

**UNLV**

---

**WILLIAM S. BOYD  
SCHOOL OF LAW**

**2022-2023**

**Registered Student Organization  
Handbook**

of the

**William S. Boyd School of Law**

**Student Bar Association**

at

**The University of Nevada, Las Vegas**

## Table of Contents

<b>Student Bar Association Overview</b>	<b>3</b>
<b>Registered Student Organization Requirements for Recognition</b>	<b>3</b>
Deadlines	3
<b>Creating a New RSO</b>	<b>3</b>
<b>Community Service Requirement</b>	<b>4</b>
Traditional Community Service	4
Monetary Donations	5
Hosting CLEs	5
<b>Funding</b>	<b>6</b>
Required Funding Forms	7
Limitations on SBA Funds	7
Carryover of Unused Funds Allocated in Previous Semester	7
UNLV Purchasing Card	7
Reimbursement Procedures	8
Fundraising Guidelines	8
<b>Scheduling Events, Reserving Rooms, and Sending E-Mails</b>	<b>9</b>
Scheduling Events	10
Reserving a Room	10
Sending E-Mails	11
<b>Alcoholic Beverage Policy</b>	<b>11</b>
<b>UNLV's Advertising Policy</b>	<b>12</b>
<b>Strike System, Failure of Obligations, and Discontinuation</b>	<b>12</b>
Strike System	12
Failure of Community Service	13
Other Penalties	13
Permanent Removal	13
Discontinuation of RSO	13
RSO at Risk of Discontinuation	13
<b>Appeal Process</b>	<b>13</b>

## Student Bar Association Overview

The Student Bar Association (“SBA”) manages and oversees the Registered Student Organizations (“RSO”) at William S. Boyd School of Law (“Boyd”). The SBA Executive Secretary shall enforce and revise this handbook as needed.

### Registered Student Organization Requirements for Recognition

RSOs in good standing with SBA may participate in activities that include but are not limited to receiving SBA funding, sending emails to the InfoServe, hosting events at BSL, being recognized on Boyd’s website, having an organization email address, a mailbox, and a locker.

#### **To maintain good standing, an RSO must:**

1. Submit to SBA a spreadsheet including the RSO's executive board members and their positions, all recognized members, their email addresses, and class years;
2. Maintain an accurate record of their bylaws and/or constitution with SBA;
3. Complete the Community Service Requirement;
4. Abide by all fundraising guidelines; and
5. Maintain a current registration with the UNLV Involvement Center. Visit [unlv.edu/sia/student-orgs](http://unlv.edu/sia/student-orgs) for information on how to register your organization. RSOs must renew their membership in the UNLV Involvement Center each year.

#### **Deadlines**

<b>REQUIREMENT</b>	<b>DEADLINE</b>
Submit to SBA: a copy of your <b>Constitution + Registration Form</b>	<b>October 1</b>
<b>Register</b> with Student Involvement Center & Complete <b>Training</b>	<b>October 14</b>
Upload <b>Community Service Hours</b> to CLIO	<b>May 1</b>

### Creating a New RSO

To create a new RSO, a group of at least five (5) Boyd students must complete the following steps:

1. Create and email a copy of the RSO’s bylaws and/or constitution to SBA, which must include a statement of mission or purpose;
2. Submit to SBA a spreadsheet including (1) the RSO’s name, (2) executive board members, (3) all recognized members, (4) their email addresses, and (5) their class years; and
3. Have a full-time Boyd Law faculty advisor, and include their signature on the Registration Form. RSOs are allowed to have additional advisors who are not Boyd Law faculty members.

Within fifteen (15) calendar days of proper submission by an eligible RSO, the Executive Secretary shall:

1. Inform the RSO President of SBA's approval;
2. Send and discuss all necessary documents with the new President;
3. Email Shweta Kadam ([shweta.kadam@unlv.edu](mailto:shweta.kadam@unlv.edu)) to request an official email address; and
4. Email Shane Gammon ([shane.gammon@unlv.edu](mailto:shane.gammon@unlv.edu)) to request a page on the website

Once approved, new RSOs must [register](#) with the UNLV Student Involvement & Activities Office as an official "Registered Student Organization."

NEW RSOs RECOGNIZED BETWEEN JANUARY 1ST - MAY 1ST SHALL BE EXEMPT FROM THE COMMUNITY SERVICE REQUIREMENT OF THAT TERM.

### **Community Service Requirement**

To promote the law school, improve Boyd's reputation, and help the Nevada community, all RSO must complete SBA's Community Service Requirement to maintain good standing.

