



FAULKNERLAW
THOMAS GOODE JONES SCHOOL OF LAW

**Student Organization
Handbook
2022-2023**

Table of Contents

Introduction	2
Statement of Purpose.....	2
Non-Discrimination Policy	2
The Administration	3
Recognized Student Organizations	5
GPA Requirements	10
How to Start a New Student Organization	11
Responsibilities of Student Organizations	13
Policy on the Use of Alcohol.....	13
Planning Events	14
Financial Reporting	16
Public Service Projects	18
Co-Sponsored Events	18
Communications	19
Additional Guidance	20
Appendix	

Introduction

Purpose of this Manual

This manual shall be distributed to presidents of student organizations recognized at Faulkner Law to provide guidance on the processes of student organization recognition and funding.

Student organizations primarily exist to foster a stronger sense of community among students, faculty, and staff. As student leaders of your respective student groups, your participation is essential in building that community. Each of you and your organizations are important to the law school. Student organizations at Faulkner Law help to foster this sense of community by:

- Working through their faculty advisor to plan and execute activities to benefit the entire law school community;
 - Co-sponsoring events with other student organizations to maximize law school participation;
 - Planning service projects that benefit the community and positively promote the School of Law;
 - Working closely and communicating with the administration to organize, plan, and execute school-wide networking or social activities; and
 - Working through your faculty advisor to invite lecturers to speak to law students on various areas of the law or legal practice.
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Non-Discrimination Policy

Faulkner University's Thomas Goode Jones School of Law does not discriminate on the ground of race, color, national origin, sex, age, disability, or sexual orientation in any of its educational policies, admissions, financial aid, employment, educational programs, or activities. Although the School of Law does not discriminate on the basis of sexual orientation, sexual conduct outside marriage is inconsistent with the University's religious traditions, values, affiliation, and purpose. Therefore, in accordance with ABA Standard 205 and Interpretation 205-2, the School of Law does not knowingly employ individuals who engage in such conduct; the School of Law also expects its students to avoid using the law school's (or University's) facilities, resources, or names to advocate such conduct. Also, in accordance with Standard 205 and Interpretation 205-2, the School of Law exercises a preference in employment of faculty and staff for those qualified applicants who are members of the Church of Christ whose lifestyles are consistent with the mission of the School of Law and with the beliefs and values of the Church of Christ. In cases where no qualified applicant is a member of the Church of Christ, the School of Law exercises a preference in employment for those whose religious beliefs and lifestyles are consistent with the mission of the School of Law and with the beliefs and values of the Church of Christ.

Inquiries regarding compliance with Title IX of the Education Amendments or any federal access/equal opportunity law or regulation should be directed to Mitch Henry, President, Faulkner University, 5345 Atlanta Highway, Montgomery, Alabama 36109.

The Administration

Who works with Student Organizations?

Each Student Organization is assigned a faculty advisor to work closely with them. **Please first contact your faculty advisor with any questions or ideas.** However, it is important that every organization be aware of the administrators and other assistants who oversee Faulkner Law.

Below is the administration's contact information for your easy reference.

Deans

Campbell, Charles B.

Dean and Associate Professor of Law
ccampbell@faulkner.edu

DeBoer, Michael J.

Associate Dean of Academic Affairs and Associate Professor of Law
mdeboer@faulkner.edu

DeBoer, Jennifer L.

Assistant Dean of Students and Director of Academic Success
jdeboer@faulkner.edu

Directors and Administrative Assistants

Byrne, Betty Bobbitt

Director of Bar Success
bbyrne@faulkner.edu

Dixon, Lori

Registrar
lr Dixon@faulkner.edu

Morgan, Bryan

Director of Career Development
bmorgan@faulkner.edu

Singleton, Mary

Faculty Secretary
msingleton@faulkner.edu

Other Key University Staff Who Work Closely With Student Organizations

Fowler, David

Chief of Police, Faulkner University Police Department

dfowler@faulkner.edu

(334) 386-7250

Kozak, Dusty

Culinary Management

dkozak@faulkner.edu

(334) 386-7178

Gregory, Patrick

Director of University Marketing

pgregory@faulkner.edu

Itson, Nancy

Event Coordinator

nitson@faulkner.edu

Lewis, Amanda

Compliance Officer (i.e., for Student Organizations' Policies and Procedures)

alewis@faulkner.edu

Student Accounts

(334) 386-7165

Recognized Student Organizations

The following student organizations are currently recognized by the SBA. Included are the primary contacts for the organization.

Agriculture Law Society

President:

Faculty Advisor: Dean Michael DeBoer

Alabama Defense Lawyers Association

President: Melvin Dixon

Faculty Advisor: Professor John Craft

This student section of the state association was established in 2010 to allow students with an interest in the defense of civil actions and the promotion of fairness and integrity in the civil justice system to network with practicing civil defense attorneys and to develop mentoring-type relationships with members of the bench and bar.

Black Law Students Association

Ernestine S. Sapp Chapter

President: Dannielle Thompson

Faculty Advisors: Professor Jerome Dees & Professor Melvin Otey

BLSA was established to address the community and political concerns surrounding minority law students. BLSA is committed to the achievement of all law students and has developed a blueprint for law school success through an open academic enrichment program. In addition, members strive to create professional alliances between BLSA, faculty, other student organizations, and members of the legal and political communities in Alabama.

Board of Advocates

Chair: Kiley Goldhagen

Faculty Advisor: Professor Rob McFarland

The Board of Advocates is a select group of students who promote and pursue opportunities for all students to enhance the skills necessary to be effective advocates. In addition to the coordination and support of interscholastic competition teams, the Board is responsible for every aspect of intramural competitions. Membership on the Board is extended to outstanding second and third-year students who have shown dedication and commitment to the school's advocacy programs. The Director of Advocacy Programs holds auditions for the Board of Advocates each spring.

Christian Legal Society

President:

Faculty Advisors: Professor Layne Keele & Dean Michael DeBoer

The Christian Legal Society is a nationwide membership organization of Christian attorneys, judges, law professors, and law students. The basic and primary purpose of the Christian Legal Society is to equip, inspire, and challenge law students to serve Jesus Christ actively through the legal profession.

Faulkner Law Democrats

President:

Faculty Advisor: Professor John Craft

Faulkner Law Democrats is an organization dedicated to promoting a better America, with equality, opportunity, and freedom within a just and strong society by inviting and organizing the participation of all Faulkner Law students. Our goals are to explore political and service opportunities available to law students, host speakers to discuss relevant issues facing the state and nation, and create opportunities for students to network with Democratic leaders. For more information on College Democrats of America, visit <http://www.collegedems.com>.

Faulkner Law Review

Editor in Chief: J. Mitchell Sikes

Faculty Advisor: Dean Charles Campbell

The Faulkner Law Review is an entirely student-run journal that publishes scholarly articles written by law professors, judges, and other legal professionals. These articles can be cited by judges in legal opinions and by other scholars, which enhances the prestige of both the journal and the author. Students are invited to apply for Law Review in their second year of law school. Students who have a minimum 2.5 grade point average and are ranked in the top 35% of their class will be invited to participate in the competitive application process. Being invited to join Law Review is an honor and one that at student should definitely accept.

Law Review editors are responsible for editing articles submitted by scholars, which involves making sure that statements are supported by authority and that footnotes are in the correct Bluebook form. The senior editorial staff oversees the running of the Law Review, from selecting articles for publishing to assigning work to junior

editors. What this means as a Law Review member is that you could potentially help shape legal scholarship and discourse.

The Faulkner Law Review is also responsible for hosting an annual symposium where scholars present their articles to other legal professionals.

Federalist Society

President:

Faculty Advisor: Dean Michael DeBoer

The Federalist Society for Law and Public Policy Studies is a group of conservatives and libertarians interested in the current state of the legal order. It is founded on the principles that the state exists to preserve freedom, the separation of governmental powers is central to our Constitution, and it is emphatically the province and duty of the judiciary to say what the law is, not what it should be. The Society seeks both to promote an awareness of these principles and to further their application through its activities.

Honor Court

Chief Justice: Allison Butts-Walley

Prosecutor:

Faculty Advisor to the Chief Justice: Professor Layne Keele

Faculty Advisor to the Prosecutor: Dean Michael DeBoer

The Honor Court, composed of student leaders elected by the law school's student body, has jurisdiction over cases involving student violations of the Law School's Honor Code.

Jones Law Republicans

President: Julie Dobbs

Faculty Advisor: Professor Eric Voigt

The Jones Law Republicans is an organization of conservative minded students who support Republican ideals and work to support those ideals in our community. Our goals are to explore political opportunities available to law students, host speakers to discuss relevant issues, and create opportunities for students to network with Republican leaders.

