STUDENT GROUP HANDBOOK

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I. Introduction

Below you will find information important to you as a student leader of a student organization or pro bono group at the College of Law. In this handbook you will find a list of requirements to be a student organization or pro bono group, suggestions to make your job easier, and instructions on various tasks. While we have tried to include everything, it is impossible to do so. If you have questions beyond what is included here, please see the Office of Admissions, Financial Aid, and Student Life. This is a starting point for student leaders, and it will be enhanced according to your needs. This handbook applies to the formatting and operation of all student groups (pro bono groups and student orgs).

II. Starting a New Year

A. Recruiting Students

There will be two events (Fall Orientation and the Spring Welcome Program) for incoming law students where there will be a pro bono fair and a student organization fair. All organizations are encouraged to have informational material available for interested students, as well as a current member or members available for answering questions. All students, whether new 1Ls or not, will be invited to attend the fairs so as to give 2Ls and 3Ls an opportunity to expand their involvement in the law school.

B. Council of Leaders Meetings

At the beginning and end of each year the Student Life Office will meet with the officers from all the organizations to discuss important issues for groups starting the new academic year and to address the needs of the organizations and leaders in transitioning for the next year. The meetings are mandatory for each organization. The first meeting will cover much of what you need to know as a student leader. The meeting at the end of the year will include both the outgoing leaders and the incoming leaders.

The SBA will coordinate Council of Leader meetings during the semester to facilitate better cooperation and coordination among student groups.

C. Registering as an Official Student Group

If you are interested in starting a new group, you should first confirm that the goals for your proposed group are not already being met by another group. Then, follow the steps below to get started. Before you jump in, though, realistically evaluate your schedule and your own level of commitment to the project. Starting a Student Group can be a valuable contribution to both the law school and to your own education, but it takes an ongoing commitment of time and energy.

1. Before you start a student group, you need four things:
    i. Faculty Advisor

ii. Members (at least three)
iii. Mission statement and Objectives
iv. Bylaws and/ or Constitution (If applicable)

2. Once you have all of the above, please fill out the online student group authorization form. You can drop it off at the Office of Admissions, Financial Aid, and Student Life, room 119 in the College of Law.

3. The College of Law does not require law school organizations to be formally recognized by ASU. However, to start a formal organization that is recognized not just by The College of Law but also by ASU, it is necessary to submit an application to the ASU Student Organization Resource Center (SORC).

Benefits of joining SORC include publicity, copies, posters, equipment, storage space, mailboxes, **funding**, university facility use, and web space through OrgSync. The SORC application is an annual application that should be completed before the end of the school year for the following year or before the school year begins. If you start your organization during the fall you can register your group via spring registration.

Because of the nature of the application, it may be helpful to hold a meeting of your organization prior to submitting the actual application. Before you can submit the SORC application, there are several decisions you will need to make (such as what your leadership structure will be, when and where you will meet, what the group's formal objectives will be, etc.). Your members will likely want to be involved in that decision-making process.

Whether you choose to register with SORC or not, please provide the Office of Admissions, Financial Aid, and Student Life office with copies of all requested paperwork.

Please see the Office of Admissions, Financial Aid, and Student Life if you have any questions about these requirements.

D. Also see "Solicitation Regulations"

E. Pro Bono Groups

Pro bono groups will work with the Office of Admissions, Financial Aid, and Student Life on all of their administrative needs as a student group. As to the substantive legal work that the group provides to the community, they will work with the Assistant Director of Pro Bono & Public Interest Programs & Job Development.

III. Rebecca White Berch Pro Bono Center and Olivia Birchett Student Organization Center

A. The Centers

The Rebecca White Berch Pro Bono Center is located on the east side of the Cohen Student Center (conveniently near Charlie's Cafe). The Olivia Birchett Student Organization Center is located on the west side of the Cohen Student Center and also has a ping-pong table. We appreciate your help in keeping the centers clean and free of trash and clutter.

B. Organization Lockers

If requested, we will assign each student organization and pro bono organization a locker (space permitting). No food or drinks are permitted in these lockers. Lockers should be cleaned out every year, and the lockers should not be used for personal use. Occasionally, the Birchett Student Center and Berch Pro Bono Center are used for meetings. Access to the lockers may be limited during those times. To request a locker, email law.studentlife@asu.edu.

