

PROCEDURAL HANDBOOK FOR



Nova Trial Association

Balancing the Scales of Justice



International Citator and Research Guide



Moot Court Society

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Shepard Broad Law Center

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INTRODUCTION

This handbook sets forth procedures for law student organizations NTA, International Citator, ILSA Journal, Law Review, and Moot Court, and any student or student organization receiving funding from NSU Shepard Broad Law Center. These procedures must be followed in order to obtain access to funds, plan and schedule events, and make expenditures authorized by NSU Shepard Broad Law Center. The policies and procedures of NSU must be followed and are briefly summarized in this handbook. This handbook was not designed to answer all your questions, just the basics.

IMPORTANT NOTE: Law student organizations not listed above are funded through NSU's Student Engagement and Special Events and must refer to their Student Activity Fee Manual located at the following website: <http://www.nova.edu/cwis/studentfeeacct/forms/manual.pdf>. Please refer to the Student Activity Fee Accounts Mission Statement and link under "Quick Links", which takes you to the Student Activity Fee Manual.

If you have any questions, please come to the Administration Office, or you may email or call us at:

Joshua P. Metz, Director of Finance and Administration
metzj@nsu.law.nova.edu, (954) 262-6106, Room 121

Stephany Hernandez-Brown, Assistant To
Hernandezbrowns@nsu.law.nova.edu, (954) 262-6108, Room 122

Eleanore Jones, Assistant To
jonese@nsu.law.nova.edu, (954) 262-6107, Room 123

Nicole Rodriguez, Assistant To
rodrigueznr@nsu.law.nova.edu, (954) 262-6287, Inside Administration Office on the left

FACULTY ADVISORS AND APPROVAL PROCESS

Every student organization must have a Faculty Advisor and each organization is required to notify the Administration Offices with the name of your current Faculty Advisor. You should confer with your Advisor frequently as their experience and guidance is invaluable. All organization officers and competition participants must be in good academic standing, which can be verified by the Faculty Advisor.

Your Faculty Advisor should be informed and involved in everything you do, including, but not limited to, selection of competition coaches, all fund-raising activities (see page 8), and all expenditures for travel, supplies, etc. Your Faculty Advisor must approve your organization's expenditures of \$100 or more. Reimbursements of expenditures less than \$100 may be submitted without Faculty Advisor approval. Your Faculty Advisor's approval signifies that the dollar amount seems reasonable, but it does not signify that the funds are available or that the funds will be released.

The Director of Finance and Administration approves the disbursement of funds if 1) funds are available, 2) required documentation is provided, 3) expenditure guidelines and procedures are adhered to, and 4) the request is reasonable.

BUDGETING AND FUNDING

The Budget for the Fiscal Year starts July 1 and ends on June 30. Therefore, expense reimbursement requests received after June 30 must be charged to the following Fiscal Year. It is your responsibility to submit all expense reimbursements in a timely fashion. The funds allotted to your organization from the Shepard Broad Law Center are disbursed from the University. All NSU accounting and auditing policies and procedures must be followed as set forth by the Shepard Broad Law Center.

NTA, International Citator, ILSA Journal, Law Review, and Moot Court will be contacted during the fiscal year (typically late December or early January) and instructed to submit its budget request for the following Fiscal Year. Moot Court competitors who are not members of, or sponsored by, the Moot Court Society will also be contacted by the Director of Finance and Administration and instructed to seek funding for these competitions. In addition to listing all of your organization's or competitions anticipated expenses in your request, all other sources of funding must also be included. This includes funding from your national organization, receipt of local dues, approved fund-raising (see page 8), or any other source of funding. You can check with the Director of Finance and Administration regarding the availability of any donations made to your organization as alumni or friends frequently donate funds to specific organizations. The Dean has information regarding the availability of these funds being held in a restricted account.

Each student group will be notified regarding the amount of funds allocated to its organization and how the funds may be spent. The majority of funds are earmarked to support the mission of the organization (participating in competitions or printing journals) and may not be transferred to other areas of the budget. All student groups, organizations, competitors, etc. must adhere to the same NSU Law policies and procedures as set forth in this Procedural Handbook regarding the expenditures of these funds. You should carefully plan how you are going to spend your budget this year. Select the competitions or conferences you need to attend or the number of volumes you need to publish and then divide, with your Faculty Advisor's approval, your budget accordingly. If you overspend on one competition or printing one volume, you will be limiting funds for other uses. Plan the luncheons, banquets, cost of trophies, etc., to which you intend to allocate your promotional funds (Account Code 4380) for this year. In some cases, the funds within your budget can be transferred between account codes, as needed, by the Director of Finance and Administration. Your organization, with your Faculty Advisor's approval, may request transfers within your budget.