Jones Public Interest Law Foundation

President: Janey Whitney

Faculty Advisor: Professor Kelly McTear

Jones Public Interest Law Foundation (JPILF) is a forum for students interested in performing public service legal work to support one another and explore public interest concerns. JPILF, partnering with Faulkner Law's Public Interest Programs Office, provides financial support for students engaging in public interest work through its summer stipend program. JPILF strives to provide fellowship for law students interested in improving their communities and provide opportunities for law students to do just that.

Law Students for the Second Amendment

President: Michael Corso

Faculty Advisor: Professor John Browning

Law Students for the Second Amendment (LS2A) subsists to protect the Second Amendment of the United States Constitution. We strive to provide informative and educational firearm safety courses with the assistance of our local community and law enforcement agencies. We also hold seminars on self-defense and host debates related to gun rights and gun control. Firearm experience is not required to join.

Military Veterans Law Association

President: Jacob Howell

Faculty Advisor: Professor Jerome Dees

The Military Veterans Law Association (MVLA) is an organization of veterans, those looking to join the military, and anyone who is interested in veteran issues. We are dedicated to helping fellow veterans and are doing this by spearheading the mentorship program with the Veterans Treatment Court. We are also dedicated to helping those join the military by working closely with the JAG Recruiters to schedule events and keep everyone informed about upcoming deadlines. The MVLA is also dedicated to helping its members succeed while in law school.

Phi Alpha Delta

Albert Patterson Chapter

Justice: Anna Spidle

Faculty Advisor: Dean Michael DeBoer

The purpose of Phi Alpha Delta (PAD) is to form a strong bond uniting students and teachers of the law with members of the Bench and Bar

in a fraternal fellowship designed to advance the ideals of liberty and equal justice under law; to stimulate excellence in scholarship; to inspire the virtues of compassion and courage; to foster integrity and professional competence; to promote the welfare of its members; and to encourage their moral, intellectual, and cultural advancement; so that each member may enjoy a lifetime of honorable professional and public service.

Sports & Entertainment Law Society

President:

Faculty Advisor: Professor A. Jerome Dees

The Sports & Entertainment Law Society provides student interaction with the entertainment community (sports, film/TV, music, media technologies, journalism, etc.) and attorneys practicing in these fields to aid in the preparation for a career in entertainment. The organization facilitates guest speakers on campus; hosts networking events where students can interact with practitioners in the entertainment industry; provides students with aid to attend entertainment seminars, networking events, and competitions; and helps students build their networking skills.

Student Bar Association

President: Alex Thompson

Faculty Advisor: Professor John Craft

The Student Bar Association (SBA) is a student service organization. It is administered by student officers elected by the student body. The purpose of the organization is to make students aware of obligations and responsibilities existing for lawyers through bar association activities; to promote a consciousness of professional responsibility; and to provide a forum for students. The SBA actively develops programs and social activities for the student body. The officers and representatives serve as liaisons to the Law School Administration.

Women's Legal Society

President: Lisa Salsman

Faculty Advisor:

The Women's Legal Society (WLS) is an organization that works to promote the individual and collective impact of the law students through networking, mentoring, education, recognition, and community involvement.

MINIMUM GPA REQUIREMENT FOR OFFICERS OF STUDENT ORGANIZATIONS

§ 6-401. Minimum Grade Point Average for Officers.

(a) Subject to subsection (b) and (c) hereof, no student whose cumulative grade point average is less than 2.30 may hold an office in an organization approved by the law school. A student who does not meet this requirement **forfeits his or her office immediately.**

(b) A first-year SBA Senator or Honor Court Justice may complete his or her term of office should he or she finish the fall semester with a grade point average less than a 2.30.

(c) This section **does not impair the right of a particular organization to require a higher grade point average** as a prerequisite for holding office.

How to Start a New Student Organization

If you have interest in starting a new student organization, follow the instructions detailed below.

1. Every student organization must have a faculty advisor. Before requesting that the SBA charter a new organization, identify a faculty advisor who is willing to work with your organization. If you need help finding an advisor, contact Assistant Dean of Students, Jennifer DeBoer.
2. Ask Assistant Dean Jennifer DeBoer to send a notice of a designated time for “interested” students to meet to discuss starting the new organization.
3. Obtain a list of at least ten students who are willing to participate in your organization.
4. Develop a constitution that outlines the purpose and structure of the organization. Submit the constitution and list of interested students to the SBA President.
5. Seek permission from the SBA to be on an upcoming meeting agenda to request that the SBA charter your organization.
6. After the SBA has agreed to charter your organization, submit the registration form to Assistant Dean Jennifer DeBoer within 14 days of your charter being granted.
7. Seek assistance from Assistant Dean Jennifer DeBoer to establish a financial account on-campus.

Termination of a Student Organization

If you seek to terminate your organization, a letter signed by the faculty advisor and organization president should be submitted to the Assistant Dean of Students and the SBA President stating that the organization wishes to terminate its existence on campus and detailing how the student organization intends to handle remaining funds. In addition, student organizations failing to register each year with the Assistant Dean of Students risk becoming inactive by default.

Constitutions

Each student organization shall provide a copy of their updated bylaws or constitution each year. New organizations should consider the format below to assist them in drafting a constitution.

- Article I Name of the Organization

- Article II Statement of the Organization’s Mission or Purpose

- Article III Criteria for Membership (i.e., who can be a member, what constitutes “good standing,” how are new members added)

- Article IV Officers (i.e., provide titles of positions, explain if officers are elected or appointed, and describe their duties)

- Article V Elections (rules and procedures for elections)

- Article VI Meetings (procedure for providing notice, record keeping, and voting)

- Article VII Affiliation with Other Organizations (What other organization(s) (e.g. national organization) is the organization affiliated with and what are the requirements of the affiliations(s))

- Article VIII Amendments (How to amend, votes required to amend, amended provisions)

Responsibilities of Student Organizations

Student organizations are responsible for abiding by policies and procedures as outlined by Faulkner University and Faulkner Law's policy.

By September 1, 2022, use Appendix H in order to register as a recognized student organization for the 2022-2023 academic year.

The School of Law has adopted the Honor Code and Professional Courtesy and Behavior Policies to which all law students are required to adhere.

§ 6-501. Policy on the Use of Alcohol

Law students should be aware that their actions reflect on their professional reputation. One's professional reputation does not begin upon graduation from law school but from the outset of his or her law school career. The law school encourages students to think and act responsibly if engaging in the use of alcohol.

The law school prohibits students and student organizations from providing or arranging for the provision of alcoholic beverages at events or functions sponsored by any student organization. An event or function invoking the name of the law school or the name of any student organization defines sponsorship. Arranging for the provision of alcoholic beverages includes any "deals" made with licensed vendors to provide a special discount to event attendees.

Concerns regarding students' abuse of alcohol or other controlled substances should be reported to the Assistant Dean for Student Services. Counseling is available to law students through the Alabama Lawyer Assistance Program sponsored by the Alabama State Bar... *(the remainder of this section (Section 6-501) has been omitted because a new director was named).*

Dec. 7, 2007

**Note: The Program Director is Jeremy Rakes, MSW. The 24-hour Confidential Phone is (334) 224-6920.*

Updated July 31, 2020

Planning Events

Speakers

Student Organizations are encouraged to invite speakers to address law students. However, speakers and dates shall be preapproved by the Faculty Advisor and Assistant Dean of Students prior to a commitment being made.

Paid Speakers

If you expect to invite a professional speaker or entertainer (someone for “hire” to participate in your event), you should begin planning for that speaker at least three months prior to the event to allow time for marketing the event and for approval of the contract. Prior to committing your organization, Faulkner University, or The School of Law, you must contact the Assistant Dean of Students to help coordinate your negotiation efforts and to have the event approved by all the appropriate channels.

Unpaid Speakers

Routine speakers (such as local attorneys or judges) may be approved without notice of three months, but should be submitted for approval at least three weeks prior to the speaking event to the Assistant Dean of Students.

Event Reservations

If a student organization wishes to plan an event, please first speak with your faculty advisor about the event and get his/her approval. Then, please complete the Event Registration Form electronically. This link also appears in the Student Newsletter each week.

Use of the School’s Mark

A student or student organization of the law school is prohibited from using any university mark or law school’s mark including, but not limited to, the university’s or law school’s name, logo, seal, or other related mark without explicit written permission from the Dean or the Dean’s designee.

When creating a branded item (for instance, an event t-shirt or other event SWAG), preapproval must be given by both the Faculty Advisor and Assistant Dean of Students prior to the item being printed or orders taken for the item.

The Law School’s seal is reserved for use by the Dean’s office and for official documents, such as diplomas.

The Law School’s logo may be used in official blue, black, or white.

