

UNLV WILLIAM S. BOYD SCHOOL OF LAW
STUDENT BAR ASSOCIATION

**STUDENT ORGANIZATION
HANDBOOK
2020 – 2021**

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DEADLINES

REQUIREMENT	DEADLINE
2020 Late Community Service Written Evidence Forms	August 23, 2020
Submit a copy of your Bylaws or Constitution to sba@unlv.nevada.edu	September 27, 2020
Submit Membership Numbers to sba@unlv.nevada.edu	September 27, 2020 Fall February 21, 2021 Spring
Complete Fall Community Service Hours	December 1, 2020
Submit Fall Written Evidence Forms to sba@unlv.nevada.edu	December 13, 2020
Complete Spring Community Service Hours	April 25, 2021
Submit Spring Written Evidence Forms to sba@unlv.nevada.edu	May 9, 2021
Submit “Student Organization Funding Request Form” to sba@unlv.nevada.edu	At least five (5) days before your event
Submit “Funding Disbursement and Reimbursement Form” to Kerry Martinez	Friday, December 11, 2020 (Fall Semester) Friday, May 7, 2021 (Spring Semester)
Submit CLE Registration Information to Dean Smith	At least forty (40) days before your event

STUDENT BAR ASSOCIATION OVERVIEW

The Student Bar Association (“SBA”) manages and oversees the student organizations at William S. Boyd School of Law (“Boyd”). SBA created the Student Organization Committee (“SOC”), chaired by the Executive Secretary, to enforce and revise this handbook as needed.

Please contact the SBA Board, the SOC, and the Executive Secretary at SBA@unlv.nevada.edu.

The Executive Secretary maintains the SBA website containing meeting reports, handbooks, and forms necessary for student organizations to comply with this handbook. The website can be accessed at <http://law.unlv.edu/sba/home>.

SBA MEETINGS: Student Organization Representatives are encouraged and welcome to attend SBA Board meetings. For the Fall 2020 semester, the SBA Board will meet bi-weekly, an email will be sent out with the zoom link.

FORMS & REQUESTS: Please allow seven (7) business days for a reply regarding all forms, evidence submission, funding requests, and the like.

OVERVIEW OF STUDENT ORGANIZATION RECOGNITION

In order to host events at Boyd, receive SBA funding, send emails to the InfoServe, be recognized on Boyd’s website, have a designated organization email address, a mailbox, and a locker, all student organizations must maintain good standing. Good standing may be maintained by adhering to the deadlines and community service requirement herein.

To maintain good standing, a student organization must:

1. Complete the Re-registration Form [available at <https://law.unlv.edu/sba/governing-documents>] and submit Constitution by September 27, 2020.
2. Submit Membership Numbers by September 27, 2020.
3. Complete the Community Service Requirement by April 25, 2021.

All documentation shall be sent to SBA@unlv.nevada.edu.

Please be advised that the SBA Board maintains the discretion to request **any and all information** from a student organization at any time including, but not limited to, financial documentation. **Failure to comply may result in the loss of SBA recognition.**

CREATING A NEW ORGANIZATION

To **create a new student organization**, a group of Boyd students must complete the following steps:

1. Create and email a copy of the student organization's by-laws and/or constitution to SBA@unlv.nevada.edu.
2. Complete and email the following forms to SBA@unlv.nevada.edu (each of these forms are attached to this handbook):
3. Student Organization Registration (Re-Registration) Form [available at <https://law.unlv.edu/sba/governing-documents>]
4. Submit a roster of members demonstrating that the student organization has at least five (5) members, including board members.

After a student organization completes the above steps, the SOC will vote on whether to instate the organization by a majority vote. All determinations are subject to the appeals process contained herein.

COMMUNITY SERVICE REQUIREMENT

To maintain good standing, all student organizations must complete the community service requirement. Community service promotes the law school, improves Boyd's reputation, and helps the community in a meaningful way. Community service is beneficial for Boyd and its student body.

All student organizations are required to complete **twenty (20) hours** of community service an academic year. An organizations can fulfill this requirement in three ways: (1) performing traditional community service (2) collecting monetary donations for a non-profit, or (3) hosting Continuing Legal Education ("CLE") events at Boyd. Evidence of the community service *must* be sent to SBA, in a manner described below, at SBA@unlv.nevada.edu.

Hour Calculation: Organizations may fulfill the community service requirement by completing twenty (20) hours of service utilizing only one type of service or by combining two or three types of service totaling twenty (20) hours.

