TO: Student Organization Officers; Journal Editors

FROM: Abigail Gaunt

 Assistant Dean of Students

DATE: August 23, 2019

RE: Rules, Policies, and Procedures for Student Organizations and Journals

 I am the advisor for all student organizations and journals. Morgan Jackson is the Diversity Initiatives and Student Life Coordinator, and she supports student organizations with all aspects of their activities. We both want to ensure that you and your members have a very successful year. If you have questions or would like to discuss events, travel, or any other item, please feel free to sign up for a meeting at calendly.com/abigailgaunt or Morgan Jackson at calendly.com/mjacks8.

 You also may have a faculty advisor and are strongly encouraged to do so. **If a financial form or an event registration form requires advisor approval, Dean Gaunt must sign the form, not your faculty advisor.**

 All organizations should maintain a file that contains copies of organization policies, event paperwork, reimbursement requests, etc. in a shared document system (the Box).

1. **FUNDING RULES AND PROCEDURES**
2. **Sources of Funding:** Student groups have funds available from the sources below, each of which has its own limitations and rules.
	1. Law School Financing:

 The Law School will subsidize SBA-approved student organizations to the extent set forth below upon receipt of required documentation. Absent extraordinary circumstances as determined by the Assistant Dean of Students and the Dean, no additional Law School funds will be provided to any organization, although each organization remains free to apply to the SBA for additional funding.

1) Opening Parties – Each student organization will be provided up to $200 from Dean Gaunt’s Office for an opening party designed to recruit new members. Most organizations will use these funds in the fall; journals and Moot Court typically use them in the spring. To be reimbursed, please follow the directions on the Request for Reimbursement form. Put “Dean Gaunt Account” in the account line.

2) The Dean’s office will pay the cost of spring banquet tickets for deans, faculty, adjunct faculty and their spouses/guests, up to a maximum of $40 per person. Please email Dean Gaunt and Alex Andara a list of attendees, the cost per person, and the student organization after the event.

3) Speakers and/or Conference Attendance: Each organization that wishes to present a speaker, debate, or panel program open to the entire student body or to send a student to a conference during the school year may apply to Dean Gaunt for funding 4 weeks in advance (maximum of $750 per organization per academic year). The faculty will host several excellent speakers this year, and student organizations are encouraged to investigate whether the speakers will agree to meet with students in a small, informal setting.

* 1. “2” Account Financing (ASB/SBA Funds):

SBA account maintained by leger entries overseen by the SBA Executive Chair of Finance. Referred to as “2” account funds because the six-digit account number begins with the number 2. Both the SBA Executive Finance Chair and Dean Gaunt must approve expenditures from the “2” account. The SBA Finance Chair’s signature must be on the financial form before Dean Gaunt can approve the expenditure.

* 1. “9” Account Financing (Student Organization Specific Account):

 Every student organization has a “9” account where funds from dues, donations, fundraisers are deposited; this account rolls over at year end. Referred to as “9” account funds because the six-digit account number begins with the number 9.

 Dean Gaunt will transmit the “9” account budget statements monthly to SBA. SBA will post the budget statements monthly on the SBA Intranet site. **Groups should know the balance in their “9” account before making expenditures for which reimbursement will be sought and should keep track of payments made since balances are not maintained in real time.** In the event that a student submits a reimbursement that causes an account to have a negative balance, the student will not be reimbursed or will be required to repay Tulane University.

Although the Finance Chair does not approve expenditures from Dean Gaunt’s account or “9” accounts, all forms should be submitted to the Finance Chair, who will process the form and bring it to Dean Gaunt for her approval.

1. Restrictions on “2” Account and “9” Account Use:
	1. Student organizations must apply to the SBA to receive funds from the “2” account. All student organizations will be given $250 per semester for food and non-alcoholic beverages. Student organizations may apply to the SBA for additional funds in advance of the semester or on an Ad Hoc basis. The SBA officers will notify you of relevant dates for budget submissions.

* 1. Unless an exception applies, SBA funds (“2” account funds) are to be used only for activities open and advertised to the entire law school community and related to the group’s special area of interest. Alcoholic beverages cannot be purchased with SBA funds. No banquets or organization dinners can be funded with “2” account funds because they are not open to the entire student body.
	2. Student organizations can use their “9” accounts to purchase alcohol in compliance with the Tulane Alcohol Policy (see Event Planning form). They also may use these funds for events that are open only to organization members.
	3. Organizations are to use their “9” account funds as seed money to generate revenues for their “9” account. SBA “2” account funds **cannot** be used to pay for fundraising activities. **All fundraising efforts must be approved by the Dean’s Office.**
	4. **Gift Certificates:** Neither “2” account nor “9” account funds can be used to purchase gift certificates. University policy prohibits reimbursement for gift certificates no matter why and for whom the certificates were purchased.
1. **FUNDRAISING AND DEPOSITS**

If a student organization wants to solicit funds from alumni, law firms, law school friends, community businesses or other individuals, see Dean Gaunt before taking any action to do so. All requests to solicit funding must be approved by the Dean’s office.

