

STUDENT ORGANIZATION HANDBOOK

2025/2026

PACE
UNIVERSITY

Elisabeth Haub School of Law



Elisabeth Haub School of Law

Dear Student Leaders,

Congratulations on your election as a student organization leader at the Elisabeth Haub School of Law at Pace University ("Haub Law"). Your leadership is vital to strengthening and uplifting our campus community.

Our student organizations exist to enhance both the academic mission and the social experience of a legal education. They offer students the opportunity to engage with peers from diverse backgrounds and to cultivate meaningful leadership skills. Please know that my office oversees all student organizations and serves as the primary liaison between student leaders and the law school administration.

The policies outlined in the Student Organization Handbook ("Handbook") are designed to help streamline and support the important work you do. This Handbook outlines responsibilities, organizational structure, event and meeting planning procedures, and budget-related matters. I encourage you to become familiar with its contents.

This version of the Handbook, effective **August 16, 2025** supersedes all previously published editions.

My office is here to support you in achieving your goals for the year ahead. We look forward to working with you and sincerely thank you for your service to our law school community.

Warm regards,

Angie M. D'Agostino, Esq.

Dean for Student and Campus Affairs
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Table of Contents

Contents

Chapter 1: Organization Priorities and Responsibilities	6
Student Organizations Webpage	6
Registering a New Student Organization	6
Recognition Requirements	7
Required Constitution Components	7
Membership.....	8
Reactivating an Inactive Organization.....	8
Existing Organizations.....	8
Leadership Role Limitations.....	8
Faculty Advisor Role	8
Organization Constitutions.....	9
Office Space.....	9
Transfer of Leadership	9
Organizational Status and Compliance	10
Student Bar Association (SBA).....	10
Inclusive Leadership.....	10
Chapter 2: Student Organization Events & Conferences	11
Strategic Planning Process	11
University Alignment.....	11
Chapter 3: Strategic Plan & Student Organization Events	12
Event Limits and Strategic Plan Deadlines	12
Strategic Plan Submission Deadlines.....	12
Room Reservations for General Body Meetings	12
Event Funding Policies.....	13
Event Catering Funds.....	13
Funding for Regular Meetings	13

Miscellaneous Funding Requests	13
Catering and Technology Requests	13
Co-Sponsoring Events	14
Guest Speakers	14
Freedom of Expression and Outside Speakers	14
Guest List Policy and Public Events	15
Tabling in the Student Lounge	15
Fundraising and Bake Sales	15
Fundraiser Requirements	15
Fundraiser Approval	15
Bake Sale Guidelines	15
Event & Meeting Clean-Up	16
Chapter 4: Event Policies, Conduct, and Conference Travel	16
Canceling an Event	16
Alcohol and Drug Policy	16
Alcohol Policy for Student Organizations	17
Speaker Gifts and Recognition	17
Donation Containers in the Student Lounge	18
Dissent and Picketing Policy	18
Additional Event and Meeting Considerations	18
School-Sponsored Travel to Regional and National Conferences	19
Request Submission	19
Eligibility Requirements	19
Funding and Reimbursement Process	19
Chapter 5: Budgets and Financial Matters	20
Overview	20
Student Organization Accounts	20
Organization Account	20
Agency (Restricted) Account	20

Banking Policies	21
Alumni and Fundraising Policies	21
Alumni Development	21
Other Funding Sources	21
Contracts and Reimbursements	22
Speaker/Artist/Performer Contracts	22
Reimbursement Policy	22
Deposits of Fundraised Money	23
Chapter 6: Communications	23
Professionalism and Social Media	23
Flyers and Event Promotion	24
Color Copies	24
Posting Guidelines	24
Digital Promotion of Events	24
Campus Electronic Screens	24
Haub Law Weekly E-Newsletter	24
Support from the Office of External Affairs	25

Chapter 1: Organization Priorities and Responsibilities

Student organizations at the Elisabeth Haub School of Law at Pace University ("Haub Law") play a vital role in enhancing both the academic mission and social experience of a legal education. These organizations offer opportunities for students to connect across diverse backgrounds, develop leadership skills, and contribute meaningfully to the law school community.

This Handbook provides guidance for students seeking to create a new student organization or assume leadership of an existing one. All Haub Law students are bound by the policies outlined in this Handbook, and executive members are expected to read and understand its contents.

