



Baylor University
SCHOOL OF LAW

STUDENT ORGANIZATION HANDBOOK

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BAYLOR LAW STUDENT ORGANIZATION POLICIES

ORGANIZATION STRUCTURE AT BAYLOR LAW

- The Student Bar Association (“SBA”) is the only Baylor Law student organization registered with Baylor University. Every other student organization is a “sub-group” of the SBA, the umbrella organization for the law school. For ease of reference, each “sub-group” is referred to as an organization for the purposes of this handbook and the Baylor Law Student Organizations website.
- Each organization at Baylor Law is subject to the Baylor University Student Activities Student Organizations Policies and Procedures. Please visit the [Baylor University Student Activities Student Organization Policies and Procedures webpage](#) to review those policies and procedures.

FORMING A NEW STUDENT ORGANIZATION

- If you do not see an organization in which you would like to get involved, consider starting one. Contact [Katherine Sims](#), Director of Student Affairs for information about starting a new student organization at Baylor Law. Director Sims will walk you through the process of forming a new organization, which includes steps such as creating bylaws, forming the inaugural board, obtaining 25 Baylor Law student signatures on a petition to create the organization, and being approved by the Student Bar Association.

RE-STARTING AN EXISTING, BUT INACTIVE, STUDENT ORGANIZATION

- If you see a student organization on the website that is already approved but listed as inactive, please contact [Director Sims](#) about re-starting the organization.

FORMING AN INTEREST GROUP

- If you have an interest in creating a student organization and want to test the waters first, you can visit with [Director Sims](#) about the process to form an interest group that works with a faculty member with related expertise to discuss issues and host events for interested students. Interest groups can host events and speakers by partnering with existing student organizations and their faculty sponsors.

REGISTERING YOUR ORGANIZATION'S OFFICERS

- Be sure to e-mail [Director Sims](#) and [Terri Kroll](#), Assistant Faculty and Law Review Office Manager, each time your organization elects new officers.
- New officers are encouraged to visit with their faculty advisor and Director Sims as soon as possible after elections to ensure the new officers are familiar with Baylor Law student organization policies and procedures.
- New officers should also consult their organization's bylaws and with the prior officers (if possible) to determine what their new responsibilities are and to ensure they can meet all the stated goals of their positions and of their organization. If you do not have bylaws for your organization, please contact [Director Sims](#), as she may have an older copy, and/or she can guide you through the process of drafting bylaws for your organization.

SELECTING OFFICERS FOR YOUR ORGANIZATION

- Note: This section applies to existing organizations, not to organizations seeking to be formed. For organizations that are seeking approval, please refer to the "Forming a New Student Organization" section above.
- Check your organization's bylaws for the procedure to elect officers or to select candidates for appointed positions. If you do not have bylaws for your organization, please contact [Director Sims](#), as she may have an older copy or can guide you through the process of drafting a constitution for your organization.
- New officers are encouraged to visit with their faculty advisor and Director Sims as soon as possible after election so that they may assist with these policies and procedures, as well as planning events and activities.

WORKING WITH YOUR FACULTY ADVISOR

- Your faculty advisor is eager to help you! Officers of an organization should be meeting regularly (Director Sims recommends three times per quarter) to discuss the goals and operations of the organization.
 - Some organizations may need to meet with their faculty advisor more than three times per quarter. Meeting more than three times per quarter is highly encouraged. The more you visit with your faculty advisor, the more helpful he or she can be.
- Contact your faculty advisor as soon as you become an officer to set up an initial meeting. At the meeting, it is recommended that you discuss:
 - Goals for your term.
 - Activities and events the organization typically sponsors.

- Baylor University and Baylor Law policies of which you should be aware.
 - Finances of the organization, including fundraisers.
 - Succession planning for future leaders.
 - Advice that the faculty advisor may have for you.
- If an organization should ever find itself without a faculty advisor, the organization's officers should contact [Director Sims](#) immediately.