C. Mailboxes

Mailboxes for every organization are in the Birchett Student Center. These are for official organization communication only. Please check your mailboxes regularly, and note that the mailboxes are locked with a code that student leaders will need to request from The Office of Admissions, Financial Aid, and Student Life.

IV. Communications to Students

Daily Disclosure

This website is your location for all student news, all the time. Instead of being inundated by emails, all announcements, meeting information, events and other bits of information will be posted here. You will receive one email per day with a link to the site. You may also subscribe to the RSS feed in you prefer to get the site news that way.

Be sure to take advantage of links along the top under the header and in the right sidebar, to find the student policies, law school calendar, student organization news. Use the Tag Cloud and search field to get to what you want quickly.

An email about *Daily Disclosure* will be sent every morning during the school year to all students, faculty, and staff. During the summer, it will be sent once a week. Below are some helpful links for the *Daily Disclosure*.

- To view *Daily Disclosure*: http://students.lawnews-asu.org
- Instructions for posting items: http://online.law.asu.edu/training/ddtraining/DDTraining_6-2010.pdf
- Flash demo: http://online.law.asu.edu/training/ddtraining/Daily%20Disclosure%20Posting%20Training.htm

If you have not received authorization to post announcements to the *Daily Disclosure* and would like to, please contact Marisol Diaz for authorization at Marisol.j.diaz@asu.edu. Please let her know which group you will be representing in your posts and mention *Daily Disclosure* in the subject line and provide your ASURITE username.

Guidelines for the use of Daily Disclosure:

- You may only use your username and password and do not allow others to use it.
- Once granted access to post, you are only allowed to use that access to post official business related to your student group. Posts submitted outside of these guidelines will be removed.
- Prior to posting to Daily Disclosure, ensure that your event has already been posted to the **Master Law School Events Calendar.**
- In the Subject line, always begin with the name of the student group, and avoid using non-specific terms like "Today" or "This Afternoon." For example: "SBA: Welcome Back BBQ" or "CABLS: lunch speaker, Bill Gates". Make sure to include the date, time, and location of your event.
- An announcement for a particular event or program is to be posted **no more than 3 times** on Daily Disclosure, and only twice is appropriate for most events. For big events, a group may wish to post a "save the date" several weeks prior to the event. Then the group may wish to post subsequent announcements the week prior and the day before or day of the event. For regular meetings and more common events, no more than two postings are allowed.
- There is to be no posting of a single event for two consecutive days.

- Groups should make use of the **categories** and **tags** available in Daily Disclosure in order to get the most exposure.

Please note that posting outside of these guidelines can result in suspension of authorization to use Daily Disclosure.

V. Hosting Events

A. Planning

First, look for a need in the law school community to ensure that the event is of interest and that people will attend. For example, 1L students often feel that there are too many "how to prepare and study for exam" sessions. Collaborate with other groups to plan, promote, and sponsor the event. This will help build relationships and avoid duplicating other group's events.

When planning the date of your event, remember to look at the Master Calendar and avoid conflicts such as 1L writing assignment due dates, religious observations, exams, etc. See the scheduling discussion below for more detailed information on how to check for date conflicts and reserve rooms. Any major event thst is intended for an audience broader than students must have the date cleared by the administration. Once you have a description of the event that you wish to hold and an idea as to when you would like to hold it, please email your preferred dates and possible alternative days to the Associate Dean of Students.

Most importantly, keep in mind that there are some law school events that no group should conflict with. Among those are the Pedrick Lecture, the Shoen Lecture, the Canby Lecture, and the John P. Morris Symposium. In addition, please note that the lunch periods on Wednesdays are reserved for Career Services and other administrative presentations.

B. Room Reservations

The scheduling of meetings/events is done through the Master Calendar. To reserve a room for a meeting or event, link to the Master Calendar (accessible through http://www.law.asu.edu/NewsEvents.aspx), click on the "request a room or event" link, and follow the prompts. If you need assistance in using the Master Calendar, consult Estela Obregon at estela.obregon@asu.edu.

