



Advisor & Student Organization Handbook 2013-2014

Office of Student Affairs
Elon University School of Law
336-279-9253
studentaffairs@elon.edu



August 2013

Dear Student Organization Advisors and Leaders,

Welcome to the new academic year! As you know, the Law School is committed to creating a model of engaged learning in legal education. Student organizations are the heart and soul of the student's extracurricular experience and help further the mission and commitment of the law school. So I would like to say in advance, we appreciate your hard work and dedication both to your individual organizations, as well as to the law school.

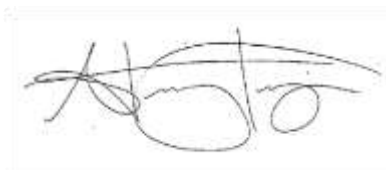
In an effort to help you navigate the administrative and SBA policies, the Office of Student Affairs has developed this Handbook. Many of your questions throughout the last year have been collected and helped to create this handbook. We hope it will offer support and direction throughout the academic year. This will be a work in progress and your questions, contributions, and comments will allow us to continuously improve in order to provide a more complete document for you and future leaders at the Law School.

I look forward to working with each of you as you enhance the experience of our students through your innovative programming and community building. My door is open and the email is always on. I invite you to stop by over the next several weeks to discuss the goals and plans you have for your organization.

You have the ability to work together to collaborate on programming, including academic, social, community outreach and special events. I hope you seize the different opportunities available to you and make the 2013-2014 academic year a banner year in the lives of our students and student leaders.

Thank you for your dedication and leadership!

Sincerely,

A handwritten signature in black ink, appearing to read 'Alexis Martinez Fedrizzi', enclosed in a thin black rectangular border.

Alexis Martinez Fedrizzi
Assistant Dean for Student Affairs

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Current Student Organizations

Organization Name

Primary Contact

American Civil Liberties Union	
American Constitution Society	
Amicus Curiae	Jennifer Bobowski
Black Law Students Association	Janean Bryant
Business Law Association	AJ Kindley
Counsel for Christ	David Lambert
Criminal Law Society	Kathryn Corey
Delta Theta Phi Law Fraternity	Ben Kempton
Elder Law Society	Jennifer Biggerstaff
Family Law Society	Rachel Spears
Federalist Society for Law and Public Policy Studies	
Innocence Project	Bree Shadrick
Intellectual Property	William Blake
Jewish Law Students Association	
Latin American Law Students Association	Pedro Mantilla
Law School Democrats	LeeAnne Lawrence
Law School Republicans	Matt Andrews
National Lawyers Guild	John Evans
NC Advocates for Justice	Daniel Watts
Outlaw (Gay/Straight Law Student Alliance)	Brenna Raggianti
Phi Alpha Delta	Amber Donta
Public Interest Law Society	Jenny Maresca
Society for Health Law & Bioethics	Wade Love
Sports & Entertainment Law Society	Tony Huynh
Student Bar Association	Katie Koone
Tax Law Interest Group	Brian Park
TechLaw	
Women's Law Society	Mallory Horne

Current Co-Curricular Student Programs

Honor Council	Pedro Mantilla
Initiative for Diversity & Cultural Awareness	Mia Waters
Journal of Leadership & Law	Andrew Realon
Law Review	Madeline Obler
Mock Trial	Profs. Perkins & Hoffman
Moot Court	Dean Alan Woodlief
Pro Bono Board	Molly Barns

Other Involvement Opportunities

Elections Committee	Suzi Haynes
Student Mentors	Andrew Realon
Family & Friends Committee	Dean Martinez-Fedrizzi

Student Organization Responsibilities

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

All student organizations must:

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

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

All inactive organizations or those who have not provided current information will be administratively suspended. All administrative privileges (outlined on page 6) will be suspended and will not be reinstated until current information is available. Any student organization found to be inactive as defined by the Elon University School of Law Student Bar Association can be deactivated and will have to go through the New Student Organization process as outlined in the SBA Constitution.

Advisor

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

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

Responsibilities

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

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

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

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

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

General Information for Student Organizations

Starting a New Organization

There is a three step process for organizations to become officially recognized organizations of the Law School. Student(s) with an idea for a new student organization are welcome to set up an appointment with the Office of Student Affairs (studentaffairs@elon.edu).

In order to achieve the first step (Provisional Status), students need to:

- Submit a completed “New student organization proposal form” to either the SBA Vice President or Secretary and be placed on the agenda for the next meeting.
- Once approved by the SBA, invite the student body to participate in the organization
- Elect officers, select a faculty advisor, and collect dues if applicable.
- Provisional Status will last for a period of no less than two months.

Once a student organization is granted Provisional Status, most privileges of Recognition as listed on page 6 of this handbook will be implemented. A University account is not created until Developmental Status is granted by the SBA.

In order to achieve Developmental Status, the organization needs to provide copies of the following to the SBA and request to be on the agenda for the next scheduled meeting:

- List of current members
- List of Current Officers
- Explanation of Election Process
- Copy of Constitution/Bylaws
- Brief synopsis of events/programs
- Final Mission statement
- List of 3 goals for next academic year

The final step is the “Official Status”. This is granted by the Dean of the Law School upon a recommendation of the SBA. Any student organization that would like to be recommended for Official Status should contact the SBA.

Only those organizations that have been granted “Official Status” may use the name of Elon University or Elon University School of Law in their name. In extenuating circumstances, administration may allow the name of the University to be used with the student organization.

If a student organization has a question as to its current status, they may contact Student Affairs.

Constitution

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

1. Mission
2. Membership
 1. A statement of open membership to all Elon University Law Students in Good Academic Standing. The organization shall not discriminate on the basis of race, color, sex, handicap, age, or political and religious affiliation in any of its policies, procedures or practices.
3. Listing of Officer Positions
 1. Each organization must have at least two officers –

- A President or Chair who will serve as the liaison between the organization and the Office of Student Affairs. This person will be the primary contact for all things relating to the student organization.
 - A Treasurer or financial officer who will be the primary contact for the organization's budget. This person will be responsible for signing all reimbursements and tracking the budget progress of the organization.
4. Method for electing officers
 5. The need and function of the Faculty Advisor
 6. A Statement regarding the supervising Authority and an agreement to comply with Elon & Law School Policies & Procedures, along with federal, state and local laws.
 7. Process for amending the constitution

Sample Constitutions are available in the Office of Student Affairs or on the SBA Blackboard page.

Membership

Per the SBA Bylaws, a student organization must have at least five members in order to remain active (Section 7.4). Any student organization that cannot main the membership requirement can petition to the SBA.

Annual Registration

Student Organization Annual Registration - Office of Student Affairs

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

Student Organization Roundtable

Every month, the SBA and the Office of Student Affairs, host a roundtable for all student organizations. This meeting is one of your primary vehicles of communicating with each other and the Law School. Attendance at the monthly meetings is mandatory and enables student communication and collaboration. Meetings are run by the SBA Secretary – if you would like to add something to the agenda, please contact Ernest Lewis (sba@elon.edu) for inclusion.

Privileges of Recognition

Website

The Law School highly encourages student groups to use technology to inform members of their organization and events. As such, Elon University Law School provides websites for student organizations. These websites are hosted at the Law School and maintained by the IT department. Once a semester, the Office of Student Affairs will call for any updates pertaining to basic information (including officers, mission statements, etc.) for those websites. Any additions or changes that need to be done to the webpage can be submitted to the Office of Student Affairs via studentaffairs@elon.edu.

The Law School will not link personal websites or blogs not supported by the University IT department to any student organization website. Any outside blog, website, etc. will not be linked unless the link is determined to be for professional or educational advancement.

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

If an organization feels more information/graphics are needed on the website, the Office would be happy to work with the organization for its particular needs. Any determinations regarding inclusion of text, links, or other website materials are made by the Office of Student Affairs.

Room Reservations

Recognized student organizations are able to make room reservations through the University's SPACES System. All student organizations must reserve rooms, including the Cemala Commons and the Bank of America space, through the room reservation system: <http://www.elon.edu/e-web/law/facilities/Room%20Reservations.xhtml>.

