reimbursed from the LSA allocation, the memo must describe how the expenditure falls within the approved budget line allocations for that organization. Completed documents should be submitted to the Student Activities Manager.

(d) Future Expenditures - To receive a check made payable to a vendor for future expenditures, the organization's treasurer or the member authorized to deal with the finances of the organization must submit an itemized invoice or contract, a memo describing the transaction, and a completed payment request form to the Student Activities Manager. If the expenditure is to be paid from the LSA allocation, the memo must describe how the expenditure falls within the approved budget line allocations for that organization.

(e) Transfers - When funds must be repaid for such items as an early fall event loan, insurance for alcohol at an event, for car vouchers, or other similar expenditures, a transaction is normally made through a transfer of funds from one account to another. To transfer funds from a student organization account to any other Law School administrative account, the

organization's treasurer must submit detailed receipts and a memo requesting such transfer and indicating the account for which the funds should be deposited to the Student Activities Manager via e-mail.

Article VI. Student General Elections and Law School Governance Plan

Section 6.01 Governance

(a) General elections occur in the spring semester and in the fall semester for the incoming 1Ls. Elected positions are for Student Government Representatives and governance positions on bodies designated as committees either through the CUNY by-laws or through the CUNY School of Law Faculty Governance Plan. In addition, ad hoc committees may be created by the Dean.

(b) Students are encouraged to nominate themselves or others to run for the following positions. Students may serve only in two elected Governance positions, and must be in good academic standing at the time they run and remain in good standing for the term of the position. Governance Plan, The City University of New York School of Law, III. Faculty, A. 5. All terms are for one year. Id.

Section 6.02 Committees and Student Government

During the general elections, students are elected to the following Governance positions:

(a) **Faculty/Student Disciplinary** (6 students). Serves on a hearing panel for student disciplinary misconduct.

(b) **Law School Association** (2 students from each class). Allocates the student activity fees to student organizations and oversees Law School Association services. The elected students to the LSA and Associate Dean of Students make up the Association's budget committee.

(c) **Law School Foundation** (2 students). Oversees and administers the Law School's endowment.

(d) **Personnel and Budget** (1 student). Reviews and makes recommendations for appointment and reappointment, with or without tenure, to the faculty. Strict confidentiality required.

(e) **Student Government** (8 students from each class year). Student government is an independent mechanism for unified student action in areas of academic, government, political, and social concerns. SG representatives must be available to serve on another governance committee.

(f) **University Student Senate** (1 student representative, 1 student alternate). Represents the Law School's student body on the Student Senate of all CUNY schools. May serve on only one law school wide body except may concurrently serve on student government.

Article VII. Student Government

The Student Government ("SG") is recognized by CUNY and CUNY School of Law as an important part of the Law School Governance. The SG is facilitated by an executive board consisting of a President, Vice-president, Secretary and Whip. "The president, vice president and secretary are elected from within the SG membership by a majority vote of those present..." SG Constitution, Art. IV, s. B. 1, C. 1. The Student Activities Manager acts as the advisor to the SG.

Section 7.01 Purpose

The SG at CUNY School of Law serves as a "forum to address student's [sic] needs and concerns." CUNY School of Law Student Government Constitution ("SG Const."), preamble. Its purpose "shall be:

- (a) Sec. A) To provide a forum for discussion of matters affecting the student body as a whole.
- (b) Sec. B) To be an independent mechanism for unified student action and unified student voice in areas of academics, government, political and social concerns.
- (c) Sec. C) To coordinate and facilitate the process of selection of student representatives in CUNY Law School's governance system." SG Const. Art. II.

Section 7.02 Activities

- (a) The SG facilitates the Open Forum with the Deans that takes place at least once per semester. This forum is an opportunity for the student body to ask questions of and air concerns to the Dean of the Law School, the Associate Dean of Academic Affairs, the Associate Dean of Administration and Finance, the Associate Dean of Student Affairs, and the Assistant Dean of Admissions and Enrollment.
- (b) The SG's constitution requires two general meetings per month during the fall and spring semesters while classes are in session. Id. Art. V, A. These meetings are open to all members of the CUNY community. Id. Art. V, D.
- (c) SG representatives are required by the SG constitution, and in accordance with the CUNY by-laws, to hold all student positions in Law School Assembly Committees and to elect such positions from its membership. Id. Art. II, s. A, Art. VII, s. A, cl. 3.
- (d) The SG maintains a website through TWEN's CUNY School of Law courses page.
- (e) SG forms ad hoc committees as necessary to address concerns raised by the student body and present potential solutions to the administration, faculty and students.

Section 7.03 Elections, appointments, ex-officio status

- (a) Elections to SG take place in the spring semester for rising 2Ls and 3Ls, and in September for 1Ls. Elected positions become effective on July 1 for 2Ls and 3Ls and on October 1 for 1Ls.
- (b) Students must be in good academic and disciplinary standing with the Law School to hold a

position on SG. Students must have a GPA of 2.5 or above to be in good academic standing and therefore, to run in an election, be appointed to or maintain an ex-officio position on the SG. The Student Activities Manager will certify to the Dean that all student representatives are in good standing and inform those who are not that they must resign from the position.

(c) Students may only serve on two Law School governance committees. Therefore, SG representatives may only sit on one additional Law School governance committee.

