I. RECORDKEEPING AND REPORTING

Each organization must keep accurate records, which include a Constitution, By-Laws, minutes of meetings, receipts, etc. These records must be transferred to succeeding leadership of your organization from year to year. Each student organization is required to provide an electronic copy of its Constitution and/or By-Laws to the External Relations and Advancement Office (jlippe@okcu.edu) by November 1st each year.

Each semester, each organization shall prepare a ‘Summary’ of events, speakers, community service and other public service, etc. This Summary shall be submitted to the Assistant Dean for External Relations and Advancement (jsnavely@okcu.edu), the Administrative Assistant for External Relations and Advancement (jlippe@okcu.edu), and the Director of Marketing & communications (bbarbeitman@okcu.edu) by January 15 for the fall semester and by June 15 for the spring semester. Student organizations which do not timely file their Summaries are subject to the loss of room reservation privileges as well as other privileges normally extended to student organizations.

Each organization is responsible for updating its webpage on the Oklahoma City University School of Law website as changes occur, and no less than once every semester. In order to update your organization’s webpage, please contact the SBA Technology Committee.

II. ORIENTATION FOR INCOMING STUDENTS

Each student organization is required to provide a representative for the Student Organization Fair at Orientation in August each year. The representative must arrive twenty minutes prior to the start time of the Fair in order to allow adequate set-up time. Each organization must designate its Fair representative during the Spring semester and inform the External Relations and Advancement Office of its selection by emailing the name of said representative to jlippe@okcu.edu, no later than April 15.

III. PLANNING A MEETING, AN EVENT, OR A SPEAKER

(Events, meetings, and/or speakers may only be arranged by SBA or by student organizations recognized by the Student Bar Association)

Planning a Meeting:
Please refer to numbers 2, 4, and 7 below under “Planning an Event or a Speaker.”
Planning an Event or a Speaker:

1. **Notify the Assistant Dean for External Relations and Advancement and the Administrative Assistant for External Relations and Advancement** **before finalizing plans** in order to ensure that:
   - a similar event/speaker is not being planned by another organization or the School of Law; and,
   - so that all event logistics and any potential obstacles are addressed.

2. **Reserving a room or table**
   Room reservations for meetings or events must be made in advance by going to:
   http://www2.okcu.edu/virtualems/, or by emailing lawreservations@okcu.edu. Instructions are as follows:
   - If you have not already done so, please visit with Trina Arnold in the Dean’s Office (Sarkeys 201) to obtain a username and password for Virtual EMS.
   - After obtaining your username and password, you can access Virtual EMS by following the link above.
   - Log in to submit your request to reserve a room, table, or parking space(s).
   - Once your request has been submitted, you will receive an email informing you that your reservation has been submitted successfully. **This email is not a confirmation.**
   - You will receive a second email informing you that your reservation has been confirmed.
   - If you encounter any issues with Virtual EMS, contact the Dean’s Office (Sarkeys 201).

As you know, 5:00-5:50 p.m. on week nights is the most popular time for meetings and speakers. In fact, you are strongly encouraged to use this timeframe for student organization meetings in order to best accommodate our part-time students who may not be able to attend during the day. A maximum of four meetings/events may be held at any given time on any given day. If a fifth organization wants to also meet or have an event on a particular evening, a representative of the fifth organization must contact the leaders of the other four organizations and ask the permission of each to meet. If all of the four other organizations agree that your organization’s meeting can be added, then the fifth organization must notify the Assistant Dean for External Relations and Advancement and the Administrative Assistant for External Relations and Advancement by email, copying the other four organizations, so that final approval can be given.

**For 1 p.m. meetings:** THE MEETING/EVENT MUST BE CONCLUDED AND THE ORGANIZATION MUST HAVE VACATED (and cleaned up) THE ROOM NO LATER THAN 1:50 p.m.

**For 5 p.m. meetings:** THE MEETING/EVENT MUST BE CONCLUDED AND THE ORGANIZATION MUST HAVE VACATED (and cleaned up) THE ROOM NO LATER THAN 5:50 p.m.

If your organization fails to clean up after a meeting/speaker/event, your organization is subject to losing room reservation privileges.

**BROAD-BASED EVENTS/MEETINGS:** If a university or law-school-wide event is being held or if the Student Bar Association (SBA) is meeting, your organization is asked to select another time for your meeting. **Certain dates may be “blocked” as unavailable due to broad-based university or law school events (e.g., the Brennan and Quinlan lectures) and for Student Bar Association meetings.** When making your room reservation you will be informed if a particular date is blocked/unavailable due to a broad-based event/meeting.