The Law School’s logo can be found here: <https://www.faulkner.edu/about-faulkner/university-communications/brand-guidelines/>

Events with Meals/Food

If your organization is serving food for an event, please contact Ms. Dusty Kozak at Culinary Management, the vendor who runs the Coffee Cup and the Cafeteria, at dkozak@faulkner.edu or 334-386-7178. If your organization desires to receive another bid from an outside vendor, it may do so. Canned drinks and snack type foods are exceptions.

If you intend to have food at the event, please designate one representative from your organization to attend and be responsible for set up before the event and clean-up after the event.

Request for SBA Funding

Student Organizations seeking funding from the SBA should contact the SBA Secretary and seek to be placed on the agenda for the next SBA meeting. If no meeting is scheduled, he or she should seek for the matter to be brought to the SBA's attention as soon as practical.

Financial Reporting

Student Organizations chartered by the SBA are strongly encouraged to maintain their financial accounts on campus. All student organizations must follow the policies established by Faulkner University. Policies regarding accounts for student organizations are attached hereto as “Appendix A.” Students are encouraged to pay careful attention to policies relating to the following matters. This list in no way replaces the University Policies or Procedures. It is merely a helpful list of tips for student organization leaders.

Budgets

The treasurer of each organization is responsible for developing a budget and keeping the organization aware of its financial status. Please seek assistance from your faculty advisor on how to create and manage a budget.

Receipts

It is imperative that your student organization maintain records detailing all collections and deposits. Examples of supporting records are, at minimum, pre-numbered receipts and cash receipt logs. You can purchase a receipt book at Wal-Mart. Supporting documentation details the nature, source, date, and amount of the receipt. All receipts must be itemized, showing the exact items purchased. All cash payments should be recorded on a receipt to the remitter and a duplicate copy should be retained for the organization’s records.

Deposits

Faulkner University requires all offices receiving cash or checks, regardless of size or source, to deposit the entire amount with the Business Office daily. Likewise, it is wise for all student organizations to deposit all incoming revenue on the day the money is received. Deposits should be verified by two individuals. Please make sure you have at least two people count any money not deposited daily and that you place your organization’s money in a secured, safeguarded location, if kept overnight.

Deposits into on-campus accounts

When depositing money with the Business Office (whether income from sales, fees, etc.), the nature of the deposit must be clearly stated on the deposit slip. The actual budget number should be stated. Your budget number is 6125. Your organization’s department number can be obtained from Ms. Singleton.

Copies of Deposit Slips to use for on-campus accounts are attached as “Appendix B.” For more information on on-campus accounts, contact Amanda Lewis. Her phone number is (334) 386-7230.

Payment for Items

If an organization wishes to purchase something (food, t-shirts, etc.) and the payment can be made with a credit card either online or over the phone, please contact Assistant Dean Jennifer DeBoer (jdeboer@faulkner.edu) to assist with making the payment. Assistant Dean Jennifer DeBoer can make the payment with her P-card on behalf of your organization.

If the purchase must be made in person, provide a copy of the tax exempt form (please refer to “[Appendix K](#)”) to the cashier before making the purchase. After making the purchase, prepare a reimbursement request using the Student Organization Expense Report (please refer to “[Appendix G](#)”) and submit to Assistant Dean Jennifer DeBoer.

Donor gifts or fundraising events

All donor gifts must be received, recorded, and deposited *daily* by the Assistant Dean of Students. If you have been provided money and are unsure if it is a donation, please contact the Assistant Dean of Students at the law school.

All fundraising events, in which outside guests are invited, shall be approved by the student organization’s faculty advisor and the Assistant Dean of Students. All student organization fundraisers for the benefit of the student organization (for instance, t-shirt sales, calendar sales, etc.) shall be approved by the student organization’s faculty advisor. After receiving your advisor’s approval, please submit a written proposal to the Assistant Dean of Students for approval.

For Faulkner’s policies on Fund Raising and Grant Applications, refer to “[Appendix C](#).”

Financial Recording

You may be requested to provide a copy of financial records to the Vice President for Finance. All student organizations at the law school should provide a copy of the student organization’s financial report on **December 10** (interim report) and **May 10** (final report) of each year the Student Organization is active. Organizations maintaining off-campus accounts should also include a copy of their most recent bank statement with their financial statement. If you have any questions regarding creating a budget or financial account, please work directly with your faculty advisor. For information regarding receipts, deposits, and custody of funds, please refer to “[Appendix D](#).”

Solicitation

For Faulkner’s policies regarding solicitation, refer to “[Appendix E](#).”

Annual Tax Reporting for Off Campus Accounts

For information regarding tax consequences for off-campus accounts, please refer to “[Appendix A](#).” No advice is provided by the University or the Law School to student organizations seeking to maintain outside accounts regarding the tax matters. For this reason, all student organizations are strongly encouraged to maintain accounts on-campus only. At a minimum, the treasurer, president, and faculty advisor should familiarize themselves with the annual tax reporting requirements mentioned in “[Appendix A](#)” and file accordingly.

Public Service Projects

Student Organizations chartered by the SBA Student Organizations are strongly encouraged to plan at least one service project annually or to request an exemption from offering a service project to the Assistant Dean of Students on or before October 1, 2022. While participation in the planning of the program or service activity will not be counted toward the overall qualified hours, the service hours spent in delivering the service can be considered for approved public service hours subject to all rules of that program. The faculty or staff liaison for the student association will be regarded as the authorized individual to verify all public service hours. For any questions, please contact Professor Kelly McTear, Director of the Public Interest Program.

Co-Sponsored Events with Departments of Faulkner Law

To be considered for co-sponsored events with the Career Development Office, please contact Colonel Bryan Morgan (bmorgan@faulkner.edu). To be considered for co-sponsored events with Student Services, please contact Assistant Dean Jennifer DeBoer (jdeboer@faulkner.edu).

Communications

Introduction

The law school utilizes several modes of communication to publicize student organization events, including the Rise Vision (“RV”) televisions and the weekly Student Newsletter. RV and the Student Newsletter are used to communicate upcoming events, news, and announcements. Individuals and organizations may request to have their communications displayed on RV or included in the Student Newsletter.

Student Newsletter

The Student Newsletter is published to the law school community every Monday morning. The newsletter includes announcements, campus events, congratulatory messages, and “save the date” announcements.

If your student organization is planning an event and desires for the event to be publicized in the Student Newsletter, please fill out the appropriate section of the [Event Request Form](#). If you wish to include a written communication, please provide the exact language you would like to use to describe your organization’s event. If your organization would prefer to have a picture or graphic with the event details, please submit that picture/graphic in jpg format.

If your student organization is not currently planning an event, but desires to publicize in the Student Newsletter (for example, to congratulate the winners of a recent school tournament), please send the request via email to Assistant Dean Jennifer DeBoer.

All Student Newsletter requests MUST be sent to Assistant Dean Jennifer DeBoer no later than Thursday at noon on the Thursday prior to the Monday that your student organization desires the announcement to be run.

Rise Vision Television

If your student organization is planning an event and desires for the event to be publicized on the Rise Vision TVs, please fill out the appropriate section of the [Event Request Form](#). The form should be submitted at least one week prior to the date on which the requester wishes the communication to run. If you wish to include a written communication, please provide the exact language you would like to use. If your organization would prefer to have a picture or graphic with the event details, please submit that picture/graphic in jpg format.

If your student organization is not currently planning an event, but desires to publicize on the RV TVs (for example, to congratulate the winners of a recent moot court tournament), please send the request via email to Assistant Dean Jennifer DeBoer at jdeboer@faulkner.edu

Important Note: Failure to submit the Announcement in the proper format may result in the inability of the Announcement to run. Priority of Announcements will be given to Law School sponsored communications and those Announcements that are time-sensitive. Content displayed through RV will be updated on at least a weekly basis.

Additional Guidance

For guidance on matters addressed in this Student Organization Handbook, contact Assistant Dean of Students, Jennifer DeBoer, at jdeboer@faulkner.edu.

Appendix

Appendix A	Student Organization Accounts
Appendix B	Deposit Slips for On-Campus Accounts
Appendix C	Fund Raising Events and Grant Applications
Appendix D	Receipt, Deposit, and Custody of Funds
Appendix E	Solicitation
Appendix F	Missing Receipt Affidavit
Appendix G	Student Account Expense Report
Appendix H	Annual Registration Form
Appendix I	Student Organization Event Approval Guidelines
Appendix J	Disclosure Form for Student Organization Events
Appendix K	Faulkner University's Tax Exemption Certificate
Appendix L	Social Media Guidelines

Appendix A

Student Organization Accounts



FAULKNER UNIVERSITY

STUDENT ORGANIZATION ACCOUNTS

Section: **Administrative - Finance**
Policy Number: **411**
Past Revisions: **n/a**

Effective: **September 18, 2009**
Revision: **May 1, 2011**
Reviewed: **April 2011**

GENERAL PROVISIONS

Each Faulkner University student organization must establish an account if the organization is collecting income such as dues, fund-raisers, and sales.