C. Door Schedules and Equipment Needs

The event scheduling wizard will ask you about door schedule changes and equipment needs. The normal schedule for open doors is listed. Organization events should rarely have a need to change the door scheduling, as all students have card access to the building. If you do, note it when you calendar the event. Please note that doors should not be propped open for any event. Propping the doors open can

damage the motor. Your group can be charged for damages. If you have questions, you may contact Allan Crouch. His email is allan.crouch@asu.edu.

All equipment needs should be requested when you calendar an event. If you already requested a room and later realize you need equipment, go back into your calendar history and edit the request to reflect your changes. Then follow-up with an email to law-q@asu.edu. When calendaring an off-site event, such as shelter visits for pro bono, you must make your own arrangements regarding equipment and facilities.

D. Promoting Events

You are encouraged to use any and all of the following to promote your event: Daily Disclosure, the Master Calendar, e-mails to your organization's members using your own e-mail address book, placing flyers in students' mail folders in the basement, and hanging flyers on existing bulletin boards (and ONLY on existing bulletin boards). Student groups will be held responsible for flyers posted on doors, walls, or in other inappropriate locations. The tape can damage paint and wood finishes. Posting flyers in inappropriate locations may result in loss of permission to post flyers.

When hanging flyers, please be cognizant of the limited space available. Do not double or triple post on the same board and do not cover up existing flyers. **MOST IMPORTANTLY, please REMOVE flyers within one day after your event.** It is the responsibility of every group leader to ensure that materials from their organization are removed promptly.

E. Guest Parking

When you invite outside guests to attend your event, please discuss directions and parking with your guest. If needed, provide them with maps of the University. It is possible for you to validate or pay for your guests' parking at your own expense. There is visitor parking on the ground level of Rural Road Parking Structure on the SW Corner of Rural and Terrace. It is $2 per hour, or $8 for the day. There is a $10 lost ticket fee. Cash, Visa, MasterCard and Sun Dollars are accepted at the Rural Road Parking Structure.

Inform your guests that parking is available on a first-come, first-served basis in the visitor lot across the street. Be sure to notify them that there is never a guarantee of an open parking space. Your guest can provide you with a ticket to validate, if they park in the Rural Road Parking Structure. Only the white all-day stamps or the orange hourly stamps are accepted. Stamps can be purchased by student groups at Parking and Transit Services. http://cfo.asu.edu/pts-contact-tempe

You can reserve parking for your visitors whether you pay for it or not. Please see the ASU visitor parking webpage, http://cfo.asu.edu/pts-visitor-tempe, for more information. The Guest Reservation Form can be found at http://cfo.asu.edu/pts-guest-tempe.

Additional visitor parking lots are available at the Northeast corner of the Apache Boulevard Structure at Lemon and Normal Streets and Lot 17W at Apache Blvd. and College Ave. The closest parking lot to the Law Library for ASU faculty, staff and students is the Rural Road Structure.

F. Food and Beverages

While providing food is usually a good incentive to increase attendance at your event, remember that it is not required at meetings or speaker events. Also keep in mind that when providing food, certain restrictions may apply. If you plan to host an event, please see ASU's information on catering: (http://www.asu.edu/studentaffairs/mu/events/catering.htm). The site includes approved caterers, forms, waivers, and other important information. Only commercially prepackaged food from approved caterers are allowed on campus. The catering site provides all the rules and waiver forms.

If you are providing food and/or beverages at your event, please ensure that you leave the room exactly as you found it, and that all items are properly discarded. Remember that it is the responsibility of the hosting organization leader to keep rooms clean during the event. Also, remember to provide enough plates, cups, napkins, etc. to meet your needs.

G. CLE

No student group may host a CLE event. The law school has a CLE Director and pursues a robust schedule of CLE Programming. Student groups wishing to get an exception to the rule may email the Associate Dean of Students making the request.

VI. Finances, Resources and Fundraising

Each organization should give serious thought to their monetary needs for making the organization a success. While some organizations require substantial funds, others require none. If it is decided that funds are a necessity, you are encouraged to consider the following:

A. Registering with the Student Organization Resource Center (SORC) and Graduate and Professional Student Organization (GPSA)

Registering your organization with SORC is not required for your College of Law group or organization, but it is recommended as it will entitle your organization to the use of University facilities and resources, access to ASASU/GPSA funding, and organizational e-mails. Only SORC registered organizations are allowed to use ASU logos (per university policy). Registration must be completed annually for groups that wish to access SORC and GPSA resources. For more information and a registration packet, please visit the SORC which can be found at: http://www.asu.edu/studentaffairs/mu/clubs/

The SORC website also has examples of a constitution and by-laws to help you start a new organization. The SORC has valuable resources and information available online, whether you are a member organization or not.