**IT IS VERY IMPORTANT THAT, WHEN YOU ARE RESERVING A ROOM, YOU LET THE DEAN’S OFFICE KNOW IF YOUR ORGANIZATION IS HAVING A SPEAKER, EVEN IF THE SPEAKER IS FOR YOUR MEMBERS ONLY.** The dean likes to greet guests of the law school when she is available to do so.

Please only schedule a reasonable number of meetings for your organization during each term. Organizations that appear to be trying to "fill up the calendar" are subject to losing room reservation privileges. Please advise the Assistant Dean for External Relations and Advancement and the Administrative Assistant for External Relations and Advancement if you reasonably believe an organization is guilty of doing this.
Using rooms for meetings or events:

- Rooms **must** be cleaned up after meetings or events have concluded or your room reservation privileges may be revoked. Any large portions of trash should be taken to the student lounge for disposal.

- Rooms may only be reserved by student organizations which are recognized by the Student Bar Association or by those seeking to form a new student organization (one-time reservation allowed).

- Rooms for the fall term may be reserved starting 10 days prior to the start of regular fall term classes (not the start of the Legal Analysis week). Rooms may be reserved for the spring term once early enrollment for the spring term has been completed in the fall term.

- Meetings/speakers/events may begin **two weeks after** the start of the fall term (not the start of the Legal Analysis week) and **one week after** the start of the spring term.

- Our university enjoys a strong tradition of holding a chapel service at 1:00 p.m. every Thursday during the school term. Therefore, rooms may not be reserved and meetings, speakers, events, and student activities may NOT be scheduled on Thursdays between 1:00 and 2:00 p.m. *This hour is reserved by Oklahoma City University’s president for chapel attendance.* Although attendance at chapel is not required, the president asks that nothing be scheduled at this time so that those who do wish to attend may do so freely.

- Rooms in Sarkeys are not available for use during any Oklahoma City University School of Law final exam period or on any recognized holiday on which classes are not in session (e.g., Yom Kippur).

- Do NOT move tables or other furniture in the classrooms or moot court rooms without prior permission from the dean’s office. Return any tables, furniture, or other items to the original locations immediately following your event or your room reservation privileges may be revoked.

3. Inform the dean’s office
   
   Please advise the dean’s office at the time you make your room reservation if you will be having a speaker, provide the speaker’s name, and whether the speaker is coming for your regular meeting or as an event for the entire law school to attend.

4. Get your meeting/event on the Calendar of Events

   Please notify Jennifer Lippe at jlippe@okcu.edu, if you want your meeting or special event posted on the law school’s master calendar.

5. Reserve parking places for guest speakers and other visitors

   If a guest speaker is coming to your meeting/event, a request for a reservation of a parking space must be made **at least 48 hours in advance** of the meeting/event. All reserved parking requests must be processed through the Dean’s Office (Sarkeys 201).

Parking places for guests will be reserved as follows:

1-8 parking places being reserved

*Cones in spaces in Sarkeys lot, on west side of building (off Kentucky Avenue)*

9+ parking places being reserved
Appropriately block the requested number of spaces in the Van Horne parking lot, north of Cokesbury, or other lots as determined by the Oklahoma City University Police Department.

PLEASE ADVISE YOUR GUESTS WHERE THEIR RESERVED PARKING SPACE WILL BE LOCATED, IN ACCORDANCE WITH THIS RESERVED PARKING POLICY. ALSO, PLEASE BE SURE TO PLACE A SIGN WITH THE NAME OF THE PERSON FOR WHOM THE SPACE IS RESERVED ON THE CONE (no tape may be used—the dean’s office can provide an example of an appropriate sign). YOUR ORGANIZATION IS ALSO RESPONSIBLE FOR REMOVING SIGNS FROM CONES AFTER USE.

6. Audio-visual equipment
If you will need audio-visual equipment for your meeting/event, you must contact the Law Technology Services Department at lawav@okcu.edu at least 24 hours in advance to schedule availability of audio-visual equipment.

