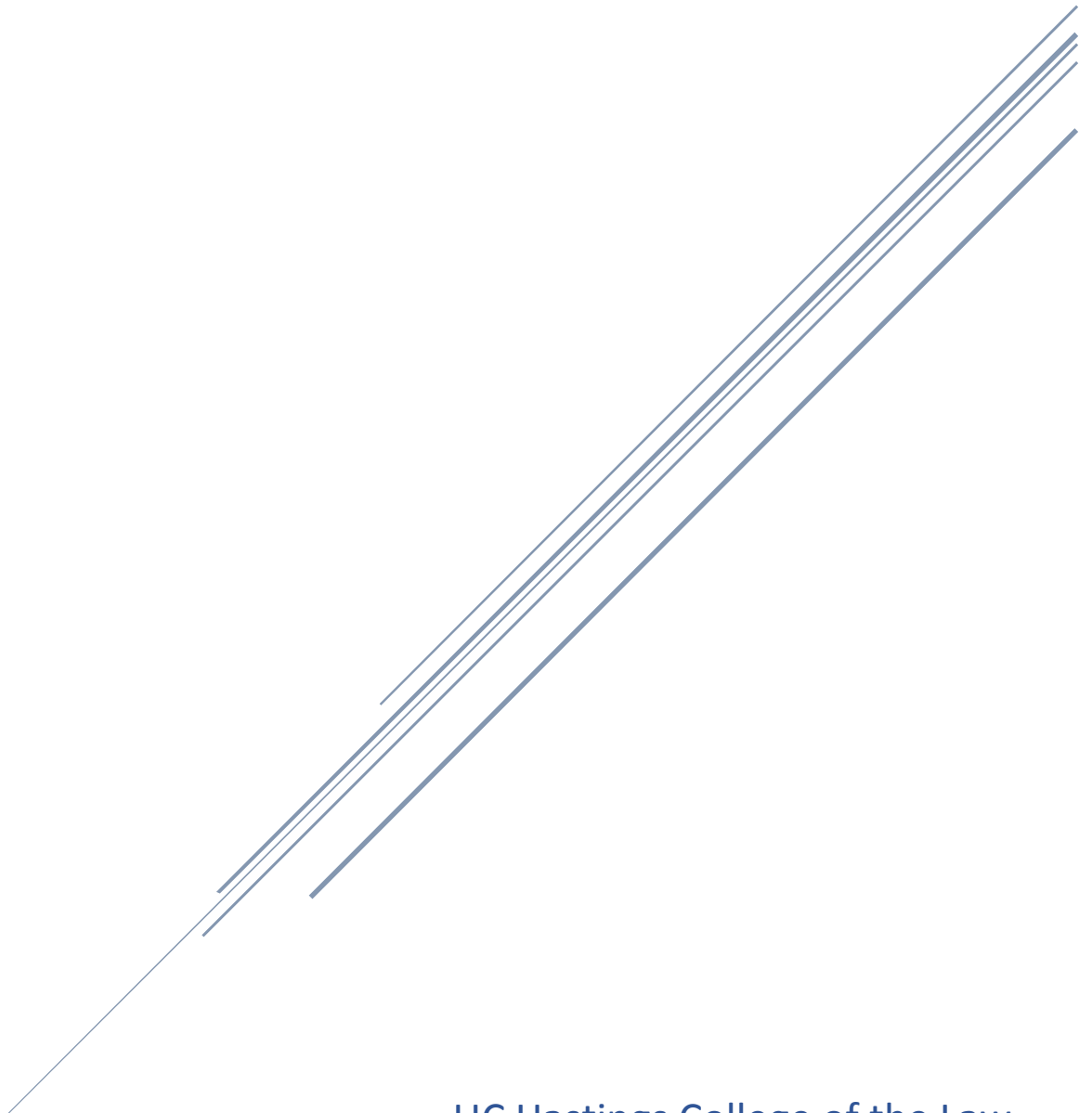


# UC HASTINGS STUDENT ORGANIZATION HANDBOOK

A Guide for Officers of Student Organizations



UC Hastings College of the Law  
2016-2017

## **Handbook for Student Organization Officers**

The Handbook for Student Organization Officers (“Handbook”) covers some of the most common topics related to running a student organization here at UC Hastings College of the Law. It is designed to provide a general framework for use when forming and running your student organization, including tips on how to do so as efficiently and successfully as possible. It also contains many of the policies and rules that student organizations must abide by. ***All officers of registered student organizations are responsible for knowing and abiding by the Handbook, and for ensuring that their members do so as well.***