All requests need to follow the posted Elon Law building hours. Information on the building hours are available online: http://www.elon.edu/e-web/law/library/library_hours.xhtml. The Bank of America classroom is available only Monday through Friday 8:00-5:30 p.m.

In addition, in order to keep a listing of all events, please submit a room reservation for any event that is off-campus. The SPACES system does provide for an "off campus" space request and allows for information to be put in. This will allow us to provide as complete a calendar as possible. In addition, any organization that would like to use the green space on Commerce should contact the Associate Dean for Administration; the green space cannot be reserved on SPACES.

Elon Accounts/Chartstrings

Each SBA Developmentally Approved Organization is provided a University account. Student organizations are prohibited from opening and/or maintaining individual bank accounts outside of the University System. All funds raised by a group should be deposited with the Law Budget Office, which will then be credited to their account. This account is separate from any funding/monies provided by the SBA. Student organizations are encouraged to keep records of funding and monies available through their specific accounts. If there are any questions regarding available monies in these accounts, please contact Student Affairs.

Achievement/Recognition

Every year, the Student Bar Association coordinates recognition of student organization and the events/initiatives they have implemented during the academic year. Information about this process is emailed out to all student organization leaders in the Spring semester. Awards are given out during the Annual Barristers' Ball event. For more information, please contact the SBA at sba@elon.edu.

NINE STEPS TO EVENT SUCCESS

The following is a non-exhaustive list of steps you should consider in planning your event.

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

An Event Planning Checklist & Worksheet are available in the Appendix (C & D)

Important Reminders about Student Events/Programs

Contracts:

Any agreement that has a financial obligation should not be signed by any student in your organization. The university requires that those agreements be signed by the Purchasing Department. The contract/agreement should be forwarded to the Office of Student Affairs for review. On behalf of the organization and the law school, the agreement will be forwarded to the University Purchasing department for final execution.

Please stop by 107M to review any paperwork provided for upcoming events.

University Credit Card:

The office of Student Affairs does have a corporate credit. Any student organization that would like to pre-purchase food or items for events, is welcome to come to the office. Payment of the debt is ultimately the responsibility of the organization requesting the use of the card. Please make sure you have approvals for expenditures through either the SBA or Organizational Treasurer prior to contacting Student Affairs.

If you plan on showing a movie:

Having a film night is not as simple as renting the DVD and showing it on a big screen. Even if you have purchased the film, that only enables you to show it in private settings. You are not able to have an open screening of the film, it has to be in a closed setting, like say in a living room with limited guests. A person cannot advertise this event as one that anyone can attend. Expect to spend around \$600 to obtain the rights to screen a film in public, including films that have been on video for years. If the film is an independent film you can screen it if you have obtained the copyright or permission from the filmmakers.

- No copyrighted movie may be publically shown on campus without purchasing the rights. It is illegal and an infringement of copyright laws for rented videos or privately owned films to be publically shown on campus.
- Student groups must purchase the public viewing rights (copyright) for any public screening. A public screening is defined as a screening in any area other than your personal residence, which is open to the public.
- Copyright purchase for films currently runs between \$300-\$750 per showing. Inquiries about purchasing movie rights can be made through the Office of Student Activities, Moseley 207. Contact the Director of Student Activities at 336-278-7203.
- There is an exception to the public performance fees for college and universities. That exception is only in the case of face-to-face classroom instruction by a professor. The professor may *only* show the film/movie for those students who are registered for the class for educational purposes. The movie must also be shown in a space that is designated for teaching. Students may also use excerpts of a movie and integrate them with other materials for educational purposes, but cannot show the entire movie.

Alcohol at Events

Students are not allowed to bring alcohol into the law school building. Student possession and/or consumption of alcohol on law school (and university) property is prohibited, except at school-sponsored/sanctioned events, when it is served by a licensed vendor and a bartender.

Student/SBA Funds cannot be used to purchase alcohol for an event either on or off the school property.

Setting up On-Campus Events

Room Reservations

Decide or estimate how many people will be attending the event and what space would be most appropriate for your event. Use the room reservation system described on page 7 of this handbook.

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

Food and Catering Arrangements

For the 2013-2014 academic year, the University catering company, Aramark, will not be providing catering for small events/meetings at the law school, and it has exempted the law school from the exclusive catering contract (i.e., student organizations are no longer required to seek a waiver from Aramark before ordering from another vendor). If you would like to order food for a small/organizational meeting, the vendors below are available and will deliver to Elon University School of Law.

Papa Johns	336-282-7722
Jimmy Johns	336-335-3115
Jason's Deli	336-297-9195
Carolina Bakery	336-854-1130 (only delivers for lunch)
Moe's	336-854-2044
Whole Foods	336-398-2880
Apple Spice Junction	336-852-8243

If you are catering for a larger event either at the law school or off campus, you will need to make sure that the caterer has proper insurance and licenses. With sufficient advance notice, it may be possible to arrange for Aramark to cater a larger event; its policies are available [online](#). Please contact the Office of Student Affairs for assistance in making catering arrangements. Please be prepared to provide the caterer with the following basic information: number of people attending, type of event, your food/beverage budget, type of food needed (meal or hors d'oeuvres). Remember to consider options for gluten free, vegetarian and kosher guests. Please be sure to specify whether or not the caterer will be providing linens, silverware, centerpieces, etc. You may wish to consider purchasing or renting these items on your own.

Budget

The amount of money available for your event will largely determine the kinds of preparations you make. Before any event commitments are made, each organization must create a list of potential expenses for the event, and include any potential income from the event. The list below is not meant to be complete, rather just provide a list of potential expenses that might be associated with events at the Law School. Look at Appendix E (Budget Worksheet) for a more extensive list of potential expenses.

Event Budget Worksheet

Expenses (things to consider)	Amount	Notes
Publicity Costs (Flyers, posters, etc)		
Program/Other Publication		
Room		
Food		
Beverages		
Tables		
Linens		
AV		
Other Equipment rental		
Staffing		
Parking		
Service Charges		
Tax		
Other		
Total Event Expenses		

Contracts

No student can contract for services, or sign a contract holding Elon University or the Law School responsible for financial or contractual obligations. All contracts are signed by the Director of Purchasing, after review by the Office of Student Affairs.

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

Inviting Special Guests to your Event

Dean Johnson: When inviting Dean Johnson to an event, please cc Dale Lunsford and the Office of Student Affairs on the email.

Alumni: Please let the Development Office know of any alumni that you have invited to present or participate in programs hosted by your student organization.

Employers/Legal Professionals: When inviting legal professionals or potential employers to come to panels/programs/events hosted by your organization, contact Center for Professional Development to inform them of the date of your event, as well as the names of speakers/presenters.

Outside speakers: Please contact Student Affairs to coordinate invitations for speakers, presenters, and panelists.

Publicity

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

- As soon as the times, date and place of your event are set, make sure that it is reserved on the SPACES System.
- Send an E-mail to the law student community advertising and explaining your event.
- Please visit the following web page for instructions on submitting event notices to be published on the law school's community video screens in Cemala Commons and the Bank of America space: <http://www.elon.edu/e-web/law/videoscreens.xhtml>
- To have your event posted on the Events column on the law school's website homepage and on the Student Events column in the Students section of the website, email the event announcement, including the following information, to pcraft@elon.edu:
 - Event Title
 - Speaker(s) [if any] and Speaker Affiliation
 - Date
 - Time
 - Location
 - RSVP details if RSVP is required
 - Sponsoring Organization(s)
 - You may also choose to provide a contact information for those who may desire additional details.
- Post approved flyers or posters on designated bulletin boards. No flyers should be posted on walls or columns.
- Tabling in the Cemala Commons is a good way to generate interest in student events.
- If you are planning a major event and would like to invite alumni, contact Dean Leggett or Monica Glover in the Development Office.

Use of Elon Name & Logo

Use of University Name and Phoenix Logo for External Groups and Events

- The Office of University Relations must approve the use of the university name for any event.
- The use of the Phoenix logo must be approved by the Office of Athletics.
- The use of the Elon University School of Law logo must be approved by the Director of Communications.

