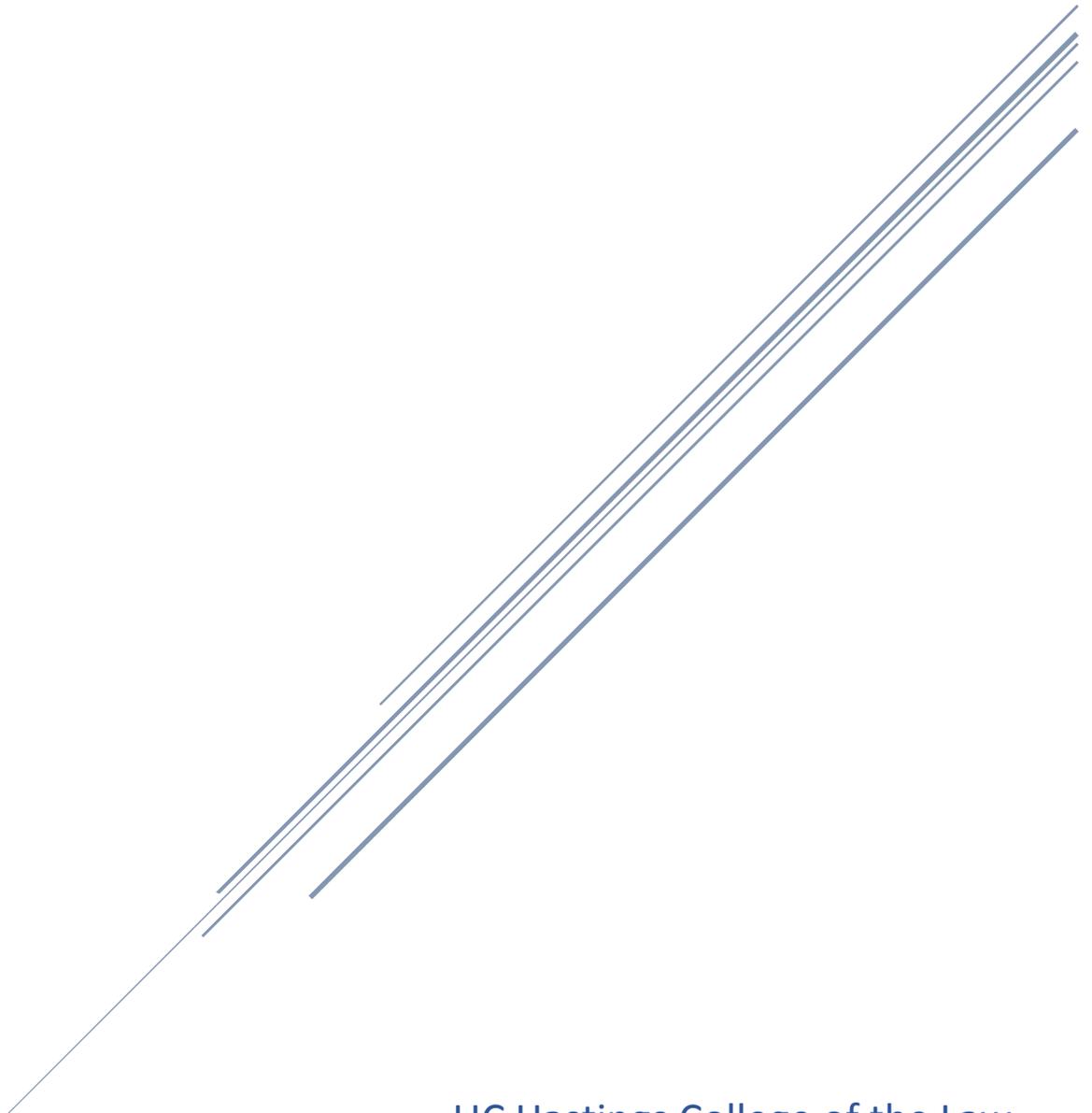


UC HASTINGS STUDENT ORGANIZATION HANDBOOK

A Guide for Officers of Student Organizations



UC Hastings College of the Law
2017-2018

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, and includes answers to some frequently asked questions. 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 processes and resources for student organizations. Any additional questions about student organizations and student leadership on campus may be directed to the [Office of Student Services](#).