Haub Law reserves the right to revise any student organization policies at any time without prior notice. Questions regarding this Handbook should be directed to the Office of Student and Campus Affairs.

Student Organizations Webpage

The [Student Organizations Webpage](#) serves as the central resource hub for all student organizations. Organization leaders will frequently reference the many forms, guidelines, and updates posted there.

Many documents referenced in this Handbook can also be found on this webpage.

Important: The President or Co-Presidents of each student organization are required to complete a leadership training module provided through United Educators. They are responsible for communicating what they have learned and sharing key takeaways with the rest of their E-Board members. Details and login instructions will be provided to Student Organizations directly via the studentaffairs@law.pace.edu inbox.

Registering a New Student Organization

The formation of new student organizations is welcomed and encouraged. Before submitting a request, please review the list of current organizations to ensure your proposal fills a unique need or interest:

[Current Organizations](#)

To be officially recognized, a proposed organization must receive written approval from both the Student Bar Association (SBA) and the Office of Student and Campus Affairs.

Recognition Requirements

1. Initial Meeting

Meet with the Associate Director of Student and Campus Affairs (or designee) to present your proposal.

2. Open Membership

Membership must be open to all students. The organization's constitution must align with Haub Law's commitment to diversity and inclusion and may not exclude individuals for any discriminatory reason.

3. Submit Required Materials

After your initial meeting and once a faculty advisor is identified, submit the following to both the Office of Student and Campus Affairs and the SBA:

- A written proposal, including names and signatures of at least 10 interested students
- Identification of a faculty advisor (Note: Deans and Assistant Deans may *not* serve as faculty advisors)
- A proposed constitution (a sample is available upon request)
- Explanation of any affiliation with a national organization, if applicable
- Contact the SBA President for instructions regarding SBA approval and funding requests

Required Constitution Components

The proposed constitution must include:

- Name of the organization
- Organization's purpose
- Responsibilities of each officer, including a designated officer to manage financial records
- Procedures for the election and removal of officers
- Term lengths for each officer position
- Non-discrimination policy
- The following required compliance statement:

This organization operates under Pace University policy as regulated by the Regulation by Colleges of Conduct on Campuses and Other College Property Used for Education Purposes, found in Title 7, Sections 6430, 6431, 6432, 6433, 6434, and 6436 of New York's Education Law.

Membership

Student organizations enhance the student experience by providing meaningful engagement and leadership opportunities. The Office of Student and Campus Affairs collaborates with the SBA to promote recruitment and visibility through events such as the Student Organization Fair at the annual Dean's Welcome Back BBQ each fall.

Reactivating an Inactive Organization

Organizations that have been inactive may petition for reactivation. Depending on the length of inactivity, the SBA and the Office of Student and Campus Affairs may require an updated constitution and current membership roster prior to approval.

Existing Organizations

The Office of Student and Campus Affairs acts as the liaison between recognized student organizations and the broader law school administration.

Newly elected leaders of existing organizations must:

1. Contact the SBA President to renew SBA recognition.
2. Email updated leadership information to the Office of Student and Campus Affairs at studentaffairs@law.pace.edu, including:
 - o Names, roles, and email addresses of all officers
 - o Faculty advisor's name
3. Explore co-sponsorship opportunities with other student organizations to broaden reach and impact.

Leadership Role Limitations

Students are encouraged to hold no more than two major leadership roles during any academic year. Leadership positions are rewarding but time-consuming. Balancing commitments ensures leaders can fully benefit from the experience while maintaining academic and personal well-being—especially important for 3Ls entering bar preparation.

Faculty Advisor Role

A faculty advisor serves as a mentor and guide to the organization, offering insight into legal topics, program planning, and law school policy. Advisors help ensure that events and goals align with Haub Law's mission and provide support in navigating challenges.

Note: Only full-time faculty members are eligible to serve as faculty advisors. Deans and Assistant Deans who **are not** current faculty members are not eligible.

The Faculty Advisor, or designee, must moderate panel discussions where a topic may be controversial in nature.

Organization Constitutions

Each organization must operate under a constitution that outlines its purpose, governance, and operational procedures. These constitutions should be reviewed annually by incoming officers. Revisions, if needed, must be submitted to the Office of Student and Campus Affairs and the SBA.