Student Organizations and Clubs are required to keep all funds allocated by the University in an on-campus account provided by the University. Organizations that collect membership dues of their own are permitted, but not encouraged, to maintain off-campus accounts for transactions with these funds, but must not deposit funds made payable to, or intended for, Faulkner University into the off-campus account.

Policy Agreement

All organization officers and faculty/staff sponsors/advisors will be required to sign an annual acknowledgement stating their agreement to abide by the terms and procedures of this policy. This policy applies to funds maintained in both on-campus and off-campus accounts.

Audit of Financial Records

Student organizations must submit financial records for audit at the request of the Vice President for Finance or the Vice President for Student Services (or Associate Dean for Student Services for any Jones School of Law student organization).

Organizations are required to submit, at minimum, a financial report at the end of each semester, to their organization sponsor/advisor. The sponsors and advisors can require more frequent reporting, if desired.

All student organizations are required to submit a yearly financial statement at the end of each school year, no later than May 31st, to the Office of the Vice President for Finance for audit purposes. This statement should include the organization's opening balance, a breakdown of total revenues, a breakdown of total expenditures, and the closing balance. Organizations maintaining off-campus accounts should also include a copy of their most recent bank statement with their financial statement.

Budgeting

The treasurer of the organization is responsible for keeping the organization aware of its financial status and handling the organization's budget. It is recommended that the organization sponsor or advisor be part of the budgeting process since they are here year after year and might be able to provide good advice from past experiences.

Donations and Fundraising

All donations to the organization must be made through the University's Development Office in order to be considered tax-deductible. Donations to any Jones School of Law student organizations should be made through the JSL Development Office. Donated funds will then be routed back to the organization.

Solicitation activities on campus sponsored and conducted by students, student organizations, or groups must be approved in writing by the Vice President for Student Services and carried out only in the designated areas. Refer to Policy # 385 – "Solicitation" for detailed guidelines. Any student, student organization or group proposing to solicit monetary contributions or gifts must obtain prior approval from the Vice President for University Advancement. Refer to Administrative Policy # 505 - "Fund Raising Events and Grant Applications" for detailed guidelines.

Sales Tax

The student organization spending funds from an off-campus bank account may not use the University's taxpayer identification number or the University's tax-exempt status in connection with purchases or sales by the organization, gifts to the organization, interest on other income of the organization, or any other activity of the organization. The benefit of the University's Sales Tax Exemption will be extended for any purchase made through the University's purchasing request system.

FINANCIAL MANAGEMENT OF ORGANIZATION ACCOUNTS AND FUNDS

Student organizations are encouraged to keep detailed records regarding all financial transactions. Organization sponsors and advisors should be involved in the management of organization funds and the maintenance of organization accounts. The following are some suggestions on how to best manage the organization's account:

Handling Funds

- Numbered receipts should be used for all funds received; receipts should be used in sequential order.
- The organization should perform reconciliations between the items sold and the funds received (this should also be performed for dues received).
- All checks received should be restrictively endorsed upon receipt (if desired, a stamp can be ordered to show organization name, bank name, and checking account number).
- All funds should be properly safeguarded between deposits; cash should not be kept in dorm rooms overnight.
- All income should be deposited daily.
- Deposits should be verified by two individuals.
- Funds are to be used for organizational purposes only; personal use of organization funds will be grounds for disciplinary action.

Expenditures

- Faulkner University's Sales Tax Exemption **may not be used** when making purchases using funds from an off-campus bank account. The benefit of the University's Sales Tax Exemption will be extended for any purchase made through the University's purchasing request system.
- All purchases should be approved by a sponsor/advisor; an event planning budget should be developed prior to purchasing to avoid over-spending.
- Receipts and invoices for all expenditures should be maintained with the organization's financial records.

ESTABLISHING AN OFF-CAMPUS ACCOUNT

Faulkner University has the following requirements regarding the establishment of off-campus checking accounts for student organizations:

- Organizations opening an off-campus bank account must establish an Employer Identification Number (also called a taxpayer identification number) for the organization so that an individual member's SSN is not used on the account.
- Each Faulkner University student organization that has an off-campus checking account must require two signatures on checks; signatures should preferably be one Sponsor or Advisor and the organization's President or Treasurer. It is strongly recommended that all faculty sponsors and advisors of the organization are signers on the account since the officers will often change yearly.
- **IMPORTANT!** Upon establishing an off-campus account, the organization is required to provide the account information to the office of the Vice President for Finance.

Off-campus bank accounts established and maintained by student organizations **may not:**

- Use the University's federal employer identification number (EIN) on the account;
- Place the names "Faulkner" or "Faulkner University" on the account; or
- Deposit funds made payable to, or intended for, Faulkner University into the account

The University has established relationships with several local banks where accounts may be opened with no fees. Check with the office of the Vice President for Finance for a current list of recommended banks.

Maintaining an Organization's Off-Campus Checking Account

- Maintain an updated balance in the checkbook or with a software program (i.e. Quicken) at all times.
- All voided checks should be maintained.
- All checks should contain two signatures - preferably one Sponsor/Advisor and one Officer.
- Checks should not be signed in advance or signed without a remittance name and amount.
- Checks should not be made payable to "cash."
- Checkbook should be kept in a secure location.
- ATM cards and Debit cards are only allowed with sponsor approval.
- President and/or Treasurer should review monthly statement and transactions; organizations should establish procedures to ensure persons making the purchases are not the only individuals who reconcile the bank statement.
- Monthly reconciliations should be performed to ensure account balance is in agreement with bank balance.
- Sponsor/Advisor should review bank statements periodically - at minimum once per semester.
- Original bank statements should be safeguarded and maintained in a secure location.
- Signers will need to be added to/removed from bank accounts each year as new officers are elected. Having at least one sponsor or advisor as a signer on the account can provide some continuity each year.

TAX INFORMATION

Any comments on tax matters contained in this policy are provided merely as a courtesy for the general information purposes of student organizations and are not to be considered personal tax advice given by the University or its employees. *All student organizations should rely upon tax advice provided by their own independent tax advisors.*

Taxpayer Identification Number

Organizations opening an off-campus bank account must file form SS-4 with the IRS to apply for an Employer Identification Number (also called a taxpayer identification number) for the organization so that an individual member's SSN is not used on the account. The SS-4 form has a place for the student organization to designate that they are a registered university student organization (line 8a, under "other"). Information on how to apply for the EIN online is available at www.irs.gov (keyword "EIN") or by calling the IRS at (800) 829-4933.

Tax Exempt Status

Student organizations are not covered under Faulkner University's tax-exempt number. Your organization is not "Tax Exempt" unless you have applied for and been granted that status from the Internal Revenue Service. However, some organizations are treated as tax exempt without being required to file an Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code, provided that they are organized and operated appropriately. This includes any organization normally having annual gross receipts of not more than \$5,000.

For further information regarding tax exempt status, contact the IRS at (800) 829-3676 and ask for Publication 557, "Tax-Exempt Status for your Organization." For additional assistance you may call *IRS Tax Exempt and Government Entities Customer Account Services* (toll free) at (877) 829-5500 between 8:00 a.m. and 6:30 p.m.

Annual Tax Reporting

Organizations maintaining off-campus accounts will be required to file an annual return with the IRS.

Organizations with gross receipts less than \$25,000 will be required to file a Form 990N e-postcard. By submitting the electronic notice on Form 990-N, an organization acknowledges that it is not required to file a Form 990 or 990-EZ because its gross receipts are normally less than \$25,000. In order to make this determination, the organization must keep records that enable it to calculate its gross receipts.

An organization is required to provide the following information on Form 990-N:

- the organization's legal name;
- any other names the organization uses;
- the organization's mailing address;
- the organization's Web site address (if applicable);
- the organization's taxpayer identification number (TIN);
- name and address of a principal officer of the organization;
- the organization's tax year;
- a statement that the organization's annual gross receipts are normally \$25,000 or less; and
- if applicable, a statement that the organization has terminated or is terminating (going out of business)

Filers may access the user-friendly filing system to file a Form 990-N at www.irs.gov/eo or by going directly to the filing system Web site at <http://epostcard.form990.org>.

