



Student Affairs

Student Organization Handbook

2021-2022

The Chartering Process

Members of student organizations must be enrolled as Thomas Jefferson students. Officers must be in at least their second semester and be in good academic standing (exception is made for the 1L Student Bar Association Representative position). Student organizations may have additional requirements for officer positions and membership. All students running for office must be in good academic standing at the time of the organization's election.

Any student that becomes ineligible for service will be notified and that student will be required to resign his/her position. Student organizations must have a provision in their constitution that relates to the resignation or loss of an officer and clear, concise instructions on how to fill the position, the election process, and definition of who is a member to receive a graduation cord.

Each organization must submit the following to the Student Affairs Office, no later than August 26, 2021.

1. Current Constitution and By-laws.
2. Completed Student Organization Information Sheet which lists the following:
 - a. Names, emails, and telephone numbers of officers
 - b. Current membership list with at least 10 members
 - c. Name and email of advisor
 - d. Organization must meet at least once a month
 - e. Month of election of officers
 - f. Signed student organization sheet

Please note that the chartering process outlined above takes precedence over any individual organization requirements. A student organization will not be considered an active organization unless the above criteria are met. Documents must be approved by the advisor and Student Affairs prior to receipt of official charter status (see additional criteria for further information). A student organization not registered with the Student Affairs Office will *not* be eligible to receive funds, have access to the email system, post materials, be listed in any all student's information, have access to room reservations, or virtual meeting rooms.

In addition, student organizations are required to notify the Student Affairs Office should there be a change in student officers within 10 business days of the change.

Organizations new to the campus must be representing an area not already covered by a current organization. Any organization that does not meet this standard may file a special consideration petition to the Director of Student Affairs.

Additional Criteria: All organizations requesting charter status must contain no less than 10 student members. In order to be recognized, all student organizations must comply with the law school's antidiscrimination and anti-harassment policies.

Organizational Space and Student Organization Office: The Law School provides shared space for student organizations. The space is available on a first-come-first serve basis. In addition, organizations have drawer space available on the second floor. To access your drawer, please see the Director of Student Affairs. The Law School is not responsible for any items left in the organization room.

Student Organization Information Sheet 2021-2022

Must be completed and submitted in order to become a chartered organization.

1. Organization Name:

2. Please list below the names of the Executive Board			
Officer Name:	E-mail Address:	Title:	Day Telephone #:
Officer Name:	E-mail Address:	Title:	Day Telephone #:
Officer Name:	E-mail Address:	Title:	Day Telephone #:
Officer Name:	E-mail Address:	Title:	Day Telephone #:
Officer Name:	E-mail Address:	Title:	Day Telephone #:

3. Membership Names – Please attached a membership list. You must have <i>at least 10 members</i> . List should have signatures of members.
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4. Name of Advisor:	Meeting Day:	Month of Elections:
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5. Please indicate below the name and title of officers authorized to act on the organization's behalf.	
Name:	Title:
Name:	Title:
Name:	Title:

I have read and agree to abide by the Policies and Procedures for Student Organizations and the Student Handbook at Thomas Jefferson School of Law.	
Signature:	Date:

Student Organization Funding

Chartered student organizations are eligible for funding to promote student academic and scholarly endeavors, as well as student-run programs and events. The requirements and criteria for funding are set forth within this handbook. Should funding be awarded, financing will be distributed to successful applicants as deemed reasonable and appropriate. Student organizations starting in a spring semester may have limited or no access to funding.

Eligible Organizations: An organization will be considered eligible to apply for funding if it is currently chartered with the Student Affairs Office. All organizations must be officially chartered with Student Affairs no later than August 26, 2021.

Funds: Funding will be determined by the Student Affairs Office on or about the second week of a fall semester. Funding is not automatic and student organizations are not authorized to make expenditures unless there is an approved Purchase Order (PO) from the Student Affairs Office (see below for more information on PO process). In addition, funds cannot be accessed until receipt of signed award agreement. Funding requests must be for the current year. Awards will be divided into two terms (fall and spring). The deadline date for submission of POs for the Fall 2021 semester is December 1, 2021 and June 1, 2022 for Spring 2022. Unused funds for each term do not carry over into the next semester or budget year. (Example: unused award funds for fall 2021 do not carry over to spring 2022 or budget year 2022-2023.) Please keep in mind when submitting your budget that we anticipate meetings and panel discussions will occur virtually for Fall 2021.

- The largest budget amount awarded to a general student organization (excluding the Student Bar Association (SBA)) was \$200.
 - Organizations that received this award amount had detailed expenses, several collaborative programs that included academic and social, as well as community activities.
- Most budget amounts were \$100.
 - Budgets in this area reflected social activities, general membership meetings, and one or two panels.
- There is a lower emphasis on paying for food at general meetings. Rather, there is a higher preference for events that focus on all students' not just general membership.
- Social activities will receive limited funding, and will not include cost of alcohol.
- Budget submissions that do not provide detailed information may not be looked on as favorably as those that reflect clear thought and planning.
- Conference attendance, annual meetings, and attendance at outside events, donations, gift cards, T-shirts, and alcohol are not reimbursable expenses from the law school.
- Funding for events will be received only if the event is open to all Thomas Jefferson students.