1. **Fundraising:** All fundraising ideas and products must be cleared in advance by the SBA President and Dean Gaunt. See Fundraising Approval Form on intranet. Some activities are prohibited or are regulated by University policy or state law. For example, organizations must obtain a license from the La. State Police to conduct a raffle (considered gambling if chance to win prize of value). Applications for these permits are available at the Office of Student Programs in the LBC.
2. **Process for Submitting Deposits:** Complete the deposit form on WaveSync—Forms. After receiving the form, Student Programs will prepare a document for you to pick up in the LBC—Student Organization Center and take to the Bursar’s Office with cash/checks.
3. **OTHER RULES, POLICIES, AND INFORMATION**
4. **Policies:** Tulane University policies (Code of Student Conduct, Alcohol Policy, Event Planning, etc.) can be accessed online [here](https://studentaffairs.tulane.edu/policies-and-procedures/policies-and-procedures).
5. **Use of Tulane Logo:** The Law School must approve the use of Tulane’s name and/or logo on any product (t-shirt, mug, etc.). Please email your design to Dean Gaunt and creative@tulane.edu for approval even if you have used the logo/design previously.
6. **Political Activity, Solicitation and Distribution:** Student organizations cannot use “2” or “9” account money to fund political activities, i.e. money cannot be given/donated to a political campaign or candidate. However, these funds can be used to pay for speakers or debates featuring political candidates, subject to the University’s policy regarding political speakers. See <https://tulane.edu/government_affairs/clearance.cfm>. Please consult Dean Gaunt before you ask a federal or state government official to speak or otherwise participate in an organization event or project.
7. **Continuing Legal Education Office**: Student organizations and journals are required to work with the Law School’s CLE Office if they wish to offer a program for CLE credit. Contact Morgan Jackson if you need additional information.
8. Student organization offices should remain locked at all times to avoid theft of computers and other items. All organizations are expected to keep the offices clean and free of unnecessary clutter. The offices are your responsibility to maintain. The presidents of each organization may get a key to the org office from Alex Andara in Room 232.
9. All organizations must have a folder labeled with the name of the organization in the Student Lounge cabinets. Please check your folder regularly even though we are trying to communicate electronically. If your group doesn’t have a folder, see Shari Vice in Academic Services. Never leave dues checks or other items of value in the folders.
10. The student organization offices have been supplied with printers. If you need to print something for your organization, use the printers in your office with your personal user number. The printing will not be charged against your personal account. These printers are to be used only for printing organizational materials, not personal materials.
11. **Stationery and Copying:** Each organization pays for its own stationery. Do not put officers’ names on stationery. Our mailroom will bill postage and copying costs to the organization’s code.
12. **Student Organization Web Presence:** Each organization has an existing page on the Law School’s main web site which contains basic information about your organization. You will find your organization’s page [here](https://law.tulane.edu/students/orgs). Please update your organization’s information by contacting David Ulf, 504-865-5896, dulf@tulane.edu. If you would like to make additional changes to your webpage, please contact David Ulf with the proposed text.
13. If you have videos/photos you would like to share, send them to the Communications Director, Alina Hernandez, indicating who took the video/photo and who is in it. If you think Tulane Law might be interested in photographing your event, please let Alina Hernandez know at least 2 business days in advance.
14. **Social Network Registration Form:** Organizations and journals may establish Twitter (or other social networking) accounts using the Tulane name.  See <http://intranet.law.tulane.edu>, Student Activities (at the top), SBA & Student Organizations~~,~~ and then Social Networking Registration Form.  Please inform Alina Hernandez if you set up a social media account so that the law school can cross-promote your event. The law school’s current social media accounts are:
	1. <https://www.facebook.com/TulaneLawSchool/>
	2. Twitter: @TulaneLaw
	3. LinkedIn: bit.ly/TulaneLawLinkedIn
	4. We also have a YouTube channel: [www.youtube.com/c/TulaneLaw](http://www.youtube.com/c/TulaneLaw)