Office Space

Student organizations may use the SBA office space located on the third floor of Aloysia Hall to store organization materials. Please note that Haub Law is not responsible for any personal property stored in this shared space. To request access to this space, please email the numbers found on the lower right corner on the back of your Pace ID card to studentaffairs@law.pace.edu. Be sure to include your full name, the student organization you are affiliated with, and your title or role within the organization.

Transfer of Leadership

Each spring, student organizations at Haub Law participate in a formal leadership transition process. The Office of Student and Campus Affairs supports organizations in ensuring a smooth and effective handoff between outgoing and incoming officers. Newly elected officers should complete the following steps as soon as they assume their roles:

1. **Notify Student Affairs**

Email studentaffairs@law.pace.edu with:

- Names and positions of all new officers
- Phone and email contact information for each officer
- Name of the organization's faculty advisor

2. **Meet with Your Faculty Advisor**

Schedule a meeting early in your term to discuss goals, expectations, and programming ideas for the upcoming year.

3. **Hold a Leadership Planning Meeting**

Convene a meeting with the new officer team to define responsibilities, review expectations, and set initial priorities.

4. **Coordinate with Outgoing Leaders**

Meet with your predecessors to review pending projects, transfer documents, and share institutional knowledge for continuity.

5. **Submit a Strategic Plan by August 1**

Your organization must submit a completed Strategic Plan to studentaffairs@law.pace.edu by this deadline. The plan should outline the organization's goals, priorities, and anticipated events for the academic year.

Note: No events or room reservations will be made until the Strategic Plan has been approved.

6. Develop a Communications Strategy

Consider your approach to promoting events, engaging on social media, and recruiting new members.

Organizational Status and Compliance

Organizations that are inactive or that fail to submit required information for the current academic year will be considered inactive and must reapply for recognition. To confirm your organization's current status, email studentaffairs@law.pace.edu.

Student Bar Association (SBA)

All recognized student organizations operate under the jurisdiction of the Student Bar Association (SBA). The SBA Executive Board, elected by the student body, is responsible for making policy decisions affecting student organizations.

Organizations must comply with all SBA policies and decisions, as well as all directives issued by the Office of Student and Campus Affairs.

[View SBA Representatives and Recognized Organizations](#)

Inclusive Leadership

Haub Law student leaders are stewards of a vibrant and inclusive community. As such, they are expected to:

- Foster dialogue that promotes leadership development and cultural awareness
- Respect and empower members from all backgrounds and identities
- Collaborate across organizations to uplift diverse voices

When planning events, leaders are strongly encouraged to consider diversity in all its forms, including but not limited to race, religion, color, sex, age, disability, sexual orientation, gender identity or expression, veteran status, national origin, and political affiliation. A rich learning environment is built on the contributions of individuals with a wide range of perspectives and lived experiences.

Chapter 2: Student Organization Events & Conferences

Organizing successful events—whether panels, workshops, lectures, or meetings—requires advance planning and careful coordination. Key to this process is creating a Strategic Plan that outlines your organization’s programming and priorities for the academic year.

Strategic Planning Process

Before planning any event or reserving space, student organizations must:

1. **Complete a Strategic Plan**

Officers should work with one another and with their faculty advisor to develop a plan that includes:

- Major events
- Proposed meeting dates
- Organizational goals and themes for the year

2. **Submit the Plan for Review**

Send your Strategic Plan to the Office of Student and Campus Affairs via email. A staff member will review the plan and follow up with feedback or request a meeting if necessary.

3. **Receive Approval Before Proceeding**

Organizations **may not** make room reservation requests, or host events, until their plan is approved. Timely submission ensures you’re able to move forward with programming.

Strategic Plan Form:

[Student Organization Strategic Plan\(PDF\)](#)

Instructions for submission are included within the form.

University Alignment

Student leaders are encouraged to align their initiatives with the broader mission and values of Pace University. Reviewing the University's strategic goals can help shape your programming with institutional priorities in mind.

Pace University Strategic Plan Document:

[Pace University Strategic Plan](#)

Chapter 3: Strategic Plan & Student Organization Events

Student organization events—whether general body meetings, panels, workshops, or fundraisers—require careful planning and pre-approval by the Office of Student and Campus Affairs. This chapter outlines key steps and policies for hosting events at Haub Law.