Room/Zoom Requests: All events (including general meetings) must be booked through the Student Affairs Office. Requests must be submitted to Student Affairs no later than **72 business hours** prior to the event. For larger events, allow at least one-month planning. There may be times that space is not available due to limited resources or another previously scheduled event. Student organizations will be advised of this at time of booking.

Purchase Orders: After budget approval, student organizations must submit a PO for any request for use of allocated funds. Funds must be used in accordance with the approved budget. Student Organizations cannot make purchases directly, rather they must work with the Director of Student Affairs after the receipt of an approved PO. Any funds spent without an approved PO or through a student leader's personal funds will not be eligible for reimbursement. Please see below for relevant areas of the PO Policy:

1. After completion and approval of the PO by the authorized signer, a copy will be forwarded to the Finance Department for final approval. A PO number will then be assigned and returned. No purchases are authorized until the PO has received final approval and is returned with a PO number assigned.
2. POs may be submitted electronically via email. The sender's email will be used as an electronic signature of approval.
3. Students and part-time employees (including adjuncts) may not make purchases on behalf of the Law School without an authorized Purchase Order. After receiving a returned, authorized PO, only a Law School corporate credit card or Law School check may be issued for the purchase. No personal credit cards or checks may be used to make purchases on behalf of the Law School.

Changes to Budget Requests: An Addendum must be submitted anytime the organization wishes to use allocated funds in a different manner than previously stated in the Budget Proposal. The addendum must be submitted to the Director of Student Affairs.

Email, Posting, Touchscreens, and Logos

Chartered student organizations will receive an email account. The account is to be used as a means of communicating events to your designated membership. For notification of events to be provided to all members of the TJSL community, the organization leader should consult the SBA guidelines found on the SBA website. Email accounts are a privilege afforded to student organizations; however, this privilege is contingent on users honoring the policies and procedures dictated in the Student Handbook. In addition, student organizations may only send emails that advertise specific TJSL events and may not provide personal or political opinions. The law school may impose additional rules as needed. Any leader not complying with the email policies will have their email privileges revoked.

Flyers will only be posted via the touchscreens and students may not post event flyers in the restrooms or any other area within the law school. In addition, flyers cannot be left on tables or other areas on campus. To have a flyer posted on the touchscreen please email touchscreenflyer@tjsl.edu.

Further policies and procedures for emails and posting at Thomas Jefferson School of Law:

All flyers, or email messages must have clear sponsorship identification, as well as where and when the event will take place. Speakers should also be clearly listed. All this information must be clearly displayed. Please note: all copyrighted work should be attributed to the author. If the Student Affairs Office has questions or concerns regarding an email or flyer, the staff will contact the student organization in order to engage in a discussion regarding the intent and purpose of the posting.

Student organizations may not use the law school's name, past or current logo on any items without the written permission of the Student Affairs Office. In addition, student organizations may not use their own logo with the law school's name.

Planning Organizational Events

Many student organizations plan events onsite during the course of the academic year. Student organizations must contact the Director of Student Affairs to discuss school resources, as well as plans for the event.

When planning your event, we recommend that you have *at least* one-month lead time. However, if your organization is planning a large symposium or other high-profile lecture series, one semester advance planning is strongly advised. Remember: you must receive authorization prior to planning your event.

Please note: This is a private law school; therefore, student organizations may not invite the public to an event or meeting without prior consent from the Student Affairs Office.

All media coverage anticipated on or off campus for an organizational event must be approved by the Student Affairs Office.

Policies and procedures regarding room reservation: Will be effective when in-person events are allowed.

1. Reserved space will be available at the reservation start-time scheduled. It is essential that all reservations terminate at the scheduled end-time.
2. The Student Affairs Office must be notified of any cancellation as soon as possible, and not later than noon the day before the event, or by noon on Friday for a weekend event.
3. The sponsoring party is responsible for all set-ups, equipment requests, and clean up.
4. All events that are open to the public will require additional security. This cost may be charged to the sponsoring group. Please note: any request for public guests must be submitted at the time of booking and be approved.
5. Thomas Jefferson School of Law is not responsible for any materials and/or outside equipment left in the building overnight or during breaks.
6. The sponsoring group or individual will be held financially responsible for the costs of repairs if equipment or property is damaged.
7. Decorations or other materials should not be attached to the walls or doors of the facility. The sponsoring group must remove all materials at the conclusion of the event.
8. Thomas Jefferson School of Law is not responsible for any losses or injuries suffered by any person as a result of a room reservation and/or activities sponsored by the reserving organization.
9. Violations of the policies and procedures may result in the sponsor or sponsoring organization losing the privilege of sponsoring future events.

Fundraising: All student organizations who would like to fundraise (externally) for their organization should make an appointment with the Director of Student Affairs who will work with the appropriate office on campus.