Section 7.04 Committee positions filled by SG

Students elected to SG should expect to be elected by the SG membership to fill a position on one of the following committees in addition to their SG position:

- (a) **Student Scholarship** (2 students). Reviews and selects student applicants for Law School administered fellowships and scholarships. Also selects nominees for non-law school fellowships and scholarships
- (b) **Affirmative Action** (3 students). Updates and reviews the Law School Affirmative Action Plan and Report, assists in implementing and reviewing policies.
- (c) **Admissions and Admissions Policy** (2 students, 2L or 3L). Considers policies for Admission.
- (d) **Committee on Committees** (1 student). Reviews all committee membership and recommends nominations for membership to the faculty.
- (e) **Advisory Committee on Campus Security** (at least 2 students appointed) (committee's membership must be at least 1/3 student and at least 1/2 female. SG must provide a list of students with twice the number to be appointed). Reviews current personal safety and crime prevention policies and procedures concerning education, reporting, complaints, counseling and victim response.
- (f) **Ex-officio members of the faculty** (3 students). Serve as ex-officio faculty for the purposes of faculty meetings.
- (g) **Faculty Appointments** (2 students). Reviews applications for appointments and makes recommendations.
- (h) **Faculty Reappointments** (2 students). Reviews applications for reappointment and makes recommendations.
- (i) **Scholastic Standards and Academic Standing** (2 3Ls). Reviews and sets standards for the academic program; reviews student appeals of academic matters.
- (j) **Retention Task Force/Academic Support Advisory**. (number of students not designated) Reviews issues surrounding retention and attrition rates regarding students of color; makes recommendations to the faculty concerning academic support services and the Professional Skills Center.

(k) **Sexual Harassment Investigative Committee.** (1 student) Reviews and investigates complaints; explains procedures.

(l) **Sexual Harassment Education Committee.** (1 student) Disseminates information on sexual harassment policies and prevention to the community; makes referrals to appropriate resources.

(m) **Technology.** (2 students) Reviews policies and procedures, gathers information and makes recommendations concerning the technological concerns of the school.

(n) **Any additional ad hoc or special committee** created by the dean that requires a student member.

Section 7.05 SG's relation to student organizations

Unlike SGs at other CUNY institutions, SG at the CUNY School of Law has no regulatory authority over student organizations. The City University of New York Board of Trustees exempted the Law School from the By-law provision that gives SG some regulatory authority over student organizations.

Article VIII. Organizing an Event

The Law School's public interest mission is enhanced and supported by student organization sponsored events. Participation by law students ensures that the issues brought to the School are timely and pertinent to students' interests.

Section 8.01 Guidelines

(a) Student organizations must notify the Student Activities Manager about events planned on or off campus. The Manager maintains a calendar of all reported events occurring at the School.

(b) The Office of Student Affairs and the Student Activities Manager assist students in reserving rooms, tables and other areas, audio-visual and technical support, and by providing information on local caterers, alcohol restrictions, state permits, and insurance responsibilities. The Student Activities Manager may also help students brainstorm how and when to run the event, what tasks will be necessary, or how many students should be present at the event.

(c) Students will be responsible for set up, clean up, arranging transportation, reserving space, arranging for or preparing and serving food, working with the Office of Security, the custodians and engineers, technical support and audio-visual staff.

Section 8.02 SIT – Student Initiated Time

(a) At the request of the students, the academic schedule reserves approximately two hours during the week for students to plan events, invite speakers, and hold workshops, fundraisers, and meetings.

(b) Members of student organizations should expect to meet or hold events during this time and plan their schedule accordingly.

(c) Due to limited space, student organizations are

encouraged to coordinate meetings outside of SIT time when possible. Meeting outside of SIT period also can allow students to attend events of other organizations.

(d) Officers, especially, should plan to be available during SIT period throughout the year.

(e) Due to limited time availability and scheduling of academic classes, events planned for a student audience may be held at SIT Time on occasion.

Section 8.03 Timing of Events

(a) Before setting a date for an event, students should review: 1) the Planning Calendar, 2) the e-mail calendar listings and, very importantly, 3) students' class schedules, academic deadlines, and exam schedules. While use of these tools enhances coordination and co-sponsorship of events and reduces the occurrence of conflicting events, there is no guarantee that when an organization or office plans one event at a particular time, that another event will not be planned during the same time frame.

(b) Officers. Officers should plan to be available during SIT time and review the weekly and semester academic calendar before creating their regularly scheduled commitments outside of law school. Ultimately, officers are responsible for all aspects of an event. Regardless of whether their time is spent setting up food or meeting guests, for example, officers should play a major role in delegating responsibilities, checking in with other members to make sure tasks and phone calls have been completed, and vendors paid. Additionally, while members should be present at events, officers normally have an obligation to be present at their organization's events.

(c) The Planning Calendar maintained by the Student Activities Manager will be e-mailed to officers of student organizations and to any member of the community upon request. This calendar contains confirmed and tentative dates and times of future events. The calendar can enhance the ability of organizations and offices to coordinate and co-sponsor events on campus when persons planning events relate these plans to the Manager.

(d) Exams and other academic deadlines have a way of taking more time and producing more anxiety than originally anticipated. The Office of Student Affairs suggests that students with the most responsibility for organizing an event make sure they have no exams or deadlines for two days before an event occurs. Organizations should also consider not holding an event the day or night before a major exam.