The following is a list of some of the most common issues that arise for student organizations. Additional questions, including questions about specifics not covered in the Handbook, should be directed to [Leeja Patel](#), Associate Director for Student Leadership & Community Development, at the [Office of Student Services](#).

### **REGISTRATION**

**Definition:** A Registered Student Organization is a group of students that has decided to join and work together to achieve a common purpose, and has been officially approved to do so by UC Hastings College of the Law. Registered student organizations are expected to comply with the policies set out in this Handbook for Student Organizations, the [Student Handbook](#), and all other UC Hastings policies and regulations.

*Note: Organizations must apply for or renew their registration every year.*

**Requirements to register a student organization:** To be officially registered, all organizations must have at least three officers, including a President or Lead (who is the official contact person for the organization) and a Treasurer (who performs budget and accounting functions and works with ASUCH, the Fiscal Office, and the Office of Student Services). Officers must be currently enrolled UC Hastings students in good academic standing, and must serve a term of one academic year, including the summer term, until a new officer is elected and trained for their position.

The official contact person is responsible for the organization’s actions, and must maintain their most up-to-date contact information with the Office of Student Services. The contact person is responsible for communicating information from their group members to the Office of Student Services and, in turn, through them to the administration. Additionally, the contact person is responsible for ensuring that any communications sent by administrative departments to them reach their membership.

In addition to the requisite minimum number of officers, a student organization must also come up with a purpose and bylaws by which to govern themselves before applying for registration. An acknowledgement of and an agreement to abide by the UC Hastings Policy on Nondiscrimination<sup>1</sup> must be included in your bylaws.

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<sup>1</sup> **Policy on Nondiscrimination:** The College is committed to a policy against legally impermissible, arbitrary or unreasonable discriminatory practices. All groups, including administration, faculty, student governments, College-owned student residence facilities and programs sponsored by the College, are governed by this policy of nondiscrimination. The College’s policy on nondiscrimination is to comply fully with applicable law.

Students who wish to start a new organization should set up a meeting with the Associate Director for Student Leadership and Community Development before applying for registration.

**Benefits:** As a registered student organization, your group will be eligible for perks including, but not limited to, ASUCH funding, a free UC Hastings email account ([studentorgname@uchastings.edu](mailto:studentorgname@uchastings.edu)), a free website, free on-campus room reservations (including the setup and media needs), storage space on-campus, and more. The procedures to obtain all of these are explained in more detail in the “Funding” and “Operations” sections of this handbook.

**How to register:** The President or Lead can register their organization electronically by logging in to their personal KScope account and clicking on “Register a Student Organization.” Existing organizations should choose the option to “renew” their registration status after this step. New organizations should choose the “register” option. To speed up the process, please make sure you have your bylaws in a Word (.doc) format, a drafted purpose, and the names of 3 officers before registering. A version of your existing bylaws will be pre-loaded for any existing student organizations (when you click the “renew” option). Please see below for a step-by-step guide to the registration process:

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The University of California, Hastings College of the Law shall not discriminate unlawfully on the basis of race, color, religion, national origin, ancestry, disability, age, sex or sexual orientation. This nondiscrimination policy covers admissions, access and treatment in Hastings-sponsored programs and activities.

## How to Complete the Student Org Application Form

### Complete the Bylaws Document:

1. Update or create the Bylaws document (saved as a Microsoft Word document file).

### Login Instructions:

1. Open a web browser (e.g. Safari, Chrome, Internet Explorer) and access the URL shown below:

[kscope.uchastings.edu](https://kscope.uchastings.edu)

2. To log in, use your Hastings email user name (without @uchastings.edu) and password.
  - If you have issues logging in, please send an email to the UC Hastings Help Desk ([helpdesk@uchastings.edu](mailto:helpdesk@uchastings.edu))

### Complete the Student Org Application Form:

1. Make sure to complete the Bylaws document (Microsoft document file).
2. Once you have logged into the Kaleidoscope portal or Kscope portal, click on **Register for Student Org** as shown below.