The Administration Office will assist you in maintaining a spreadsheet record of your expenditures, updating you on your budget and providing you the tools necessary to manage your budget but ultimately it is your responsibility to manage your budget. Any time you need information regarding your expenditures and account balances available, please contact the Director of Finance and Administration. A copy of the University's monthly Banner report listing the status of your account will be provided to the President and/or Treasurer and Faculty Advisor so you can reconcile your spreadsheet with Banner.

CHECKBOOKS

Student organizations may not have a private bank checking account.

FUND-RAISING AND FUNDS DONATED TO STUDENT ORGANIZATIONS

Any student organization wishing to solicit funds or engage in a fund-raising activity to underwrite the event(s) must receive prior approval from the Dean of the Shepard Broad Law Center. This is necessary in order to coordinate fund-raising and development efforts at the Shepard Broad Law Center.

Please check with the Director of Finance and Administration regarding the availability of any donations made to your organization as alumni or friends frequently donate funds to specific organizations. The Dean has information regarding the availability of these funds being held in a restricted account.

CONTRACTS

Student organizations may not sign contracts listing NSU as a party to the contract or obligating NSU funds (This applies to any funds received through NSU.) without the prior approval of their Faculty Advisor, Director of Finance and Administration and the Associate Dean of Student Affairs. This includes contracts for catering or purchasing goods or services. Typically the contract is between the vendor and your organization, not NSU. To insure that your costs are minimized, obtain at least three (3) bids and present the bids and your preference to your Faculty Advisor for their approval. After obtaining his or her approval, submit to the Director of Finance and Administration.

SCHEDULING EVENTS, THE MASTER CALENDAR AND ROOM RESERVATIONS

The Shepard Broad Law Center is streamlining and organizing the scheduling of school events. To begin with, all scheduled events must appear on the Shepard Broad Law Center "Master Calendar", which may be found on NSU Shepard Broad Law Center's home page, www.nsulaw.nova.edu (center section under "Quick Links"). The scheduling of events on only one calendar ensures that everyone is aware of all activities and there is no scheduling conflicts. To ensure the best possible attendance at all events, we will not book events which conflict another. Information regarding your scheduled event must be given to the Switchboard/Receptionist, on the Shepard Broad Law Center Space and Calendar Reservation Form (Appendix A) and space requests will be approved by Nicole Rodriguez. Please be sure to include all necessary information (date, time, place, title of program, and, if applicable, name of speaker or address of location) and the name and telephone number of the person to contact if additional information is required. If there is a scheduling conflict, you will be notified. You will also receive a confirmation of your request. Please be sure to follow the instructions on the form as noted below:

- Food may only be served in the Faculty Study, Faculty Terrace, Seminar Rooms and the Atrium.
- All rooms must be left in a clean and orderly manner. Do **not** rearrange furniture in the rooms. When possible, furniture will be moved by the Shepard Broad Law Center or University staff. Failure to comply will result in the organization or individual possibly being banned from reserving and using rooms for a period of one year.
- You are responsible for assigning someone from your organization to direct your guests and visitors to your event, and for making any signs and posters for your event. Easel Stands and Sign Stands will be provided, as available upon request. All easels must be checked out and checked back in through Nicole Rodriguez.
- All Guests and Visitors are required to park in the Parking Garage (west of the Shepard Broad Law school), unless directed otherwise. For all VIP parking requests and/or large event parking assignments, please contact Nicole Rodriguez in the Administration Office.
- All events will be announced to the Shepard Broad Law Center community and listed on the Shepard Broad Law School and University Events Calendars.
- All Persons or Organizations not affiliated with NSU requesting space will be required to produce a Certificate of Liability Insurance in the amount of One Million Dollars and may be subject to rental fees.
- All table/room reservation requests must be submitted within a minimum of 48 hours in advance.
- Only three tables are available for usage per day in the Atrium for student organization usage and advertisement. On days when food sales are scheduled, no table reservations will be permitted.

The NSU Rec. Plex, the Flight Deck or Rosenthal Student Center meeting room may be reserved. Go to http://www.nova.edu/studentactivities/policies/space_reservation.html for information.

SCHEDULING EVENTS, THE MASTER CALENDAR AND ROOM RESERVATIONS (cont'd.)

Events Held in the Law Center: Preparing and Setting Up

After your Shepard Broad Law Center event to be held at the school has been approved, contact Nicole Rodriguez in the Administration Office, regarding the physical set-up requirements. It is important that you contact Ms. Rodriguez at least two weeks prior to your event. All organizations who request event setups within two weeks of an event are subject to and responsible for the incurring overtime charges.