Each RSO is required to complete **twenty (20) hours of community service in the academic year**. Any RSO with less than twenty (20) registered members shall be required to complete one (1) hour of community service for each registered member. Only community service hours completed during the academic year (first day of class in Fall semester to last day of class in Spring semester) may count towards the Community Service Requirement. Any RSO wanting to count community service from the Summer shall request permission from the Executive Secretary.

RSOs can fulfill the Community Service Requirement in any combination of 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. All community service hours and evidence shall be uploaded to CLIO.

### **Traditional Community Service**

Traditional Community Service is a service that benefits the community in a meaningful way.

Boyd encourages students to participate in legal community service for the Pro Bono Honors program. RSOs should include members' time volunteering with any non-legal community service program or event. Every sixty minutes of volunteering counts as **one (1) hour** of community service.

Available community service opportunities include, but are not limited to:

1. Nevada Reading Week
2. Catholic Charities of Southern Nevada
3. Three Square
4. Tabling for a Non-Profit Organization

### Hosting Traditional Community Service

Any RSO that creates and hosts a Traditional Community Service event shall only count their members' time volunteering towards its Community Service Requirement. Reasonable preparations taken to host the event may be included but are limited to two (2) hours between all members for a single event. Any multi-day event is limited to two (2) hours per member for the first day and one (1) hour for each day after that.

Other volunteers present and representing a non-hosting RSO at a Traditional Community Service event may count their time volunteering towards their own RSO's Community Service Requirement.

### Acceptable Forms of Evidence for 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 RSO; or
- Documentation received from a non-profit organization.

The Executive Secretary maintains the right to reasonably disapprove any community service hours submitted by an RSO.

### **Monetary Donations**

For every **\$200** an RSO collects, it will receive **one (1) hour** towards its Community Service Requirement. Donations must be collected for and delivered 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 RSO 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" and shall be limited to two (2) hours per semester.

### Evidence for Monetary Donations

RSOs shall upload to CLIO a verifiable document (i.e., a letter, receipt, a screenshot of an online donation, etc.) which includes (1) the name of the **RSO** or its representative, (2) the name of the **non-profit** organization, and (3) the **donation amount**.

### **Hosting CLEs**

An RSO may earn ten **(10) hours** of community service by hosting **one (1) Continuing Legal Education** ("CLE") hour. Each CLE credit hour provided shall be counted as a "CLE hour," unless the RSO obtains permission from the Executive Secretary stating otherwise.

To host a CLE event, an RSO must complete the steps below and contact Sandra Rodriguez forty (40) days before the event.

To host a CLE:

1. Reserve a room via the Portal and/or a Zoom Room;

2. Prepare a Program Document containing:
  - a. Program Title;
  - b. Program Description;
  - c. Program Agenda;
  - d. Presenter's bios or links to their bios;
  - e. Location of the event;
  - f. Start and end time of event;
  - g. Date of the event; and
  - h. Schedule of fees, if any.
3. Send to Sandra Rodriguez:
  - a. Program Document;
  - b. Names of speakers;
  - c. Name of the RSO, a contact person, email address; and
  - d. Whether the RSO will charge a fee.
4. Email Kerry Martinez or Kira Bakke the parking pass request if parking for speakers is needed.

Sandra Rodriguez can be contacted at [sandra.rodriquez@unlv.edu](mailto:sandra.rodriquez@unlv.edu).

Kerry Martinez can be contacted at [kerry.martinez@unlv.edu](mailto:kerry.martinez@unlv.edu).

Kira Bakke can be contacted at [kira.bakke@unlv.edu](mailto:kira.bakke@unlv.edu).

Once Sandra approves this information, she will:

1. Apply for CLE credit;
2. Post a registration page on Boyd's CLE webpage; and
3. Send an email to registrants about parking arrangements the day before the event

The day of the event:

1. Send a reminder email to the student body;
2. Welcome attorney registrants and have them raise their hands so students may approach them after the event;
3. Distribute and collect CLE forms as well as evaluation forms; and
4. Give Sandra the CLE and evaluation forms to submit to the Nevada CLE Board
5. Check-in attendees and monitor the table throughout the program

SBA encourages RSOs to make CLEs **free**. If the RSO charges money for the event, it shall **pay the appropriate fees** to the CLE Board.

#### Evidence for CLEs:

Uploading Sandra's confirmation email to CLIO shall serve as sufficient evidence of hosting a CLE. The confirmation email shall include (1) the name of the **RSO** or its representative, (2) the **amount of CLE credit hours** of the event, and (3) the **title of the Program**.

An example [CLE Template](#) may be requested by emailing SBA.