Invitations and Flyers

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

Flyers should only be placed on bulletin boards available on the second floor of the law school. "Wallpapering" the board is not appropriate. Classroom doors may not be used for posting flyers, nor should the stairwell, lockers, or columns throughout the Law School.

All out-of-date flyers should be removed by the organizations promptly after the event has taken place. Excessive and out-of-date postings result in the littering of our campus and will be removed.

Media/News Releases

If you would like to place a media release to outside publications, please contact Philip Craft, Director of Communications. Start by creating a description of your event, including—who, what, when. You should keep in mind what audience you are trying to target and the “news worthiness” of the event. For more information on the press release process, please contact Philip at (336) 279-9333. It is also wise to take pictures at your event so that we may feature your program either online or in a future mailer.

Global Email

If students/organizations would like to send a global email to the student body, the text must be forwarded to the SBA (sba@elon.edu) for distribution. As of the Fall 2012 semester, they are sending emails to the student body on Mondays, Wednesdays & Fridays.

Additional Publicity

Weekly Newsletter

The Office of Student Affairs publishes a weekly electronic newsletter which is sent to all students, faculty, administrators and staff. To include your event in the newsletter, please forward any information you wish to include to studentaffairs@elon.edu.

Acknowledgement

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

University Finance Policy

Funding Options

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

Funding Leadership Development Opportunities

There is a small budget within the Office of Student Affairs to provide funding for Leadership Development opportunities. If a student organization would like to access these funds, a proposal should be submitted to student affairs for review and approval, with information about how the program/event/conference/etc will benefit the study body, as well as provide leadership development for the individual(s) attending the event.

Fundraising

Raffles/Gambling

Raffles may not be conducted by students or student organizations. Student organizations are allowed to have drawings where all participating students are equally eligible to win prizes such as gift cards or other non-cash prizes.

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

Requesting Monies from SBA

For the 2013-2014 academic year, the SBA will be providing startup funds for all approved organizations. For the remainder of the academic year, student organizations can submit proposals for additional funds as needed. If there are any questions regarding budget proposals and approved funding amounts, please contact Amber Donta, SBA Treasurer.

Donations

Student organizations may generate funds in accordance with their own by-laws and with University and law school policy. **Any solicitations of contributions from alumni, the legal community or other sources outside the School of Law must be approved in advance by the Development office (336) 279-9209.** Please see page 15 for rules regarding solicitations. Fundraising by soliciting donations, whether cash or merchandise, is just one way to raise money for important projects or events. There are different ways to solicit donations:

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

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

Student Solicitation Policy

Purpose

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

Definitions

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

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

Donations: Students may request donations from individuals and corporations as long as they discuss the prospects with the Office of Student Affairs and obtain permission for the solicitation from the Office of Advancement (279-9209). Requests must be specific to activities of approved Elon student organizations. Funds raised must be solicited in compliance with the tax exempt status of the University, furthering the missions of instruction, research and public service. Donations made through the University to a student organization are under the control of the University and are deposited into a University account.

Procedures

A. Donation checks must be made payable to **Elon University School of Law** and sent to the Office of Development for processing. Sponsorships or underwriting of events are considered donations and should be deposited accordingly.

B. Sales of advertising and other goods are not donations. These checks should be directly deposited into individual student organization accounts.

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

D. Other non-cash gifts (gifts-in-kind) contact the Office of Development.

APPENDIX A

STUDENT BAR ASSOCIATION CONSTITUTION

Elon University School of Law

PREAMBLE

We, the students of the Elon University School of Law, hereby associate ourselves in forming a student body government to:

- Create a forum for student leadership development, community service, and social networking;
- Support the University's goals of engaged learning, professionalism, and civic participation;
- Communicate openly with Elon University School of Law students, faculty, administration, alumni, and the community;
- Facilitate the understanding and development of policies for the school with regard to student affairs;
- Promote the continued improvement of intra-school relations;
- Promote the rights, dignity, and basic equality of all law students; and,
- Promote loyalty to Elon University School of Law and the legal profession.

Therefore, we establish this Constitution of the Student Bar Association.

ARTICLE I: NAME

The name of this organization shall be the Elon University School of Law Student Bar Association (SBA).

ARTICLE II: MEMBERSHIP

The SBA shall be comprised of all students currently enrolled at the Elon University School of Law.

ARTICLE III: COMPOSITION

The SBA shall elect an Executive and Legislative Council. The SBA Executive and Legislative Councils acting as one governing body shall hereinafter be referred to as the SBA Congress (Congress).

ARTICLE IV: CONGRESS

Section 1. Composition

Congress shall be comprised of Executive and Legislative Council members. Congress shall have one faculty advisor with no voting privilege.

Section 2. General Powers and Duties

Congress:

1. Shall be the supreme legislative power of SBA.
2. Shall establish procedures for the execution of its business.
3. May enact Bylaws by majority vote on any matter providing such Bylaws are consistent with this Constitution. Original main motions to amend or create Bylaws shall be automatically postponed for action (including modification) until the following Congress meeting. Bylaws that are not in conflict with this Constitution shall be binding.
4. Shall require reports from Executive Council, Legislative Council, and their committees.

5. Shall establish procedures and regulations governing SBA elections.
6. Shall establish standing committees in accordance with SBA Bylaws.
7. May establish ad hoc committees in accordance with SBA Bylaws.
8. May adopt and publicize policies for selecting graduation speakers, and coordination with administration.

Section 3. Meetings

Congress:

1. Shall hold regular meetings as defined in the SBA Bylaws.
2. Once set for a given academic year, meeting dates and times cannot be changed for any meeting without concurrence of two-thirds of those Congress members present and voting.
3. On petition of a majority of Congress, a special meeting shall be called, giving the time, date, and agenda of the special meeting, providing reasonable efforts are made to give all Congress members reasonable notice.
4. A regular meeting of Congress may be cancelled by a vote of three-fourths of Congress present and voting. In the event a Congressional vote is unattainable, the Executive Council may cancel a meeting.
5. SBA shall hold a Town Hall meeting, not less than two times per semester, to be attended by the law school Dean or his designee, to afford the student body the opportunity to question and obtain information directly from the administration. All SBA members, faculty, and staff may attend.

Section 4. Procedures

1. Congress shall keep a record of its proceedings that will be available for public review.
2. A majority of the voting Congress seats installed shall constitute a quorum to do business.
3. Congress members may propose original main motions and accept friendly amendments in accordance with Congress rules and procedures. Only Congress members may vote, second a motion, and propose incidental main motions and secondary motions.
4. All SBA members and members of the Law School Faculty and Administration shall have the right to attend SBA Congressional meetings and the right to be recognized to speak in a public forum time at each regular Congress meeting.
5. Congress shall carry out those duties not addressed in this section that are outlined elsewhere in the Constitution and/or Bylaws.

ARTICLE V: EXECUTIVE COUNCIL

Section 1. Composition

The Executive Council shall be comprised of the following officers: President, Vice President, Treasurer, and Secretary.

Section 2. General Powers and Duties

The Executive Council:

1. Shall approve a budget as recommended by the Appropriations Committee and Treasurer, for consideration by Congress.

2. Shall recommend legislation to Congress.
3. Shall, upon a unanimous vote of the Executive Council, have the power to allocate Congressional funds on an emergency basis.
 - a. Such actions must be reported in writing to the full Congress at the next regularly scheduled meeting.
 - b. Such allocations cannot exceed the amount stipulated in SBA Bylaws.
4. Shall have the power to form Executive Committees as defined in the Bylaws.
5. Shall carry out those duties not addressed in this section that are outlined elsewhere in the Constitution and/or Bylaws.

Section 3. Duties and Powers of Officers

A. The President:

1. Shall serve as the Chief Executive Officer of the SBA.
2. Shall enforce the Constitution and Bylaws of the SBA.
3. Shall serve as the official spokesperson and representative of the SBA.
4. Shall preside over SBA meetings.
5. Shall have all the rights of the floor and of membership.
6. Shall vote last or abstain on SBA business voting measures.
7. Shall sign, in conjunction with the Treasurer, all requisitions and disbursements that have been duly authorized in the budget or approved by Congress.
8. Shall have the power to veto any Resolution, Bill, or Act of Congress.
9. May call special sessions of Congress when emergency action is necessary providing that reasonable efforts are made to give all Congress members at least 24 hours notice.
10. Shall have the power to appoint ad hoc committee chairs to assist in the performance of executive tasks.
11. May have the power to issue executive orders and make decisions on all matters not before Congress, on an emergency basis.
12. May have the power to delegate to the Vice President any power granted to him/her pursuant to this Constitution.
13. Shall carry out those duties not addressed in this section that are outlined elsewhere in the Constitution and/or Bylaws.