Appendix B

Deposit Slips for On-Campus Accounts

Deposit Detail Information

Date _____

Deposit Amount: _____

Account # : _____ Dept #: _____

Description: _____
(to be posted ot Regent)**Deposit Detail Information**

Date _____

Deposit Amount: _____

Account # : _____ Dept #: _____

Description: _____
(to be posted ot Regent)**Deposit Detail Information**

Date _____

Deposit Amount: _____

Account # : _____ Dept #: _____

Description: _____
(to be posted ot Regent)**Deposit Detail Information**

Date _____

Deposit Amount: _____

Account # : _____ Dept #: _____

Description: _____
(to be posted ot Regent)**Deposit Detail Information**

Date _____

Deposit Amount: _____

Account # : _____ Dept #: _____

Description: _____
(to be posted ot Regent)**Deposit Detail Information**

Date _____

Deposit Amount: _____

Account # : _____ Dept #: _____

Description: _____
(to be posted ot Regent)**Deposit Detail Information**

Date _____

Deposit Amount: _____

Account # : _____ Dept #: _____

Description: _____
(to be posted ot Regent)**Deposit Detail Information**

Date _____

Deposit Amount: _____

Account # : _____ Dept #: _____

Description: _____
(to be posted ot Regent)

Appendix C

Fund Raising Events and Grant Applications



FAULKNER UNIVERSITY

FUND RAISING EVENTS AND GRANT APPLICATIONS

Section: **Advancement/Gifts**

Policy Number: **505**

Past Revisions: **N/A**

Effective: **May 24, 1993**

Revision: **September 8, 2008**

Reviewed: **September 2008 EW**

It is the policy of Faulkner University that all fund-raising activities and fund/gift acceptance be approved by and coordinated with the Vice President for University Advancement prior to such activity taking place. Approval and coordination must be in writing. All division and department heads (main campus and remote sites) and auxiliary entities are responsible for compliance within their respective areas of authority and should implement appropriate procedures to communicate this policy to all levels of employment.

In general, no employee, representative or entity of Faulkner University is automatically empowered to develop funding sources or accept funds or gifts on behalf of the University. Such authority must be obtained in advance and proper procedures strictly followed. This policy is essential in order to ensure that federal guidelines for solicitation are followed, that fund sources are not over-solicited and over-subscribed, that all fund revenues are appropriately administered and accounted for in accordance with IRS stipulations, and that duplication of effort does not occur.

Solicitation of funds (including grant applications):

1. A brief rationale and written request justifying the kind of appeal/solicitation/application being made, how the funds will be used, who will be accountable for administration, and what steps will be taken to ensure integrity of the funds must be submitted to the Vice President for University Advancement. The request must also show approval and coordination by the appropriate vice president.
2. If University Advancement staff assistance is needed in preparing the request or proposal, that need must be made known in the rationale.
3. The Vice President for University Advancement will determine appropriateness and compliance with existing guidelines in order to prevent the possibility of conflict with other appeals. Approval or disapproval, as appropriate, will be indicated on the requesting document and returned to the appropriate vice president.
4. University Advancement will coordinate dates, determine if the proposal is appropriate and is consistent with university policies and procedures, and determine that the proposal will not conflict with other appeals being planned or underway. After all considerations are completed, the Vice President for University Advancement will return the written request with approval or denial, to the appropriate vice president for return through channels to the initiator of the request.

5. If final approval is granted by University Advancement, the initiator or other designated persons may proceed to develop the proposal, make copies of the documentation, mail or send the proposal, and administer the results in compliance with the approvals granted for this action.
6. An information copy of all subsequent documentation developed in the course of the solicitation/application procedure should be forwarded to the Vice President for university Advancement. All results will be reported to the Vice President for University Advancement as well, including specific documentation of funds received.
7. Success or failure of the proposal should be reported to the Office of University Advancement as soon as such information is available.

Acceptance of unsolicited funds, gifts and/or donations:

1. In the course of dealing with the public, any Faulkner University employee, representative or entity may be asked to accept a gift (of money, consigned equipment or merchandise, or services) for the university or one of its entities. It should be clearly understood that NO ONE is empowered to act as a representative of the university in this capacity unless specifically designated by the President (or Vice President for University Advancement).
2. So that embarrassing (and potentially illegal) situations may be avoided, any employee who finds himself or herself in the position of being presented with a gift to the university should contact the Vice President for University Advancement for appropriate instructions before agreeing to accept the gift.

Appendix D

Receipt, Deposit, and Custody of Funds



FAULKNER UNIVERSITY

RECEIPT, DEPOSIT AND CUSTODY OF FUNDS

Section: **Administrative - Finance**
Policy Number: **405**
Past Revisions: **June 18, 2008**

Effective: **November 12, 1997**
Revised: **April 12, 2011**
Reviewed: **April 2011**

Purpose: To establish guidelines for the receipt and custody of funds received by campus offices other than the Business Office.

GENERAL PROVISIONS

Each day the Business Office deposits all funds in excess of the necessary working cash balance. In the event a department receives funds of any type, it is imperative that controls are in place so that the funds are properly safeguarded, accounted for and documented. No University funds, other than authorized petty cash or working cash funds, should be held in any office.

In no case should departments spend funds directly from cash received. Any working cash funds or petty cash funds require the advance written approval of the Vice President for Finance. All University bank accounts also require the advance, written approval of the Vice President for Finance. Please refer to Administrative Policy # 444 - Petty Cash, for more information regarding petty cash funds.

Daily Deposits

All offices receiving cash or checks, regardless of size or source, must deposit the entire amount with the Business Office daily. This includes, but is not limited to, income from departmental fees, event ticket sales, concessions, and monetary gifts from Friends for Faulkner or any of its programs and activities. Donor gifts are received, recorded, and deposited daily by the Development Office.

Checks not deposited in a timely manner that are subsequently returned due to insufficient funds may not be recoverable through normal collection procedures. Any such checks will be charged back to the receiving department's budget.

Money received after normal business hours should be documented, counted separately by two individuals if possible, secured overnight, and deposited with the Business Office on the next business day.

Custody of Funds

Funds are to be kept in a secure location with access by authorized personnel only. Authorized personnel are to be kept to an absolute minimum.

Supporting Records and Receipts

Any office or department collecting funds must maintain records detailing their collection and deposit. Examples of supporting records are pre-numbered receipts, cash receipt logs, unused tickets, and reconciliation forms. Supporting documentation details the nature, source, date and amount of the receipt.

All cash payments should be recorded on a receipt to the remitter and a duplicate copy should be retained for departmental record.

Recording Deposits

When depositing money with the Business Office (whether income from sales, fees, etc.), the nature of the deposit must be clearly stated on the deposit slip. The actual budget number should be stated.

If funds are to be restricted, they will have to be treated differently from funds deposited to the general fund. Requests to restrict funds, in some instances, may have to be approved by the Budget Committee.

Appendix E

Solicitation



FAULKNER UNIVERSITY

SOLICITATION

Section: **Other Regulations**
Policy Number: **385ⁱ**
Past Revisions: **N/A**

Effective: **November 1997**
Revision: **July 16, 2008**
Reviewed: **March 2011**

Scope: Faculty; Staff; Students

Purpose: To restrict solicitation by employees, vendors, students, sales representatives and others to minimize interference with the University's operation and to protect the privacy of its faculty, staff, students and visitors.

GENERAL PROVISIONS

Solicitation shall be defined as:

- Selling or promoting of products, goods, or services;
- Use of staff and faculty listings for the purpose of solicitation;
- Seeking contributions, pledges, or signatures; and
- Conducting membership drives for non-university affiliated organizations

Solicitation activities that have been designated as authorized activities by the University Administrative Cabinet are blood drives, student organization car-washes and donut sales, employee benefit fairs, University Christmas project, United Way Campaign, Friends for Faulkner activities and all activities conducted by University Advancement. Therefore, these listed activities are not prohibited by this policy.

Solicitation on University property including use of University electronic mail network (email) is prohibited except for official activities approved by the University administration.

The University does not provide employee or student information (name, address, telephone number, etc.) to companies for solicitation purposes without written consent from the employee or student. If a particular notice of information from a company has been approved for distribution, an authorized employee will distribute the information to employees.

The use of communication equipment or other University supplies or equipment to support solicitation activities is prohibited unless written approval is granted by the appropriate division Vice President. This shall be granted only in rare cases.

The University makes no warranty regarding the truth of any representation made in any written materials posted or distributed or other information provided as part of any solicitation activity engaged in pursuant to this policy.

Bulletin Boards/Flyers- Information may not be placed on the University bulletin boards without prior approval or invitation from the appropriate divisional Vice President. Anyone outside the University should obtain approval through the office of the Vice President for Student Services. Approved items such as posters, bulletins, notices, flyers, etc. will be stamped and hung only on the appropriate bulletin boards. Any items not stamped will be removed. No items may be taped on walls or doors. Distribution of flyers by hand, campus mail or placed on vehicle windshields is prohibited.

385.1 PROCEDURES

Employees

Charitable projects of any type fall under the guidelines of this policy. For-Profit solicitation is not allowed. The University retains the exclusive right to determine the appropriateness of allowing a charitable solicitation on a case by case basis.

All employees wanting to solicit the support of the University community (defined as faculty, staff and students) for a particular cause are allowed one request per calendar year.