B. Important tips for successfully requesting funds from GPSA

There is a limited amount of funding available through the Graduate and Professional Student Organization (GPSA). To apply for funding, you will need to visit to the GPSA website which can be found at http://www.asu.edu/gpsa/funding/. **Before you complete any application, you must first create a user profile for Nimble-Net,** GPSA's online application system**.** Once you have created a profile, you can access the system at http://www.nimble-net.com/gpsa to create or review an application.

In applying for funds, make sure that your application is very well-organized and well-planned. GPSA will not fund retroactively, and they only provide funds through reimbursement. This means that you have to keep your receipts and make sure that you have enough money up front to cover any expenses. Finally, do not count on GPSA to be the sole source of your funding. GPSA will want to see that you have done some fundraising on your own. Thus, make sure to indicate on your application the other sources that you will use to supplement GPSA funds.

C. Student Bar Association (SBA) Funding

You may also petition for funding to support your events through the SBA. Please follow their procedures and attend the Council of Leaders meetings. You can find instructions and guidelines for requesting funds from the SBA on the Student Life webpage.

D. Federal Tax ID Number and Opening a Checking Account

If your organization is receiving tax deductible donations from an individual or business visit this link to find information on obtaining a federal tax id number.
http://www.asu.edu/studentaffairs/mu/clubs/resources.htm

E. Fundraising Projects and Competition

There is not an official policy on any group's "ownership" of a particular fundraising project. The law school will not govern the distribution of fundraising projects among groups. However, a collegial agreement among the groups has been adopted over time and is part of the culture of this law school. It is presumed that a group that holds a fundraising project of a specific nature one year has first claim to the project the next year. If another group wishes to adopt that fundraising project, they should work with the leadership of the group having first claim to that project to determine if the group with the first claim is willing to pass on that project. If two groups raise the same idea for a fundraising project in the same year, they are

encouraged to work together to determine if the project can be jointly pursued or if one group has a more firm commitment to the project. The groups will work together to resolve any dispute about multiple organizations pursuing similar projects. If a resolution cannot be found, the groups may enlist the guidance of the Student Bar Association and/or the Associate Dean of Student Life to mediate a compromise.

F. Selling Merchandise

ASU is a registered trademark, even without the sunburst that is easily recognizable in the ASU logo. To use the law school logo also requires approval by ASU authorities.

The law school has contracted with a company, BC Graphics, to serve as the law school's vendor for all law school paraphernalia. For branding purposes, it is in the law school's interest to have one company that follows the strict constraints for use of the logo and maintains consistent quality of product. The institutional integrity of the ASU brand is a high priority. Student groups have an interest in maintaining the institutional integrity of the brand as well and will reap additional benefits from the ability to sell law school products through an online vendor. Therefore,

1) If a student group wishes to produce and/or sell an item that is to have the ASU logo or the law school logo on it, that student group must use BC Graphics. Unauthorized use of the logos of the College of Law or of ASU violates the intellectual property rights of ASU and/or the College of Law and may result in legal action.
2) If a student group wishes to produce and/or sell an item that has the student group name (or abbreviation) along with the law school logo, they must use the design previously authorized by ASU and the law school's Communications Department. Further, BC Graphics is the only authorized vendor for such products. Unauthorized use of the logos of the College of Law or of ASU violates the intellectual property rights of ASU and/or the College of Law and may result in legal action.
3) Buyers using the online store will be able to credit the student group of their choosing for particular purchases by noting the appropriate student group code at checkout.

Your contact at BC Graphics is **Jeff Hoffman**.
BC Graphics
Ph:480-831-1544
Fax:480-820-8728
www.bcgraphics.com

G. Solicitation Regulations

Student groups may solicit funds from their personal contacts directly. However, solicitation of donations from the legal community or from beyond the scope of personal contacts must be coordinated through the law school's Office of Institutional Advancement. If a group wishes to solicit funding for a project or for general expenses in any year, they must complete the "solicitation form" online found at http://www.law.asu.edu/LawFirmSolicitations. Those forms must be submitted to the Office of Institutional Advancement and will be distributed by that office to attorneys and law firms in the community. No direct

solicitation of attorneys or law firms outside of prior personal contacts is allowed. The deadline for submission of the form is September 10th of each year.