B. The Vice President:

1. Shall assume the duties of the President in the event that the President is unable to perform his/her duties.
2. Shall carry out any duties delegated to him/her by the President.
3. Shall oversee any Committees as delegated in the Bylaws.
4. Shall address concerns from the student body regarding SBA events, actions, and Congress members.

5. May delegate to the Treasurer or Secretary any power granted to him/her pursuant to this Constitution.
6. Shall carry out those duties not addressed in this section that are outlined elsewhere in the Constitution and/or Bylaws.

C. The Treasurer:

1. Shall manage all SBA funds.
2. Shall form an Appropriations Committee to recommend a budget to the Executive Council for approval, and then Congress for final ratification.
3. Shall have the power to allocate funds upon approval of Congress.
4. Shall sign, in conjunction with the President, all requisitions and disbursements that have been duly authorized in the budget or approved by Congress.
5. Shall document all financial transactions, which shall be open at the request of any SBA member for inspection.
6. Shall give a detailed report of the finances once a semester or upon request within a reasonable time.
7. Shall serve as chair of the Appropriations Committee, with no voting power. In the event of a tie, the tie-breaking authority rests with the Treasurer.
8. Shall preside over the annual budget hearing as chair of the interviews.
9. Shall produce, and make available by request, any documentation, forms, or processes regarding the spending and allocating of SBA funds.
10. Shall be responsible for setting the annual budget hearing deadline, and student organization interview schedule.
11. Shall carry out those duties not addressed in this section that are outlined elsewhere in the Constitution and/or Bylaws.

D. The Secretary:

1. Shall maintain records of all legislative action, and minutes of Congress meetings.
2. Shall take minutes and maintain records of all actions of the Executive Council.
3. Shall be responsible for the maintenance of an updated copy of the Constitution and Bylaws in the SBA Office, the Dean's Suite, the Law Library Circulation Desk, and available in electronic format.
4. Shall coordinate the distribution of SBA information and organize the announcement of upcoming events to SBA members, faculty, and staff.
5. Shall coordinate the organization of all SBA programs, meetings, and events.
6. Shall carry out those duties not addressed in this section that are outlined elsewhere in the Constitution and/or Bylaws.

ARTICLE VI: LEGISLATIVE COUNCIL

Section 1. Composition

The composition of the Legislative Council shall be comprised of "Class Representatives" as follows: Three 3-L students, Three 2-L students, and Three 1-L students. Class Representatives shall be elected by their respective classes.

Section 2. Powers and Duties

The Legislative Council shall have the power, within the framework of other University policies, to:

1. Propose referenda to Congress.
2. Introduce legislation to Congress.
3. Establish procedures for the execution of class business.
4. Establish Legislative Council Committees.
5. Override a veto of the SBA President by a two-thirds majority.
6. Take constitutionally authorized actions necessary and proper, and make recommendations to promote the general welfare of the SBA concerning any facet of student life at the University.
7. Review expenditures of SBA Executive and Legislative councils and their agents.
8. Solely try all proceedings of Impeachment.
9. Represent to the best of his/her ability the views of his/her constituents.
10. Serve on at least one SBA Committee.
11. Take any action enumerated elsewhere in this Constitution or Bylaws.

ARTICLE VII: IMPEACHMENT

1. Any member of Congress may be removed from office for malfeasance or dereliction of duty.
2. Charges may be brought by any four members of Congress, or by petition of 25% of the voting body.
 - a. The voting body for the Executive Council is SBA.
 - b. The voting body for the Legislative Council is the respective class of the council member to be removed.
3. The charges shall be signed and submitted in writing to the highest Executive Council member not charged. The receiving council member shall present the matter to the Legislative Council at a special meeting, in accordance with SBA Bylaws.
4. In open session, the Legislative Council shall give equal opportunity to the accused to defend himself/herself as is given to hearing of the accusers.
5. Removal shall require:
 - a. If charges are brought by four members of Congress, a two-thirds vote of the Legislative Council.
 - b. If charges are brought by 25% of the voting body, a two-thirds vote of the voting body.
6. Interpretation of this section shall be the sole right of Congress.

ARTICLE VIII: ELECTIONS

Section 1: Voter Eligibility

1. Members of Congress shall be elected annually by the members of SBA.

Section 2: Dates

1. Elections for the Executive Council shall be held in February or March of each school year. Elections for all four Executive Offices must be held on the same day.
2. Elections for 2-L and 3-L representatives, to be elected to the Legislative Council, shall be held within seven class days following Executive Council elections.
 - i. 3-L representatives' term shall run through graduation.
 - ii. 2-L representatives shall also serve as 1-L representatives until Fall 1-L elections occur.
3. Election dates shall be determined in accordance with SBA Bylaws.
4. Elections for the first year Class Representatives shall be held within 60 calendar days of the commencement of classes. They shall serve their class until the spring elections.
5. For the purposes of this Article:
 - i. Elections shall be held only on days when classes are in session.
 - ii. If classes are not in session on the day on which Elections were scheduled to be held, elections should proceed on the next day classes are in session.
 - iii. The Elections for Class Representatives should always follow Executive Council Elections.
 - iv. On Election days, polls shall remain open no fewer than six consecutive hours and no more than 24 consecutive hours.

Section 3: Qualifications

1. "Good Standing" is defined in the Elon University School of Law Student Handbook.
2. A candidate for the Executive Council must be an enrolled member of the Student Bar Association in good standing and:
 - i. Shall have completed at least one semester at the Elon University School of Law in order to run for Executive Council.
 - ii. Shall run for only one Executive Office.
 - iii. May run for a seat on the Legislative Council if they do not win their seat on the Executive Council.
3. A Candidate for Legislative Council must be an enrolled member of the Student Bar Association in good standing and be a member of the class for which they are running to represent.

Section 4: Nominations

To be placed on the ballot for a seat in Congress, candidates must complete a petition of candidacy which:

1. States their name,
2. States their desired office,

3. States whether or not, if they are running for Executive Council, their desire to run for Legislative Council if they do not receive a seat on the Executive Council,
4. Contains a written statement of 150 words or less, and
5. Must be filed with the Elections Committee at least ten class days prior to the election.

Section 5: Campaign Procedures

1. Each candidate shall be given an opportunity to express their views on the issues before the SBA, in writing and/or orally, at least one time before the date of the elections.
2. Congress shall establish an Elections Committee comprised of SBA members. These committee members may not be a current officer running for re-election, or a candidate in the upcoming election.
3. The Elections Committee shall set and publicize campaign procedures and spending limits for each election in accordance with the SBA Bylaws.
4. The Elections Committee can, by a majority vote, recommend removal to Congress of a candidate from the ballot for a significant violation of these procedures. Final authority rests with Congress.

Section 6: Voting

1. All members of SBA shall be entitled to one vote per office in the Executive Council.
2. All members of the SBA shall be entitled to vote for three Class Representatives to serve on the Legislative Council, but may only vote for members of their respective class.
3. Any ballot that contains more than one vote for any Executive Council office, or more than three votes for Legislative Council, shall be considered void and shall not be counted.

Section 7: Voting Procedures

1. The Elections Committee shall conduct all SBA balloting. This includes, but is not limited to, passing out ballots, checking off names as votes are cast, preparing an electronic ballot, counting ballots, and publicizing elections results.
2. If the ballot counting is done by paper ballots, at least two members of the Elections Committee must be present at the ballot counting. If the ballot counting is done electronically, at least two members of the Elections Committee must be the contact persons for the vote recording agency.

Section 8: Absentee Ballots

All members of the SBA shall have the right to vote by Absentee Ballot for each election.