Section 8.04 Co-Sponsorship of Events

(a) Student organizations often co-sponsor events with other student organizations, Law School offices, the Alumni Association, and sometimes with outside organizations. Co-sponsorship adds the benefits of sharing costs and staffing, and sometimes brings greater attendance to events.

(b) The **Office of Career Planning** (Room 4/108, ext.4230) and the **Office of Institutional Advancement** (Room 5/106, ext.4386) are valuable resources for students planning events related to careers or particular legal topics. See Sec. on "speakers."

Article IX. Reserving rooms, tables, and areas

Section 9.01 General

(a) Only Law School-affiliated organizations, Law School community members, invited representatives of off-campus services, and student organizations registered by the Office of Student Affairs may reserve campus facilities for law school related activities through the Office of Student Affairs. All others must lease the space for a fee and provide proof of primary event liability insurance.

(b) Priority is given to reservation of rooms for academic classes and other institution wide activities. Otherwise, all spaces will be reserved on a first-come, first-served basis.

(c) Student organizations that do not properly reserve a facility and/or insure an event will not be permitted to use the facility and may jeopardize their ability to reserve space in the future.

Section 9.02 Insurance

(a) All events to which members of the outside community are invited MUST be covered by a minimum of \$1 million liability insurance. This is pre-paid for student organizations by the Law School. Student leaders should see the Student Activities Manager to determine whether an event requires additional insurance.

(b) Insurance policies must be obtained through the office of Associate Dean for Administration and Finance Glen Kaufhold.

(c) Events where alcohol is served may require the student organization to purchase additional insurance.

(d) Events held off-campus may require an additional cost for "special event" insurance depending on the facility holding the event. See the Student Activities Manager if an outside facility requires such insurance.

Section 9.03 Rooms

(a) All rooms, tables, and areas inside the Law School and on its campus must be reserved through the Office of Student Affairs (Room 5/107) via the online room request form.

(b) In order to book a room, student organizations must fill out the Room/Table Reservation Request Form online on the CUNY Law website. This request will then be forwarded to the Student Affairs Manager for approval. Additional information may be required upon initial review.

(c) Room requests must be made at least one to two weeks prior to the event for general meetings. Larger

events require a minimum of one-two months prior to the event date.

(d) Seminar rooms may be reserved during the academic year through the academic support staff assigned to them. It is also recommended that persons wishing to reserve lawyering seminar rooms consult with faculty or support staff assigned to that seminar room to avoid conflict. During the summer, seminar rooms may be reserved through the Office of Academic Affairs.

(e) **Those reserving a room or area are responsible for returning the furniture to its original state and cleaning up the room.** When assistance is required for moving furniture or cleaning, arrangements should be made before the event occurs by requesting such assistance on the area reservation form.

(f) Children must be accompanied by an adult while in the Law School rooms and areas and are prohibited from certain rooms. .

(g) All reservable rooms at the Law School can be reserved by student organizations for events and meetings. However, student organizations cannot reserve rooms for private use, i.e. as an office, private study space, or storage, for the entire semester or academic year.

Section 9.04 Staff Lounge

The Staff Lounge is reserved for the staff and staff programs. Student organizations **may not** reserve the staff lounge. Students may not enter the Staff Lounge without an invitation from a staff member.

Section 9.05 Student Lounge

(a) The Student Lounge is to be used primarily by the students. The room cannot be reserved to hold events so that the space is kept free as a lounge. However, student groups can hold executive board meetings in the back area designated for student groups.

(b) Guest are allowed in the Student Lounge only when accompanied by a student.

(c) Children are never allowed in the Student Lounge.

(d) The Student Activities Manager (x4207) must be notified if equipment in the Student Lounge is in need of service or replenishment.

(e) The Audio-Visual Department (x4456) must be notified if the television or cable service needs attention.

Section 9.06 Auditorium

(a) Use of the auditorium is primarily reserved for the academic program because it is the only room capable of seating an entire class. The auditorium is a suitable room for meetings, panels, lectures or films.

(b) The auditorium should only be used for events where an audience of 100 or more people are expected. In the auditorium, an event with fewer than 100 participants appears unsuccessful because the

room appears empty. Furthermore, it is an unnecessary expenditure of the Law School's staff resources to clean the auditorium as opposed to a smaller room.

(c) Certain audio-visual equipment is available for student use only after permission is given from the Student Activities Manager and an orientation with audio-visual staff. Normally, events in the auditorium are not recorded. Students must obtain the permission from the Student Activities Manager for audio-visual staff to record events in the auditorium.

Section 9.07 Tables on the Second and Third Floors

(a) Tables are available for reservation by Law School community members and for lease by approved outside organizations on a first-come, first served basis.

(b) Additional tables are available from maintenance staff with permission from the Office of Student Affairs. Tables must be requested at least a week in advance by using the area reservation form. A representative from the student organization must be available before 2:00 p.m. on the day of the event to meet with the staff member who will move the table.

Section 9.08 Organizations not affiliated with the Law School

(a) All outside organizations must sign rental leases and purchase primary liability insurance before using Law School space, including table space. For information about room lease, rates, and capacity schedules inquire at the Special Events Office.

(b) The Law School reserves the right to refuse leasing space to organizations if, in the discretion of the Student Activities Manager or Associate Dean of Student Affairs, the activity will disrupt the normal operations of the School.