#### **Students in Multiple RSOs**

No RSO member shall count qualifying community service towards more than one RSO's Community Service Requirement.

### **Funding**

SBA encourages RSOs to have events during the Fall and Spring semesters. The SBA shall not serve as the RSO's primary funding source.

### **Required Funding Forms**

RSOs shall complete and submit a [Funding Request Form](#) to SBA to receive funding. Funds **will not** be available to RSOs who fail to submit the Funding Request Form.

### **Limitations on SBA Funds**

SBA Funds provided to RSOs **shall not** be used to cover gifts (e.g. plaques, mugs, etc.), meals for private RSO meetings, or private meals between a speaker or attorney and one or more RSOs members. Any such expenses must be paid for by monies raised through the RSO's membership dues or fundraising activities.

The SBA Treasurer maintains the right to deny requested funds.

### **Carryover of Unused Funds Allocated in Previous Semester**

Each RSO's unused funds from the Fall Semester shall carry over to the Spring Semester. SBA shall recapture all total unused funds on April 1st.

### **UNLV Purchasing Card**

An organization can check out a university PCard to make purchases. To ensure a card is available for check out, we recommend notifying the business office at least one week in advance to give enough time for coordination. Please remember that you will need to submit the Funding Request Form to SBA in time to meet this deadline.

A PCard cannot have tax charged on it. It must be communicated to the vendor before payment that the purchase is tax-exempt. All university cards include the tax-exempt code on them. The most updated tax exempt form can be found here:

<https://www.unlv.edu/controller/accountspayable/tax-exemption>

PCards can be checked out for a 24-hour period. PCards can be checked out on Fridays but must be returned before the end of the business day (5:00 pm).

You may not make any purchases that exceed the approved amount.

The PCard must be returned with a receipt that includes the following information per the university receipt policy:

- The vendor’s business name
- A description of what was purchased –itemized receipt
- The total amount paid
- The method of payment

FAILURE TO COMPLY WITH ANY PCARD POLICY CAN RESULT IN SUSPENDED OR REVOKED USE FOR THE ORGANIZATION.

### **Reimbursement Procedures**

An organization may be reimbursed if they decide not to use the university PCard. RSOs **MUST** submit the **Funding Disbursement and Reimbursement Form** and **original receipts to SBA**, within seven (7) calendar days of purchase. Expense reimbursements should be processed immediately, this ensures funding is available and reimbursements are processed promptly. To receive reimbursement, students must sign up as a “Supplier” through UNLV. SBA will forward the approved request to the Business & Finance Office for processing.

This procedure requires a student or organization to make the purchase and submit a receipt for reimbursement. The receipt must contain the same information as the PCard:

- The vendor’s business name
- A description of what was purchased –itemized receipt
- The total amount paid
- The method of payment

Please be mindful that reimbursement is not guaranteed.

Additionally, the student must be registered in NSHE's Payment Registration system: <https://suppliers.nevada.edu/lite/>. If the student is an employee, it will be processed as an expense report.

FAILURE TO COMPLY WITH THESE REQUIREMENTS WILL RESULT IN FORFEITURE OF REIMBURSEMENT.

### **Fundraising Guidelines**

All fundraising efforts for RSOs must be approved and coordinated through the Boyd School of Law and UNLV Foundation prior to making a solicitation. The Director of Development, Heather Rappaport, for the Boyd School of Law and Annual Giving staff can assist with this fundraising process.

Gifts may be given as in-kind, cash, securities, property, land, or other items of value. Staff will assist student leadership in navigating the fundraising process and completing necessary paperwork. The following links cover UNLV policy on gifts:

- [University Solicitation and Gift Acceptance Policy](#)
- [Gifts-In-Kind Policies, Procedures and Guidelines](#)



If you have questions about fundraising, please contact the Director of Development for assistance with the form, fundraising, account numbers, sample sponsorship letters, etc.

Heather Rappaport can be contacted at [heather.rappaport@unlv.edu](mailto:heather.rappaport@unlv.edu).

### Approval

All fundraising requests must be submitted at least 1 week prior to the fundraiser, using the [fundraising request form](#). This includes online sales and special events. Failure to submit the request in a timely manner can result in the cancellation of the fundraiser. A solicitation list must be approved by staff prior to students approaching any potential or current donors via email, in-person, over the phone, etc.