If additional furniture or equipment is required for your function, Ms. Rodriguez can arrange for the rental of chairs, tables, stages, etc. You must indicate which organization is responsible for all rental costs. Parking accommodations can also be requested for large events through Ms. Rodriguez. The Shepard Broad Law School can also provide, based upon availability, street directional parking signs to guide event guests where to park. In a case where an organization would like personalized directional signs for their event, Ms. Rodriguez can order these signs on your behalf but the organization will be responsible for covering the printing cost.

MASTER CALENDAR STEP-BY-STEP APPROACH

Important Reminder: Banquet dates must be reserved by November 1, and no double booking of major events.

I. Scheduling on campus events:

- Check the Master Calendar for the date you desire to schedule your on campus event to ensure that a conflict does not exist.
- Once you find a date that is free of conflict, fill out the Shepard Broad Law Center Space and Calendar Reservation Form (Appendix A). You may obtain one of these from the NSU Law website, Law Center Atrium front desk receptionist, or from the Administration Office.
- Submit the filled out Shepard Broad Law Center Space and Calendar Reservation Form to Nicole Rodriguez located in the Administration Office.
- You will receive a Confirmation of your on campus event. This means that your on campus event request has been approved and placed on the Master Calendar.
- You can now begin planning and advertising your on campus event.

II. Scheduling off campus events:

- Check the Master Calendar for the date you desire to schedule your off campus event to ensure that a conflict does not exist.
- Once you find a date that is free of conflict, email your date request to the Shepard Broad Law Center Receptionist.
- You will receive a Confirmation of your off campus event. This means that your off campus event request has been approved and placed on the Master Calendar.
- You can now begin planning and advertising your on campus event.

PUBLICITY POLICY

Publicity

The Shepard Broad Law Center's Office of Communications, Publications and Special Events encourages the formation of student clubs/organizations and can be utilized to promote their events and other newsworthy items to the NSU community, and local and national media when applicable. The office supports student organizations in promoting campus events and programs as well as develops methods to inform students and the public about a variety of activities. The Office of Communications, Publications and Special Events has access to the university's mass broadcasting resources such as SharkBytes, SharkTube, the electronic marquee at the entrance of NSU and local and national media outlets. In addition to serving a resource for increasing campus, local and national awareness, the department oversees the publication of In Brief, The Nova Lawyer, and the operation of the Shepard Broad Law Center's website, Facebook, Twitter and LinkedIn pages. For more information, please contact Jennifer Jarema, Director of Communications, Publications and Special Events at (954) 262-6111 or jaremaj@nsu.law.nova.edu.

Bulletin boards

Facilities office manages the promotional bulletin boards and signage on the first floor of the Leo Goodwin Sr. Hall. Any publicity or signage to be posted in the Law Center must be approved by the Facilities Manager or his or her designee. The Administration can reject or remove any sign. Priority will be given to materials for Law Center events, NSU events, and partnering agencies. Requests from commercial or unaffiliated organizations will not be considered for posting. All publicized events must have direct sponsorship by a recognized NSU office, club, or organization. For more information, please contact Nicole Rodriguez at (954) 262-6287 or rodriguez@nsu.law.nova.edu.

Web pages

Official student clubs or organizations sponsored by the University may create and maintain web pages with the organization as the focal point. A designated club member possessing the requisite computer skills must be appointed by the club or organization to serve as the webmaster. The webmaster will be responsible for creating and maintaining the organization's webpage with approval from the Director of Communications, Publications and Special Events. The webmaster may obtain a copy of the Information Provider Agreement (IPA) form online at <http://www.nova.edu/common-lib/policies/ipa.html>. Information posted on these web pages must be kept current. At least one week prior to the start of each semester, the web content must be updated. The Administration reserves the right to repossess the webpage of any student organization if its information is outdated or does not adhere to the posting policy. More information and the policy on the use of material in web pages can be found at <http://www.nova.edu/common-lib/policies/copyright.html>. For assistance with print and non-print copyright clearances, call Media Services at (954) 262-4920. Individuals and departments creating web pages must secure rights to all material copyrighted by others, including but not limited to, text, images, and sounds, before using such material for their web pages. If there are any questions regarding copyright permission of Publications Department at (954) 262-8850 for guidance.

PUBLICITY POLICY (cont'd.)