Article X. Speakers

When a community member invites speakers, panelists, facilitators, and award or honors recipients, the community member acts as an unofficial ambassador for the School. How a community member handles such interactions reflects on the student body, alumni, other community members, and the general reputation of the Law School. Therefore, the Office of Student Affairs recommends that student organizations adhere to the following guidelines:

Section 10.01 Considering the number of speakers

(a) It is advisable to limit the number of speakers at an event to four or less. Three speakers plus a moderator on a panel is ideal. Larger numbers without a change in topic or an intermission may lose audience attention.

(b) Please note that some speakers may cancel at the last minute to respond to certain obligations or public events. Therefore, inviting at least two speakers to an event or having two components to an event (a film and a speaker) could insure an event's success.

Section 10.02 Contacting Potential Speakers

(a) Potential speakers should be contacted at least two months before an event to discuss availability. However, speakers who are in high demand may need one year or more notice to schedule an engagement.

(b) Those organizations that plan to have events in the beginning of a semester should contact speakers and confirm engagements at the end of the previous semester before organization members depart for semester breaks.

(c) Organizations that plan to hold a larger conference should consider contacting keynote and other speakers in high demand at least a year before the conference whenever possible. When those speakers are confirmed, the conference can then be announced and the name of the speaker used as a publicity tool to build anticipation for the conference. Very often speakers for panels are more excited to commit to a conference after the keynote has been confirmed.

Section 10.03 Suggestions for Securing Potential Speakers

(a) A close personal or work connection may be the optimal way to find a speaker. Students often ask the staff members and directors of programs for which they have interned. Some have asked clients of programs where appropriate.

(b) Where no personal connections exist, students can ask professors and staff related to the field of interest whether they have any suggestions and if they would be willing to inquire into their colleagues' availability, acts as an initial liaison to begin communications, and introduce the potential speaker to the organizing student. The professor or staff member might be an appropriate person to introduce or host the speaker at the event.

(c) The Office of Career Planning (Room 4/108, ext. 4230) and the Office of Institutional Advancement (Room 5/106, ext. 4386) should always be considered as a resource when considering who to bring to campus. Simply drop an e-mail to the directors describing the purpose of the event. Follow up with a phone call or stop by the office to introduce yourself to the person you contacted. Both offices have connections with legal organizations and government offices because of recruiting efforts or through our alumni. Both offices have been instrumental in bringing judges, attorneys, and activists to campus to discuss their lives, cases, and activism.

(d) The Law School community has a wealth of experience among its own about what students and community members enjoy hearing. Additionally, students have benefited greatly from sharing with alumni and making connections for summer or semester internships or post-graduate positions. To work with either office, please contact them in the beginning of a semester or as soon as your

organization decides to do a career or alumni-related panel. Both offices prefer at least two months notice for planning an event but should always be consulted regardless of the lead time for the event.

Section 10.04 Notifying Appropriate Offices, Faculty, and Outside Organizations

(a) The Office of Student Affairs suggests that a student organization gives a personal invitation to relevant Offices and Faculty members depending on the subject matter of the event. While a personal e-mail may suffice, a note on an organization's letterhead, or a card signed by the president adds a more personal touch.

(b) Regardless of whether you initially take advantage of the offices' assistance in finding a speaker, students should always tell Alumni Affairs and Career Services before alumni, judges, and directors or persons in charge of hiring at a program come to campus. The School may be able to maintain relationships with such persons to benefit both students in the future and the speaker or the speaker's program. While students may develop their own relationship with the speaker, the School may develop a type of relationship that students who are only present in the school for three years may be unable to continue.

(c) Informing these offices also helps to insure that the School's community members do not work at cross purposes. For example, we have several judges who visit the school each year and who may be invited by different offices. By telling Alumni Affairs and Career Services of your intention to invite a certain judge, these offices will be able to help mitigate the negative effect of inviting the same person too many times to campus or direct you to another judge who has not yet visited campus but has expressed interest in coming.

(d) Student organization members can also research outside organizations working in the fields most relevant to the topic the organization desires to present to the community.

Section 10.05 Format of the Event (Lecture or Panel)

A majority of student organizations' events are lecture or panel discussions or a combination of the two. Depending on the format of the event, students may need to do their own research and writing before contacting a speaker. A student should be able to answer the following questions: "What do you want me to talk about?" and "What aspect of [fill in the subject matter here] would you like me to focus on?" Consider whether the audience would be more interested in the politics, procedure, substantive legal theory, or personal experience concerning the particular subject matter and the speaker before conveying the information to the potential speaker.

Panels. A panel of speakers brings together persons with experience on the same or related topic to present their opinions or experience to the audience. It is particularly helpful for a speaker to receive two or three questions on

the topic at least two weeks in advance so as to focus preparation for the panel discussion. These questions also could serve to aid your initial discussion with the panelist and might even be changed by the panelist to be more effective questions. When the questions are finalized, they should be the same questions that are given to the moderator to be asked of the panel during the event.

Lectures. Some speakers have set scripts for their lectures from which they do not diverge. These speakers often give the same lecture in different venues. They could be lawyers raising awareness about a certain case or group of cases, a person on a book tour, or a professor who focuses on a particular topic.