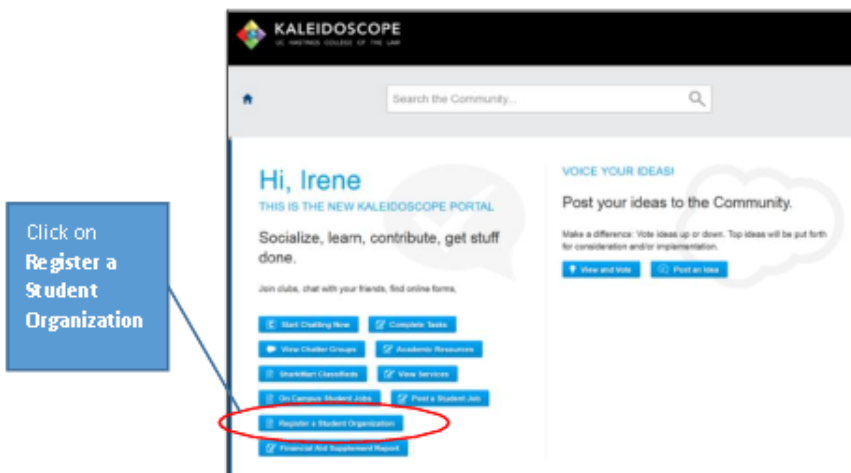


Figure 1- Kaleidoscope Portal Home Page

## **FUNDING AND REIMBURSEMENTS**

**Sources of Funding:** There are two primary sources of student organization funding: (1) the Associated Students of the University of California Hastings College of the Law (ASUCH), and (2) fundraising done by the organization itself, with the benefit of using the College's non-profit status. Student organizations may also raise funds through the Alumni Office and the Office of Student Services in some specific arenas.

**ASUCH Funding:** ASUCH funds organizations by allocating them a portion of student activity fees. Once allocated, these funds are not issued to the organization directly; rather they are held by ASUCH until a reimbursement request is made.

ASUCH uses its budget process to serve the needs of the student body as a whole, and to fulfill its mission of service, community development, and professional achievement. Those organizations or events that serve the greatest amount of students and meet the broadest community needs, and organizations that work collaboratively to leverage their resources will receive the highest funding priority. Funding can happen two ways through ASUCH: the budget process at the beginning of each semester, and through a Resolution made during a General Meeting.

The ASUCH Treasurer, in collaboration with the Office of Student Services, will hold an annual leadership conference (usually within the first 2 weeks of the fall semester) to explain the budget application process. The conference is mandatory for registered student organizations and anyone interested in seeking ASUCH funding during the year.

Please consult the ASUCH website for more information about the budget process and the General Meeting schedule.

**Fundraising:** Student Organizations can also acquire funds in a variety of other ways to support their activities and events. These include:

- Charging membership dues
- Holding non-commercial fundraising events (e.g. bake sales).
- Soliciting private donations
- Charging registration fees

If you would like to discuss a different method of fundraising, please contact the Associate Director for Student Leadership and Community Development.

*Since all funds are acquired in the name of University of California, Hastings College of the Law, they must be accounted for in the manner described herein.*

**The Alumni Center:** You should contact the Alumni Center before seeking any donations (including in kind) as the Alumni Center can provide you with many helpful fundraising services, including potentially matching donations, solicitation advice and follow-up notes from the College, a letter confirming your nonprofit status, etc.

**The Office of Student Services:** The Office of Student Services administers the Travel Funding process, to help student organization members defray some of the cost of

traveling to a related conference or other professional event. Please visit the Travel Funding page for more details.

Additionally, the Office of Student Services tries to use its limited funds to support student organization events that serve large populations of students or fulfill a critical need in the community. Because funding is extremely limited, only requests made considerably in advance of an event can be considered. To inquire further about this, please contact the Associate Director for Student Leadership and Community Development.