7. Get the word out

SIGNS
- Signs and other publicity may ONLY be posted after your room reservation is finalized.
- Signs may be a maximum of 8 1/2 inches by 11 inches.
- Any sign to be posted MUST be approved in the External Relations and Advancement Office. Your signs will be removed if they are posted without the approval stamp from External Relations and Advancement Office.
- Law student organizations may post a sign on all five Sarkeys’ entrances. You may only post ONE SIGN facing each way at each entrance. In other words, NOT one sign per door; only one sign (front and back—so it can be seen from both directions) per entrance area. If the number of signs exceeds this limit, all signs will be removed.
- Signs may NOT be posted on restroom doors or other wood surfaces.
- Your organization must remove all signs from doors within 3 business days, organizations that aren’t removing signs are subject to losing sign posting privileges.
- Signs having blatant references to alcohol are prohibited.
- Signs advertising any outside organization meeting, event, etc., must be submitted to the External Relations and Advancement Office and are approved at the discretion of External Relations and Advancement Office.

EMAIL
- Please make sure that your organization’s name is clearly listed on any email sent on behalf of your organization about matters other than meetings and events (e.g., fundraisers). Please only send a reasonable number of mass emails during each term. At the discretion of the Assistant Dean for External Relations and Advancement, organizations which are determined to be “overusing” the email system are subject to losing mass email privileges.
- Do not email large attachments of any kind with your emails.
- Emails with blatant statements regarding alcohol are prohibited.

- Any email advertising a party or an event at which alcohol will be present MUST contain the following language:
  
  ❖ NEVER leave drinks unattended or accept open drinks from others. If you suspect that you or one of your friends has been slipped a date-rape drug or has been assaulted, immediately seek medical attention and contact law enforcement. Date-rape drugs impair the victim’s decision-making skills, are usually used in order to aid in physical and sexual assaults, and could result in death. Also, if you believe that you have been given a date-rape drug or have been assaulted, report this incident to any officer of the hosting organization, and to the Risk Management Committee. Giving someone a date-rape drug is a criminal offense and a serious threat to the safety of Oklahoma City University School of Law students. It is imperative that all incidents be reported in order to prevent this from happening in the future. All incident reports will be confidential unless legal action is necessary.
  
  ❖ NEVER drink and drive. Designate a driver or ask a bartender or friend to call you a cab.
    o Yellow Cab Co., 405-232-6161
  
  ❖ ALWAYS watch out for your friends and classmates.
  
  ❖ ALWAYS remember your scholastic and professional responsibilities come first.

- PROHIBITED EMAIL: Individuals or organizations using mass email to raise/discuss student issues, personal matters, or to campaign for any type of office, law school-related or otherwise, is PROHIBITED. Offenders are subject to proceedings under the Student Conduct Code.

**PUBLICITY BEYOND THE LAW SCHOOL**

In addition to signage and email notification about your organization’s plans, if you are planning an event there are additional sources of publicity. Please contact Brook Arbeitman, Director of Marketing & Communications, about external dissemination of information about your event. Do NOT contact media sources yourself. Ms. Arbeitman may be reached at 405.208.6300, and at bbarbeitman@okcu.edu.

**IV. RESERVING A TABLE—SARKEYS ATRIUM**

There are three tables on the lower level of Sarkeys, under the stairs, that may be reserved by student organizations. To use a table, your organization must reserve the table in advance. Please refer to number 2 under “Planning an Event or a Speaker,” above for instructions about how to reserve a table.

**Table Guidelines and Regulations**

- Organizations are not allowed to use the tables without reserving them as described. If an organization wishes to utilize other table space (in the Student Lounge, for example) for any purpose, the organization must get permission to do so from the Assistant Dean for External Relations and Advancement.

- An organization may share one of the tables with another organization only if the organization which first reserved the table agrees to share the table with the second organization. Both organizations must email Pam Ray at pray@okcu.edu in order to do so.
• Tables may be reserved for the fall term 10 days prior to the start of regular fall term classes (not the start of the Legal Analysis week). Tables may be reserved for the spring term once the final class schedule for the spring term has been finalized by the Associate Dean for Academic Affairs (will vary from term to term).

• Tables may not be reserved for the purpose of either selling or distributing/advertising information about commercially prepared study aids of any kind. This rule does NOT apply to recognized bar review course providers, who may reserve a table for the purpose of distributing or selling information about bar review courses, but these providers may not display other study aids. Bar review course providers may reserve a table for use one day per week, for up to 12 hours on that day, beginning three weeks after the start of the fall term and beginning on the first day of the spring term.

• Recognized student organizations that sell/provide non-commercially prepared course outlines to students may only do so if they display a sign which reads: “Use of outlines prepared by others is not recommended by the law faculty.”

• Use of tables for the sale of products is limited to use by recognized student organizations.

• Noise levels must be kept to a minimum when an organization uses tables under the stairway. Noise complaints will result in the offending group being moved to the student lounge or the cancellation of the activity entirely, at the discretion of the Assistant Dean for External Relations and Advancement.