Papers. Sometimes, speakers present papers and read directly from their paper at an event. While it is less likely to occur at a legal conference or panel, if different disciplines are included on a panel or at a conference, students should consider the impact of such a panelist. A student should clearly describe the event to a panelist. If the organization asks for a paper to be presented, it should expect that the paper will be read. If the organization wishes to have commentary on a paper, it should clarify that the purpose is for parts of the paper to be read and then discussed.

Welcome and Event Introduction. A representative of an organization (normally the president or chair) should always begin an event with a welcome to the speakers and the audience. An introduction to the event should include the representative's name, organization, and purpose of the organization and the event, and the names, titles and organizational affiliations of the speakers.

(a) **Speaker Introductions.** Each speaker should be introduced either at the beginning of the event or before each speaker speaks for the first time. These introductions should include names, titles and organizational affiliations and a short biography of the speaker's positions, involvements and/or accomplishments. This biographical information should have been developed before the event and where possible, approved by the speaker. The individual speaker introductions can also include a speaker's topic for the event.

(b) **Moderator.** A moderator can be a student, faculty, staff member or other invited guest. A moderator facilitates the presentations and discussion on a panel, adds short commentary, asks questions of the panelists, draws questions from the audience for panelists, and summarizes or otherwise formally ends the panel discussion. The moderator should have some substantial experience with the topic at hand and knowledge of the speakers' expertise in order to present a short introduction about why the panel topic or combination of panelists is important, direct questions and respond to the panelists appropriately. A moderator monitors the time for each speaker and should be ready to politely interrupt and communicate to speakers who go over the allotted time. A moderator should refrain from speaking

excessively.

(c) **Closing and Acknowledgments.** A representative of the organization should close the event with, at a minimum, a "thank you" to the speakers, moderator and the audience. An organization may thank more people in the closing or may have included acknowledgments in a program. To help with public and community relations, if a longer list of acknowledgment is made, it should include all people who helped with the event including organization members, faculty, staff, and administration and outside organizations or vendors. A closing may also include a repeat of contact information or reading material given during the event and if there is a reception, an invitation to the reception.

Section 10.06 Invitation and Follow Up to Speakers

(a) Communications with speakers is an important aspect of planning an event. Before each contact, students should carefully prepare and have answers to potential questions. While clear and specific information is necessary for someone who is visiting the Law School for the first time, too many repeated contacts may make attending the event a chore for the speaker.

(b) Initial contact for a speaker can be made to the organization or the individual by phone to determine availability and then should follow up with a letter. Letters on student organization's letterhead is preferable and more formal than e-mail. E-mail contact should only be used if it is preferred by the potential speaker.

(c) The written invitation should be mailed as soon as possible after the first contact. It should include the date, time and purpose of the event, potential panel questions, a question about accommodations for disabilities, offer for transportation, contact information, a request for biographical information and a date by which you will need a response to this information. These questions may also be asked during the initial conversation.

(d) A second letter (fax or e-mail depending on the speaker's preference) should confirm transportation, lodging, time and place of event, food requirements (if any), panel questions or topic to be discussed, accommodations, contact information, directions and any other necessary detail. This letter should be sent 2 weeks to a month before the event.

(e) Two or three days before the event, a confirmatory phone call could also include a reminder of the time of the event and the name and description of the person who will meet the speaker and where in the school the speaker will be met (i.e., back or front entrance).

Section 10.07 Transportation and lodging

(a) Student organizations should always ask their guest speakers what type of transportation they will use, and should offer and arrange car service to the School

from destinations within New York City.

(b) In certain cases, an organization may offer to reimburse for gas and tolls. This can only be done where a receipt is gathered for the gas and tolls and submitted to the Business Office.

(c) If an organization has offered to pay for plane or train fares and lodging, the organization must make sure to confirm which party is to make the reservations. An organization should make the reservations promptly, keeping in mind that plane fares fluctuate widely and an effort should be made to get a lower price. The treasurers should retain all credit card receipts or bills for reimbursement by the Business Office.

(d) During the budget planning process, the student organizations should consider the types of transportation and lodging that will be necessary to complete their event goals and include expected costs in their budget proposal to the Law School Association.

Section 10.08 Thank you gifts

(a) As a token of the organization's appreciation for the speaker's contribution to an event, students may wish to purchase a small gift, an award plaque, or create a certificate of appreciation.

(b) Gifts with CUNY School of Law logos may be purchased through the Office of Student Affairs. Contact the Student Activities Manager and Events (Room 5/107, ext. 4207).

(c) To obtain information about purchasing award plaques, visit the Office of Student Affairs or research companies on-line.

(d) Organizations can create their own certificates using a word processing program's certificate templates.

(e) Keep in mind that some guests are not allowed to accept gifts above a certain value.

Section 10.09 Day of the Event

(a) Organization members should be present at the event and assigned to certain tasks for the day of the event.

(b) The tasks for set-up include:

- (i) Reminding community of the event (e-mail announcement),
- (ii) confirming transportation,
- (iii) wrapping or otherwise preparing "thank you" gifts,
- (iv) greeting the speakers,
- (v) arranging water and cups for the speakers,
- (vi) arranging chairs and tables,

- (vii) reserving seats for guests where applicable,
- (viii) signing out the microphones for events in the auditorium,
- (ix) arranging for audio-visual equipment or the use of smartboards,
- (x) ensuring neat and clean presentation of the room,
- (xi) paying vendors, and
- (xii) setting up refreshments (check the luncheon checklist where food is involved).