The employee is required to:

- Consult with the office of Event Management for availability of facilities and coordination of campus activities.
- Submit their request to their divisional Vice President. The request should include the name of the organization and/or cause being supported and needs that will be requested of our University community.
- If any materials will be circulated in accordance with the need, a sample of such materials must be presented to their divisional Vice President and approved prior to circulation.

The approving Vice President is required to:

- Provide the employee with a written approval/denial of the request; and
- Copy the office of the Event Management on all approved activities for the purpose of maintaining the school calendar.

Employees of the University will not engage in solicitation activities on campus unless prior approval for such activity has been obtained in writing from their divisional Vice President.

Employees who obtain approval to engage in any activities on campus in accordance with this policy will not engage in such activities during working time of either the employee making the solicitation or distribution or the targeted employee. The term 'working time' does not include an employee's authorized lunch or rest periods or other time when the employee is not required to be working.

A Vice President may grant a continuous approval for such solicitations that take the form of passing literature for orders as long as this does not interfere with job duties. Paying for and delivering of items ordered through this process must be done during non-working hours.

Employees may not use University facilities to conduct private enterprise.

Students

For-Profit solicitation is not allowed. Other solicitation activities on campus sponsored and conducted by students, student organizations, or groups must be approved in writing by the Vice President for Student Services and carried out only in the designated areas. Student elections may be subject to additional requirements adopted by the Student Government Association.

Proposing to solicit monetary contributions or gifts- Any student, student organization or group proposing to solicit monetary contributions or gifts must obtain prior approval from the Vice President for University Advancement. Refer to Administrative Policy No. 505- Fund Raising Events and Grant Applications for detailed guidelines.

Proposing to solicit off-campus- Any student, student organization or group proposing to solicit for funds, goods, or services under the University name off-campus must obtain approval in advance from the Vice President for University Advancement.

The student is required to:

- Submit their request to the Vice President for Student Services in writing, at least one week in advance of the event;

- Submit their request to the Vice President for University Advancement (only for specific activities noted in this policy); and
- Make arrangements through the office of the Event Management to ensure availability of the desired University facilities.

Activities coordinated through the Director of Student Activities- Such activities should also have the approval of the Vice President for Student Services and be forwarded to the office of the Vice President for Academic Affairs prior to being conducted.

The approving Vice President is required to:

- Provide the student with a written approval/denial of the request; and
- Copy the office of the Event Management on all approved activities for the purpose of maintaining the school calendar.

Students shall not use any University facilities, including dorms and apartments for the operation of private enterprise.

Non-employees/vendors

Sales representatives and vendors dealing in University supplies, equipment or services may conduct business in accordance with University regulations. Vice Presidents and Deans are authorized to approve solicitation activities by commercial vendors but only when the commercial vendor activities are directly related to official University business in their areas of responsibility. Prior to providing approval, the Vice President or Dean will contact the office of the Event Management to assure the activity will not conflict with other University activities.

All other requests received from commercial vendors will be submitted to the President for consideration.

If you observe soliciting

Persons observed soliciting on University property should be reported to department heads or supervisors who will then be responsible for determining whether such persons are authorized to conduct such activities. If not authorized, the administrator shall inform such persons of this policy and advise them that failure to cease may result in appropriate action against the offender. For non-employee solicitors, the administrator may contact campus security and have them approach the offender.

If the offender is an employee, such action may include discipline in accordance with appropriate University policies.

For additional guidelines regarding solicitation of monetary contributions to the University-reference Administrative Policies: # 505- Fund Raising Events and Grant Applications; and # 520 Solicitation of Contributions.

¹ This policy replaces No. 240 Sales Activities on Campus and No. 475 Posters, bulletins, notices, etc. on campus bulletin boards.

Appendix F

Missing Receipt Affidavit

AFFIDAVIT OF LOST RECEIPT

If a receipt is lost, you must attempt to obtain a copy of the original receipt from the vendor for all expenditures in excess of \$25. A Missing Receipt Affidavit is required whenever a receipt is not available, regardless of the dollar amount of the expense.

Name	Department	Date of Purchase	Total Cost
Vendor	Location (City, State)	Method of Payment Used	
Description of Expense and Purpose			

I certify that the receipt for the above mentioned expense is missing. (Check all that apply.)

- The original receipt was lost.
- The original receipt was not obtained. Reason: _____
- I have contacted the vendor but was unable to obtain a copy/duplicate receipt from the vendor.

I certify that this expense was incurred in connection with Faulkner University business and that the original receipt is lost or not available. I am submitting this affidavit in lieu of the missing receipt. I certify that reimbursement of this expense has not been previously paid nor will be paid from any other source.

Budget Manager's Signature

Requestor's Signature

Departmental Vice President's Signature

AFFIDAVIT OF LOST RECEIPT

If a receipt is lost, you must attempt to obtain a copy of the original receipt from the vendor for all expenditures in excess of \$25. A Missing Receipt Affidavit is required whenever a receipt is not available, regardless of the dollar amount of the expense.

Name	Department	Date of Purchase	Total Cost
Vendor	Location (City, State)	Method of Payment Used	
Description of Expense and Purpose			

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- The original receipt was lost.
- The original receipt was not obtained. Reason: _____
- I have contacted the vendor but was unable to obtain a copy/duplicate receipt from the vendor.

I certify that this expense was incurred in connection with Faulkner University business and that the original receipt is lost or not available. I am submitting this affidavit in lieu of the missing receipt. I certify that reimbursement of this expense has not been previously paid nor will be paid from any other source.

Budget Manager's Signature

Requestor's Signature

Departmental Vice President's Signature

Appendix G

Student Account Expense Report



Student Organization Expense Report

Requisition Number _____

Check one: Reimbursement Request
 Reconciliation of Advance

Name _____
Club _____

Orig. Check #/Requisition # for Advance _____
Circle one: Ck# or Req#

Date	Items Purchased	Purpose	Vendor	Amount

Account # _____

Total Expenditure:	
Amount of Advance:	
Balance Due / (Returned funds):	

REQUESTOR CERTIFICATION: I certify that the amounts listed above are my true expenses, that they have not and will not be reimbursed by another entity, and that they are in accordance with the current Faulkner University Expense Policies and Procedures.

- Note:**
- (1) Attach receipts for each expenditure
 - (2) For advance funds returned:
 - (A) Obtain Business Office Receipt
 - (B) Attach copy of receipt

Requestor's Signature Date

Club Sponsor's Signature Date

Assistant Dean of Student's Signature Date

Appendix H

Annual Registration Form



**STUDENT ORGANIZATION ACCOUNT INFORMATION, REGISTRATION ANNUAL
AGREEMENT AND POLICY AGREEMENT**

Student organization officers are responsible for the programs of their individual organizations and must verify that all activities will be conducted in accordance with University policies governing student organizations.

Name of Organization: _____

Academic Year: _____ Funds are held: _____ on-campus _____ off-campus*

If off-campus, name of bank: _____

*If off-campus, attach a reasonable explanation for why the account is off-campus

Account #: _____ EIN #: _____

As an officer or faculty/staff sponsor or advisor of this organization, I agree to use funds collected by this organization only for those purposes for which they are intended in accordance with the organization's charter. I also agree to manage the funds according to Faulkner University Policy #411-Student Organization Accounts. This policy applies to funds maintained in both on-campus and off-campus accounts.

I mark here to confirm that I have attached an updated copy of the organization's constitution, by-laws and all other governing policies and procedures. By signing below, the undersigned agree that this organization will conduct all business (including elections) pursuant to the attached policies and procedures and in compliance with the University's and School of Law's policies and procedures.

_____ Sponsor/ Advisor (print name)	_____ Signature	_____ Date
_____ President (print name)	_____ Signature	_____ Date
_____ Vice-President (print name)	_____ Signature	_____ Date
_____ Treasurer (print name)	_____ Signature	_____ Date
_____ Secretary (print name)	_____ Signature	_____ Date

Add an additional page if there are additional officers.

Appendix I

Student Organization Events Approval Guidelines

STUDENT ORGANIZATION EVENTS APPROVAL GUIDELINES

The following concerns have informed the development of these guidelines:

- At Faulkner Law, the faculty, administration, and staff are committed to educating law students in a professional environment to be successful attorneys.
- According to the American Bar Association, alcohol abuse is an issue for one in five attorneys. This rate is twice the national average.
- In an effort to help students avoid the harmful effects of alcohol and alcoholism on their personal lives and professional careers, Faulkner Law encourages students and student organizations to work with the law school to promote an alcohol-free community. At off campus events at which alcohol may be present, however, the law school must insist that students conduct themselves in a professional and responsible manner.