• Tables in Sarkeys are not available for use by organizations during the final exam period or during broad-based events (described in #2 above); days when court is in session in Sarkeys, and the like.

V. PROVISION OF FOOD @ STUDENT ORGANIZATION MEETINGS/EVENTS

Oklahoma City University contracts with Sodexo Food Services for provision of university food services. If faculty, staff or students plan to have food or non-alcoholic refreshments at an event, Sodexo Food Services must be used for the provision of food and refreshments. Please contact Sodexo at sfcain@okcu.edu, for your on-campus catering requirements.

1. Please send all requests for catering and special events two (2) weeks prior to the event. Events booked after the two week mark may be assessed a late fee.
2. Please fill out the Banquet Event Form. If you do not have a copy simply email sfcain@okcu.edu to receive one.
3. Please provide a final count of attendees three (3) days prior to the event.

Exception to the catering policy:
If a student organization provides free food for ‘members only’ at its meetings, the above policy is relaxed and the organization may bring in its own food for consumption by members at meetings.

Selling food as a fundraiser:
If a student organization wishes to sell food as a fundraiser, it may do so ONLY with permission. An organization wishing to have a once-a-year event to sell or provide free food DURING Café a la Cart’s hours must submit its proposal to do so to the Assistant Dean for External Relations and Advancement and the Administrative Assistant for External Relations and Advancement, at least two weeks in advance of your event. The Assistant Dean for External Relations and Advancement will then contact Sodexo for approval. A limited number of such requests will be approved each year by Sodexo.
Alcohol: Alcohol is strictly prohibited on the Oklahoma City University campus, by university rules.

VI. FUNDRAISING & LOGO/SEAL USAGE BY STUDENT ORGANIZATIONS

External Fundraising
Oklahoma City University is engaged in private fundraising activities with alumni, corporations, foundations, and other friends of the university in an ongoing, strategic manner. In order to maintain the effectiveness of these efforts, all university faculty, staff and students are required by university policy to seek approval for any type of fundraising efforts aimed at external constituents, prior to initiating such fundraising activities. You are required to provide a tax exempt receipt to all donors for gifts received.

Law students/student organizations are required to provide a list of the names of your fundraising prospects to the Assistant Dean for External Relations and Advancement and the Administrative Assistant for External Relations and Advancement, for pre-approval at least two weeks before initiating fundraising efforts. Students/student organizations may be asked to refrain from contacting certain potential donors who are already being approached with funding requests for other university projects. In that event, we will be happy to provide advice and/or additional contacts that may assist you with your project.

Use of University and/or School of Law Logo/Seal
Use of the university’s and/or the School of Law’s logo/seal are governed by university policy. Anyone seeking to use either or both are required to obtain approval. Your organization must have approval to use either the university or law school logo/seal prior to producing or selling any publication, clothing items or promotional items. Please contact Brook Arbeitman, Director of Marketing and Communications, at 405.208.6300, or at bbarbeitman@okcu.edu to receive approval and the appropriate file types.

VII. MONETARY TRANSACTIONS BETWEEN STUDENT ORGANIZATIONS AND THE LAW SCHOOL

Each recognized law student organization has an on-campus account administered by the University Financial Accounting Office through the law school’s Director of Financial Services, Pam Ray. SBA fund awards, Student Government Association fund awards, and organizational fund transfers are processed through these on-campus accounts.

Advantages:
- The university does not charge processing fees on these accounts.
- The university keeps accurate, verifiable, accessible records. Account balance information will be provided 48 hours after the time it is requested.
- An organization’s university account includes a level of detail that allows an account holder to clearly distinguish the source of the funds (e.g., funds “raised” vs. funds “received from SBA/SGA sources” -- thereby allowing for source tracking).

Off-campus accounts are strongly discouraged, due to difficulties that inevitably arise due to leadership changes from year to year. Also, the risk for malfeasance or temptation for misuse regarding off-campus account funds is real.
Only the president or treasurer of the student organization is permitted to submit expenditure requests or fund transfers through an organization’s on-campus account.

Deposits
Cash and/or checks are submitted to the law school’s Director of Financial Services, Pam Ray (Sarkeys 201), for deposit into the organization accounts.