Event Limits and Strategic Plan Deadlines

To encourage strong attendance and responsible planning, student organizations may host up to **one (1) funded, catered event per semester**. All events must be included in the organization's Strategic Plan, which is reviewed and approved each semester by the Office of Student and Campus Affairs.

Note: If an organization co-sponsors a funded, catered event with one or more student organizations, it will still count toward the one event limit for *each* participating group.

Strategic Plan Submission Deadlines

Fall 2025	August 1, 2025
Spring 2026	December 1, 2025

[Student Organizations Hub](#)

After submitting your Strategic Plan, a staff member from the Office of Student and Campus Affairs will confirm event approvals via the contact email listed in your plan.

Note: Events will not be scheduled before September 4, 2025, or after November 25, 2025, for the Fall semester to allow students to focus on final exam preparation.

Room Reservations for General Body Meetings

To reserve a room for a general body meeting, please either complete the Strategic Plan with the proposed meeting dates included, or email studentaffairs@law.pace.edu at **least three (3) weeks in advance**. Your request must include:

1. Name of the student organization
2. Requested date and start/end time of the meeting

The Office of Student and Campus Affairs will confirm your room assignment via email.

Event Funding Policies

Event Catering Funds

Each recognized student organization is allotted up to **\$1,250 per academic year**, to be used exclusively for event catering. This amount should be budgeted across both fall and spring semesters.

- Student organizations are encouraged to co-sponsor large events to pool resources.
- All catering orders must be placed through Chartwells.

[Student Catering Guide – Chartwells \(PDF\)](#)

Funding for Regular Meetings

Student organization funds **may not** be used to purchase food for regular club meetings. Alternatives include:

- Brown bag lunch sessions
- Collecting cash contributions from attendees

Miscellaneous Funding Requests

Requests for non-catering expenses that benefit the academic community may be considered on a case-by-case basis. Contact the Office of Student Affairs to discuss such proposals.

Funding for outside catering must be preapproved in writing and is permitted when Chartwells **cannot meet** specific menu needs.

Note: Items such as promotional gear (e.g., shirts, bags, sweatshirts) must be purchased at students' personal expense. See Chapter 4 for guidelines on using logos.

Catering and Technology Requests

Each Strategic Plan submission must indicate whether catering or Ed. Media services will be needed. Once your event is approved, confirm arrangements by emailing studentaffairs@law.pace.edu **at least four (4) weeks in advance**.

You must confirm the Chartwells catering order, Ed. Media needs, and facility setup. Your treasurer should record the final catering costs for budget tracking.

Co-Sponsoring Events

Collaboration between student organizations is encouraged and can lead to more impactful programming. Successful co-sponsorship includes:

- Early agreement on shared planning responsibilities
- Involvement of all co-hosts in marketing and logistics
- Clear written agreement outlining each group's contributions
- Equal recognition in event promotions and during the event itself

Guest Speakers

Organizations must include guest speaker details in their Strategic Plan event submissions. Prior to extending any invitation, notify the Office of Student and Campus Affairs and submit a **biography of the speaker** via email. A staff member from the Office of Student Affairs will review the information and get back to you.

Written approval must be received before any invitation is extended.

Alumni Speakers

Organizations are encouraged to invite Haub Law alumni as speakers. If a graduate is invited, please notify the Office of Alumni Relations & Development with the following information:

- Name and graduation year
- Degree (e.g., J.D., LL.M.)
- Firm/company affiliation
- Date and location of event

Promotional materials should include alumni credentials:

Example: *Mary Smith, J.D. '93*

Freedom of Expression and Outside Speakers

Haub Law is committed to supporting free and open dialogue. Use of university facilities does not imply endorsement of a speaker's views. If the university determines that an event poses a risk of disruption or danger, it reserves the right to deny or revoke a speaker invitation.

Student organizations may be responsible for covering security costs associated with certain events.

Guest List Policy and Public Events

When organizing an event, we recommend including a Google RSVP form in your promotional materials—such as a QR code or clickable link. Regardless of the method, please keep an RSVP list for every event to help determine resource needs.