(c) The tasks for after the event include:

- (i) escorting the speaker during conversations after the event and to the door upon departure,
- (ii) removing garbage, program materials, and other debris from the event venue,
- (iii) returning furniture to its original place,
- (iv) bringing audio-visual equipment to security if necessary, and
- (v) cleaning up (check the luncheon checklist if food is involved).

(c) Security should be notified if a visitor's health or disability may create a situation where a first responder might be necessary. Some visitors require attendants because of health or disability.

Article XII. Audio-visual and Technical Services

(a) The Office of Institutional Technology will provide audio-visual equipment when the request is made by the Director for Student Activities on behalf of the event sponsors.

(b) Reservations for AV equipment must be made at least 48 hours in advance on a first-come, first-served basis.

(c) Whenever possible, reservations for AV should be indicated on the Area Reservation Form when the request for a room is made. Some equipment requires special authorization and may not be available for every student.

(d) Equipment includes:

- (i) VHS and DVD players with a television,
- (ii) Overhead projectors,
- (iii) Speaker and microphone
- (iv) Laptop, projector, and screen for computer presentations,
- (v) Authorization and access to the Smartboards.

Article XI. Security concerns

Section 11.01 General

Security concerns exist for almost every event that occurs on campus. The Office of Security coordinates staffing of security officers and the Director of Security is the Law School's Environmental Health and Safety Officer. The Student Activities Manager will discuss the particulars of an event with the Office of Security before approving most events where the following may be a concern:

- (a) Audience size: When a large audience is expected, it may be necessary to schedule additional security officers for the event. This decision is left to the discretion of the Director of Security.
- (b) Outside guests: The Office of Security may need to make additional accommodations if an event is advertised outside of the school (i.e., on a radio community board, a newspaper, invitations sent to other area schools). Such an event is considered a public event.

Section 11.02 Speakers, Guests and Types of Events

- (a) The Director of Security makes an assessment about whether additional security is necessary for a particular event or speaker.
- (b) Visitors to the school have sometimes requested additional security or have brought their own security staff because of their involvement in popular, political, controversial or dangerous circumstances.

Article XIII. Transportation and Lodging for Students

(a) When transportation and lodging are needed for off-campus activities, student organizations can request assistance from the Student Activities Manager.

(b) The Office of Student Affairs has information on bus companies or can help brainstorm different forms of transportation. However, it is the responsibility of students to research transport companies and lodging for themselves.

(c) Students should shop around for transport companies and hotels or motels and determine whether they are able to get a group rate where applicable.

(d) Some organizations have arranged transport by themselves and find family and friends for lodging.

Article XIV. Food and Catering

The Office of Student Affairs assists student organizations with catering and, in some cases, in events where food prepared by students is served. The Law School has neither the facilities nor equipment for preparing and storing food nor a dedicated area for washing of utensils and dishes.

Section 14.01 General

(a) All requests to serve food at an event must be approved by the Office of Student Affairs

(b) The Law School expects all individuals to be respectful of our buildings and grounds as well as our employees who maintain the appearance and cleanliness of the facilities. Those who eat in the building or hold events with food and drink are expected to clean up after themselves.

(c) If there are reported instances of food or containers left around classrooms, seminar rooms, the auditorium, etc., the School may move to a policy that restricts food to the pantries or community room.

(d) Food must be served from tables and may not be served from the floor or chairs.

Section 14.02 Ice

(a) Ice machines are located in each pantry. Students may access this machine as needed. Ice should only be placed in clean containers and not in warming trays.

Section 14.03 Food Vendors - Catering and Delivery Services

(a) The timeliness and quality of food can make or break an event. Finding a reliable food vendor can be time consuming. The Office of Student Affairs encourages student organizations to maintain records for themselves concerning which vendors have provided good service and to share that information with other organizations.

(b) The Law School employs a college assistant, Lynne Corsori, to help student organizations coordinate food orders. Food requests to Lynne should be made two weeks in advance. Lynne can be reached at (718) 340-4463 or crosby@law.cuny.edu

Section 14.04 Insurance

(a) If the food is catered, the insurance company requires that a certificate of primary liability be obtained from food vendors. A copy of this certificate must be kept on file with the Student Activities Manager.

Article XV. Alcohol, Drugs and Tobacco Use at events

The Student Activities Manager recommends that student organizations that plan to include alcohol in an event meet with the Director at least one month prior to the event. Certain federal, state, university, and Law School restrictions apply to alcohol, drug, and tobacco use.

Section 15.01 General

(a) If an event will serve beer and wine, a temporary beer and wine permit must be received from the New York State Liquor Authority. Applications are available at <http://www.sla.ny.gov/>

(b) The Office of Student Affairs will submit an

application for a temporary beer and wine permit on behalf of student organizations. Submission of an application does not guarantee that a permit will be granted.

(c) Student organizations must alert the Student Affairs Office to the need for an alcohol permit at least one month prior to the event.

(d) Illegal drug use, sale, and possession are strictly prohibited on Law School grounds. Smoking is strictly prohibited within the Law School building.

Section 15.02 Smoking policy

In accordance with the Clean Indoor Air Act of the Administrative Code of the City of New York, and by resolution of the CUNY Board of Trustees, there is no smoking permitted in any part of the Law School building at any time. This includes, but is not limited to, elevators, classrooms, hallways, offices, restrooms, lecture halls, stairways, pantries, the library, and the auditorium. There are no exceptions to this regulation. New York State law prohibits the sale of tobacco to persons under the age of 18.