H. Sales of Food Items

To ensure that a food request does not conflict with existing university food contracts and meets all health and safety regulations, you must obtain approval for sales of food-related items or contracted service-related items. A signed food waiver request form must be approved by ASU's Office of Environmental Health and by the Memorial Union Administrative Office prior to the event. The food waiver request form is available at http://www.asu.edu/studentaffairs/mu/events/docs/FoodWaiverRequest.pdf

If you plan to provide food ta any organizational event, note that you must use an approved vendor.

I. Photocopying for Organizational Use

Each organization is eligible for a certain number of copies per year for free at the Copy Center in the law school basement. Sharon Yates will record the number of copies. You may now send items electronically and indicate your needs in the email. Items should be sent to LawCopyCenter@asu.edu. Please note that the organization leader will be billed for exceeding the copy limit. Organizations do not have any computer lab printing privileges other than the privileges of each individual student. Organizations that choose to be registered with SORC have additional printing privileges through the SORC copies and posters webpage found at: http://www.asu.edu/studentaffairs/mu/clubs/copies.htm

J. Tabling in the Rotunda

Tables and chairs must be reserved and checked out through Estela Obregon at the front desk (located in front of Student Services and Career Services). Tables and chairs must be returned to the proper place when done, or privileges will be restricted.

K. Raffles and Gambling

The Arizona Attorney General has determined that ASU and its departments and administrative units are **NOT** permitted to conduct raffles. Using an actual raffle ticket for a door prize is permitted, as long as attendees are not required to pay for the raffle ticket. Some other non-profit groups are legally permitted to conduct raffles, however, subject to the limitations described below.

Per Arizona law, unless you are a tax-exempt organization as recognized under A.R.S. §43-1201, paragraphs 1, 2, 4, 5 ,6, 7, 10, or 11, you may not conduct a raffle or any other form of amusement gambling unless the event is registered with and approved by the Arizona Attorney General's Office, 1275 West Washington Street, Phoenix, AZ 85007, (602) 542-3881. To register, you must complete a written Amusement Gambling and Raffle Registration Form for approval by the Attorney General's Office. If you are a tax-exempt organization as recognized under A.R.S. §42-1201, paragraphs 1, 2, 4, 5, 6, 7, 10, or 11, then you do not need to register with the Arizona Attorney General's Office but you still have to meet the conditions as

specified in A.R.S. 13-3302, B. The ASU Foundation satisfies this condition and is eligible to conduct raffles. An organization, such as a student organization or other ASU affiliated organization, cannot legally conduct a raffle unless the organization meets this condition. Violating these laws may create liability for the university and for the individuals involved. Any group planning a raffle should become familiar with the law and should contact the Office of the Arizona Attorney General for additional information. http://www.asu.edu/counsel/brief/raffles.html

For ASU policies concerning gambling and hosting casino nights, visit
http://www.asu.edu/counsel/brief/gambling.html

VII. Collaboration with Other Organizations

All groups are encouraged to collaborate with other student groups. Working with other organizations helps to create an atmosphere of camaraderie and teamwork throughout the law school. This type of collaboration can be invaluable to you as you enter the legal profession with the men and women who went through law school with you. People will remember the efforts you made and that you were a team player.

Some student organizations want to participate in pro bono projects; some pro bono groups will want to bring in speakers, undergraduate groups, and community organizations. If you are going to collaborate with a pro bono organization, make sure you communicate that intention to the organization. You may be entitled to pro bono hours for your time. If you have questions about what counts as pro bono please contact the Assistant Director of Pro Bono and Public Interest Programs.