The following guidelines will inform the Faulkner Law administration's planning and approval of student organization events and student organizations shall observe these guidelines in planning and executing their events:

1. Faulkner Law prohibits students and student organizations from providing or arranging for the provision of alcoholic beverages at events or functions sponsored by any student organization. – (Policy 6-501) For example, student organizations are not allowed to provide an open bar or arrange for a cash bar to be set up for an event.
2. Faulkner Law or student organization funds may not be used directly or indirectly for the purchase of alcohol.

3. The event may not be held at any establishment whose primary purpose is selling alcohol. For example, an event may not be held at a bar, but may be held at a restaurant with a bar.
4. The event has a primary purpose that is not directly related to the consumption of alcohol.
5. Food and non-alcoholic beverages will be available.
6. Any event at which alcohol may be present must be restricted to Faulkner Law students and their family/plus one guests.
7. For any event at which alcohol may be present, at least two hosts must remain present and must not consume alcohol throughout the entire event. The hosts shall take reasonable measures to ensure that no alcohol is served to minors or any person who is intoxicated and shall ensure that persons who are intoxicated are not permitted to remain on the premises.
8. The sponsoring organization(s) will be financially responsible for providing safe alternative transportation—such as taxi services—for any person who is intoxicated. The sponsoring organization(s) and hosts must not allow anyone to drive home if they have had too much to drink. The sponsoring organization(s) and hosts may, however, pass the cost on to the individual for whom transportation is provided.
9. Any advertising must focus on the event and not advertise alcohol.
10. If an event is recurring, the sponsoring organization(s) should plan non-alcoholic events as well. Please keep in mind University policy prohibits faculty from drinking with students. In addition, no alcohol will be allowed at any fundraiser or other event where donors or potential donors may attend.
11. Student organization events must be scheduled in advance on the master calendar to avoid conflicts. A student organization sponsored event must not compete with any school-sponsored event or with any other student organization sponsored event where alcohol will not be present.
12. For all proposed events, the sponsoring organization(s) must complete an Event Request Form. For any event at which alcohol

may be present, the sponsoring organization(s) must also submit the Disclosure Form for Student Organization Events.

These guidelines are subject to change or modification at any time. The latest version is available from the Dean of Students upon request.

Dated: *September 23, 2014*

Appendix J

Disclosure Form for Student Organization Events



THOMAS GOODE JONES SCHOOL OF LAW

DISCLOSURE FORM FOR STUDENT ORGANIZATION EVENTS

Date: _____

Date Function to Be Held: _____

Title of the Event: _____

Organization Sponsoring Event: _____

Location of Event: _____

Times: Beginning at _____; Ending at _____

Estimated Number of Attendees: _____

Purpose of the Event: _____

I have read the guidelines for Faulkner Law events where alcohol may be present, and I agree to abide by them.

1st Designated Host Name (Printed)

2nd Designated Host Name (Printed)

1st Designated Host Signature & Date

2nd Designated Host Signature & Date

Faculty Advisor

Assistant Dean of Students

Signature & Date Notification Received

Signature & Date Notification Received

Dean

Signature & Date Notification Received

Appendix K

Faulkner University's Tax Exemption Certificate



ALABAMA DEPARTMENT OF REVENUE
SALES AND USE TAX DIVISION

NO: EXM-R009362123

Expires: November 30, 2022

State Sales and Use Tax Certificate of Exemption (Form: STE-1)

Pursuant To Sales and Use Tax Rule 810-6-5-.02

To _____ Date _____, 20____
Supplier

Street City State Zip Code

THE UNDERSIGNED HEREBY CERTIFIES that all tangible personal property purchased on and after the date shown above will be purchased for the purpose indicated below and will be exempt from sales and/or use tax unless otherwise specified on each order, and that this certificate shall remain in effect until revoked in writing.

CHECK PROPER BOX

- 1. [] Tangible personal property purchased for resale only to licensed retail merchants, jobbers, dealers, or other wholesalers.
2. [] Tangible personal property purchased to become an ingredient or component part of tangible personal property manufactured or compounded for sale and the furnished containers and labels thereof (not including consumable supplies).
3. [] Tangible personal property purchased for resale only to tax exempt customers.
4. [X] Statutorily Exempt Organization: Exempt per Section 40-23-4(a)(15) of the Code of Alabama, 1975.

5. [] Restrictions (as specified): _____

KIND OF BUSINESS ENGAGED IN BY PURCHASER: Private University

Any tangible personal property obtained under this certificate of exemption may be subject to sales or use tax if used or consumed by the purchaser in any manner other than indicated on this certificate. The seller is required to act in good faith and to exercise reasonable care to determine the nature of the purchaser's business and know if goods purchased are consumed in the operation of the purchaser's business so as to render sales to him taxable. In the event it is determined at a subsequent date that the items sold are not exempt from sales and use tax, the seller, if he has acted in good faith and exercised reasonable care, is relieved of liability for the sales or use tax due on these purchases.

Issued and approved by the Alabama Department of Revenue, on 07-Oct-2021

BY [Signature] Revenue Manager

The seller is required to have only one certificate of exemption form on file from the purchaser. The seller must exercise reasonable care to determine that the tangible personal property obtained under this certificate is for the purpose indicated. A seller failing to exercise such care will be held liable for sales or use tax due on such purchases.

I, the undersigned, declare under penalties of false swearing, that this certificate has been examined by me and to the best of my knowledge and belief is true and correct, made in good faith, pursuant to the sales and use tax laws of the State of Alabama. I am aware that, if I make illegal tax-free purchases using this certificate and/or benefit from the illegal use of this certificate, I am liable for the sales or use tax determined to be due on these purchases.

PURCHASERS FIRM NAME FAULKNER UNIVERSITY

ADDRESS 5345 ATLANTA HWY MONTGOMERY, AL 36109-3323

BY [Signature]

TITLE Vice President for Finance
Owner, Partner, Officer, or Member

Appendix L

Social Media Guidelines



FAULKNER UNIVERSITY

Faulkner University Social Media Guidelines, Policy and Best Practices

Social Media Guidelines When Posting on Behalf of Faulkner University

Process for Creating a new or Maintaining a current Faulkner Social Media Presence

To ensure that all social media efforts adhere to the design and policy standards of Faulkner University and that such efforts are not tied specifically to a Faulkner University community member's personal account, all official Faulkner University social media accounts must be created by or with approval from the Office of Marketing's social media team.

Social Media platforms used and allowed by Faulkner University include Facebook, Twitter, Instagram, LinkedIn and YouTube.

The Office of Marketing will then grant the appropriate person(s) administrative access to those accounts. To request an account, contact socialmedia@faulkner.edu.

Please note: Before creating an account, please determine if you or your office will be able to provide new content on a regular basis. New content includes pertinent written posts, an event, ads, pictures, videos, graphics, articles or shared posts from another account. You may want to consider leveraging an existing account on campus that is regularly populated with content. For example, this could be a small department funneling messaging to their college's account, etc.

As your profile picture, please use our official Faulkner University logo. Your page name should include Faulkner University in the title of the page. (i.e.- Faulkner University- __Insert Name of Page__) Also, please include in your 'About Page' that your account is an official account of and include your organization. Please share the username and password with at least one other person within your organization to have administration access in case of emergency.

Consider your needs before creating a separate account and social media page. Is a page a necessity or would creating a unique "Group" page under Faulkner University's main Facebook page suffice. Please speak to your Social Media Manager for advice.

Let the Social Media Manager know once you have those accounts created and share the usernames with the Social Media Manager.



FAULKNER UNIVERSITY

Maintain Faulkner University Confidentiality

Do not post confidential or proprietary information about Faulkner University, its students, its alumni, or its fellow employees. Use good ethical judgment and follow Faulkner University's policies and federal requirements, such as the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Family Educational Rights and Privacy Act (FERPA). Review Faulkner University policies for more information on your responsibility as a Faulkner University employee.

Maintain Privacy

Do not discuss a situation involving named or pictured Faulkner University community members on a social media site without their permission. As a guideline, do not post anything that you would not present in any public forum.

Be Thoughtful

Before composing a message that might act as the "voice" or position of Faulkner University or a school/department, please discuss the content with your supervisor or the dean/chair of the school/department or his or her delegate. If you ever have any question about whether a message you are crafting is appropriate to post in your role as a Faulkner University employee, talk with your supervisor before you post.

Respect University Time and Property

It is appropriate to post at work if your comments are directly related to accomplishing work goals, such as seeking sources for information or working with others to resolve a problem. You should participate in personal social media conversations on your own time, outside of work hours.

Be Responsible

What you write is ultimately your responsibility. Participation in social computing on behalf of Faulkner University is not a right but an opportunity, so please treat it seriously and with respect. Keep in mind that if you are posting with a Faulkner University username, other users do not know you personally. They view what you post as coming directly from the University. What you say directly reflects on



FAULKNER UNIVERSITY

Faulkner University. Discuss with your supervisor the circumstances in which you are empowered to respond directly to users and when you may need supervisor approval.