If your event includes a large number of external attendees, special arrangements may be required. You must submit an RSVP guest list to studentaffairs@law.pace.edu **at least one (1) week prior** to the event.

Tabling in the Student Lounge

Tabling is a great way to build awareness for upcoming events. Tables are available on a first-come, first-served basis, and multiple groups may table simultaneously.

Fundraising and Bake Sales

Fundraiser Requirements

- Fundraisers must clearly state the recipient of funds (e.g., public service, fellowship, specific charity)
- Promotional materials must note whether 100% or a portion of proceeds will be donated
- All charities must be registered vendors with the University (Contact Student Affairs to confirm vendor status)

Fundraiser Approval

1. Must be approved in writing by the Office of Student and Campus Affairs
2. Only SBA-recognized organizations are eligible to fundraise
3. Funds must be earmarked for a specific purpose and linked to a university account

Bake Sale Guidelines

- Permitted weekdays until 7:30 p.m.
- Must sell baked goods only—no hot meals allowed
- Groups are responsible for cleaning up and disposing of waste
- Materials used for bake sales are not reimbursable

Event & Meeting Clean-Up

Student organizations are responsible for leaving event and meeting spaces in clean and proper condition. Failure to do so may result in suspension of event-hosting privileges.

If you are using a classroom where catering has been requested, please ensure the space is cleaned and vacated at least 10 minutes before the next scheduled class. Food should not be left unattended in classrooms.

Chapter 4: Event Policies, Conduct, and Conference Travel

Canceling an Event

If an event must be canceled for any reason, the student organization must immediately notify both:

- The Office of Student and Campus Affairs via email
- The SBA

Notice Requirements:

For events involving food and/or educational media, cancellation notice must be given at least 48 hours in advance. Failure to do so may result in the organization being held responsible for associated charges.

The administration reserves the right to cancel any event if the organization fails to communicate planning details in a timely manner.

Alcohol and Drug Policy

Pace University maintains a drug-free, safe, and healthy environment. The unlawful use, possession, distribution, or manufacture of controlled substances or alcohol on University property or at University-sponsored events is strictly prohibited.

Exceptions to the alcohol policy include:

1. Moderate consumption of beer or wine at approved University-sponsored events, with prior written approval.

2. Private consumption of beer or wine (no liquor) by individuals over 21 years of age in residential rooms.

This policy applies to all members of the University community, including guests and contractors. Violations are subject to disciplinary action in accordance with the Drug-Free Schools and Communities Act and other applicable laws.

Alcohol Policy for Student Organizations

To promote professionalism and wellbeing, alcohol is only permitted at approved events under the following conditions:

1. Pre-approval must be obtained from the Dean for Student and Campus Affairs.
2. Only wine and beer may be served, and only by Chartwells, the University's in-house caterer and licensee.
 - o Alcohol may only be served in the Tudor Room and on the Preston Quad.
3. Chartwells must serve the alcohol. Service limits:
 - o 1 drink per person, per trip
 - o 2 drink maximum per guest
4. Bartender fees apply:
 - o \$250 for a 4-hour minimum
 - o \$57/hour thereafter (subject to change)
5. Food is required at all events where alcohol is served.
6. Students may not order alcohol independently.
7. Security fees apply:
 - o \$45/hour for a 4-hour minimum (subject to change)
8. Hard liquor is prohibited.
9. Defined areas are required for alcohol service. The Tudor Room and Preston Quad are the only approved locations for alcohol service.
 - o No under-21 individuals allowed in these areas
10. Public intoxication and unprofessional behavior are prohibited and may result in disciplinary action.
11. Violations may result in revoked event privileges.
12. All provisions of the University Alcohol and Other Drug Policy apply.

Speaker Gifts and Recognition

While speakers generally do not expect gifts, a **personal thank-you note** is a thoughtful and professional gesture. In some limited cases, small, branded items may be available through Student Affairs.

- Gifts are not reimbursable.

- Plaques or awards may be approved for special honorees with prior written approval from the Dean for Student and Campus Affairs.
- Honoraria must also be approved in advance.

Donation Containers in the Student Lounge

To place a donation container in the Student Lounge (e.g., for books, food, or toy drives):

1. Contact the Office of Student and Campus Affairs with:
 - Dates for placement
 - Name and contact info of the responsible student
2. Ensure containers do not obstruct walkways and are emptied regularly.