<p><u>Example of Hour Calculation:</u> 10 hours of traditional community service + \$1, 250 donation + 1 CLE = 20 hours of community service</p>

Traditional Community Service

Traditional community service is service that a reasonable law student believes benefits the community in a meaningful way. Each hour spent in the community counts for **one (1) hour** of community service.

Available community service opportunities include but are not limited to:

1. Street Law
2. Partners in Pro-Bono
3. Ask-a-Lawyer Programs
4. CASA (Court Appointed Special Advocates)
5. Community Law Day
6. Books Behind Bars
7. Legal Aid Center of Southern Nevada's Educational Surrogate Program
8. Nevada Legal Services Clinics
9. UNLV Parking & Transportation Services Arbitration Program
10. Three Square
11. Tabling for a Non-Profit Organization

Acceptable Evidence of Traditional Community Service:

- Pictures with the community,
- Messages to the community regarding service opportunities, (emails, letters, flyers, etc.)
- Signed statement by the President of the Organization,
- Documentation received from a non-profit organization.

Evidence of traditional community service must be provided to SBA by (1) submitting an **evidence form** [available at <https://law.unlv.edu/sba/governing-documents>] (2) accompanied by a type of **evidence** described below.

Actively Collecting Monetary Donations

For every **\$250 dollars** a student organization collects, it will receive **one (1) hour** of community service. Donations may be collected by tabling at Boyd. Donations must be sent to a non-profit organization.

If a student organization chooses to table at Boyd, it may **either** count its donation money for hours **or** count the hours spent tabling. The student organization maintains the discretion to determine how it wants to submit its hours, but must choose one or the other. Time spent picking up and dropping off donations counts as "traditional community service," outlined above.

An organization may fulfill its entire community service requirement by collecting donations if it chooses to do so.

Evidence of donations must be provided to SBA by submitting (1) proof that the donation went to a **non-profit** organization and (2) proof of the donation amount in verifiable documentation (i.e. a letter, a receipt, a screenshot of an online donation, etc.).

Hosting CLEs

A student organization may earn ten **(10) hours** of community service by hosting **one (1) Continuing Legal Education** (“CLE”) event.

To host a CLE event, an organization must complete the below steps and contact Dean Smith, the Associate Dean for Public Service, Compliance and Administration **forty (40) days prior** to the event. All CLE events must be free and held on the law school’s campus

To host a CLE, please:

1. Reserve a room via the portal.
2. Prepare a Word document containing the following information:*
 1. Program Title,
 2. Program Description,
 3. Program Agenda,
 4. Presenter’s bios or links to their bios,
 5. Location of the event,
 6. Date of the event,
 7. Schedule of fees or free.**
3. Prepare an email to Dean Smith containing:
 1. The Word document,
 2. Names of the speakers,
 3. Name of the Student Organization, a contact person within the organization, and said person’s contact information.
 4. Whether the organization will be charging a fee.

Dean Smith can be contacted at christine.smith@unlv.edu. When communicating with the administration, please be courteous and respectful.

Once Dean Smith obtains this information, Dean Smith and her support staff will:

1. Apply for CLE credit,
2. Create a registration page and post on Boyd’s CLE webpage,
3. Send an email to registrants about parking arrangements the day prior to the event.

The day of the event:

1. Please send a reminder email to the student body.
2. Dean Smith encourages students to welcome attorney registrants and have them raise their hands so students may approach them after the event.
3. Dean Smith and staff will attend the CLE program and distribute CLE forms as well as evaluation forms.
4. Dean Smith and staff will collect the CLE forms and submit them to the Nevada CLE Board.

***Word Document:** A template for this document can be found on SBA’s website at <https://law.unlv.edu/sba/governing-documents>

****Fees:** The SBA Board strongly encourages students to make the CLEs free because when an organization charges for a CLE event, that organization must pay a fee to the CLE Board.

Evidence of a CLE can be obtained by forwarding Dean Smith's confirming email to SBA or by sending SBA the required Word Document. When sending SBA evidence of a CLE, please state in the subject line the purpose of the email and the name of the student organization.

FUNDING

Semester Funding

Student organization funding will typically be done on a semester basis, meaning that each group will be allocated funds for the Fall Semester in August, followed by funding for the Spring Semester in January. Thus, funding requests should include only those programs a student organization will administer during either the Fall or Spring Semester, whichever is applicable.