Distribution of materials

Flyers may also be approved at the information desk located on the first floor. All student organization information will be posted on the bulletin boards in the Student Organization Rooms (rooms 162-166). Each student organization is assigned a bulletin board for their publicity information. Content may not exceed the boundaries of the board or cover the frame. The Student Bar Association assigns space and is generally responsible for these bulletin boards. Information posted on these Student Organization bulletin boards should be kept current. At least one week prior to the start of each semester, the bulletin board content should be updated. The Administration reserves the right to repossess the bulletin board of any student organization if its information is outdated or does not adhere to the posting policy.

Signs

The Administration can reject or remove any sign. Priority will be given to materials for Law Center events, NSU events, and partnering agencies. Requests from commercial or unaffiliated organizations will not be considered for posting. All publicized events must have direct sponsorship by a recognized NSU office, club, or organization.

Acceptable types of signs or flyers include:

- Events or information associated with NSU clubs and organizations.
- Events or information associated with NSU administrative offices or academic programs.
- Personal pursuits such as selling a car, book, furniture or searching for a roommate. (Please see the Office of Law Student Affairs for more information.)

Unacceptable types of signs or flyers include:

- Any publicity that refers to alcohol or other drugs.
- Publicity that contains statements or pictures that would reasonably be perceived as offensive or insensitive to any group on the basis of religion, ethnicity, age, disability, gender or sexual orientation.
- Publicity for outside companies or vendors.

Posting guidelines include:

- All publicity material(s) (i.e., flyers, posters, table tents, floor signs, banners, wall murals, message boards, televisions, easels, displays, etc.) must receive appropriate approval from the Director of the designated area.
- All announcements should have contact information for the sponsoring organizations or individuals as well as the date, time and location of the event including special considerations such as cost and parking or transportation requirements.
- Postings should be grammatically correct and well-written.
- Material(s) shall be posted only on approved designated posting areas.
- Materials posted must not overlap/cover other signs.
- All signs shall be temporary. The Shepard Broad Law Center reserves the right to establish reasonable time limits for all signs.

PUBLICITY POLICY (cont'd.)

- Easels are available for signage in the lobby for two up to one week.
- The poster must be no larger than 36"x48".
- A maximum of twenty-five (25) flyers may be placed at the Reception desk, but must be pre-approved.
- Any type of other publications (i.e. sidewalk chalk) must be preapproved.
- The distribution of material(s) shall be consistent with the orderly conduct of the university's affairs, the maintenance of university property, and the free flow of traffic and persons.
- Efforts must be made to avoid litter.
- Distribution by means of personal solicitation, accosting individuals, hawking, or shouting is strictly prohibited. Violations of this policy constitute violations of university policy and will be addressed through the appropriate disciplinary channels.
- Acceptance of signs for posting does not imply approval or disapproval by the Shepard Broad Law Center of the ideas and opinions expressed.
- Publicity material should not be placed, written, or painted upon any surface (interior or exterior) including trees or shrubs, cars, poles, signs, doors, windows, walls, sidewalks, or other structures unless permission is received from the contact person for the building.
- Tape is not to be used on the walls, windows or doors of the Leo Goodwin, Sr. Hall.
- Postings inside classrooms and restrooms are NOT permitted.
- Flyers may not be posted on the doors or elevators.

Sign Removal

- Persons or groups who post signs/posters are required to remove them by the day following the event or by the expiration date.
- Persons or groups who do not remove their signs/posters within the prescribed time limit risk restriction or loss of posting privileges.
- The Administration reserves the right to remove signage without notice if it is outdated, does not adhere to the posting policy, or is contrary to community standards.
- Banners can be hung outside the building during an event but must be taken down when the event ends.
- Individuals who post signs themselves against policy are responsible for any property damage.

To view the complete solicitation and posting policies for the various academic centers, colleges, schools, residence halls, and campus buildings, visit:
www.nova.edu/studentleadership/forms/posting_policy.pdf

PUBLICITY POLICY (cont'd.)

Current Magazine

Student organizations may advertise in The Current at discounted rates. The Current Office is located in the Athletics and Student Affairs building (ASA) Room 105 and can be reached at (954) 262-8455. Student organizations may also submit calendar events and news briefs to be published at no cost. Organizations interested in advertising in the newspaper should contact the Business Manager at (954)262-8461; for all other items, the Editor-in-Chief may be contacted at (954)262-8455. In order to appear in the next issue, all advertising must be submitted by 5pm Wednesday. The Advertising Manager or Advisor will approve all material submitted.

The Radio Station (WNSU)

Student organizations may publicize on WNSU Radio X 88.5 FM at discounted rates. Public service announcements are also accepted without any costs. Organizations interested in publicizing on the radio station should contact the Business Manager at (954)262-8457 or stop by the office on the first floor of the Rosenthal Student Center. Content is approved by Michelle Manley or Esther Fortune. Rates can be found at <http://www.nova.edu/radiox/business.html>. Deadlines depend on the desired amount of “air time.”

