

**Policies and Procedures  
for  
Student Organizations**

**The University of Kansas  
School of Law**

**2011-12**

## GENERAL INFORMATION

### Purpose of Student Organizations

The University of Kansas School of Law supports and encourages the formation of student organizations. Student organizations provide a focus for service as well as social activities and professional development. The Associate Dean for Student Affairs oversees all student organizations in the law school. The Student Bar Association serves as the student governing body and as an umbrella organization for the administration of funding, but organizations are free to govern themselves independently.

### Presidents' Council

The Presidents' Council is composed of the presidents/leaders of all of the student organizations at KU Law. Each spring, a mandatory President's Council Workshop is held to provide new presidents and treasurers with information regarding the policies and procedures that govern all law school student organizations. A representative from each organization must attend in order for the organization to be officially recognized by the law school (apply for funding, participate in law school events, etc.). The Council meets regularly throughout the year.

### Registration of Student Organizations

To be officially recognized, each organization must register with the law school and the University:

- KU School of Law – University of Kansas Law Student Organization Registration Form
- University – Student Involvement & Leadership Center Online Registration (<http://apps.ku.edu/~silc/>)
  - SILC registration also allows organizations to apply for general Student Senate funding, use University facilities, access designated web space, use campus mail, and use the University name.

## MAILBOXES, OFFICE SPACE AND COPIES

### Mailboxes

The number of student organization mailboxes is limited. Organizations will be notified when/if space becomes available. Interested organizations may then submit a request to be considered for a mailbox.

### Office Space

There is limited student organization office space in the building. Applications for office space will be accepted each spring for the following academic year, and the assignment of office space will be reviewed annually. In determining whether to grant or renew office space, applications will be evaluated regarding the direct benefit the organization provides to law students and how it enhances the educational mission of the Law School. The following factors may be considered: 1) number and types of events/meetings, 2) number of members, 3) why the organization is requesting space, and 4) any other factor that demonstrates a direct benefit to law students or enhancement of the educational mission of the Law School. Office keys will be issued (for the academic year) to presidents and temporarily checked out (few hours at a time) in the Main Office, Room 202, or library to other officers. Storage space for files and organizational materials is available in the closet adjacent to the SBA office.

### Copies

Registered student organizations may use the copy machine located in the Career Services Office. Organizations will be charged **\$0.07/page**, and all copies must be noted on the log sheet. Use of the copy machine will be suspended for organizations that fail to log in copies.

## SCHEDULING EVENTS

### Calendaring

Organizations should provide the Associate Dean for Student Affairs a proposed calendar of events and meetings at the beginning of the academic year. It is imperative to check with the Student Affairs Office before scheduling speakers, major activities and annual events (even those held outside of Green Hall) to avoid conflicts with other law school events.

### Room Reservations

Organizations may reserve classroom space for regular meetings and special events at 12:30pm on **Tuesdays** and **Thursdays**. In cases of emergencies requiring scheduling on other days, student organizations must have Associate Dean Leeds' advanced permission. The law school administration reserves the right to move any organization should space be required for academic or other Law School purposes. Contact Lori Farmer in the Main Office, Rm 202, [lfarmer@ku.edu](mailto:lfarmer@ku.edu), to reserve rooms.

When using rooms, please note the following:

- No food or drinks are allowed in the Courtroom, Room 201.
- Please make sure that the rooms are returned to their original condition following any meeting or event. Pick up any trash and return chairs and tables to their original position.

<u>Rooms</u>	<u>Capacity</u>	
Room 104	120	
Room 106	90	
Room 107	50	
Room 108	24	
Room 109	19	
Room 127	60	
Room 129	12	
Room 203	90	
Room 201 (Courtroom)	45	NO FOOD OR DRINKS
Room 310	16	
Hinkle Elkouri Conference Room	12	

### University Events Committee

University Events Committee approval is required for events held on campus where any of the following conditions exists:

1. Admission is charged;
2. Non-student entertainment, other than dance bands, is involved;
3. The proposed event or activity may be classified as a sale, benefit, solicitation of funds or promotional venture;
4. If any campus auditorium, the Potter Lake area, or any other outdoor campus venue is to be used.
5. If any public area not directly scheduled by another University agency is to be used, the requesting user is required to consult with and seek approval of the University Events Committee.

If any public area not directly scheduled by another University agency is to be used, the requesting user is required to consult with and seek approval of the University Events Committee. For more information and a request form, visit <http://www.silc.ku.edu/UniversityEventsCommittee/>.

**Creating a Listserv**

ListProc is available to KU students, faculty and staff as a means to distribute information to a group of people (i.e., students interested in your group). For more information, visit <http://email.ku.edu/docs/listproc/>. Click “How to establish a list?” on the right margin menu.