Forms Required for a Student Organization to be Eligible for Funding

The appendix of this handbook contains all of the forms required for a recognized student organization to request funding for a semester. In addition to the requirements for student organizations set forth in the previous pages, to be considered for funding, each student organization must e-mail the funding request forms [available at <https://law.unlv.edu/sba/governing-documents>] to SBA@unlv.nevada.edu at least five (5) days before the event.

Student organizations MAY NOT supply their own funding request forms or supplement their funding request unless specifically requested to do so. Funds **WILL NOT** be available if the student organization: (1) fails to submit the supplied forms when requesting funding, or (2) fails to return them by the written deadline.

In an effort to avoid substantial amounts of student activity fees from remaining unused at the end of the semester due to programs, community service, or events that do not occur, student organizations are strongly encouraged to be as specific as possible when filling out the requisite forms. Student organizations **MUST** provide dates, room locations (as approved by the Dean), times, and speaker names in as accurate and detailed a manner as possible.

Items and Activities for which SBA Board Funds Shall Not be Used

Monies allocated to specific programs, community service, and events **SHALL NOT** be used to cover gifts (e.g. plaques, mugs, etc.), or private meals between the speaker and one or more student organizations members. Any such expenses must be paid for by monies raised through the student organization's membership dues or fundraising activities.

Additionally, under the SBA Bylaws, the SBA Board shall not serve as the student organization's primary source of funding. Priority will go to fulfillment of the current community service requirement and/or student organizations that have completed their community service requirement for the previous semester.

Carryover of Unused Funds Allocated in Previous Semester

As the SBA Board has a limited budget from which to fund all student organizations, funds allocated for programs, community service, and/or events during a semester that are not used will be recaptured by

the SBA Board for allocation during the next budget allocation cycle. The SBA Board will track actual expenditures and will consider the extent to which a student organization used its allocated funds in the previous cycle when examining that student organization's future funding requests. Therefore, student organizations that request funding for programs, community service, and/or events that do not occur will be at a disadvantage when their subsequent funding requests are considered.

Exceptions may be made for documented circumstances beyond a student organization's control (e.g. last-minute cancellation by speakers, etc.). It behooves student organizations, however, to not seek funds for programs, community service, or events that are unlikely to occur.

The SBA Board will recapture funds immediately after the last day of the Spring semester classes so that they may be reallocated and used before the end of the fiscal year; otherwise, all undistributed funds the SBA Board receives through activity fees (the source of SBA Board's budget) revert back to the law school administration's general fund. This means that the students do not get the money.

PROCEDURE FOR RECEIVING ALLOTTED FUNDS

Generally

The way UNLV allotment works is based upon a reimbursement system. This means that a member or members of your student organization will have to pay "up front," and then be reimbursed upon successful completion of the event.

If a student organization fails to complete the requirements below, the student organization will not be reimbursed.

Reimbursement Procedures

Student organizations MUST submit the “Funding Disbursement and Reimbursement Form” [available at <https://law.unlv.edu/sba/governing-documents>] **and original receipts to Kerry Martinez before the end of business on the Friday following the last day of finals each semester.** Any submission received after this date will **not** be honored and any unused semester funds will be **forfeited**. For example, if the last Fall semester final ends on Saturday, December 19, 2020, then the “Funding Disbursement and Reimbursement Form” must be submitted to Kerry Martinez by the end of business in Friday, December 18, 2020. The spring semester deadline is May 07, 2020 as the last day of finals is Thursday May 8, 2020.

NOTE: FAILURE TO COMPLY WITH THESE REQUIREMENTS WILL RESULT IN FORFEITURE OF REIMBURSEMENT. Scheduling Events, Reserving Rooms, and Sending E-mails
Boyd Law maintains a Master Calendar where student organizations can review what events will be hosted on campus and what rooms are available for reservation. The calendar can be accessed via the Portal and at <https://law.unlv.edu/master-calendar>.

To minimize scheduling conflicts, no more than **two (2) concurrent events** hosted by different organizations may be scheduled at the same time.* Organizations are expected, as a courtesy, to notify the other organization of the concurrent event. If an organization must schedule an event on a date that already has two (2) other events scheduled, the organization is **required** to receive permission from the other event hosting organization. **If permission is not received, funding for the program or event may be withheld.**

When scheduling events, please be mindful of faculty and law school administration events. The SBA Board strongly advises against scheduling events at the same time as a faculty or law school administration events. **If an organization must schedule and event at the same time as a faculty or law school administration event, please obtain consent from the hosting party.** Please be advised that the administration may deny a room request for an event because there is a scheduling conflict with an administrative event.