### **Processing Financial Transactions:**

Organizations have two options for processing and accounting for their financial transactions: an ASUCH reimbursement, and through their own UC Hastings account. *If the organization's fund sources include a combination of ASUCH activity fee funding and funds generated from their own fundraising efforts, the ASUCH reimbursement method is not applicable.*

**ASUCH Reimbursement:** If the organization has been authorized an allocation of student activity fees from ASUCH, the organization may operate on a reimbursement basis. By using this method, the organization relies *solely* upon ASUCH activity fee funding to sponsor its activities and events. The organization is not required to handle any funds or keep any financial records. With this method, organizations can finance their activities in two ways:

- Members of the organization can purchase the goods and/or services required to sponsor their event(s) and submit ORIGINAL receipts to ASUCH for reimbursement. The reimbursement form is available [here](#).
- The organization may submit an original vendor invoice directly to ASUCH for payment.

**Open a Hastings account with the Office of Fiscal Services:** Registered student organizations may, at no charge, open a Hastings account with the Office of Fiscal Services. The account is the organization's general operating fund where all income is deposited and disbursements are recorded. The benefits of maintaining a Hastings account include:

- Organizations with a Hastings' account are permitted to use Hastings' Federal Employer Identification Number;
- Investment income is earned on available cash balances;
- No monthly reporting of deposits and disbursement transactions are required;
- No monthly reconciliation of the cash account balance is required;
- The organization continues to use the same account number year after year. This allows for the organization to maintain a history of activity, which is archived by the Office of Fiscal Services for seven years;
- Organization officers are authorized signers;
- Transaction activity reports are available upon request from Fiscal Services; and

Please note that a student organization **must designate at least two officers (and should ideally designate three officers)** to be authorized signers and must update the

authorized signatories with Fiscal Services if they change at any point. This usually happens annually—upon submission of the organization’s registration with Student Services, or upon the election of new officers. The Assistant Dean of Student Services can serve as an alternate signer when one of the two is unavailable. NOTE: Unless otherwise noted, the current signers’ authority expires on June 30th of each year. Only actively enrolled students may be authorized signers.

Transaction activity reports are available upon request from the Office of Fiscal Services. It is the responsibility of the organization to periodically review transactions for accuracy and to report any discrepancies immediately to the Associate Director of Fiscal Operations or the Controller.

Please visit the Office of Fiscal Services [website](#) to read more about their procedures, and to access all of the relevant [forms](#) needed to operate an account through them.

### **Policies Applicable to Student Organization Funds:**

All funds acquired by an organization must be used for purposes which are in furtherance of the organization’s stated bylaws and within the mission of the College. To ensure that the organization’s expenditures are in compliance with all State and Federal laws and regulations governing the College’s tax-exempt status, all funds acquired by the Organization must be used as follows:

1. No funds can be used to benefit individual members of the organization. An example of inappropriate and excessive use of funds would be an organization-officer dinner at a four star restaurant. This standard, however, does not prohibit ordering pizza for work meetings, serving refreshments at activities, etc.
2. Donations to political causes of any kind are prohibited, including campaign meetings on campus.
3. No gift or gratuity, including entertainment, may be purchased for College employees, administrators, faculty or directors of the College with funds of the organization.
4. All equipment purchased with funds of the organization shall be reasonably related to the business of the organization.
5. All equipment purchased with funds of the organization shall be deemed property of the College; it shall be inventoried by the College and is to be used exclusively by the organization.
6. Parties funded by the organization must be open to all members of the organization and shall be reasonably related to the business of the organization.
7. At no time shall the funds of the organization be used for personal expenses, and at no time can personal IOU’s be made from the organization’s funds.

## **OPERATIONS**

**Bulletin Boards and Posting:** All registered organizations may request bulletin space through the College Events Center. To post flyers for your organization, you must also receive approval in the form of a stamp from the CEC. All Bulletin Boards are subject to the [UC Hastings Posting Policy](#).

Please note that it is expected that organizations that are given bulletin space keep that space up-to-date, or it may be given to another group. In particular, you will want to keep your board up to date prior to 1L Orientation in August.