This process ensures all gifts are properly recorded and administered using appropriate internal controls and sound financial business practices. In addition, it ensures the process of acceptance, management, and reporting of gifts complies with external regulations and standards, NSHE policy, and the university's fiduciary obligations to donors

**ANY SOLICITATION OR FUNDRAISING ACTIVITY, INCLUDING SPONSORSHIP, HELD WITHOUT UNIVERSITY APPROVAL MAY RESULT IN DISCIPLINARY ACTION.**

### Crowdfunding

Crowdfunding is the process of raising funds online. The University of Nevada, Las Vegas (UNLV) has a platform for student organizations to assist with crowdfunding called Rebel Raiser. All crowdfunding must be coordinated through the UNLV Foundation on the official crowdfunding platform.

### Use of UNLV Marks

Students and Donors shall not use any name, mark, logo, design, or other symbols of UNLV in its advertising or the production of any materials related to this sponsorship without the prior written approval of UNLV. If permission is granted to use UNLV marks, Students and Donors shall use such marks only as approved and posted by UNLV Reprographics and Design Services Unite as "Official UNLV Logos," as such logos may be revised from time to time. In addition, Students and Donors shall comply with the information and guidelines contained in the UNLV Graphics Standards Manual, including permitted colors and required resolutions for the Official UNLV Logos. The full name of William S. Boyd School of Law or Boyd School of Law must be used.

### Compliance

Student groups must comply with all university policies and procedures and local, state, and federal laws and regulations.

Violation of these or other requirements constitutes grounds for revocation of registration status

and/or other sanctions, following established University procedures of due process.

### **Scheduling Events, Reserving Rooms, and Sending E-Mails**

Boyd Law maintains a Master Calendar where RSOs 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>.

#### **Scheduling Events**

RSOs shall schedule all events using the scheduling system required by the Executive Secretary.

The Executive Secretary shall inform RSO Presidents of the scheduling system before the first day of the Fall Semester.

When scheduling events, please be mindful of faculty, law school administration, and UNLV Community-Wide events such as Homecoming. Any RSO holding an impermissible event shall receive a strike.

#### **Reserving a Room**

##### **Procedure for Booking BSL Rooms**

- Please check room availability on the [law school calendar](#).
- From the Portal, Click on the Schedule an Event icon and fill out the form.
- You will receive an email confirmation within 48 business hours.
- If there is a conflict, you will receive an email from the Law School Administration.

##### **Tables and Teaching Stations**

- Please do NOT move tables and teaching stations. Do NOT disconnect teaching stations as this can damage the equipment and the software.
- If additional tables are required for events or reserved for tabling, the RSO is responsible for gathering and setting up tables prior to the event.
- Students are responsible for returning the tables to storage once the event is over.
- Each organization is expected to furnish its own supplies for the event.

##### **For Weekend Events**

- If using the Moot Courtroom on the weekend, you will need a key to access the Moot Courtroom. Please email Andrea Shafer by the Wednesday before your event to arrange to pick up the key. You will need to return the key first thing Monday morning. Your Proximity Card will give you access to the Moot Court foyer.
- Students are responsible for removing all trash from the building since weekend custodial services are unavailable.
- Dumpsters are located behind the RLL building on the north side of the building.
- Trash bags are available upon request.

##### **For Those Using the Moot Court**

- Please keep all food and drink (except water) in the Moot Court lobby area.
- We do not allow food and drink in the Moot Court Classroom.

Andrea Shafer can be contacted at [andrea.shafer@unlv.edu](mailto:andrea.shafer@unlv.edu)

If classrooms at the Law School are not available, RSOs can also **reserve meeting rooms or classrooms in other buildings** by submitting a request through UNLV Student Union & Event Services <https://www.unlv.edu/eventservices/book-your-event>

If students wish to hold virtual meetings, they can use Google Meet. Google Meet can host any Gmail user.

### **Sending E-Mails**

To remind Boyd students of RSO events, Executive Board members of RSOs, or other designated members, may email [info@law.unlv.edu](mailto:info@law.unlv.edu), which goes to the entire school, or [admin-msgs@law.unlv.edu](mailto:admin-msgs@law.unlv.edu), which goes to all students and a limited number of staff members. It is requested that all emails sent to the InfoServe shall be sent from the RSO's official email address. **Emails shall be addressed "To" the RSO's official email address and "BCC" the InfoServe.** Emails are limited to **two (2) emails in a week**, measured from 12:00 am Sunday to 11:59 pm Saturday. No RSO may send more than **one (1) email a day**. If an RSO wishes to send additional emails beyond these limits, it must receive permission from the Executive Secretary. Any violation of these rules shall result in a strike.

### **Alcoholic Beverage Policy**

Nevada law requires that individuals be 21 years of age or older to possess or consume alcoholic beverages; therefore, alcoholic beverages are not to be served nor brought into any RSO's function or activity 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 RSO to University disciplinary action and/or arrest.