**Electronic Announcements & Plasma Screen Postings**

Organizations may submit event announcements to be posted in the weekly Student Affairs email and on the plasma screen in the first floor commons. Email announcements to Associate Dean Rohleder-Sook in the following format by **noon** on **Fridays** to be included in the following week’s email and plasma screen postings. (Announcements not meeting these criteria may not be posted.)

**Please use the following format:**

**Event Title**  
 (sponsored by \_\_\_\_\_)  
 Date  
 Time, Location  
 Brief description of event if necessary.

**Example**

**Using Social Networking Websites Effectively**  
 (sponsored by Life After Law School Society)  
 April 12, 2011  
 12:30pm, Room 104  
 Learn how to use social networking sites, like Facebook and MySpace, to further your professional career.

**Flyers**

Organizations may post flyers in the appropriate section of the large bulletin board in the first floor commons. Please use tacks or pushpins on the bulletin boards – NOT STAPLES. Flyers may NOT be posted on any wood, painted or glass surfaces; in the restrooms; or on bulletin boards reserved for administrative use. Include the date posted on all flyers.

**Tables**

Organizations may set up tables in the first floor commons to publicize their organization in general or to publicize an upcoming event or activity. There are a limited number of folding tables that may be used on a first come, first served basis. You will be responsible to setting up and taking down the table. Please see Associate Dean Rohleder-Sook for access to the closet housing the tables. Please see Associate Dean Mai, Room 204, if Associate Dean Rohleder-Sook is unavailable.

**Advertising to Pre-Law Students**

Organizations that wish to publicize their events to KU pre-law undergraduates should send the information to Associate Dean Rohleder-Sook with their specific request to invite pre-law students.

**Bank Accounts**

Student organizations may request SOFAS (Student Organization Financial Accounting System) accounts through the University Comptroller’s Office. If your group has a SOFAS account, you must update signatures cards each year. For more information, visit [http://www.comptroller.ku.edu/central\\_accounting\\_services/sofas/](http://www.comptroller.ku.edu/central_accounting_services/sofas/).

LeAnn Ferguson, Accountant, Comptroller’s Office,  
 (785) 864-5942; [lferguson@ku.edu](mailto:lferguson@ku.edu); Carruth O’Leary

**Collecting Sales Tax**

Student organizations are required to collect and submit state sales tax on various types of sales.

**Type of Sale**

1. Meals, concessions, vending machines, banquets
2. Supplies - medical, art, school, industrial, office, other
3. Books - class discussion materials, yearbooks, annuals, programs, periodicals, newspapers
4. Rentals - books, towels, musical instruments, locks
5. Admission fees - plays, musicals, concerts, athletic events, movies, museums
6. Uniforms, Sporting goods, T-shirts, Shoes
7. Photocopies, reproduction of printed material

**Comment**

- Taxable if open to the general public
- Taxable
- Taxable
- Taxable
- Taxable
- Taxable even if considered part of tuition
- Taxable

**Donations Received**

1. Any requested “donation” for a specific amount of money is not a donation.
2. Donations for unstated amounts

**Comment**

- Taxable
- Not taxable  
 However, you must make receipts available for all donations upon request. If the organization offers goods or services for any donation, the organization must accept any amount offered.

Students organizations should submit a sales tax itemization form ([http://www.comptroller.ku.edu/central\\_accounting\\_services/documents/sofas/sofas\\_Sales\\_Tax\\_Itemization.xls](http://www.comptroller.ku.edu/central_accounting_services/documents/sofas/sofas_Sales_Tax_Itemization.xls)) and sales tax payment to the Comptroller’s Office. Additional information can be found in the KU Student Organizations Financial Accounting System (SOFAS) Handbook - [http://www.comptroller.ku.edu/central\\_accounting\\_services/documents/sofas/SOFAS\\_Handbook.doc#Sales Tax](http://www.comptroller.ku.edu/central_accounting_services/documents/sofas/SOFAS_Handbook.doc#Sales_Tax).

**Accepting Donations for Public Interest Stipends**

If your organization is accepting donations for public interest stipends, please have checks made out to the “KU Endowment Association” and submit them to the Student Affairs Office.

## FUNDING OPTIONS FOR STUDENT ORGANIZATIONS

### 1. SBA and Student Affairs Funds

The Student Affairs Office, Student Bar Association Executive Board, and Law School Senators oversee the allocation of funds available to student organizations. There are specific rules and regulations that direct and/or limit how these funds may be used. Events and activities for which funding is requested **must directly benefit and enhance the educational mission of the Law School**. All officially recognized law school student organizations (registered with the law school and University) may request funding through this process.

#### Application Process

Student organizations seeking funding must submit a Student Organization Funding Request.

