



Western New England School of Law: Student Organization Manual

Introduction

Student Organizations at Western New England School of Law (WNE) help to create a vibrant and active student experience. WNE is committed to supporting the important work that student organizations do. This manual is meant to be a resource for student organizations to assist in achieving yearly goals. Student organization leaders are encouraged to use this manual to guide their work and reach out to the Office of Student Affairs for additional guidance and support. In addition, all student organization leaders should become familiar with the Student Bar Association Constitution, which can be found on the SBA TWEN page.

Event Planning

Student Organizations events are an integral part of the student experience at Western New England University School of Law. Student leaders are encouraged to develop events and programming that support their organization's mission. Where appropriate, the law school can provide logistical and technical support to student organizations for large or complex events.

Checklist for Preparing Events

Planning Ahead (Condensed Checklist for Success):

If possible, start planning 2-3 months in advance

***Use event planning form after thinking through these steps**

- Event Date and Time;
 - [Event Calendar](#)
 - [Event Planning Form](#)
- Goals and target audience;
- Set-up committee(s) and assign tasks.
- Estimated Number of People
- Room Reservation;
- Guest Speaker travel arrangements & accommodations;
- [Check Request](#) (Use when no invoice is available)
- [Cash Advance](#) (When a credit card {personal or university} cannot be used for miscellaneous expenses)
- Participant Recognition;
- Audio visual needs
 - [Video Release Form](#);
- Assess need for Public Safety
- Food/Alcohol;
 - [Aramark Food Wavier For & Request to Serve Alcohol Form](#)
- Promotion;
- Event photography;
- Event set-up and take-down
- Day of contact information;
- Meet with Associate Dean of Student Affairs (ih609276@wne.edu) to discuss dates/times.

Completing The Process:

- The Student Organization(s) that sponsors the event is responsible for cleanup.
- Send thank you notes to guest speakers. The Office of Student Affairs can supply stationary for thank you cards.
- Obtain feedback on the event.
- Develop file for your successor with timeline, actual budget, sample publicity and all correspondence.
- Publish file on the organization's TWEN or Microsoft Team page for record keeping.

Fundraising

Student Organizations are permitted to fundraise for events that require funding beyond what is available through the Student Bar Association and/or the Office of Law Student Affairs. All fundraising must be consistent with the mission and policies of Western New England University School of Law.

Note Your fundraiser **CANNOT** take place without first completing the [Law Student Fundraising Request Form](#).*

Fundraising that is NOT permitted:

- Cash Prizes;
- 50-50 Raffles;
- Bake sales;
- Carwashes;
- For the benefit of private/single individuals;
- For external organizations that are NOT nonprofits;
- Most games of chance.

Games of Chance- Games in which a person pays something of value (i.e. cash), for an opportunity to win a prize. An example of a game of chance includes raffles and poker. Games of Chance require a city permit. Once issued permits are valid for one year, so long as all reporting requirements are met.

*Student events require approval by SBA and Dean of Students.

Fundraising that is permitted upon approval:

Student Organizations are not permitted to directly solicit funding or donations from outside sources (**law firms, corporations, individual alumni, Bar associations, foundations, or other businesses**) without receiving approval from the Dean of Student Affairs.

Checklist for Fundraisers:

If possible, start planning 1-2 months in advance.

- Develop Idea;
 - Specific goals & purpose
- Materials needed;
 - Cost of materials
 - Funding for materials
- Date & location;
 - Competing fundraising events
- Contingency Plan for Financial Deficit;
- Permit or City License (if required);
- Add to Event Calendar;

Record Keeping

Current Law Student Organization E-Board Members

Summary Report by Outgoing Officers:

Outgoing officers are asked to submit a summary report of the group's activities within the month of June. The report should be submitted on the organization's TWEN page.

The report should include the following:

- The organization's name and mission statement;
- The organization's constitution and bylaws;
- A financial report for the year, listing budget, income and expenses;
- A list of events hosted and co-hosted;
- The organization's goals and priorities for that year and whether they were accomplished;
- Any challenges faced;
- Advice for the incoming board members.

Executive Board Members on Student Organization web pages will be updated annually. If your organization would like to include additional any information, please contact Associate Dean of Student Affairs Jordan Hall (jh609276@wne.edu).

Title IX Policy, Officers and Anonymous Reporting Form

Western New England University (the "University") is committed to maintaining a safe and respectful learning, living, and working environment for all members of the University community free from gender-based discrimination and Sexual Misconduct (as defined in the Policy) including, but not limited to, Sexual Harassment, Sexual Assault, Sexual Exploitation, Relationship Violence, and Stalking. Sexual Misconduct is antithetical to the mission and values of the University and will not be tolerated. The University will respond to reports and formal complaints of Sexual Misconduct (as defined in the Policy) and will take prompt action to eliminate such conduct, prevent its recurrence, and remedy the adverse effects of such conduct in the University's programs and activities. A Student, Employee or Third Party determined by the University to have violated the Policy will be subject to sanctions, up to and including the termination of their relationship with the University, withdrawal of the privilege to enter upon University property, and/or to participate in University sanctioned or supported activities and events.

[Title IX Full Misconduct Policy](#)

University Title IX/Sexual Misconduct Officers

The University Title IX/Sexual Misconduct Officer and Deputy Title IX/Sexual Misconduct Officer are the University officials with authority to institute corrective measures on behalf of the University with respect to alleged violations of the Policy. The Title IX Officer and Deputy Title IX Officer are available to meet with any Community Member to discuss this Policy or any issues or concerns with respect to the University's Title IX related policies, procedures and activities. They can be contacted by telephone, email, or in person during regular office hours:

Title IX Officer Sarah Butterick,
Title IX Coordinator 413-782-1216
sarah.butterick@wne.edu
Rivers Memorial Hall room 109

Deputy Title IX Officer Lori Mayhew-Wood,
Associate Director of Athletics 413-796-2230
lori.mayhew@wne.edu
Alumni Healthful Living Center, Room 105B

[Title IX Reporting Form](#): (What to do, who do I call first, & things to consider)

Additional University Resources