Each student organization must register its own event via the automated law school calendar on the Portal to reserve a room. Student organizations can select from among a list of available rooms in the law school. All requests are automatically sent to the administration for review, which will come within 48 business hours.

To remind students of student organization events, please send an email to info@law.unlv.edu. All emails sent to the InfoServe must be sent from the organization's official email address. Emails are limited to **two (2) emails a week**. No organization may send more than **one (1) email a day**.

* Tabling is not an event or program for purposes of this section. For example, if PILA and BLSA are tabling, FedSoc is not prohibited from scheduling a guest speaker.

ALCOHOLIC BEVERAGE POLICY

Nevada law requires that individuals be 21 years of age or older in order to possess or consume alcoholic beverages; therefore, alcoholic beverages are not to be served nor brought into any student organization's functions or activities at which persons under the age of 21 will be present. The furnishing of alcohol to persons under the age of 21 and the possession or consumption of alcoholic beverages by persons under the age of 21 will subject the violator/violating organization to University disciplinary action and/or arrest.

The sale of alcoholic beverages by an organization is prohibited. The definition of sale includes exchange for money, before, during or after events including but not limited to coupons, admission charged and "donations." **No University funds, including Student Activity Funds or those provided through the SBA Board, shall be used to purchase alcoholic beverages.**

Advertising of events at which alcoholic beverages will be served cannot include references to alcohol or imply sponsorship by the SBA. If a student organization is hosting an event at a venue where alcohol will be served, the student organization must put **"Please Drink Responsibly"** or similar language on any advertising or marketing materials promoting this event. Such materials include, but are not limited to, flyers, handbills, posters, signs, social media (i.e., Facebook, twitter, tumblr, etc.), and e-mails to the InfoServe.

Any student organization that fails to comply with this policy may be subject to funding removal and sanctions. Continued violations will result in the student organization's suspension.

UNLV'S ADVERTISING POLICY

The University oversees and monitors the distribution of printed materials and posting of notices on UNLV's campus. The SBA Board reserves the right to remove outdated or unauthorized materials. The distribution and posting of notices is permitted with the following guidelines:

1. Student organizations may:
 - a. Post in classrooms on the right-hand side of the whiteboards.

- b. Post on bulletin boards in the locker room and the student lounge.
 - c. Post in restrooms on the tile walls only.
 - d. Post in e-mails, if using the student organization's designated email address.
 - e. Post your sign on the signboard or on an easel (available in administrative suite).
 - f. Remove announcements when the event is over.
2. Do NOT:
 - a. Tape announcements to walls.
 - b. Tape announcements to wood benches and wood doors.
 - c. Tape announcements to entryway doors.
 3. Do NOT put anything about alcohol specials on law school front doors.
 4. Written notices are permitted in classrooms on designated boards. Professors reserve the right to remove all written materials that interfere with classroom space or decrease the overall educational environment.
 5. Banners may be hung at designated places in the law school during orientation and further scheduled periods. Additionally, student organizations may post their banner and hand out printed materials during their meetings or at events for which they have secured table space, provided they have met the procedural requirements for reserving the time and location. Student banners may not be left hanging inside the law school for an extended time. All such banners will be removed and are considered forfeited by the organization.

GROUP TRAVEL

Qualified groups are eligible for Travel Funding through the University and by special request to the Dean. All or a portion of travel costs may be approved, and your student organization should expect to be reimbursed only for those items for which you have received prior approval. Funds are limited; therefore, priority is given to organizations that "declare" their intentions to attend conferences early in the academic year. The SBA Board cannot fund group travel.

APPEAL PROCESS

A Student organization may appeal a decision made by the Student Organization Committee to the SBA Board by sending an email to SBA@unlv.nevada.edu. The email must include:

1. Title of the Student Organization,
2. Name of the appellant,
3. Brief explanation of the decision by the Student Organization Committee,
4. Reason for appealing the decision,
5. Date when the Student Organization representative is available to attend an SBA Board meeting to voice its concerns.

Note: Submitting a request does not guarantee that the appeal will be granted or additional funding approved; this process is available to provide student organizations a means to further state a claim for the receipt of funds.