Requesting funds
The university cuts checks and/or makes direct deposit payments every Thursday (please note that holidays can alter this schedule). The deadline for submission of requests to the Director of Financial Services is NOON every Friday. If the Director of Financial Services receives your request by the Friday deadline, every effort will be made to make your check or direct deposit payment available to you by the following Thursday morning. Itemized, original receipts or invoices are required to obtain reimbursement or to obtain a check to pay a vendor. Names of attendees must be provided if less than 15 people attend.

Processing of checks
Before any funds may be paid to an individual or a vendor (musician, DJ, etc.), an IRS W-9 Form must be completed and received (or be on file already with the university). Please submit the W-9 Form to the Director of Financial Services (Sarkeys 201). This process may delay payment if the W-9 Form is not submitted in a timely fashion.

Special arrangements for organizations using catering services and offering ‘free food’ at meetings
Many local vendors will allow the use of the Director of Financial Service’s university purchasing card to pay for catering expenses. In order to take advantage of this option, please coordinate in advance with the Director of Financial Services about your event. Expenditures will not be permitted using this method if organizational funds are not currently available in your on-campus account. You may NOT allow vendors to bill the law school for catering expenses unless arrangements have been made in advance.

VIII. TRAVEL ARRANGEMENTS FOR STUDENTS
Your organization’s airline reservations & registration fees for conferences can be made by utilizing the Director of Financial Service’s university purchasing card. Please have all dates/times/travelers finalized before making an appointment with the Director of Financial Services to arrange such purchases. These types of payments will NOT be permitted using the university purchasing card if your organization does not have funds currently available in your on-campus account. Travel reimbursements cannot be processed until travel is completed; boarding passes are required to be submitted with your reimbursement.

International Travel
If a student(s) is traveling on behalf of a student organization, competition, summer abroad program, or the like, outside of the United States, including Canada and Mexico as well as all other countries, the student is required to report said travel to the International Education-Study Abroad Office of the university PRIOR TO the trip.

It is the responsibility of the organization’s officers, in advance of the trip, to be very clear with your law student travelers about exactly what expenses will be reimbursed by the organization upon return. Advances of cash prior to trips are not allowed, by university policy.

If university or student organization funds are requested and have been expended toward registration fees, hotel, airline tickets, and other associated expenses, and the person traveling has to cancel… unfortunately, except in cases of extreme emergency, as determined at the Assistant Dean for External Relations and Advancement’s discretion.
THE STUDENT CANCELLING HIS/HER TRAVEL PLANS IS PERSONALLY LIABLE TO RE-PAY TRAVEL FUNDS EXPENDED IMMEDIATELY. Failure to timely reimburse university or student organization funds may result in the imposition of typical university sanctions for non-payment.

Rules contained in the university’s Travel Policy and Procedures Manual apply when Oklahoma City University officers, faculty, or staff members travel with students (e.g., moot court competitions, etc).

IX. SBA FUND AWARDS

The SBA student organization fund awards are monitored by the Director of Financial Services, Pam Ray (pray@okcu.edu). SBA fund transfers are processed only with the approval of the SBA president and/or treasurer. Reimbursements or vendor payments involving fund awards are not processed until funds have been expended and the SBA Receipt Verification Form has been approved. Each reimbursement or vendor payment must be approved by the president or treasurer of the requesting student organization on the SBA Receipt Verification Form in conjunction with the reimbursement request and original receipts. The SBA approval process may delay the payment date.

Any payment utilizing a University credit card made for a fund award vendor payment (for example, a restaurant) or travel-related expenditures must be authorized by the president or treasurer of the requesting organization and must be pre-approved by the SBA president or treasurer through the submission of an SBA Receipt Verification Form. Please plan in advance to avoid delays and loss of availability.

X. MISCELLANEOUS POLICIES- STUDENT ORGANIZATIONS

Key to the Student Activities Office

The Student Activities Office has lockers and other space available for storage of student organizations’ supplies, etc. To access this room, check out the key from the Student Services Office. If you check out the key, you must immediately return the key to the Student Services Office. There is only one key. Please respect your fellow student organizations by promptly returning the key.

Written materials displayed in the common areas

An organization or bar review course provider may place handouts/written materials in neat stacks in the student lounge only. We often have visitors in our building and because of that there is no tolerance for written materials that create a messy appearance in our buildings. Unstacked written materials will be thrown away.

Boxes for collection of goods

Because our student organizations exhibit a spirit of giving back to the community, organizations may want to use a “collection box” in Sarkeys. If your organization wishes to have such a box, please first get approval from the Administrative Assistant for External Relations and Advancement. Your collection box must be neat in appearance and the box and all of its contents must be removed by the date agreed upon with the External Relations and Advancement Office.