1. An Absentee Ballot shall be created for each election.
2. The Elections Committee shall distribute Absentee Ballots upon request.
3. Ballots must be secured and returned to the Elections Committee in concurrence with the SBA bylaws.

Section 9: Determining Results

1. Final election results for each office must be made available to all students in a timely manner after the elections.

2. The candidate receiving the majority of the votes for each office of the Executive Council shall be elected.
3. The three candidates receiving the most votes for their respective class shall be elected to the Legislative Council.
4. In the event of a tie for a seat on either Council, a run-off election between the tied candidates shall be held within two class days.
5. In the event no candidate for an Executive Council office receives a majority of the votes, a run-off election between the top two vote receivers shall be held within two class days.

Section 10: Induction

1. All newly elected Congress Members shall be inducted within one month of election. Representatives for the 1-L class shall be inducted at the next scheduled meeting of Congress.
2. Outgoing Congress members shall assist incoming members to ensure an efficient change of administration.
3. Upon induction, each Congress member shall take an oath of office, pledging to abide by this Constitution.

Section 11: Vacancies

1. All vacancies arising in Congress shall be filled by an election within thirty calendar days of the vacancy if more than half of the original term remains.
2. The President, with a majority of Congress' approval, may appoint SBA members to vacant offices if less than half of the original term remains.

ARTICLE IX: OATH OF OFFICE

1. All Officers of the SBA shall take the following Oath of Office upon inauguration, to be administered by the outgoing SBA President or his designee:

“I do solemnly affirm I will, to the best of my ability, preserve, defend, and enforce the provisions of the Constitution and Bylaws of the Student Bar Association of the Elon University School of Law. I solemnly affirm I will exercise utmost care to uphold the good name of our school. I also solemnly affirm that I will diligently, faithfully, and conscientiously perform all my duties as an officer of the Student Bar Association of the Elon University School of Law.”

2. The Oath of Office will be taken at the first Congress meeting after Spring elections.

ARTICLE X: ORGANIZATIONS

1. A student organization is defined as any group of Elon University Law students which is formed to further any interest not already served by another organization at the law school, and which has fulfilled the certification requirements of Elon University School of Law as defined in the SBA Bylaws.
2. The Congress has the power to approve and sanction student organizations seeking or having attained Official Status as defined by the SBA Bylaws.

3. Student organizations cannot use the name of Elon University or Elon University School of Law until receiving Official Status as defined by the SBA Bylaws.
4. Student organizations cannot receive funding from the SBA until the organization has received the ability to petition for funding as defined by the SBA Bylaws.
5. Student organizations must adhere to all Elon University School of Law policies, including the academic and social honor code.
6. The SBA Bylaws shall provide guidelines for the formation and development of student organizations.
7. The Treasurer shall have, in conjunction with the Congress and the Appropriations Committee, final approval of student organization funding allocation from the SBA account.

ARTICLE XI: INITIATIVE & REFERENDUM

Section 1. Initiative

By a petition of 10% of the SBA, any action matter not in conflict with this Constitution may be sent to the SBA for a vote within a reasonable time after the petition is validated. The petition is validated by three-fourths of the Executive Council.

Section 2. Referendum

Congress may submit matters to the SBA for a general vote.

ARTICLE XII: AMENDMENT PROCEDURE

1. Any amendment to this Constitution shall be proposed by a member of Congress, or by a petition of 25% of the SBA.
2. For the passage of an amendment, a two-thirds vote of Congress is required to send the amendment to SBA for approval. A two-thirds vote of SBA is required for ratification.
3. Upon certification of the amendment vote results, all approved amendments shall be immediately incorporated into the Constitution.
4. Amendments will be added as a new article at the end of the Constitution. The Article shall be named "Article XV: Amendments" to the SBA Constitution of the Elon University School of Law.

ARTICLE XIII: CONSTITUTION AND BYLAWS

1. All legislative actions of the SBA in effect prior to the passage of this Constitution and these Bylaws shall remain in full force and effect unless they are repealed or expire of their own accord, provided that they do not conflict with the provisions herein. This Constitution is the supreme law of SBA, and all rules or parts of rules in conflict with this Constitution are hereby repealed.
2. Any movement for a new Constitution shall include either a petition of 25% of the SBA and the proposed new Constitution, or by acts of Congress in accordance with the Bylaws.
3. This Constitution and its Bylaws shall have a perpetual life and shall be replaced in their entirety only by a three-fourths vote of Congress, then by three-fourths of the SBA.

ARTICLE XIV: RATIFICATION

We, the following SBA Executive Council and Legislative Council of the 2006-07 school year, hereby unanimously enact the STUDENT BAR ASSOCIATION CONSTITUTION of the Elon University School of Law on this the day of 2007: _____

James Chadwick Hinton, President

Damon Terry Duncan, Vice President

Shannon Lee O'Donnell, Treasurer

Andrea Dancy Harrell, Secretary

Nichelle Nicole Harrison, Class Representative

Mark Steven Jetton, Jr., Class Representative

Leslie Brooke Price, Class Representative

The Bylaws of the Student Bar Association Of the Elon University School of Law

Last amended by the Student Bar Association Congress on March 8, 2011.

LEVEL 1 – GENERAL PROVISIONS

1.1 – Meetings

- A. Time and Frequency – SBA shall meet at least twice monthly during the fall and spring semesters and at least once during winter term.
- B. Meeting dates and times shall be set by the President with approval of the Executive Council at the beginning of each semester.

1.2 – Special Meetings

- A. For purposes of Article IV, Section 3, number 3 of the SBA Constitution, reasonable notice is twenty-four hours unless extenuating circumstances exist.
- B. Extenuating circumstances include but are not limited to national, state or Greensboro city emergencies, natural disasters, loss of ABA accreditation, events leading to immediate and dramatic concern of the student body.

LEVEL 2 - CONGRESS

2.1 – Honor Council

- A. Shall serve as the Judicial Branch of the SBA.
 - 1. May hold hearings for violations of the Elon Law Academic and Social Honor Codes.
 - 2. Shall work with the administration to create and enforce rulings and recommendations pursuant to the SBA Constitution and Congressional approval.
- B. Shall consist of three third-year students, three second-year students, and three first-year students (with the exception of the 2007-2008 school year).
- C. Members shall be elected from their respective classes at the spring election and serve until graduation or the next spring election.
 - 1. Nominees may self-nominate for an Honor Council seat.
 - 2. Shall seek clearance from the Dean's office by signed form letter attesting to their positive academic and social standing.
 - 3. Shall be in good academic and social standing at the time of their election and remain so during their entire term.
 - 4. May run for SBA Executive or Legislative office but must resign from Honor Council in the event they win.
 - 5. Honor Council vacancies shall be filled by the next highest qualified vote-getter from the election.
 - (i) If that person declines appointment, then the next highest vote-getter shall fill the seat, and so on.
 - (ii) If no remaining candidate accepts appointment, vacancies shall be filled by special election within one month of the date the vacancy occurred.

- (iii) In the event of tied results, a special election runoff shall be held between the candidates for the Honor Council seat.

D. Shall serve as the nominating committee for the SBA Elections Committee.

1. Before December 31 of each school year, the Honor Council shall nominate three second-year students and two first-year students to serve as the Elections Committee.
2. Elections Committee nominees must be individually approved by majority vote at a regular Congressional meeting before January 15 of each school year.

2.2 – Elections Committee

- A. Shall set guidelines for all SBA elections including campaign regulations and election dates subject to majority approval of the SBA Congress and the SBA Constitution and Bylaws.
- B. The five members shall elect a chair to serve as the liaison with the SBA Congress and the Student Life Council.
- C. The Elections Committee shall oversee the spring election and the following academic year's fall election.

LEVEL 3 – EXECUTIVE COUNCIL

3.1 – President

A. Duties:

1. Shall maintain communication with the Dean of the Elon University School of Law through a combination of email, voicemail, and meetings.

3.2 – Vice President

A. Duties:

1. Shall maintain communication with the Professors and Faculty of the Elon University School of Law through a combination of email, voicemail, and meetings.
2. Shall oversee and maintain the Leadership at Elon by Advising First-year Students (L.E.A.F.S.) mentor program.