Be Accurate

Make sure that you have all the facts before you post. It is better to verify information with a source first than to have to post a correction or retraction later. Cite and link to your sources whenever possible.

Use Correct Grammar

Make sure those posting to your page are using appropriate language along with correct grammar and punctuation. Avoid slang. Posts may be relaxed in nature depending on your audience, but should still convey professionalism.

Frequency

Assign an administrator who regularly monitors postings and content.

Create a content calendar with pre-planned content for slow periods. Aim for standard times for postings and updates. At least one post every other day. Respond to messages and comments quickly. If you need to, create an automatic response system and then respond personally as soon as possible.

Stagnant Accounts

The Office of Marketing reserves the right to disable or temporarily unpublish Faulkner University social media accounts that are dormant (no posts, no activity) for more than SIX months, as such stagnancy reflects poorly on the university.

Departed Admins

When page editors and administrators, especially students, have left Faulkner University and no longer require access to social media accounts, you must update/adjust your page roles immediately.

Proper Branding



FAULKNER UNIVERSITY

Abide by the Faulkner University logo guidelines. Guidelines can be found at <https://www.faulkner.edu/about-faulkner/university-communications/brand-guidelines/>. For social media profile avatars, the Office of Marketing will provide an official logo upon request of a new page.

Safety and Privacy Tips for Social Media Networking

The Internet is open to a worldwide audience. When using social media channels, ask yourself:

1. Did I set my privacy setting to help control who can look at my profile, personal information, and photos? You can limit access somewhat but not completely, and you have no control over what someone else may share.
2. What if I change my mind about what I post? Removing material from network caches can be difficult. Posted material can remain accessible on the Internet until you have completed the prescribed process for removing information from the caching technology of one or multiple (potentially unknown) search engines.
3. Have I asked permission to post someone else's image or information? Am I infringing on their privacy? Could I be hurting someone? Could I be subject to libel suits?
4. Does my equipment have spyware and virus protections installed? Some sites collect profile information to SPAM you. Other sites contain links that can infect your equipment with viruses that potentially can destroy data and infect others with whom you communicate. Remember to back up your work on an external source in case of destructive attacks.

Social Media Guidelines When Posting as an Individual

Things to Consider When Beginning to Use Social Media

Applications that allow you to interact with others online (e.g., Facebook, LinkedIn, Twitter and Instagram) require you to carefully consider the implications of friending, linking, following, or accepting such a request from another person. For example, there is the potential for misinterpretation of the relationship or the potential of sharing protected information. Relationships such as faculty-student, supervisor-subordinate, and staff-student merit close consideration of the implications and the nature of the social interaction. The following are some guidelines to follow in these cases.



FAULKNER UNIVERSITY

Faulkner University uses social media to supplement traditional and graduate press and marketing efforts. Employees are encouraged to share Faulkner University news and events that are a matter of public record with their family and friends. Linking straight to the information source is an effective way to help promote the mission of Faulkner University and build community.

When you are using social media for personal purposes and might be perceived as an agent for Faulkner University, you need to make sure it is clear to the audience that you are not representing the position or policy of Faulkner. In addition to making that clear, please be aware that your posts are appropriate and in line with Faulkner University's mission statement. While the guidelines below apply to those instances where there is the potential for confusion about your role as a Faulkner University agent/expert versus personal opinion, they are good to keep in mind for all social media interactions. When posting to a social media site, you should:

1. **Do No Harm** - Let your Internet social networking do no harm to Faulkner University or to yourself, whether you are navigating those networks on the job or off.
2. **Does It Pass the Publicity Test?** - If the content of your message would not be acceptable for face-to-face conversation, over the telephone, or in another medium, it will not be acceptable for a social networking site.
3. **Be Aware of Liability** - You are personally responsible for the content you publish on blogs, wikis, or any other form of user-generated content. Individual bloggers have been held liable for commentary deemed to be copyright infringement, defamatory, proprietary, libelous, or obscene (as defined by the courts). Increasingly, employers are conducting web searches on job candidates before extending offers. Be mindful that what you publish will be public for a long time.
4. **Maintain Transparency** - The line between professional and personal business is sometimes blurred: Be thoughtful about your posting's content and potential audiences. Be honest about your identity. In personal posts, you may identify yourself as a Faulkner University faculty or staff member. However, please be clear that you are sharing your views as an individual, not as a representative of Faulkner University. If you identify yourself as a member of the Faulkner University community, ensure your profile and related content are consistent with how you wish to present yourself to colleagues.

Be a Valued Member



FAULKNER UNIVERSITY

If you join a social network, make sure you are contributing valuable insights. Do not hijack the discussion and redirect by posting self-/organizational-promoting information. Self-promoting behavior is viewed negatively and can lead to you being banned from websites or groups.

Think Before You Post

There's no such thing as a "private" social media site. Search engines can turn up posts and pictures years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. If you feel angry or passionate about a subject, it is wise to delay posting until you are calm and clear-headed. Only post pictures that you would be comfortable sharing with the general public (current and future peers, employers, etc.).

Take the High Ground

If you identify your affiliation with Faulkner University in your comments, readers may associate you with Faulkner University, even with the disclaimer that your views are your own. Remember that you are most likely to build a high-quality following if you discuss ideas and situations civilly. Avoid picking fights online.

Respect Your Audience

Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in Faulkner University's community. You should also show proper consideration for others' privacy and for topics that may be considered sensitive, such as politics and religion. You are more likely to achieve your goals if you are constructive and respectful while discussing a bad experience or disagreeing with a concept or person.

Maintain Professionalism

Be professional in your posts. Use proper spelling and grammar.

Correct Mistakes



FAULKNER UNIVERSITY

If you make a mistake, admit it. Be upfront and be quick with your correction. If you are posting to a blog, you may choose to modify an earlier post—just make it clear that you have done so.

Monitor Comments

Most people who maintain social media sites welcome comments as it builds credibility and community. However, you may be able to set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.

Protect Your Identity

While you should be honest about yourself, do not provide personal information that scam artists or identity thieves could use. Do not list your home address or telephone number. It is a good idea to create a separate email address that is used only with social media sites.

Don't Use Pseudonyms

Never pretend to be someone else. Tracking tools enable supposedly anonymous posts to be traced back to their authors.

Use a Disclaimer

If you publish content to any website outside of Faulkner University and it has something to do with the work you do or subjects associated with Faulkner University, use the following disclaimer: "The postings on this site are my own and do not represent Faulkner University's positions, strategies, or opinions."

Don't Use the Faulkner Logo or Make Endorsements

Do not use the Faulkner University logos or images on your personal online sites. Do not use Faulkner University's name to promote or endorse any product, cause, or political party or candidate. Faulkner logo guidelines can be found online at <https://www.faulkner.edu/about-faulkner/university-communications/brand-guidelines/>.



FAULKNER UNIVERSITY

How do I report an impostor account on social media?

If you have found an imposter account, this requires a trademark/copyright report. In this case, please send the account name and a link to the account to the Social Media Manager at socialmedia@faulkner.edu.

How do I report a duplicate account on social media?

If you have found a duplicate Faulkner University related Facebook account, please visit [this link](#) to follow claim instructions.

On all other social media platforms, please send the name of the account and a link to the account to the Social Media Manager at socialmedia@faulkner.edu to have it submitted for removal.

What is the best type of content to post on social media?

Facebook: video

Twitter: images/gifs receive more retweets

LinkedIn: linked posts, images and engaging CTAs (Call to Actions.)

Instagram: photos or video with a consistent editing style, high quality vertical content on IG stories

YouTube: High quality video

Faulkner University Social Media Policy and Disclaimer

Faulkner University encourages interaction among users on our social media sites but is not responsible for the content of others published on any official University websites, pages, or affiliates. This is including, but not limited to, Facebook, Twitter, YouTube, LinkedIn, Wikipedia, Foursquare, Instagram, Pinterest, TikTok, SnapChat and all other social media websites.

Due to the public nature of these pages for comment by other users, the views expressed by guest posters do not reflect that of Faulkner University or original author. Each person is individually responsible for his/her own content (including privacy settings) shared via the web and Faulkner University is not liable for such content.



FAULKNER
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Faulkner University reserves the right, but is not obligated, to remove or advise the removal of comments or posts made to official Faulkner University pages that are racist, sexist, abusive, profane, violent, obscene, or spam; that advocate illegal activity, include falsehoods, contain commercial solicitations, are wildly off-topic, or cannot be translated to English using free online tools; that libel, incite, threaten or make ad hominem attacks on Faulkner University students, employees, guests or others. Faulkner University also reserves the right to remove comments or posts that are deemed negative or offensive by the page's administrators. Violators will be banned from the page.

Questions of Concerns

Any questions or concerns should be emailed to the Social Media Manager at socialmedia@faulkner.edu