Section 15.03 Abuse Assistance

The use and abuse of drugs and alcohol can lead to health and psychological problems. If you want assistance with alcohol or substance abuse, confidential help is available. You can contact the Law School counselor at (718) 340-4216. There is also a small group of students who participate in weekly Alcoholics Anonymous ("AA") meetings at the Law School. Outside of the Law School, you can contact AA groups in different boroughs. The Queens County Inter-group number is (718) 520-5021. You may also contact the New York State Bar Association Lawyers Assistance Program (800) 255-0569 or (518) 487-5685. All information and conversations are held strictly confidential.

Section 15.04 Alcohol and Drug Use

The legislatures of the State of New York and federal statutes have made the possession, sale, or purchase of certain drugs without authorization a crime. New York law prohibits selling or giving alcohol to anyone under 21 years of age and any "visibly intoxicated person." The possession and consumption of alcohol is illegal under state law for those under 21 years of age.

The Law School permits the consumption of alcohol under the following rules and in accordance with New York State and City law and regulations, and University policies. This policy pertains to faculty, staff, and students. The term "Law School," when used to identify a location includes the Law School building and the surrounding grounds. The Law School requires that a New York State Liquor Authority Temporary Beer and Wine Permit (TBWP) be obtained whenever alcohol is served.

Please note: New York State Liquor Authority requires 15 business days notification for application processing (more information is available at www.abc.state.ny.us).

(a) As an alternative to applying for and obtaining a TBWP from the NYS Liquor Authority, you may hire a licensed and insured bartender as long as the licensed

bartender has a catering permit that allows the bartender to serve alcoholic beverages at an event located off the licensed premises. If the bartender does not have a catering permit, one must be obtained through the New York State Liquor Authority (www.abc.state.ny.us). If you choose to hire a bartender instead of obtaining a TBWP, then you are required to submit a copy of the bartender's license, catering permit and certificate of insurance with the Office of Student Affairs no later than 10 business days prior to your event.

(b) When alcohol is served, other food and non-alcoholic beverages must also be served. Non-alcoholic beverages must be available in equal or greater proportions. Following the guidelines under Sec. 64-a of the Alcoholic Beverage Control Law, the types of foods include "salads, soups, sandwiches, finger foods. Pretzels and potato chips do not meet the minimum requirements for food." NYS Liquor Authority, Application for Alcoholic Beverage Control.

(c) Alcohol may only be served or consumed during events that are sponsored by a faculty/administrator/staff member or registered student organization.

(d) All student events or gatherings where alcoholic beverages will be consumed must be registered at the Office of Student Affairs. The registration and/or reservation of facilities must be made at least fifteen (15) business days prior to the event.

(e) Alcohol may only be served or consumed on weekdays from 5:00 p. m. to 10:00 p. m.

(f) Only beer and wine may be served at the Law School. **Mixed drinks are not permitted.**

(g) Beer and wine must always be dispensed from original retail or wholesale containers.

(h) Only funds collected by or allocated to a registered student organization can be used to purchase alcohol for student events. The informal collection of money for alcoholic beverages that will be consumed in the Law School is prohibited.

(i) Advertisements for events may not promote the abuse of alcohol.

(j) Drinking contests or games are prohibited at the Law School.

(k) Alcohol may be stored at the Law School only with the written permission of the Office of Student Affairs. If the permission is granted, the location will be determined by the Office of Student Affairs.

(l) The Law School reserves the right at any time to limit the amount of alcohol purchased and/or served at any event.

(m) The Law School reserves the right to prevent individuals who appear intoxicated from entering or leaving the Law School.

(n) Violation of the alcohol policy may lead to the

suspension of privileges to use Law School facilities for the sponsoring student organizations(s) and/or the individual student organizers of the event in question. Violators are also subject to disciplinary action by appropriate Law School and/or University officials and may also be referred to civil authorities. (According to Sec. 130 of the Alcohol Beverage Control law, violations of NYS Alcohol Beverage Control laws are unclassified misdemeanors and subject to criminal proceedings.)

(o) Exceptions to this policy may only be made by the Dean or her designee.

Section 15.05 Alcohol and Insurance

Events at which alcohol is served may be subject to additional insurance costs and participants may be required to sign liability waivers.

Article XVI. Set Up and Clean Up

Section 16.01 General

Those responsible for reserving a room or area are responsible for returning the room to its original state and cleaning up the room immediately after the event has ended.

Section 16.02 Set Up and Clean Up Crews

(a) The group or persons organizing an event are also responsible for cleaning before and after an event regardless of whether the area was clean before the event occurred.

(b) The Office of Student Affairs recommends that for all events, an organization assign a few students to set up and clean up. Depending on the size of the event, or the type of food served, the Student Activities Manager may require a list of students assigned to set up and/or clean up.

(c) Where assistance is necessary in cleaning before or after an event, students should contact custodians.

(d) The organization must consult with a custodian before using any detergent (even mild detergent) for cleaning and must never take anything from a custodian's supplies (a bottle that looks like detergent may actually be a pesticide). Custodians are generally prohibited from handing out detergents.