For placement outside the Student Lounge, consult the Dean for Student and Campus Affairs.

Dissent and Picketing Policy

Pace University supports peaceful expression and dissent in keeping with its academic mission. Demonstrations and rallies must:

- Be non-violent
- Respect the rights of others
- Avoid disruption to University operations

Questions or plans for demonstrations should be directed to the Dean for Student and Campus Affairs. Please be sure to familiarize yourself with the Guiding Principles of Conduct found below.

[Guiding Principles of Conduct](#)

Additional Event and Meeting Considerations

The following apply to all student organization events:

1. Events that are violent, sexist, racist, or otherwise inappropriate will not be approved.
2. Alcohol must not be the main draw of any event.
3. The Office of Student and Campus Affairs reserves the right to cancel any event found in violation of law, policy, or the standards in this Handbook.
4. This list is not exhaustive; all events must receive prior approval.

School-Sponsored Travel to Regional and National Conferences

Student organizations may request funding for travel to regional or national conferences related to their mission. Requests must follow this process:

Request Submission

Submit to the **SBA and the Office of Student and Campus Affairs at least 3 months in advance**. Early requests at the start of the academic year are strongly encouraged.

Requests must include:

- Conference registration form
- Full conference schedule
- Budget breakdown
- List of meals included
- Names, titles, and roles of student attendees
- Statement of how attendance supports the law school and organization
- Amount of funding the organization will contribute

Eligibility Requirements

- The conference must be hosted by the national parent organization to which the student group is affiliated.
- Funding support is partial; students and organizations are expected to contribute. Funding for 2025-2026 will not exceed \$1,000 per student organization.

Funding and Reimbursement Process

- Airfare must reflect the lowest available online rate
- Reimbursement requests are due within 2 weeks of the event
- All expenses must be accompanied by itemized, dated receipts
- No reimbursement for alcohol or entertainment
- Reimbursement requires a written report on the conference experience submitted to the Dean for Student and Campus Affairs

[Student Organization Reimbursement Form \(PDF\)](#)

Chapter 5: Budgets and Financial Matters

Overview

Pace University School of Law operates within the financial framework of a 501(c)(3) nonprofit organization. As such, the Office of Student and Campus Affairs acts as a liaison between student organizations and the broader Law School Budget Office.

Funding is derived from two primary sources:

1. Student Activity Fee
2. Independent student organization fundraising

Student leaders are expected to exercise thoughtful budgeting. These funds should be used to benefit the entire student body and support the Law School's educational mission.

For any financial or budgeting questions, student organizations should consult with the Office of Student and Campus Affairs.

Student Organization Accounts

Each student organization has two accounts:

Organization Account

- Each active organization receives up to \$1,250 for the 2025-2026 academic year for event catering only.
- These funds do not roll over into the next academic year and will revert back to the SBA account at the end of April.
- For funding outside of catering, see the "**Miscellaneous Funding Requests**" section in Chapter 3.

Agency (Restricted) Account

- Holds funds raised by the organization through approved initiatives.
- Funds carry over from year to year.
- If the organization remains inactive for more than one (1) year, the funds revert to the law school's general agency account.

The organization Treasurer is responsible for maintaining accurate records of all account activity.

Banking Policies

- Student organizations may not maintain outside bank accounts.
- The use of third-party platforms (e.g., Venmo, Zelle, CashApp) is prohibited.
 - The Office of Student and Campus Affairs provides a credit card reader upon request to collect funds, which are then deposited into the proper University account. To request use of the card reader, please contact studentaffairs@law.pace.edu.

Alumni and Fundraising Policies

Alumni Development

Student organizations may not solicit funds or donations from alumni or law firms without prior approval from:

- The Dean for Student and Campus Affairs
- The Office of Law Alumni Relations and Development

All such outreach is coordinated centrally to protect relationships and maintain legal compliance.

Other Funding Sources

Member Dues

- Organizations may only collect dues with prior approval from the Dean for Student and Campus Affairs.
- Typically limited to organizations affiliated with national associations (e.g., Bar associations).

Donations & Sponsorships

- All external solicitation efforts (e.g., from legal firms or individuals) require advance approval from the Dean and the Office of Development and Alumni Relations.
- In some cases, the Dean may decide that the Law School will internally fund an event instead.