3.3 – Treasurer

A. Duties:

B. Records:

1. All records, fund balances, transactions, receipts, invoices and billing statements shall be public record for the Dean of the Elon University School of Law or any SBA member's viewing upon twenty-four hours notice to the Treasurer, or other officer with access to the records.
2. Records shall be available per the Dean or member's request within ten business days.

C. Financial Affairs Committee

1. Shall consist of two subcommittees: the Appropriations Committee and the Fundraising Committee.
2. The SBA Congress shall approve a general allocation or percent of funds to each of the following:
 - (i) General Fund
 - (ii) Emergency Fund
 - (iii) Student Organization Fund
 - (iv) Congressional Fund (including councils and committees)

3.3 – Secretary

A. Duties

1. Student Organization Leaders
 - i. Shall maintain communication with the leaders of all student organizations
 - ii. Shall convene meetings of student organization leaders for all relevant purposes and serve as chair at such meetings.

3.4 – Rules Committee

LEVEL 4 – LEGISLATIVE COUNCIL

4.1 – Class Reps

A. Duties:

1. Shall serve as the primary resource and communication channel for student suggestions, concerns, and opinions of their respective classes.
2. Shall serve on one of the three Legislative Councils, to be determined by each group of class representatives.

4.2 - Student Life Council

A. The purpose of the Student Life Council shall be to serve as a communication avenue between SBA and Elon Law students and organizations; to coordinate, plan and provide resources for student needs in each designated area.

B. Organization:

1. One duly elected third-year Class Representative shall serve as the chair of the Student Life Council.
2. One duly elected second-year Class Representative shall serve as the vice chair of the Student Life Council.
3. One duly elected first-year Class Representative shall serve as the second vice chair of the Student Life Council.

C. The Student Life Council shall be comprised of the following standing Congressional committees:

1. Social

- i. Shall plan and organize social events for the SBA at-large, including but not limited to Bar Reviews, Homecoming activities and the Barrister's Ball.
- ii. Shall prepare monthly reports on planned events and activities and report results to the SBA at regularly scheduled SBA meetings.
- iii. Shall advertise for planned events.
- iv. Shall maintain a record book with documentation of event planning, including costs, that is accessible to current and subsequent Social Committee members.

2. Main Campus Relations

- i. Shall provide information to the SBA at-large about services provided by Elon's main campus (including health care, recreational facilities, speakers and cultural events).
- ii. Shall provide the SBA at-large basic information on deadlines and fees regarding intramural sports and recreational activities offered at Elon's main campus.

D. All Student Life Council Committees shall be filled by members of the SBA at-large.

E. The Student Life Council Chair shall provide, to the President, a list of the names of all Student Life Council Committee members who have expressed an interest in serving as the chair of their respective committees. This list must be provided to the President within three weeks of the commencement of the fall semester of each academic year.

- F. The SBA Executive Council shall select the committee chairs by majority approval (three out of four supporting) within one week of receiving the list from the Student Life Council Chair.
- G. All Student Life Council Committee chairs should attend the meetings of SBA Congress, whenever possible. Additionally, the Student Life Council is encouraged to attend all open meetings of the Student Life Council Committees.
- H. SBA Student Life Council Committee positions, including committee chairs, shall end with each academic year.
- I. A committee member, may serve consecutive terms. A committee chair may serve consecutive terms provided that such chair is duly chosen each term through the selection process described in this Section 4.2 .

4.3 – External Relations Council

- A. The purpose of the External Relations Council shall be to work with the Elon University School of Law faculty and students to improve the relationship and communication with local, regional, state, and national bar associations, law firms, legal organizations, and civic/professional organizations of the Greensboro community.
- B. Organization:
 - 1. One duly elected third-year Class Representative shall serve as the chair of the External Relations Council.
 - 2. One duly elected second-year Class Representative shall serve as the vice chair of the External Relations Council.
 - 3. One duly elected first-year Class Representative shall serve as the second vice chair of the External Relations Council.
- C. The External Relations Council shall be comprised of the following standing Congressional committees:
 - 1. Community Service
 - i. Shall organize at least one school-wide SBA-sponsored community service project each academic year.
 - ii. Shall research and notify the SBA at-large of community service opportunities in the greater Greensboro community.
 - iii. Shall engage and collaborate with student organizations to optimize student participation in community service events.
 - 2. Admissions
 - i. Shall work closely with the Elon Law Admissions Office in assisting with any responsibilities related to student recruitment and admissions.
 - ii. Shall be responsible for the following tasks (based on necessity): attending Elon Law open houses, speaking with candidates for admission, providing tours of the school, and attending law school fairs with the Elon Law Admissions Office.
 - iii. Shall provide feedback on the admissions process from a student’s perspective.
 - 3. Professional Organizations Liaisons
 - i. Shall serve as the principal representatives of Elon Law to the ABA, NCBA and GBA and all generally relevant sections, such as the Young Lawyers Division of the NCBA.
 - ii. Shall coordinate with student organizations for representation of all relevant bar association sections.
 - iii. Shall serve as the principal representatives of Elon Law to other area professional organizations, including the Guilford Inn of Court and SynerG.
 - iv. Shall assist the SBA at-large with obtaining membership for the bar associations and professional organizations.
 - v. Shall provide information to the SBA at-large about bar association and professional organization events that are open to Elon Law students.
- D. All External Relations Council Committees shall be filled by members of the SBA at-large.

- E. The External Relations Council Chair shall provide, to the President, a list of the names of all Student Life Council Committee members who have expressed an interest in serving as the chair of their respective committees. This list must be provided to the President within three weeks of the commencement of the fall semester of each academic year.
- F. The SBA Executive Council shall select the committee chairs by majority approval (three out of four supporting) within one week of receiving the list from the Student Life Council Chair.
- G. All External Relations Council Committee chairs should attend the meetings of SBA Congress, whenever possible. Additionally, the External Relations Council is encouraged to attend all open meetings of the External Relations Council Committees.
- H. SBA External Relations Council Committee positions, including committee chairs, shall end with each academic year.
- I. A committee member, may serve consecutive terms. A committee chair may serve consecutive terms provided that such chair is duly chosen each term through the selection process described in this Section 4.3.

4.4 – Academics Council

- A. The purpose of the Academics Council shall be to facilitate student involvement with the inner-workings of Elon Law and Elon University academically and intellectually.
- B. Organization:
 - 1. One duly elected third-year Class Representative shall serve as the chair of the Academics Council.
 - 2. One duly elected second-year Class Representative shall serve as the vice chair of the Academics Council.
 - 3. One duly elected first-year Class Representative shall serve as the second vice chair of the Academics Council.
- C. The Academics Council shall be comprised of the following standing Congressional committees:
 - 1. Faculty and Curriculum
 - i. Shall ensure that student input on specific courses to be taught at Elon Law reaches the faculty curriculum committee.
 - ii. Shall attend faculty curriculum committee meetings.
 - iii. Shall attend interviews of Elon Law faculty candidates.
 - iv. Shall work with the faculty recruitment committee in the selection process of faculty members for Elon Law.
 - 2. Graduation
 - i. Shall actively work with the Dean of Development, Dean of Students, and Registrar to plan and coordinate graduation activities.
 - ii. Responsibilities of this committee will include helping to coordinate and giving feedback on commencement, elements of the commencement ceremony, alumni events, facilitating selection of the student commencement speaker, and other social activities.
 - iii. Committee will be comprised of 3L students and one alumni representative from the Alumni Counsel.
- D. All Academics Council Committees shall be filled by members of the SBA at-large.
- E. The Academics Council Chair shall provide, to the President, a list of the names of all Student Life Council Committee members who have expressed an interest in serving as the chair of their respective committees. This list must be provided to the President within three weeks of the commencement of the fall semester of each academic year.
- F. The SBA Executive Council shall select the committee chairs by majority approval (three out of four supporting) within one week of receiving the list from the Student Life Council Chair.
- G. All Academics Council Committee chairs should attend the meetings of SBA Congress, whenever possible. Additionally, the Academics Council is encouraged to attend all open meetings of the Academics Council Committees.

- H. SBA Academics Council Committee positions, including committee chairs, shall end with each academic year.
- I. A committee member, may serve consecutive terms. A committee chair may serve consecutive terms provided that such chair is duly chosen each term through the selection process described in this Section 4.4.