VIII. End of the Year/Elections

As the end of the school year approaches, many organizations (per their constitution/by-laws) hold elections to determine who their leadership will be for the coming school year. Once new leaders are elected, email/webpage access, locker access and joint signatory checking account access will need to be changed over to the new leadership. See the Officer Transition Guidance (Section IV of this handbook) for helpful advice from SORC. There should be a formal meeting between the old and new leadership to ensure all necessary information is exchanged. The Student Bar Association and/or the Office of Admissions, Financial Aid, and Student Life can assist with leadership transition. Both leaders should attend the Council of Leaders end-of-year meeting. Make sure you submit all transfer information to Marisol Diaz. Additionally, a new SORC application will need to be submitted if your organization chooses to register with them.

IX. Officer Transition Guidelines* --Guidance from SORC

- Update your student organization officer information BEFORE summer break OR when the fall semester begins. Email student group updates to Marisol Diaz at marisol.j.diaz@asu.edu, with the following information:

1. ALL officer names, email addresses, and phone numbers
2. Advisor name and contact information
3. Changes to mission statement, club email or website url.

- Updating your club information in the summer is NOT the same as registration. SORC Registration is an annual process. Clubs must re-register each school year to remain active. Clubs will be able to register online. Check the SORC website at www.asu.edu/clubs for details.
- Create and share an organization binder – What do you need to transfer? An outgoing officer should think back to his/her first few weeks as an officer. What could have been used to do the job better? Try to transfer as much information as possible either electronically or on paper. Pay specific attention to the transfer of bank accounts and financial information. Typically, an organization binder would contain the following:

1. Governing organization constitution and by-laws if applicable.
2. Mission, philosophy, goals and purpose of the organization.
3. Position description of officers and members.
4. Member and officer contact list.
5. Contact information of important people/offices on campus.
6. Meeting minutes and agendas.
7. Financial records and access to accounts.
8. List of basic annual procedures and/or calendar of annual events.
9. Web page and webmaster information. How do you maintain the site?
10. Listservs, email, blackboard group logins and passwords. Who has access? How do you transition accounts?
11. SORC handbook. http://www.asu.edu/studentaffairs/mu/clubs/docs/Tempe_SORC_Handbook_2011-2012.pdf
12. Name and contact information of outgoing officers.
13. Unfinished project information and pertinent correspondence.

- Transition Meeting – Before the newly-elected officers of your organization officially assume their responsibilities, it is a good idea for the old and new officers to get together for a "transition meeting." Through such a transition meeting, the new officers will be able to learn from the experience of the outgoing officers. The following outline can help you make your transition meeting flow as smoothly as possible.

1. Goals – Review the group's goals for the previous year. How well did you do on each goal; which goals need to be carried on this year; which goals need to be changed?
2. Programs and activities – Were programs and activities consistent with goals? Which programs and activities do we want to repeat?
3. Officers and organizational structure – Are officer roles and responsibilities clearly described? Is there two-way communication between officers and members? Did officers work as a team, or is there more teamwork needed? How do the members feel about the officers and leadership structure?

4. Organizational operations – Were finances adequate for your group, and managed properly? Were meetings run effectively? Was their frequency adequate? Did the committee structure work? Did you have scheduling conflicts with other groups or activities?
5. Advisor involvement – Evaluate both quality and quantity.
6. Public Image – How do other groups perceive your organization? How do you see yourselves? What can your organization do to enhance your image on campus?

- Plan a retreat – Don't just drop off a binder and leave a note that says "Good luck". Retreats are a fun way to transition new officers. Topics to consider on a retreat include: goal setting, brainstorming, group development, and determining the direction of the organization.
- Review budgets and funding – Update bank accounts!
    1. What is the financial status of the organization?
    2. Where did the organization get money this year?
    3. Did the organization apply for ASASU funding (USG or GPSA) and receive funding?
    4. Which fundraisers worked – which didn't?
    5. If the club has a bank account, who has access? Remember to submit change of officer form with your bank.
    6. Does the advisor receive bank statements?
        b. Review a calendar for the year –What were the busy times? What kinds of things should the new officer anticipate and when? You may not remember everything you did, but looking at your calendar may jog your memory.
- Review past and future organization events.
    1. Which events were successful this year? Which should be continued?
    2. When should the planning start?
    3. Which events didn't go well? Should they be redesigned and tried again or just dropped?
    4. Were there any pitfalls or pieces that could have been improved?
- Book meeting rooms and dates.
    1. Where were meetings held? What worked? What didn't?
    2. Rooms book quickly; Register quickly and plan ahead!