RUNNING YOUR ORGANIZATION

- Leadership in an organization can be difficult and time consuming. Officers must ensure the organization is hosting events, encouraging fellowship among members, growing in membership, managing any problematic officers or members, and preparing members or other officers to be the future leaders of the organization. Director Sims and Professor Teague host a Student Organization Leadership Summit every Fall and Spring quarter. In addition to broadly covering the policies and procedures contained in this handbook, they will cover at least one of the following topics at each Summit:
 - Planning successful events;
 - Running efficient meetings;
 - Recognizing and avoiding conflicts of interest;
 - Recruiting members;
 - Working with difficult members or officers;
 - Growing the next generation of leaders (succession planning); and
 - The importance of leadership and followership.
- Director Sims, Professor Teague, and your faculty advisors are also available to you at any time to discuss any of these topics in detail and with specifics for your organization.

MANAGING THE FINANCES OF YOUR ORGANIZATION

- Each student organization should set a reasonable amount of dues and outline when and how those dues will be collected in the organization's bylaws.
- Each student organization can store funds for the organization in a Baylor account. The SBA has a dedicated account with Baylor University. As sub-groups of SBA, other student organizations can store money in the SBA account and keep track of funds.
- Organizations can request account updates from [Director Sims](#) and [Terri Kroll](#) about available funds.
- Officers should communicate with [Director Sims](#) and [Terri Kroll](#) at least 2 weeks *in advance* of funding expenditures or requests to ensure that the expense is appropriate and can be funded.

- If you want to keep an outside bank account for your organization, you must visit with Director Sims and with your faculty advisor.
- It is advisable that each organization's treasurer have an accounting, business, or financial background.

PURCHASING

- If you need to purchase items or food for your organization, do not purchase anything directly. Please contact [Terri Kroll](#) to order items or food at least two weeks prior to the date you need the items or food. We need to allow time to place the order and receive the items. See the events section below for more detailed information about purchasing anything for an event.

APPAREL/SWAG

- Contact [Director Sims](#) about creating apparel or other swag for your organization. She will guide you through the approval and ordering processes.

REPORTING *PRO BONO* HOURS FOR YOUR ORGANIZATION

- If your organization sponsors or participates in a *pro bono* or public service activity that qualifies under the Baylor Law *Pro Bono* and Public Service Program, please submit a roster of participants and the hours they worked to [Jill Speegle](#), Legal Assistant for the Legal Clinics. She will record those hours with the Baylor Law Pro Bono and Public Service Program for participants.

SOCIAL MEDIA

- If your organization would like to create a social media account to advise members and other students of the activities and events of your organization, you are encouraged to do so. We recommend appointing one officer to manage the account.
- If you create a social media account, you must invite Director Sims and your faculty advisor to be administrators on the account.
- Although posts on student organization social media accounts do not have to be pre-approved by the Law School, each post must be in accordance with the missions of Baylor University and Baylor Law School. Moreover, each post must comply with [Baylor University's Student Conduct Code](#) and [Baylor Law School's Honor Code](#).
- Should any post be found to be objectionable by Interim Dean Patricia Wilson, Interim Associate Dean Matt Cordon, Senior Assistant Dean Angela Cruseturner, Director Sims, Director of Marketing and Communications Ed Nelson, or an organization's faculty advisor, the student organization may be required to delete the post.

TABLING

- If you would like to set up a table for your organization on the first floor of the Law Center, please see Terri Kroll on the 3rd floor to sign the table out.
- You must return the table to the closet from which you obtained the table immediately following your scheduled tabling time.

EVENT AND SPEAKER POLICIES

SELECTING A DATE AND TIME

- Check the [law school calendar](#).
- Check the Student Announcements and CDO weekly e-mails and the [PDP website](#) for Conflicting PDP and/or CDO events.
- Check the Baylor Law Course Schedule

GENERAL POLICIES, PROCEDURES, & GUIDELINES

Non-Speaker Event Approval (See Pg. X for Speaker Event Policies)

- Student Organization events require prior approval to prevent overlapping events and to spot opportunities for collaboration among events.
- Contact [Director Sims](#), and Copy [Terri Kroll](#).
- Please allow 48-72 hours for confirmation of your event request.