**Initial Funding Request Deadline:** April 19, 2011

Any applications received after the deadline will be reviewed on a rolling basis if funds remain after the initial funding allocation. Applications must be submitted at least 5 weeks in advance of the event/travel for which funding is being requested.

#### Approval of Funding Requests

Funding requests will be reviewed and allocations will be made based upon the number of requests received, the amount of funding available and the merits of the activity for which funding is requested. The Student Affairs Office will notify organizations of the status of their funding requests.

#### Funding Restrictions

Funds allocated to student organizations must comply with specific guidelines. If granted funding, organizations must meet with the SBA Treasurer or Associate Dean Rohleder-Sook before making any purchases for which they wish to seek reimbursement to ensure that the appropriate procedures are followed. For conference travel funding, organizations must meet with the SBA Treasurer at least 4 weeks before the conference. For event and activity funding, organizations must meet with Associate Dean Rohleder-Sook at least 2 weeks before the event or activity.

***Failure to meet with the SBA Treasurer or Associate Dean Rohleder-Sook could jeopardize any direct payments or reimbursements.***

- For reimbursements, **itemized receipts must be submitted**.
- Funding is only available for activities that benefit the Law School as a whole.
- Requests for reimbursement of approved expenses must comply with the strict accounting and record keeping requirements of KU Law.
- Funding is generally not available for refreshments and snacks for regular meetings or events that are purely social in nature, but should be reserved for special programming, events, speakers or other such activities that enhance the educational mission of the school.
- Funding is not available for the purchase of alcohol.

### 2. Student Senate Funds

Student Senate has limited general funds available for student organization events - [http://www.studentsenate.ku.edu/pgs/resources\\_funding.html](http://www.studentsenate.ku.edu/pgs/resources_funding.html). Contact the law student senators at least 5 weeks before your event for more information.

### 3. Multicultural Education Fund

Funds from the Multicultural Education Fund must be used for multicultural events; funds shall be allocated by the Office of Multicultural Affairs to student groups primarily for the purposes of funding programs that embody

the explorations of sex, race, color, national origin, ancestry, sexual orientation, or disability. For more information, please contact our student senators.

#### 4. Coca-Cola Program and Product Support

The purposes of the University Program Support Fund and the University Product Fund include (but are not limited to): providing enhancements for University programs that benefit a large proportion of the KU community (current students, faculty, and staff); promoting a sense of community life at KU; promoting academic life at KU, and promoting community service efforts. For more information, visit <http://www.vpss.ku.edu/coke.shtml>.

### MISCELLANEOUS

#### Student Involvement & Leadership Center (SILC)

SILC has numerous resources available for student organizations, including a Student Group Handbook and an Officer Transition Manual - <http://www.silc.ku.edu/resources/students.shtml>.  
(785) 864-4861; <http://www.silc.ku.edu/>; Kansas Union, Room 400

#### KU Visual Identity & Trademark Licensing Information

Use of University insignia, including the KU logo, Jayhawk, University seal, and the title "University of Kansas" must meet KU's visual identity standards. For more information, visit <http://www.identity.ku.edu/>. Use of these marks for commercial purposes (i.e., T-shirts, etc.) must be approved by KU's Trademark Licensing Director. For more information, visit <http://www.kuathletics.com/ot/kan-licensing-lists.html>.  
Paul Vander Tuig, Trademark Licensing Director  
(785) 864-4650; [pvt@ku.edu](mailto:pvt@ku.edu); Burge Union, Room 306

#### Legal Services for Students (LSS)

LSS provides free legal consultation and advice to enrolled KU students who have paid the required campus fee. (785) 864-5665; [legals@ku.edu](mailto:legals@ku.edu); Burge Union, Room 312

### CONTACT INFORMATION

**Student Affairs Office**, Room 205, Green Hall  
Wendy Rohleder-Sook, Associate Dean for Student Affairs  
(785) 864-9210; [wrohled@ku.edu](mailto:wrohled@ku.edu)

**Academic Affairs**, Room 202, Green Hall  
Professor Stacy Leeds, Associate Dean for Academic Affairs  
(785) 864-9271; [sleeds@ku.edu](mailto:sleeds@ku.edu)

**Law School Main Office**, Room 202, Green Hall  
Lori Farmer, Administrative Associate Sr.  
785-864-4550; [lfarmer@ku.edu](mailto:lfarmer@ku.edu)

**Student Involvement & Leadership Center**, Room 400,  
Kansas Union  
785-864-4861; <http://www.silc.ku.edu/>

**Student Bar Association**, Room 100, Green Hall  
785-864-5584; [kansas.sba@gmail.com](mailto:kansas.sba@gmail.com)

President:	Michael Andrusak
Vice-President:	Ganesh Nair
Treasurer:	Clark Quigley
Secretary:	Kaiti Smith
ABA Representative:	Anthony Knipp

Student Senators:	TBD
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