Calendar Listings

Student organizations can advertise events on the main University’s web calendar. To post an event, go to www.nova.edu/cal/sald.

Law-Center-Publicity-Policy-Revised-07-01-11

NSU CATERING AND THE SUPREME COURT CAFE

NSU has a contractual obligation with NSU Catering, our on-campus caterer. NSU Catering is the exclusive provider of all catered food service events at NSU and must be contacted for all of your catering needs. You need to negotiate a reasonable price with them. If NSU Catering is unable to meet your budget or service needs, but an outside caterer can meet these needs, then you must give NSU Catering the opportunity to match the price and services. NSU's Office of Business Services must approve any change of vendor so please contact the Director of Finance and Administration if your organization has met the preceding requirements and wants to pursue obtaining approval to use an outside vendor.

The Supreme Court Café is also provided by NSU Catering. They are here from 8:00AM to 7:00PM, Monday through Thursday and 8:00AM to 2:00PM on Friday, during the Fall and Winter semesters. We need their constant, daily services provided to our day and evening students. We support student fund raising through food sales, but we need to extend the Supreme Court Café every consideration. Therefore, your student organization needs to coordinate your food sale event with Nicole Rodriguez before organizing or advertising an event as well receive prior approval by the Office of Student Engagement. NSU permits each student organization to hold one food sale event per semester. In addition, you must attempt to obtain the food for your event from NSU Catering by requesting a bid.

For additional information about NSU Catering and their services visit their website at:

<https://nscatering.catertrax.com/>

BANQUETS AND RECEPTIONS

IMPORTANT NOTES: If your organization intends to hold a banquet in the spring, the date must be scheduled on the Master Calendar by November 1. Failure to do so will result in loss of your banquet funds. Each organization has been told how much of their budget may be spent on an end of the year banquet. This limitation on banquet spending will insure that the majority of the organization's funds are spent on their mission to participate in competitions or to print journals.

These events are usually for the membership. They are important and enjoyable occasions, and they are often used as an avenue to recognize achievement. Faculty members are invited to these events and unfortunately, Faculty members cannot attend all events. To the extent that a number of student organizations have these events in close time proximity, they should be aware that both student and Faculty attendance will be dissipated. It is strongly encouraged that all events are co-sponsored with other groups, because it increases the number of interested students, spreads the work around and decreases the cost to each organization.

If you plan to have an end of academic year banquet, your organization must select a date by November 1. Remember to make sure that the Dean and your Faculty Advisor are available on that date. All dates must be reserved on the Shepard Broad Law Center Master Calendar (See page 10). Please submit date selection, time, and location to the receptionist on the Shepard Broad Law Center Space and Calendar Reservation Form (Appendix A).

If your banquet is being held off-campus, obtain two or three catering bids which include meal selections, open or cash bar, table arrangements, etc. Submit these bids to your Faculty Advisor for advice and approval. After obtaining approval, submit the bids, noting the preferred site, to the Director of Finance and Administration. Remember that once a selection is made, the bid is approved and signed by the Director of Finance and Administration, and a deposit is given, cancellation may result in the loss of the deposit.

To expedite payment, please present banquet information at least three (3) weeks in advance of the deadline. Traditionally the Shepard Broad Law Center has paid for the attendance of Faculty, Deans, and Directors. Your organization must promptly notify the Administration Office of the names of the Faculty and administration attending, so payment for their attendance can be processed and given to the organization. Any professor or administrator requesting to attend after the prepayment deadline may personally pay the function cost and seek reimbursement from the Administration Office. Organization funds should not be used to create a lower charge per person for such events. The cost of the banquet meal and entertainment should be recovered in the per person charge for those attending the banquet.

Your organization will be responsible for all expenses incurred for your event and payments to the caterers, rental agencies, and other service agencies. Each must be paid promptly. Unpaid bills will affect your organization's and the school's credibility.

NSU ALCOHOL POLICY

You must read and adhere to NSU's Alcohol Policy and Guidelines for the Use of Alcohol at NSU Student Events, which can be found at the Student Union websites: http://www.nova.edu/studentactivities/policies/alcohol_guidelines.html and http://www.nova.edu/studentactivities/policies/alcohol_policy.html. As set forth in these policies, your organization must obtain approval from NSU's Office of the Dean of Student Affairs to be exempt. Please provide the Administration Office with a copy of your approved request when requesting an event where alcohol will be served. Alcohol will not be allowed at any events without the prior written consent and approval.