Contracts and Reimbursements

Speaker/Artist/Performer Contracts

- A Standard University Contract is required for compensated guests (speakers, performers, artists).
- Must be initiated at least six (6) weeks prior to the event.
- Allow at least four (4) weeks for University Counsel's approval.
- Only a University official may sign contracts—students may not sign contracts under any circumstance.

Student-signed contracts are invalid, and the student may be held personally liable and subject to disciplinary action.

- Performers are typically paid via University check. Students must never use personal funds for these payments.

Reimbursement Policy

Approved expenses must:

1. Be pre-approved in writing by the Office of Student and Campus Affairs.
2. Meet IRS Accountable Plan Rules:
 - A legitimate business purpose
 - Documentation with itemized, dated receipts or bank statements

Reimbursements will not be issued for:

- Unapproved expenses
- Alcohol or entertainment
- Off-campus meetings/events

Additional rules:

- Submit receipts within 30 days of purchase
- All items purchased with University funds are the property of the Law School
 - Please note: For certain purchases (e.g., tabling supplies), Amazon Business may be used through our office. To ensure timely approval and ordering, contact the Office of Student Affairs well in advance. Be sure to account for shipping times when planning your request

[Reimbursement Form & Instructions \(PDF\)](#)

Commencement Recognitions

Student organizations that wish to provide graduation stoles or regalia must:

- Coordinate all purchases and payments independently
- Note: Stole purchases are not reimbursable by student organization funds

Recommended vendor:

[Herff Jones](#)

Deposits of Fundraised Money

All funds raised must be deposited into the organization's Agency Account.

Deposit Procedure:

1. Submit a letter to the Office of Student and Campus Affairs including:
 - Organization name
 - Description of how funds were raised (event, initiative, etc.)
 - Amount to deposit
 - Intended use of the funds
2. Include a check made payable to "Pace University", with the organization name in the memo line.
3. Cash is not accepted.
4. Deposits must be made within 24 hours of the event or fundraiser.

Chapter 6: Communications

Effective communication and promotion of student organization activities enhance the reputation and engagement of Haub Law's vibrant student community. Student leaders are expected to model professionalism in all public communications—whether internal or external, printed or digital.

All student organization communications must comply with University and Law School policies as outlined in this Handbook.

Professionalism and Social Media

Haub Law students, particularly student leaders, should ensure all social media content aligns with the standards of professionalism expected in the legal field. If promoting your event on your organization's Instagram page, tag @haublawatpace for the possibility of having you post shared on the Law School's Instagram Stories.

Note: Content on social platforms is often reviewed by employers and bar examiners when assessing a candidate's character and fitness to practice law.

Flyers and Event Promotion

Organizations are encouraged to thoughtfully plan publicity efforts and submit print requests well in advance of events.

Color Copies

- Requests for color copies must be emailed to the office of Student and Campus Affairs.
- Student organizations may request **up to ten (10) color copies** per event.
- Event programs and flyers should be submitted at least one **(1) week before** the scheduled event to ensure timely printing.

Posting Guidelines

1. Electronic screens are the preferred method of promotion to reduce paper waste. Posting is restricted to bulletin boards only.
2. Do not post on glass, wood, or walls.
All posted materials must be removed within 24 hours after the event.
3. Flyers may not promote alcohol as the main attraction.
All promotions must also mention the availability of non-alcoholic beverages and food.
All publicity materials must remain respectful and professional. No obscene, offensive, or inappropriate content is permitted.

Digital Promotion of Events

Digital communication is a core part of event promotion at Haub Law.

Campus Electronic Screens

To have your flyer displayed on digital screens:

- Submit your request to:
 - Lauren Vacarro, Law Program and Events Coordinator, at lvacarro@law.pace.edu.

Haub Law Weekly E-Newsletter

- Events entered into the 25Live system will automatically be published in the weekly newsletter.

Support from the Office of External Affairs

The Office of External Affairs is a key partner in enhancing the visibility of your organization and events.

You are encouraged to consult the office for assistance with:

- Use and approval of your student organization's logo
- Media relations and publicity strategies

Contact: Rachael Silva, the Assistant Dean for External Affairs at rsilva@law.pace.edu.