LEVEL 5 - IMPEACHMENT

5.1 – Proceedings

5.2 – Special-called Meeting of SBA Legislative Council

- A. The Student Life Council Chair (or Vice Chair) shall set the date and time for a special meeting of the Legislative Council to hear impeachment charges and defense arguments for the indicted SBA member.
- B. The first order of business shall be to elect a chair among the nine (remaining) class representatives to handle the impeachment hearing.

LEVEL 6 - ELECTIONS

6.1 – Procedures

- A. Election Dates
 - 1. Dates shall be set by the Elections Committee in accordance with the SBA Constitution.
 - 2. Nominations and Elections Timeline shall be set, monitored and executed by the Elections Committee in accordance with the SBA Constitution and Bylaws.
 - 3. There must be a period of overlap of at least one calendar month, or four regularly called SBA Congress meetings, in which newly elected officers and representatives shall take a “title-elect” position.
 - 4. Rights of “title-elect” holders:
 - i. Shall act as a “shadow government,” apprenticing under current officers and representatives, until the terms of the previous SBA officers and representatives expire.
 - ii. Shall have privileges of the floor during SBA Congress meetings including:
 - a. The right to speak during Congressional business
 - b. The right to vote on approving the minutes
 - c. Any other rights or duties granted to them by their predecessor within the rights and duties of their position.
 - iii. May not vote on any business matters during SBA Congress meetings.
 - 5. The terms of office of current SBA officers and representatives expire within completion of one calendar month, or four regular SBA Congress meetings following the spring elections, but may not extend beyond the first Thursday in April.
- B. Nominations and Elections Timeline shall be set, monitored and executed by the Elections Committee in accordance with the SBA Constitution and Bylaws.

6.2 -- Campaign Guidelines:

- A. “Campaign” defined – any act interpreted by the Elections Committee to equal the solicitation of a vote for any SBA office, including Executive Council, Legislative Council, and Honor Council.
- B. No campaigning is permitted in the library.
- C. No banners or posters are to be displayed anywhere on campus.
- D. Handouts:

1. Candidates should use courtesy and good judgment when preparing and distributing handouts for fellow students.
 2. Candidates shall be responsible for cleaning up “handout litter.”
- E. Candidates shall not use school printers for mass campaign printing.
- F. Candidates shall not use school email addresses for campaign purposes. This does not preclude communications among candidates and their support team.
- G. Campaign budgets for each candidate shall not exceed \$25.00.
- H. The Elon School of Law Honor Code and Handbook govern all ethical considerations for campaigning.

6.3 – Elections Committee – see Level 2.2.

- A. May remove nominees for office from the ballot in the event the nominee violates any campaign rules or SBA policies.

6.4 – Absentee Ballots

- A. At receipt of an absentee ballot, it shall be signed, dated, and time-stamped by a member of the Elections Committee selected for this task.
- B. Results shall remain confidential until the election has ended.
- C. Shall be counted with regular votes.

LEVEL 7 – STUDENT ORGANIZATIONS

7.1 – Provisional Status

- A. Proposed Student Organizations shall file a completed New Student Organization Proposal Form with the SBA Congress:
1. Provide hardcopy to any member of SBA.
 2. Or email to sba@elon.edu or any member of SBA.
- B. The SBA shall review the proposal at the next scheduled meeting and vote on Provisional Status for the proposed organization:
1. Each proposed organization shall be assigned a Student Life Council member to serve as liaison. The liaison shall meet with the organization founders to discuss the organization’s plan of action for Developmental Approval.
 2. Provisional status shall last for a period of no less than two months.
- C. Provisionally Approved Organizations may:
1. Reserve rooms
 2. Hold meetings/inductions
 3. Hold elections
 4. Solicit members
 5. Petition for temporary funds
- D. Provisionally Approved Organizations may not:
1. Use the name of “Elon University” or “Elon University School of Law” in any capacity*
 2. Petition for a budget hearing
- E. All Elon Law Student Organizations shall have a faculty advisor before they will be granted Provisional Approval.

7.2 – Developmental Status

- A. Proposed Student Organizations shall file the SBA Developmental Proposal Form after two months of provisional approval.

1. At the proposed organization's designated date, each organization shall make a presentation to the SBA at a regularly scheduled meeting of Congress.
 2. The recommended length of presentation is approximately 5 minutes in length and 5 minutes for questions, or pursuant to SBA Congressional Rules.
 3. The SBA Congress shall consider the proposed organization's presentation and Developmental Proposal Form and vote on approval of the organization for developmental status at the same meeting.
 4. If not developmentally approved, the proposed organization's SBA liaison will work with the organization (at the organization's request) to reapply for Developmental Approval.
 5. Reapplying organizations shall follow the same process as in the initial application for Developmental Approval.
- B. Developmentally Approved Organizations may:
1. Reserve rooms
 2. Hold meetings
 3. Hold elections
 4. Solicit members
 5. Petition for a budget hearing
 6. Hold events
 7. Create a Blackboard Group and Email Account
- C. Developmentally Approved Organizations may not:
1. Use the name of Elon University and/or
 2. Elon University School of Law in any capacity*

7.3 – Official Status

- A. The SBA shall send Developmentally Approved Organizations' reports to the Associate Dean for Administration, who shall present the form to the Dean and/or faculty for approval.
- B. The SBA shall notify each proposed organization of the Dean's approval.
- C. Upon notification of approval, each organization shall assume all benefits, expectations and obligations in conjunction with the Elon University School of Law Student Bar Association's Constitution and By-Laws and the Elon University School of Law Student Handbook, Academic and Social Honor Codes.
- D. Official Student Organizations may:
 1. Reserve rooms
 2. Hold meetings
 3. Hold elections
 4. Solicit members
 5. Petition for a budget hearing
 6. Hold events
 7. Create a Blackboard Group and Email Account
 8. Be assigned an official campus mailbox and/or office space
 9. Use the name of Elon University or Elon University School of Law

**In extenuating circumstances, the SBA and Dean may allow the name of the university to be used with student organizations (i.e. News or media coverage)

7.4 –Dormant Organizations

- A. An Official Student Organization shall maintain a membership of at least five members at all times. A list of members will be provided to the SBA within two weeks of each semester's Organizational Fair. Organizations who fail to provide evidence of meeting the membership minimum will be automatically deemed dormant.

- B. In the event an existing Student Organization cannot maintain membership requirement, the organization may petition SBA for an exception.
 - 1. SBA may grant exceptions by majority vote of Congress.
 - 2. If exception is denied, the student organization shall be classified as on probationary status. If the organization does not meet the membership requirement after one semester on probationary status, the organization shall be considered dormant.
- C. An organization of any status may be forced to dormant status by a two-thirds vote of Congress for lack of membership or disciplinary purposes.
 - 1. Disciplinary purposes may include but not be limited to:
 - a. Misuse of funds, including the misrepresentation of budgeted spending
 - b. Misstatement of purpose, including failing to gain approval of changes to the organizations constitution, bylaws, or purpose
 - c. Failing to conduct elections in accordance with the organizational and SBA constitutions and Bylaws
 - d. Conduct deemed unbecoming of an organization recognized by the Elon University School of Law Student Bar Association
- D. A dormant Student Organization having obtained Official Status may be revived in Developmental Status upon completion of the established standards of “7.2- Developmental Status” and a majority vote of the SBA.
 - 1. If the organization is unable to meet the established standards of “7.2-Developmental Status,” the organization will be eligible to be revived under Provisional Status upon completion of the established standards of “7.1-Provisional Status” and a majority vote of the SBA.
- E. A dormant Student Organization with Developmental Status or Provisional Status may be revived in Provisional Status upon completion of the established standards of “7.1-Provisional Status” and a majority vote of the SBA.