Student Life will assist your organization in adhering to the University's policies by arranging your function for your organization. All alcohol must be purchased and served by the Student Life Department. Student Life will bill your organization for their services. Pay this bill promptly, or, if applicable, submit to the Administration Office, so we may insure the prompt transfer of funds.

**COPICARDS AND REPROGRAPHICS
A.K.A. PHOTOCOPYING**

NTA, International Citator, ILSA Journal, Law Review, and Moot Court may obtain copicards directly from the Assistant to the Assistant Dean of the Law Library. The library has been given funds to allow you to obtain cards. If you exceed the allotment (please speak to the library assistant at ext. 6210, room L207 regarding allotments), your organization may be charged an additional fee. Other student organizations will have to purchase copicards from the library.

For large copying jobs, the University's Copy Center must be used. The Administration or Faculty copy machines are not to be used. Please come to the Administration Office for instructions on how to complete the Copy Center Requisition form (Appendix B). For more information about the Copy Center see their website: <http://www.nova.edu/cwis/bsv/copy/index.html> .

**PUBLICATIONS, A.K.A. PRINT SHOP,
AND JOURNALS**

Outside printing vendors are not to be used as stipulated by the NSU President. Stationery and printing requests must be ordered from the Office of University Publications on a Publications Requisition (Appendix C) or Print Requisition for Business Cards, Letterhead, Envelopes and Forms only (Appendix D) through the Director of Finance and Administration's assistants. For stationery orders, submit a sample copy of your stationery with any changes necessary, the amount you need, and the date it is required, allowing at least three weeks for processing. For business cards, please submit a typed or printed example. For more information see their website:
<http://www.nova.edu/cwis/bsv/publications/index.html> .

If Publications is unable to meet your budget or provide the necessary services, but an outside printer can meet these needs, then you must give Publications the opportunity to match the price and service. If Publications cannot provide a match, please contact the Director of Finance and Administration for further information.

The ILSA Journal of International & Comparative Law and the Nova Law Review may utilize the services of an outside printer for printing of their publications. It is imperative that all volumes must be printed and received, along with the invoicing, by June 30th the close of the fiscal year.

PROOFREADING

You must carefully proofread all announcements, publications, invitations, etc., and have your Faculty Advisor read and approve each. Please remember to correctly list the school's full name, address, etc., in your communications. Use the following as a guide:

Name and address

Nova Southeastern University
Shepard Broad Law Center
3305 College Avenue
Fort Lauderdale, FL 33314-7721

Building

Leo Goodwin Sr. Hall

After your organization and Faculty Advisor have proofread all announcements, publications, invitations, etc., the copy must be sent to the Associate Dean of Student Affairs. The Dean must proofread and approve all materials before printing or copying and distributing. If corrections are requested, the corrected copies must also be sent to her for approval. Please allow at least two weeks for this process.

OFFICE OF PROCUREMENT MANAGEMENT

It is important for you to remember that all purchases must be submitted to the Office of Procurement Management (OPM) through the Administration Office. Independent purchases are not permitted and reimbursements for purchases may NOT be reimbursed. For additional information regarding Purchasing, please check their website at <http://www.nova.edu/cwis/bsv/purchasing/index.html>.

Submit your supply requests to the Director of Finance and Administration. Be specific and provide detailed information regarding the items being ordered, so that we may obtain the correct item. Office Depot was selected as NSU's supplier and the Administration Office will order the supplies through Office Depot's restricted web site. Supplies are usually received within 24 hours after we place the online order.

The Office of Procurement Management is available to assist the students in researching and recommending purchases, such as T-shirts, at a discount price.

IMPORTANT NOTE: Due to end of fiscal year billing issues, Office Depot on line ordering system will be unavailable for use during the month of June.

REGISTRATION

Completed registration forms for conferences and competitions must be submitted to the Administration Office well in advance of the deadline date. If necessary, we will need sufficient time to obtain a W-9 form from the organizer, before we can submit the information for payment. Accounting will send the payment directly to the payee.

TRAVEL PROCEDURES

Nova Southeastern University recognizes that travel expenses are incurred in order to further the mission of the University. By setting forth the requirements necessary for obtaining approvals and reimbursement of these expenses, the University is endeavoring to assist, as much as possible, its travelers. The University shall reimburse those ordinary and necessary expenses incurred while traveling on official University business. The traveler, in turn, shall strive to travel in the most economical manner possible consistent with the nature of the trip. In all cases, expenditures should be reasonable, using sound business judgment. Appropriate reimbursement forms must be submitted within sixty (60) days of completion of each business trip and/or by June 15th so the expenses can be processed before the end of the fiscal year (June 30), or whichever comes first.