Reserving a Room

- Contact [Terri Kroll](#) and copy [Director Sims](#).
- Requests for future quarters will ONLY be considered after all class schedules have been finalized. Also, at the beginning of each quarter, law school department events will be given priority. When most department events have been scheduled, then student organization events will be considered for approval. There are exceptions, i.e., when the law school will host national competitions, events approved by the Dean's office, etc.
- Please allow 48-72 hours for confirmation of your room request.

- Please note it is the responsibility of each person requesting the room to make arrangements for AV/media and food service needs. (These fields are included on the Event and Speaker Approval Form.) Any damage to the room is also the responsibility of the user.

Event Promotion

Proper promotion of your event is essential to ensuring optimal attendance and event success. Keep in mind the purpose of your event, as well as the intended audience, and determine the best way to reach that audience. For small events, emails to organization membership may be sufficient. For increased publicity for larger events with prominent speakers or multi-panel discussions, creating flyers for student announcement e-mails, digital displays, social media, and posting around the law school are encouraged.

- **Weekly Announcements:** If you would like to include an announcement in the weekly student announcements email, you must submit it (with the exact heading and wording you want to appear in the email) to [Terri Kroll](#) by 12:00 p.m. noon on the Friday preceding the Monday when you would like the announcement to be sent. You must also copy [Director Sims](#) and the current SBA Executive Secretary on the email to Mrs. Kroll. Failure to comply with this procedure may preclude your announcement from being included in Monday's email.
 - You may petition for a late/non-conforming submission to be included or sent in a separate email by sending [Director Sims](#) an email showing good cause for the late or non-conforming submission.
 - Please include the length of time you would like the announcement to be included in the student announcements e-mails when you send it to Mrs. Kroll

Camps Monitors: If you would like an announcement posted on the Law School's internal monitors, please email [Director Sims](#); [Ed Nelson](#), Director of Marketing and Communications; and [Nick Teixeira](#), Assistant Director of Creative Services. with the exact heading and wording of the announcement by 12:00 p.m. noon on the Friday preceding the Monday when you would like the monitor image to appear. Please include the length of time you would like your announcement to be shown on the monitors.

- **CDO Weekly Announcements:** To publicize career-related programs, email the announcement for your event to [Wren Pauley](#), Office Administrator of Career Development, by 12:00 p.m. noon on the Friday preceding the Monday when you would like the announcement to be sent. The CDO will be happy to include your event in its weekly announcements. Please include the length of time you would like your event to be included in the student announcements e-mails.
- **Flyers:** Student Organizations may post flyers for their events. You may only place flyers on the bulletin boards located within the law school.

- **Flyer Guidelines:**
 - **DO NOT** put flyers on any painted surface (i.e., the walls and hallways).
 - **DO NOT** put up flyers that have not been approved by either Director Sims or your faculty advisor.
 - When placing flyers on the bulletin boards, **DO NOT** cover flyers already in place. You may move flyers around if it is necessary to make room for your flyer.
 - **DO NOT** remove flyers that belong to another organization.
 - Please remove flyers after your event is over.
 - Organizations who violate the above guidelines will lose their privileges for future events.
- If you need 15 flyers or less, please contact [Terri Kroll](#) to print them. If you need more than 15 flyers, the cost of producing flyers will come out of your organization's budget. Please observe proper funding procedures before printing flyers.
- If you have any questions regarding making or posting flyers, do not hesitate to contact [Director Sims](#) or your SBA officers for further assistance.
- **Social Media:** Using social media is an incredibly valuable tool to promote your events. Be sure to discuss your social media advertising strategy with your organization's membership, your faculty advisor, and/or Director Sims.
 - Although posts on student organization social media accounts do not have to be pre-approved by the Law School, each post must be in accordance with the missions of Baylor University and Baylor Law School. Moreover, each post must comply with [Baylor University's Student Conduct Code](#) and [Baylor Law School's Honor Code](#).
 - Should any post be found to be objectionable by Interim Dean Patricia Wilson, Interim Associate Dean Matt Cordon, Senior Assistant Dean Angela Cruseturner, Director Sims, Director of Marketing and Communications Ed Nelson, or an organization's faculty advisor, the student organization may be required to delete the post.