Section 16.03 Furniture and moving large or heavy objects

(a) Students who require extra furniture (i.e., tables and chairs, chalkboard, lecterns) than is normally in a room for a particular event or who would like to use a table on the second floor or anywhere else in the building must indicate so on the area reservation form and submit the request to the Student Activities Manager at least one week before the event. The Manager then contacts the Office of Maintenance and Engineering (x4217) with the permission for the furniture request.

(b) Sometimes students have large or heavy objects to

move for an event. Depending on the time of the event, staff members may be able to assist. Make sure to talk with the Student Activities Manager if large objects need to be moved.

(c) Maintenance staff members are available in the building from 7:00 a. m. until 2:00 p. m. Therefore, a representative from the student organization must be available before 2:00 p. m. on the day of the event (or on the Friday before a weekend event) to meet with the staff member who will move the furniture or large object.

Section 16.04 Garbage disposal and spills

(a) Events with food produce garbage in large or small amounts. It is the responsibility of the organization using the room to insure that all garbage is removed from the room and brought to the appropriate disposal site. If left for a few hours or overnight in a room, garbage may produce an intolerable odor and attract pests.

(b) During the day, there are several custodians on duty who will take care of the trash. If your event produces an overflow of garbage, you should find the custodian on duty and ask where to put the trash. Call ext. 4217.

(c) If your event is at night, when only one (and sometimes two) custodians are on duty, you should find a custodian and ask where to put the trash. Call ext. 4283.

(d) Do not carry or drag a garbage bag through the halls outside of a garbage container. Garbage bags are transported in or on something else to prevent streaking liquids or other refuse in the halls.

Article XVII. Advertising the event

Section 17.01 General

(a) Successful attendance of an event may depend on the timing, form and quality of advertisement.

(b) Community members rely on e-mail announcements and the daily events boards located throughout the school to find out where and when events will occur.

(c) Students sometimes make announcements before or after (but not during) class time to reach a larger audience. It is advisable to speak with the professor before making announcements around class time.

(d) Targeted personal invitations, either verbal or through e-mail or mailboxes can be quite effective.

(e) Mass paper mailings are rarely used and are not as effective, depending on the formality of the event.

Section 17.02 Policy on Posting Materials in the Law School

Most registered student organizations are assigned a space on a bulletin board on the third floor to post

materials. Postings in areas outside of the designated bulletin boards must follow the policy below (Postings placed by student organization members and administrators on their respectively assigned bulletin boards are not subject to the following policy):

Postings may only be placed in designated areas located throughout the building.

(a) No one student organization may monopolize the posting space. Due to limited space and a high number of registered student organizations, all organizations and law school community members should have equal access to the posting areas.

(b) Materials displayed on the Law School buildings and grounds must include the name of the organization or person responsible for the posting and the date of the event, deadline or the day of the posting.

(c) The individual or organization named on the posting is responsible for taking down the material. Postings by anyone else will be permitted at the discretion of the Associate Dean of Students.

(d) The Law School reserves the right to take down all postings after the date of the advertised event or deadline, or two weeks after the posting date.

(e) At events where donations are accepted for food or beverage (including alcoholic beverages) must be clearly advertised as free on all announcements.

Section 17.03 E-mail Announcements

(a) E-mail is an effective medium for announcing events to the campus community. E-mails can be sent to student-events@mail.law.cuny.edu for posting to all members of the community. Community members may unsubscribe from this list.

(b) The more effective e-mail announcements are sent from the organization's e-mail address and include in the subject line a short title of the event and the date, time, and place of the event. In this way the community member has the most important information in the subject line (i.e., ILO: Film "Dark Days" 2/12/14, 4:00 Room 3-116).

(c) The Student Events listserve posts messages to the entire community. It is appropriate for short announcements of events and community-wide notices of deadlines or other notices that include dates and times.

(d) The School's e-mail policy can be found in the CUNY School of Law Handbook.

Section 17.04 Mailboxes

(a) While each community member has a mailbox that can be used for advertising events, the Office of Student Affairs encourages student organizations to use e-mail for announcing events and to keep paper advertising to a minimum.

(b) Mailboxes may be more effectively used for sending out surveys or other forms to be filled out.

However, depending on the size of the document, the document may be sent out over the Student Events listserv. Also, some students have included surveys or forms on their websites.

(c) Student mailboxes are located in room 3/207. Employee mailboxes are located in the reprographics office, room 1/105.

Section 17.05 Advertising off-campus

(a) Advertising off-campus may be appropriate for certain events. However, if an event is advertised off-campus, the organization must indicate so on the area reservation form so that security can be notified. Advertising off-campus adds the uncertain element of whether the Law School's building can accommodate the numbers in attendance and other factors. Therefore, the Student Activities Manager requests that the organization ask people to RSVP to the organization's e-mail address or other mode of accepting RSVPs.

(b) Some community radio stations and newspapers have community calendar boards on their websites to which people may post events. Sometimes the event is announced either over the radio or in the newspaper's community events listings.

(c) Student organizations often build connections with and send e-mail announcements of events to other area schools' similar student organizations, relevant bar associations, or other organizations and networks.

Article XVIII. Travel Insurance

(a) All groups that travel outside of New York City are required, pursuant to CUNY-wide policy, to obtain travel insurance.

(b) More information regarding this travel insurance requirement can be found at: <http://www.cuny.edu/about/administration/offices/ehsm/Policies/Travel.html> and at the Office of Student Affairs.