DEFINITIONS

Student Organization: A [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. Journals, teams, and ASUCH are also considered student organizations upon registration.

Registration: Registration is the process by which student organizations apply for or renew their license to operate on campus. Registration must occur annually. Registered student organizations are expected to comply with the policies set out in this Handbook for Student Organizations, the Student Handbook, the UC Hastings Nondiscrimination Policy, and all other college policies and regulations.

REGISTRATION

Why register?: Once registered, your student organization can apply for ASUCH funding, reserve rooms on campus for free (including media service and facilities setup help), and request/access other campus resources such as a complimentary UC Hastings email account (studentorgname@uchastings.edu), a website, 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.

Requirements: To start a new student organization, or renew an existing one, you 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 should plan to serve a term of one academic year, including the summer term, until a new officer is elected and trained for their position.

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 Nondiscrimination¹ must be included in your bylaws.

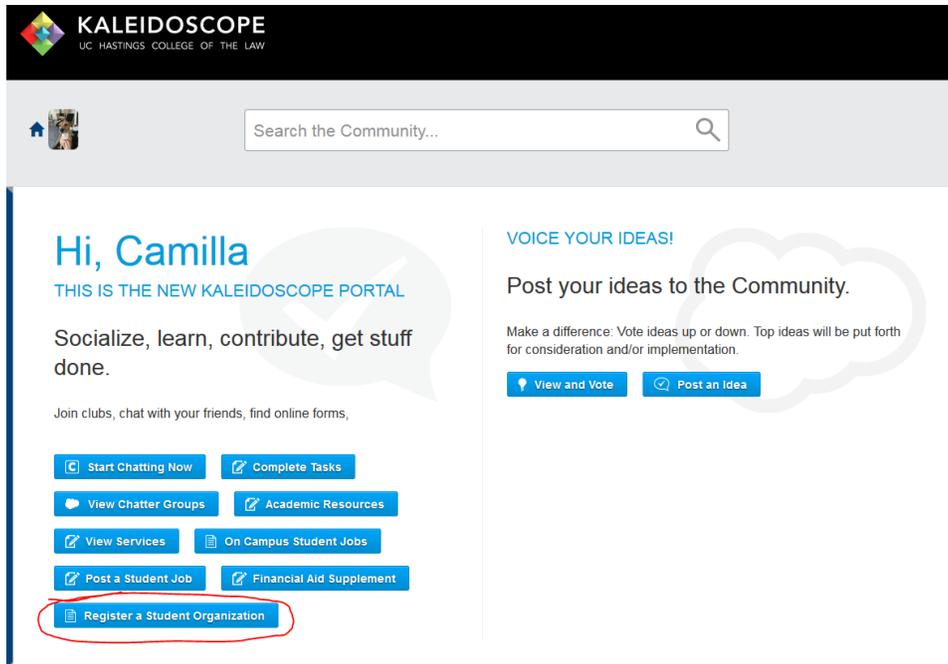
Existing student organizations only need to renew their registration each year (unless they have been inactive for more than 3 years). If your organization has been inactive for more than three years, or you wish to start a new student organization, please set up a meeting with the Director of Student Life before applying for registration.

How to register: The President or Lead can register their organization electronically by logging in to their personal KScope account (kscope.uchastings.edu) and clicking on "Register a Student Organization." 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:

How to Complete the Student Org Application Form

1. Complete the Bylaws document (saved as a Microsoft Word document file).
2. Open a web browser (e.g. Safari, Chrome, etc.) to access the URL: **kscope.uchastings.edu**. Login using your Hastings email username (without @uchastings.edu) and password. *If you have issues logging in, please send an email to the UC Hastings Help Desk at helpdesk@uchastings.edu*
3. Once you have logged into Kscope, click on **Register for a Student Org**.

¹ **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. 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.



- From there, either **Select Student Organization To Renew** from the list of already established organizations, or **Register A New Student Organization** if your organization is new and/or not on the list.