GUEST SPEAKERS

Approval process

Guest speakers are welcomed and encouraged. Baylor Law is committed to bringing to campus engaging speakers who have positive, constructive, responsible, ethical, and professional viewpoints to share in a venue marked by civility, factual accuracy, open mindedness, and mutual respect. (There are some restrictions regarding those who are political office holders or those seeking to attain a political office. Contact [Director Sims](#)

if you have questions.) Baylor Law has a robust schedule of programming each quarter for students. In addition to Professional Development Program ("PDP") events, faculty and student organizations frequently schedule events to provide additional learning and academic opportunities to Baylor Law students. To keep our calendar and events coordinated, all student organizations requesting to host on-campus events must submit the [Event and Speaker Approval Form](#).

- You are encouraged to discuss possible events among your organization often and plan such events early. You are also encouraged to collaborate with other student organizations. Doing this will help lower costs and increase attendance.
- Prior to contacting a guest speaker for ANY reason, you MUST get pre-approval through the [Event and Speaker Approval Form](#). This includes checking with a speaker for his or her availability prior to filling out the form – do *not* reach out until you have filled out the approval form and received pre-approval for the speaker. It is perfectly acceptable to fill out the [Event and Speaker Approval Form](#) with only a rough idea of the topic and speaker that you have in mind. Director Sims, your faculty advisor, and pertinent committees will work with you to work out details after approving the speaker and the general topic.
 - *If you are planning a major event and wish to invite a high-profile guest, please contact the Dean's office to ensure Dean Wilson's availability PRIOR to making the ask. It is imperative that proper protocol always be followed.*
 - If you are inviting panelists for a multiple-speaker panel for a large event or conference, etc., you must contact Director Sims for assistance in addition to filling out the [Event and Speaker Approval Form](#).

Post-Approval

- Invite the speaker immediately.
 - Communicate clearly to the potential speaker the event's purpose, intended audience and the desired duration for their presentation (1 hr. max for a PDP). Let them know the time, date, and location of the event and the expense and travel arrangements that will be covered or not covered. Confirm all arrangements including the date and time and expenses in writing.
 - DO NOT book flights or a hotel for a speaker. If such things are needed, Director Sims and Terri Kroll will coordinate those details with your speaker.
- If there is a speaker's fee associated with an invite, you must make sure that you have the funds available to pay the speaker's fee. In addition, you must clear with Director Sims how the speaker will be paid to ensure that Baylor policies and procedures are followed.
- Visit with Director Sims about a gift for your speaker.

- Note: Do not purchase gift cards for speakers, as that expense cannot be reimbursed.
- If the speaker is a Baylor Lawyer, let [Interim Dean Patricia Wilson](#); [Senior Assistant Dean Angela Cruseturner](#); [Interim Associate Dean Matt Cordon](#); [Jordan Hannah](#), Director of Alumni Relations; and [Stephanie Mabry](#), Director of Development, know as soon as the event details are confirmed.

PROFESSIONAL AND/OR LEADERSHIP DEVELOPMENT CREDIT

- If you would like your organization events to count for [Professional Development Program Credit](#) and/or [Leadership Development Program Credit](#), please see the criteria on those pages. If you believe the event would qualify for credit, please contact [Director Sims](#) and [Kristine Bridges](#), Assistant Dean of Career Development.
- For full consideration and the best chance of your program being approved by the PDP Committee, you must seek approval prior to the sixth week of classes in the quarter preceding the quarter in which you seek to hold an event. For example, if applying for PDP for a Winter Quarter program, you must seek that approval before the sixth week of classes in the Fall Quarter. If you do not submit your program by this deadline, the committee will consider your program as space and topic allows.