Airline tickets must be purchased through the Nova Southeastern University Travel Office by the Administration Office. Airline tickets purchased directly from the airlines are not reimbursable. If the NSU Travel Office is unable to meet your budget or provide the necessary services, but you have located a valid price and service elsewhere, then you must give the NSU Travel Office the opportunity to match the price and service. If the NSU Travel Office cannot meet the verified lower airfare from an outside agency, please contact the Director of Finance and Administration for further instructions.

Before Traveling:

- (1) Confirm that you have funding available through NTA, International Citator, ILSA Journal, Law Review, and Moot Court. Each traveler must indicate on the Travel Request Form their source of funding. Additionally, the Director of Finance and Administration must receive written or email approval from your organization's President or Treasurer, for the traveler to use the funds indicated. Any questions about funding, see the Director of Finance and Administration. You can also refer to "Budgeting and Funding" in this document.
- (2) Please complete and submit the NSU Law Individual or Group Travel Request form (Appendix E & F) to the Director of Finance and Administration indicating your name, organization and funding source. The form provides us with one listing of all the travelers, Faculty Advisor's approval, and detailed hotel information and confirmation, so the hotel may be pre-paid. Written confirmation from the hotel, which must include their name, address, phone and fax numbers, dates, rate and confirmation number, is required, before the prepayment can be processed. NSU Accounting will mail the check directly to the hotel, so the traveler(s) must confirm that the hotel has received the check. If this must be done by check, it must be done in advance (minimum of thirty (30) days in advance) of the hotel stay. The Administration Office can provide the date of payment and check number. Please notify the Administration Office immediately if a deposit must be paid to hold the rooms. If this must be done by credit card, NSU does not have a credit card. A personal credit card must be used to reserve hotel rooms and that person will be reimbursed upon submission of the hotel confirmation with all the necessary information (confirmation number, rates, dates of stay, address, fax #, etc.) plus name, address and NSU ID number of the person to be reimbursed.

TRAVEL PROCEDURES (cont'd.)

- (3) Before airline reservations can be made through the Administration Office with the NSU Travel Department, the University requires that the Non-Instructional Travel Reservation Request Form (Appendix G) be completed for each traveler. Each person traveling must complete their own form. Travelers must list their name exactly as shown on their government-issued identification. Please use a bold black pen to fill in the information, otherwise the faxed information cannot be read. (Note: Leave the "Name of person making reservations" blank).

On the travel form, please leave the first box requesting the following information lines blank, as this information will be provided by the Director of Finance and Administration:

Funds to be debited from:

Dept. of:

REQUIRED Administrative Authorization: (signature)

Please fill in the boxes for the Preferred Travel Arrangements and provide all the necessary information. The same procedure applies for Preferred Hotel and Rental Car. Each Traveler **must** provide a credit card number, if you wish for the Administration Office to reserve the hotel room for you or you may elect to make your own hotel reservations. Remember to stay within your budget. The name of the person driving the rental car must be provided. This person must be 25 years old and have a valid driver's license. Return form to Director of Finance and Administration for completion and submitting.

If the NSU Travel Office is unable to meet your budget or provide the necessary services, but you have located a valid price and service elsewhere, then you must give Travel the opportunity to match the price and service. If NSU Travel cannot meet the verified lower airfare from an outside agency, please contact the Director of Finance and Administration for further instructions.

The NSU Travel Office does charge a standard service fee of \$27.75 per airline ticket.

Instructions for International Travel:

The standard Travel procedures apply, along with:

On a daily basis, international currency must be first converted to U.S. dollars, then listed on the travel expense report. Use the following website for exchange rate conversion:

<http://www.oanda.com/convert/classic>

PLEASE BE SURE TO PRINT OUT AND ATTACH THE DAILY CONVERSION RATES TO YOUR TRAVEL EXPENSE REPORT.

Upon arrival at your destination, you can be reimbursed for one (1) call home, lasting 15 minutes or less in duration.

There are **INTERNATIONAL FUNDING LIMITS** on all travel reimbursements (meals, tips, taxes, cabs, mileage, phone calls, etc.) and expense reimbursements.

TRAVEL PROCEDURES (cont'd.)