The **sale of alcoholic beverages** by an RSO is **prohibited**. The definition of "sale" includes an exchange for money before, during, or after events, including, but not limited to, coupons, admission charges, and donations. **No University funds, Student Activity Funds, or SBA Funds 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 an RSO is hosting an event at a venue where alcohol will be served, the RSO 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, Instagram, etc.), and e-mails to the InfoServe.

ANY RSO THAT FAILS TO COMPLY WITH THIS POLICY MAY BE SUBJECT TO

FUNDING REMOVAL AND SANCTIONS. CONTINUED VIOLATIONS WILL RESULT  
IN THE RSO'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 reserves the right to remove outdated or unauthorized materials. The distribution and posting of notices is permitted with the following guidelines:

RSOs may:

- Post in classrooms on a side of the whiteboard adjacent to the wall;
- Post on bulletin boards in the locker room and student lounge;
- Post in restrooms, only on the tile walls; and
- Post in e-mails sent from the RSO's official email address.

RSOs may not:

- Tape materials to BSL walls except with SBA approval;
- Tape materials to wood benches and wood doors;
- Tape materials to entryway doors; and
- Advertise alcohol specials on the entryway of BSL.

RSOs must remove all materials within 72 hours following the conclusion of the advertised event.

Boyd Faculty and Staff reserve the right to remove all written materials that interfere with classroom space or decrease the overall educational environment.

Banners may be hung at designated places in the law school during orientation and further scheduled periods. Additionally, RSOs may post their banner and hand out printed materials during their meetings or at events where 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 RSO.

RSOs also have the option of advertising their events to the greater UNLV community. For example, RSOs may want to advertise or table at the Student Union. RSOs must sign up through [Event Services Marking](#) to complete their request.

**Strike System, Failure of Obligations, and Discontinuation**

**Strike System**

All RSOs shall be held accountable to SBA's Strike System. If any RSO receives **three (3) strikes** within an academic year, the RSO will be considered in **bad standing** with SBA. All strikes shall be reset at the beginning of the following semester with the Executive Secretary's

approval. The Executive Secretary shall email the RSO President for each strike and with a reason.

### **Failure of Community Service**

Any RSO which fails to satisfy the Community Service Requirement by May 1st will be in **bad standing** with SBA until the hours are completed. Any community service hours completed in subsequent semesters or the Summer will only count towards the unsatisfied term until fulfilled.

### **Other Penalties**

Members of the Student Bar Association's Executive Board reserve the right to reasonably grant strikes for non-compliance with this Handbook's rules and other causes provided in this Handbook. RSOs may also be immediately suspended following a majority vote of the SBA Board of Governors for severe offenses or other causes not covered in this Handbook.

### **Permanent Removal**

The Student Bar Association Board of Governors maintains the right to permanently remove any recognized RSO by a majority vote of its members. The RSO under question will have the right to state its claim and answer questions at the Board of Governors meeting with sufficient notice by the SBA President or Executive Secretary.

### **Discontinuation of RSO**

RSOs choosing to discontinue operations for two (2) or more consecutive semesters shall share the email password of their RSO's school-provided email with the Executive Secretary. The Executive Secretary shall keep the password confidential and may not access or share the account unless necessary for reformation.

### **RSO at Risk of Discontinuation**

By April of the academic year, RSOs at risk of discontinuation shall share the email password of their RSO's school-provided email with the Executive Secretary to ensure future Boyd students reforming the RSO may access the account. The Executive Secretary shall keep the password confidential and may not access the account unless necessary for reformation. An RSO will be considered at risk of discontinuation if either:

1. The RSO has less than ten (10) active members; or
2. The RSO has two consecutive semesters in bad standing with SBA.

### **Appeal Process**

A RSO's executive board member may appeal any decision made by the SBA President, Executive Secretary, or Treasurer to the SBA Board of Governors by emailing [sba@unlv.nevada.edu](mailto:sba@unlv.nevada.edu).

The email must include:

1. Title of the RSO;
2. Name of the appellant; and
3. Reason for appealing the decision.

The appellant will be informed of the time and date the SBA Board of Governors will meet to discuss the appeal. The appellant maintains the right to state their case and answer questions by the Board of Governors at the meeting. The SBA Board of Governors shall discuss and decide the appeal no later than fifteen (15) days after submission of a sufficient appeal.

NOTHING IN THIS HANDBOOK SHOULD BE CONSTRUED TO ABRIDGE STUDENTS' CONSTITUTIONAL RIGHTS TO FREEDOM OF SPEECH, ASSOCIATION, AND FREE EXERCISE OF RELIGION.