CAREER-RELATED EVENTS

- *If there are conflicts with an event the Career Development Office (CDO) is planning, contact [Dean Bridges](#) to get permission to hold your event during that time.* This includes organization business meetings where no outside speaker or non-members are invited to attend.
- The CDO encourages student organizations to organize career-related programs based on your organization's practice area or other focus. PDPs educate students about different practice areas, skill sets, professionalism, and more. They also help your members connect with practicing attorneys and provide networking opportunities for students.
- To encourage your organization to present programs, the CDO will fund up to \$300 to your organization for one career-related program each academic year. If your organization wants to host a career-related program, please contact [Dean Bridges](#) if you have questions. **Pre-approval is required for funding. Funds are limited each quarter and are disbursed on a first-come, first-served basis.**
 - Please note that your organization is responsible for organizing the event, inviting speakers, reserving a room, promoting the event, and ordering any food.

SPECIAL EVENT NEEDS AND POLICIES

Alcohol

- Read Baylor's policy on alcohol [here](#).
- Contact [Director Sims](#) with any questions.

Audio/Visual

- If you need audio/visual assistance and have not already notified Baylor Law's Information Technology (IT) Team through the [Event and Speaker Approval Form](#), you must give two weeks prior notice. You can also give notice and request assistance by contacting [Baylor Law IT](#). A member of the IT team will then contact you about the event and any support you need. Please copy [Director Sims](#) when you e-mail IT.

Building Accessibility

- If you are planning an event on weekends or holidays and inviting people to campus that do not have Baylor ID cards that allow access to the building, contact [Terri Kroll](#) to ensure that the buildings will be unlocked. Please copy [Director Sims](#) when you e-mail Mrs. Kroll.
- Requesting this access may require the Baylor Police Department to have security on-site for the event. Please contact [Director Sims](#) for guidance.

Catering

- Check Baylor University's list of [approved food trucks and caterers](#) and contact [Terri Kroll](#) to proceed with ordering. Please copy [Director Sims](#) when you e-mail Mrs. Kroll.
 - If you would like to use a restaurant, caterer, or vendor that is not approved by Baylor, please contact [Director Sims](#) directly.

Contracts

- For all contracts, the contracting party should be the organization. The organization is responsible for any contract signed. Organizations can contact [Director Sims](#) for advice. **Do not sign any contract on behalf of Baylor University or Baylor Law.**

Maintenance, Facilities, and Custodial Support

- **At the conclusion of your event, the space should be cleaned up and returned to its original condition**, and it is your responsibility to clean up after your group. When utilizing a classroom, please keep in mind there will be classes after your

meeting and failure to cleanup will affect the students using the classroom after you. Failure to clean up properly will affect your ability to reserve a room in the future!

- If there is any issue with the space prior to your event, please contact [Director Sims](#). She will make sure facilities management is notified.
- If your event requires large trash cans, please contact [Director Sims](#). She will coordinate with custodial staff.

Tables, Chairs, and Special Requests

- Should you need tables and/or chairs for your event, please email [Terri Kroll](#) and copy [Director Sims](#).
- Any special requests (tents, lawn games, bounce house, movie projector, etc.) should be directed to [Director Sims](#).

Parking

- Depending on the size and type of your event, you may need special parking for speakers or other outside attendees. Should you require additional parking, please contact [Terri Kroll](#) **no later** than two weeks prior to your event for arrangements. She will determine the most suitable options for your event based on the number of guests planning to attend. If you need parking for more than five guests, she will need to make special preparations with Baylor Parking Services.
- If your event will take place the evening before or the day of a Baylor University football game, please keep in mind that the law school parking lot will not be available to you. Consult the [Baylor University game day parking website](#) for options.