**Email:** Registered student organizations may request an official @uchastings.edu e-mail address by emailing [helpdesk@uchastings.edu](mailto:helpdesk@uchastings.edu) and cc'ing the Associate Director for Student Leadership and Community Development. Groups that are renewing their registration should already have email accounts and can apply to access their login and password (if they do not have it) the same way.

Please note that these email accounts may not be used to send mass emails to the student body at large. Student Organizations may send mass messages to students through either The Weekly (by emailing [weekly@uchastings.edu](mailto:weekly@uchastings.edu)) or via their own membership lists. College resources such as the email system are not to be used for commercial, religious or political purposes. Use of the Hastings Network, including email services, computers, etc., constitutes acceptance of the [Computer Resources Acceptable Use Policy](#).

**Listserv:** Registered student organizations may request a chatter group to use as an internal listerv by emailing [helpdesk@uchastings.edu](mailto:helpdesk@uchastings.edu) and cc'ing the Associate Director for Student Leadership and Community Development. Groups that are renewing their registration should already have chatter groups and can apply to have their officers changed the same way.

**On-Campus Room Reservations:** Registered student orgs may reserve rooms on campus for their meetings or events for free. Other orgs must rent space on campus at a cost. See the Event Planning Section for more details on reserving space on campus.

**Storage Space:** Space is available for student organizations to store banners and other difficult to carry articles related to their student org. To request a space, please contact the Office of Student Services. Due to limited availability, space requests will be considered on a rolling basis, beginning in August of any given year.

Please note that it is expected that organizations keep the space they are given clean and well maintained, or that space may be given to another student organization. If you need to dispose of more trash than can fit in the waste bins in the storage space area, or are doing a yearly or heavy-duty cleaning, please contact [facilities@uchastings.edu](mailto:facilities@uchastings.edu) and cc the Associate Director for Student Leadership and Community Development so that additional supplies and trash receptacles can be provided for you.

**Student Org SIC Folder:** Registered student organizations may request a SIC folder, that will be placed in the student organization section of the SIC nook. Each August, the Campus Event Center will dispose of any outstanding mail in your folder. Please designate someone to check your folder regularly and have that person contact [CEC@uchastings.edu](mailto:CEC@uchastings.edu) to request a SIC folder.

**Website:** Each registered student organization receives a webpage through the UC Hastings website. You need to designate one person from your group to update your site and have that



person contact [helpdesk@uchastings.edu](mailto:helpdesk@uchastings.edu) to request that a webpage be created. Please 'cc the Associate Director for Student Leadership and Community Development on any emails to helpdesk. Groups that are renewing their registration should already have websites and can apply to access their login and password (if they do not have it) the same way.

To update your organization's descriptions on the UC Hastings student organization [website](#), please contact the Office of Student Services. Updates are usually completed within two weeks of receiving a request.

### **ROOM RESERVATIONS & EVENT LOGISTICS**

The College Events Center oversees the event-scheduling process at UC Hastings. The CEC [website](#) has information on reserving rooms, requesting facilities, media, IT, and public safety help for your event, and a list of applicable policies and processes for various types of events. If you have any questions about event planning, please email [cec@uchastings.edu](mailto:cec@uchastings.edu) or stop by their offices on the 1<sup>st</sup> Floor of the 200 Building, right by the SIC folders.

### **POLICIES GOVERNING STUDENT ORGANIZATIONS**

Student organizations must conduct activities in accordance with all UC Hastings College of the Law policies and regulations, as set out in the 2016-2017 [Student Handbook](#). You are expected to have read these policies and are bound by them. This includes, but is not limited to, the following policies governing all student organization activities:

- [Policy on Discrimination, Protected-Status Harassment, Sexual Harassment, and Sexual Assault and Violence Related to Students](#)
- [Americans with Disabilities Act and Student Groups](#)
- [Posting Policy](#)
- [Alcohol Policy](#)
- [Policies and Regulations Applying to College Activities, Organizations and Students](#)

Any questions about UC Hastings policies and regulations may be directed to the Office of the [General Counsel](#).

### **CONTACT**

If you have further questions about anything in this Handbook, or generally about student organization work or student life, please contact:

**Student Services:** [studentservices@uchastings.edu](mailto:studentservices@uchastings.edu), (415) 565-4773, 200 Bldg, Room 254