LEVEL 8 – INITIATIVE, REFERENDUM AND CONSTITUTIONAL AMENDMENTS

LEVEL 9 – BILLS, RESOLUTIONS AND GENERAL BUSINESS OF THE SBA CONGRESS

APPENDIX B

Student Organization Registration Form

Office of Student Affairs 107M
(T) 336-279-9253 (F) 336-279-8199
studentaffairs@elon.edu

- Check one: New Organization (Registration Form, Mission & Constitution in Electronic Form)
 Existing Organization
 Update (Only fill in Changes)

Organization			
Email Address			
Listserve Address			
Category (please circle one)	Academic Cultural/Ethnic Honorary Special Interest	Professional Service Social Action/Political Sports/Intramural	Governing Publication Practice Area
Meetings (Day/time)			
Advisor	Name:		
	Classification:	Faculty	Administration
	Address:		
	Phone Number:		
	Email Address:		
Primary Officer	Title:		
	Name:		
	ID Number*:		
	Address:		
	Phone Number:		
	Email Address:		
	Class Year:	1L	2L
Secondary Officer (Vice President)	Title:		
	Name:		
	ID Number*:		
	Address:		
	Phone Number:		
	Email Address:		
	Class Year:	1L	2L
Treasurer (Financial Officer)	Title:		
	Name:		

	ID Number*:
	Address:
	Phone Number:
	Email Address:
	Class Year: 1L 2L 3L
Secretary	Title:
	Name:
	ID Number*:
	Address:
	Phone Number:
	Email Address:
	Class Year: 1L 2L 3L
Additional Officer	Title:
	Name:
	ID Number*:
	Address:
	Phone Number:
	Email Address:
	Class Year: 1L 2L 3L
Additional Officer	Title:
	Name:
	ID Number*:
	Address:
	Phone Number:
	Email Address:
	Class Year: 1L 2L 3L

The undersigned Primary and Financial Officers certify that they are an enrolled student in Good Academic Standing for the 2013-2014 academic year. Their signature authorizes the Office of Student Affairs to verify this information. The undersigned also, on behalf of the organization and with its authority, affirm the organization will comply with all Elon University and School of Law policies and procedures as detailed in all of the published Student Handbooks, as well as local, state and federal laws, and will take responsibility for ensuring payment of all organization bills and debts.

Primary Officer _____ Date _____

Treasurer _____ Date _____

The undersigned Faculty/staff agrees to serve as the advisor to the above named student organization for the 2013-2014 Academic year. As the advisor, the undersigned will be cognizant of organizational activities, provide continuity to the organization, and affirm that the organization adheres to all University and School of Law regulations, policies and procedures, as well as local, state, and federal laws.

Advisor _____ Date _____

For Office Use Only	
Received by: _____	

APPENDIX C

ELON UNIVERSITY SCHOOL OF LAW EVENT PLANNING CHECKLIST

This is a brief checklist of steps to planning a successful event; please read the online Event Planning Guide carefully to learn about additional details and policies. As preparations for different types of events will vary, you may wish to highlight the steps relevant to your event. If you have any questions or concerns about which of these steps apply, contact the Office of Student Affairs 336-279-9253 or studentaffairs@elon.edu.

SIX WEEKS OR MORE BEFORE EVENT:

_____ Determine your co-sponsors and invitees.

_____ Check the Law School Calendar for available dates that suit the above groups.

_____ Reserve a room through the SPACES system.

_____ Contact speakers or participants and discuss time, date, place, dietary requirements, mode of and payment for travel, and webcasting or taping.

_____ Determine cost of event and submit budget for approval to sponsoring groups or departments.

_____ Book travel arrangements and/or send travel reimbursement guidelines to speaker as necessary.

_____ Determine food needs and consider vendor options.

_____ Establish a publicity plan for the event & order professionally printed materials such as brochures/posters; mail printed invitations.

TWO WEEKS BEFORE EVENT:

_____ Contact Wayne Goke for any facility needs (extra furniture, trash removal, etc).

_____ Send event notices via e-mail; post flyers or posters.

_____ Make sure Philip Craft is aware of the event.

_____ Send draft of program to speakers.

ONE WEEK BEFORE EVENT:

_____ Confirm with all participants and vendors; remind speakers to keep boarding passes if they will seek reimbursement.

_____ Prepare name tags, speakers' table tents, and any other materials to be distributed at the event.

_____ If public is invited, make sure security is aware.

_____ Schedule IT Services demonstration (if needed).

_____ Meet with all involved event staff to discuss logistics for the day of the event.

_____ Be sure Law School Calendar reflects any changes from the original entry.

_____ Secure Parking for all outside speakers.

DAY BEFORE EVENT:

_____ Send a reminder e-mail to invitees.

_____ Buy food, drinks, ice, tablecloths and utensils not supplied by caterer.

DAY OF EVENT:

_____ Check room to make sure it is clean and holds the necessary equipment and furniture.

_____ Post directional signs to the room, if event is open to the public.

_____ Have lunches/drinks ready for the speakers.

_____ Place water and a glass at the podium for each speaker.

_____ If name tags or programs are being distributed, have staff in place at least 15 minutes before the event.

ONE TO TWO WEEKS AFTER EVENT:

_____ Send the speakers thank-you notes; copy Development & Alumni Affairs (Eugenia Leggett) on notes to alumni speakers.

_____ Submit expenses for payment and prepare a list of all expenses incurred for the event.

_____ Debrief staff for additional follow-up and possible improvements in the process.

APPENDIX D

EVENT WORKSHEET

Name of Event: _____

Date & Time of Event: _____

Anticipated Attendance: _____ Maximum Attendance: _____

Event Location

1. Address of event: _____

2. Is a contract required to use this location? YES NO

If yes, do you want to have the contract reviewed by a local professional? YES NO

3. Does the location need a special setup? YES NO

If yes, who will do the set up? _____

Please describe the setup:

4. Is any special equipment needed? YES NO

If yes, please circle what equipment:

podium table microphone slide projector screen TV/VCR
laptop Water for speaker other _____

Please describe the arrangements for obtaining the equipment:

Guest Speaker(s)

1. Name(s) of guest speaker(s): _____

2. Is a contract required for the services of the guest speaker? YES NO

If yes, do you want to have the contract reviewed by a local professional? YES NO

3. Does the speaker have any special needs? YES NO

(e.g., A-V equipment, podium, etc.)

If yes, how will those needs be fulfilled? _____

4. Who will meet, greet, and escort the speaker? _____

5. Who will thank speaker and present gift? _____

Food and Drinks

1. Will food and/or drinks be provided at the event? YES NO

If yes, what food and drinks? _____

Who is the caterer? _____

Caterer's address _____

Caterer's phone _____

Is a catering contract required? YES NO

If yes, do you want to have the contract reviewed by a local professional? YES NO

Insurance

1. Is insurance coverage required for this event? YES NO

2. If insurance is required, you should have the contract reviewed by a local professional to determine if additional coverage is desirable.

Hospitality

1. How many greeters are needed? One Two Three Four Five Six

2. Special instructions for greeters:

3. Items needed for the event:

Attendance List (Pre-registrations) Masking Tape

Attendance Sign-In Sheet Nametags

Banner Pens

Evaluation Cards

Other items: _____

4. Special Notes for Hospitality Committee: _____

APPENDIX E

EVENT BUDGET WORKSHEET

Event: _____ Date: _____

Based on _____ number of attendees.

	Variable Costs	Fixed Costs (per person)
A.		
Location rental	_____	_____
Equipment:		
- tables and chairs	_____	_____
- tablecloths	_____	_____
- garbage cans	_____	_____
Parking	_____	_____
Security	_____	_____
A/V equipment	_____	_____
Set-up/clean-up	_____	_____
Other:	_____	_____
	_____	_____
	_____	_____
B.		
Food (include tax and tip):		
- hors d'oeuvres	_____	_____
- meals	_____	_____
Bar:		
- bartender charge	_____	_____
- hosted bar	_____	_____
Beverage (include tax and tip);		
- beer/wine	_____	_____
- non-alcoholic	_____	_____
Music	_____	_____
Entertainment	_____	_____
Flowers/Plants	_____	_____
Decorations	_____	_____
Favors/souvenirs/gifts	_____	_____
Miscellaneous	_____	_____
Marketing Costs	_____	_____

Totals: Fixed costs: _____ Variable costs: _____

attendees planned _____ x per person costs \$ _____ = _____

Fixed costs/# attendees = _____