Non-Law School Baylor University Room Requests

- Should you need to reserve a room in another building on the Baylor University campus, not located in the law school, please contact [Director Sims](#).

Safety and Risk Management

- All special events involve some level of risk. Proper safety and risk management planning by the event coordinator will ensure events held by student organizations run smoothly and safely. If you are inviting outside vendors (not just speakers) to the law center, they **MUST** have special event insurance. All outside vendors coming Baylor Campus are required to show proof of Liability Insurance coverage at a minimum of \$2,000,000. Ask them for a Certificate of Insurance (COI). This can usually be emailed to you.

- Events that require notification to Baylor University’s Risk Management team include but are not limited to dog socials on campus, physical activities (such as intramural sports) on campus, or any other activity on campus where risk of bodily harm or injury is possible during the normal course of the activity.
- Visit the [Baylor University Compliance and Risk Services website](#) for additional information.

EVENT BUDGETING AND FUNDING

Budgeting

- Organization treasurers should have a consistent and solid grasp on the organization’s budget.
- Organization officers should come up with a reasonable budget for each event before any planning commences.
- If you have money to deposit into your organization account from a fundraising event or would like to check the balance of your account, please email [Terri Kroll](#) and copy [Director Sims](#).

Fundraising

- Organizations are encouraged to hold fundraising events to supplement dues. Fundraisers include but are not limited to apparel sales, bake sales, other food sales, seasonal sales, etc.
 - For food sales, items must be individually packaged.

Options for accepting funds (including dues):

- Baylor Law credit card machine:
 - Complete training with Terri Kroll
 - Check machine out with Mrs. Kroll each time you need to use the machine.
 - Promptly return machine and receipts to Mrs. Kroll when you are done using it.
- Baylor University Marketplace:
 - Work with Director Sims to create a store front for your organization.
 - Marketplace calculates sales tax, so no need to price

- over to account for tax.
 - Create a QR code to associate with your store front to be used for presales and table sales.
 - List of items will be sent to main campus to be added to the store front.
 - Shipping
 - Shipping isn't calculated but can build in flat-rate shipping options that we include in the list we send to be added to the Marketplace.
 - Handled by the students/law school
- Organization Venmo/Bank Account/Debit Card:
 - Can't use Baylor's tax ID.
 - Your faculty advisor must agree to and be involved in this process.
 - Your faculty advisor will open a bank account in his or her name and in the name of the organization.
 - The organization will have a debit card that can be used for organization purchases.
 - You must create a Venmo account and an e-mail account in the organization's name and share all login information with your faculty advisor.
 - Venmo funds must be transferred to the organization's bank account and then paid into the organization's Baylor account.
- **You absolutely must not accept any funds using personal Venmo accounts.**

SBA Funding

- The SBA accepts fund requests from Baylor Law student organizations. To request SBA funds, please email your request to the Executive President and the Executive Treasurer and copy [Director Sims](#). Please include the amount, a detailed list of what the funds will be used for, and how it will positively influence/impact the student body.
- For budgeting purposes, fund requests must be submitted no later than the second Friday of each quarter. Requests submitted after the deadline will be considered on a case-by-case basis.
- If the SBA approves an amount less than what was requested, the requesting organization may submit an additional request when the original funding has been utilized.

Outside Funding

- Sometimes law firms, Baylor Lawyers, and local businesses will donate funds to student organizations; **however, DO NOT seek outside funding from a law firm, corporation, etc. without first consulting with** Director Sims. She will help you determine if approval by Baylor University's Advancement Office is required before moving forward.

EVENT CANCELLATIONS

- If you have already received a room reservation confirmation, and you need to reschedule or cancel an event, please contact [Terri Kroll](#) as soon as possible. Be sure to notify other vendors or departments of your cancellation, i.e., the help desk for technology services, SBA, etc.
- When an event must be cancelled or rescheduled, it is essential to notify and inform all attendees and potential attendees and speakers as soon as a change is made!