Select Student Organization To Renew

- Armenian Law Students Association ALSA
- Engage SF Law School Ministry Engage
- Entrepreneurship, Finance & Real Estate Club EFREC
- Finance and Real Estate Club FREC
- Gaming Oriented Students of Hastings GOSH!
- Hastings Association of Tax Students HATS
- Hastings Business Law Journal HBLJ
- Hastings Communications and Entertainment Law Journal Comm/Ent
- Hastings Food & Wine Law Society HFWLS
- Hastings for Race and Poverty Law HRPLO

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Or Register A New Student Organization

[New](#)

- When registering or renewing a student organization you will be required to fill out the following online registration form:

Student Organization Application Form

Every student organization, including journals, must apply for registration every year. All registered student organizations must comply with the Policies and Regulations Applying to College Activities, Organizations, and Students as stated in the Handbook for Student Organizations. Failure to comply may result in loss of status as a registered student organization.

[UCH Student Org Handbook](#)

[UCH Identity Manual](#)

Formal Name of Organization

Short Name

Website (if you need a website for your organization, please contact the IT Dept)

Organization Email (if you need an email for your organization, please contact the IT Dept)

Purpose of Organization

Upload Organization Bylaws (.docx file only)

No file selected.

Officer And Board Information

You must provide at least 3 officers

At least one primary contact

At least one event coordinator

Search By Name	Title	Primary Contact?	Event Coordinator?
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Role of the official contact/maintaining communication: Please note that the official contact (usually the President) listed for your organization at registration must maintain their most up-to-date contact information with the Office of Student Services. This 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.

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 and cc'ing the Director of Student Life. 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) 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 UC 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 and cc'ing the Director of Student Life. 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. All non-registered or outside organizations must rent space on campus at a cost.

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 and cc the Director of Student Life 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 College Events 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 to request a SIC folder.

Website: Each registered student organization may request a website. You need to designate one person from your group to update your site and have that person contact helpdesk@uchastings.edu to request that it be created. Please 'cc the Director of Student Life 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 or stop by their offices on the 1st 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 [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](#).

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 (including any done with the benefit of using the College's non-profit status, alumni donations, etc.). Below, please find an overview of the most common methods of funding:

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.

There are two ways to seek funding through ASUCH:

1. The Budget process (submitted at the beginning of each semester); and
2. The Resolution process (open throughout the semester).

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. This is called the Student Leadership Summit (SLS). The SLS is mandatory for registered student organizations, and organizations will not be able to apply for ASUCH funding during the semester if they do not attend.

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

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

- Holding non-commercial fundraising events (e.g. bake sales)
- Donations
- Event fees (please note that this may effect whether your organization needs an ABC license for that event, etc.)

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 Office of Development and Alumni Engagement (Alumni Center): Student Organizations are encouraged to contact the Alumni Center before seeking any donations, including in-kind donations. The Alumni Center can provide helpful fundraising services, including guidance regarding solicitations, UC Hastings resources such as stationary, documentation to verify your organization's nonprofit status, and much more. The Office of Development and Alumni Engagement is located in Building 200, Room 223. You can connect with a member of the Alumni Engagement team by

visiting the Alumni Center, via email at alumni@uchastings.edu or via phone at (415) 565-4615.

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 support student organization events that serve large populations of students or fulfill a critical need in the community with supplies and other resources (swag, snacks, water, etc.). Because funding is extremely limited, only requests made considerably in advance of an event can be considered.

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.

ASUCH Reimbursement: If an organization has been authorized an allocation of student activity fees from ASUCH, the organization may operate on a reimbursement basis. 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 an account with the Office of Fiscal Services: Registered student organizations may, at no charge, open a college 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 college account include:

- Organizations with a UC Hastings' account are permitted to use UC Hastings' Federal Employer Identification Number;
- Investment income is earned on available cash balances;
- No monthly reporting of deposits and disbursement transactions is 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 who are authorized signers can easily access their account; and
- Transaction activity reports are available upon request from Fiscal Services.

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 organizational purposes and within the mission and rules 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 are subject to the following guidelines:

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 restaurant, where no organizational work or purpose is done. This standard 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 or events 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.

CONTACT

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

The Office of Student Services: studentservices@uchastings.edu, (415) 565-4773, 200 Bldg, Room 254