***Source: SORC Handbook: http://www.asu.edu/studentaffairs/mu/clubs/docs/Tempe_SORC_Handbook_2011-2012.pdf**

X. Policies

A. Statement of Student Policies

The Dean and faculty of the Sandra Day O'Connor College of Law are authorized to determine admission and retention standards, requirements for graduation, and academic policies for students at the College. This Statement contains academic policies of the College and University policies presently in effect. However, Arizona State University and the College of Law reserve the right to change the policies, procedures, requirements and any other contents of this document at any time. Policy changes that occur

during the academic year will be updated in the Statement of Student Policies available on the College of Law website at www.law.asu.edu. It is the responsibility of each student to know and abide by the College and University policies.

Questions about academic policies or requirements of the College (including who the Dean's designee is) should be directed to the Student Services Office.

B. Alcohol Policy

1. Events at Which Alcohol Is Available. Recognized student organizations that sponsor events at which alcohol is made available must ensure that they encourage responsible consumption of alcohol in the publicity, promotion, and execution of their events. Before making alcohol available at an event, the student leader(s) of the recognized student organizations are urged to consider that doing so will likely exclude a significant number of students who choose not to attend any events at which alcohol is made available. If alcohol is made available at an event sponsored by a recognized student organization:

a. Consumption of alcoholic beverages shall not be the primary focus of the event.
b. The promotion of the event shall not be done in a manner that emphasizes or promotes the consumption of alcohol.
c. The sponsoring recognized student organization shall act responsibly in determining the amount of alcohol to be made available.
d. Prior to the event, a member of the sponsoring recognized student organization shall email the Associate Dean of Students to provide notification that alcohol will be made available at the event.
e. The sponsoring recognized student organization shall take appropriate measures to prevent the abuse of alcohol at the event, including not serving or selling or permitting the service or sale of alcoholic beverages at the event to any person who is intoxicated or disorderly.
f. No alcohol shall be sold or served to anyone under the age of 21, and no one under the age of 21 may consume alcoholic beverages at the event. Any person authorized to serve alcoholic beverages who has reason to question whether the person ordering or attempting to order alcoholic beverages is under the age of 21 shall require that person to show an identification card that includes a photograph, proving that the individual is at least 21 years of age.
g. Food and non-alcoholic beverages shall be made available at the event.
h. If an event sponsored by a recognized student organization does not meet one or more of the preceding standards, any member of the law school community who is aware of the shortcoming is encouraged to report it to the Associate Dean of Students. The student leader(s) of the recognized student organization will then be asked to meet with the Associate Dean of Students, and together the parties will take the necessary steps to ensure these standards will be met at future events.

2. Consequences. If any recognized student organization violates the preceding standards, the Dean may elect to dissolve the recognized student organization.

C. Website Policy

Student groups will have the opportunity to establish or maintain a web presence through ASU's OrgSync. Visit http://www.asu.edu/studentaffairs/mu/clubs/orgsync.html for more information.

D. The Student Code of Conduct

The Student Code of Conduct applies to individual students and to student organizations.
Students and student organizations are also subject to the following rules:

a. Rules adopted by each university to govern the control of vehicles and other modes of transportation on university property;
b. Rules relating to student classroom conduct, academic dishonesty, academic eligibility, performance and evaluation;
c. Rules governing student housing;
d. Rules governing the maintenance of public order;
e. Rules governing the conduct of student athletes;
f. Rules governing the use of university communication and computing resources; and
g. Such other rules as may be adopted by the Board or universities in furtherance of university and educational goals.

Student organizations may be charged with violations of the Student Code of Conduct.
Student organizations, as well as their members, may be held collectively and/or individually responsible for violations if the misconduct occurs:

a. on university property;
b. on premises used or controlled by the organizations; or
c. at university-sponsored activities.

The officers or leaders of a student organization may be held collectively and/or individually responsible when such violations are committed by persons associated with the organization who have received consent or encouragement from the organization's officers or leaders or if those officers or leaders knew that such violations were being or would be committed. The officers or leaders of a student organization may be directed to take action designed to prevent or end such violations by the organization or by any persons associated with the organization. Failure to comply with a directive may be considered a violation of the Student Code of Conduct, both by the officers or leaders of the organization and by the organization.