After Traveling, Instructions for Reimbursement:

After completion of a NSU Law sponsored trip, the following procedures are required, in order for reimbursement to occur:

1. Reimbursement is limited to the amount of funds available in your budget.
2. There are FUNDING LIMITS ON ALL travel reimbursements (meals, tips, taxes, cabs, mileage, phone calls, etc.) and expense reimbursements.
3. There are TIMING LIMITS on the submission of travel and expense reimbursements: Reimbursement forms must be submitted within sixty (60) days of completion of each trip **or** by June 15th, or whichever occurs first, to insure that the expenses may be processed before the end of the fiscal year on June 30th.
4. Each traveler must complete the Travel Expense Report (Appendix H) online in **its entirety** (Name, Address, NSU ID Number, Totals and Traveler's Signature) with original receipts attached. This form is emailed to each traveler when the confirmation copy of the tickets are distributed. This requires listing the daily expense including hotel and meals. The maximum daily limit for meals is \$50 a day, tips are 20% maximum of the sub total and applicable taxes are calculated based on the location. Do not calculate 20% for tips on the total bill, which includes taxes. Taxes and tips should be shown as a separate line item. Each team member must submit itemized receipts for meal expenses. Credit card receipts, or hotel bills, listing only the total amount spent are not acceptable per NSU Accounts Payable Policies and Procedures.
5. Miscellaneous charges for tips, tolls and other miscellaneous charges require itemized receipts. Miscellaneous tips to porters, bellhops and other service personnel are reimbursable without a receipt if \$15 or less per trip.
6. Each traveler, if traveling by air, must attach his or her used airline ticket stub to the Travel Expense Report and include the cost of the airfare on the Report.
7. Please obtain and submit a hotel receipt with a day-by-day breakdown, even if the cost was prepaid. The hotel charges must be listed daily on the Travel Expense Report.
8. If a car has been rented, please obtain and submit the original rental receipt breakdown and include the expense on the Travel Expense Report.
9. If taxicabs must be used (seriously consider a rental car, because the cost is usually less), then original, reasonable receipts are required and must be listed daily on the Travel Expense Report. If a hotel shuttle is available, then the shuttle should be used. Every effort must be made to minimize the cost of taxi cabs. Reimbursement will only be processed for justified trips to and from any scheduled conference or competition event. Solo and unnecessary cab costs are not reimbursable.

TRAVEL PROCEDURES (cont'd.)

10. If mileage reimbursement (Miles Driven) is being claimed (Reimbursement @ 55.5 cents a mile), the Transportation Reimbursement Form (Appendix J) must be completed and submitted with the Travel Expense Report. To substantiate your mileage claim, go to www.mapquest.com and obtain a printout of the mileage between the locations traveled and attach to the claim form.
11. All prepaid expenses (for example, airline, hotel and car rental) and advances must be deducted on the form in the Summary section as NSU direct charges.
12. Submit to the Assistant To the Director of Finance and Administration. The Account Allocation section and the Departmental Administrative approval will be completed by the Administration Office.

REMEMBER ALL PROCEDURES MUST BE FOLLOWED IN ORDER TO OBTAIN REIMBURSEMENT FOR EXPENSES INCURRED.

Go to this link for more information on the Accounts Payable Policies and Procedures:
<http://www.nova.edu/cwis/fop/acntpay/procedures.html>

If you have any questions, please speak with the Director of Finance and Administration.

ABA REPORTING OF STUDENT COMPETITIONS

The American Bar Association (ABA) now requires law schools to report the number of upper class students involved in moot court, trial, and other competitions. Please send Leslie Cooney, Associate Dean-Academic Affairs, the name of all competitors in each intramural and interscholastic competition's your organization sponsors this year, as the events occur. Her email address is cooneyl@nsu.law.nova.edu.

NON-CLASSROOM CREDIT FORM

If you are a member of NTA, International Citor, ILSA Journal, Law Review, and Moot Court, you are now required to complete the non-classroom credit form (Go to: <http://nsulaw.nova.edu/students/current/forms/NONCLASSROOM%20CREDIT%20FORM.doc>).

This is a form generated by the Office of Student Services which helps with tracking registration and grades. The form needs to be signed off by the faculty member of the head of the organization. This form needs to be completed **in full** and submitted to the Office of Student Services **on or before the end of the drop/add period in order to be registered for the semester.** Credits will not be given for forms submitted after the deadline date.

OFFICER ELECTION AND ORGANIZATION CERTIFICATION

All student organization officers must be elected by March 31st of each year. At that time, the student organizations will be presented to the Faculty for certification or re-certification. A procedural orientation will be held for certified organizations at a later date.

As soon as the elections are final, please notify Janet Mosseri, Associate Dean of Student Affairs and Joshua P. Metz, Director of Finance and Administration, of the names and positions held by each officer, plus the name of your Faculty Advisor.

Please submit your by-laws or any changes to your by-laws to us when submitting the list of new officers.

PROCEDURES FOR REQUESTING STUDENT INFORMATION

Student organizations, and their Faculty Advisors occasionally need information from the Office of Student Affairs concerning the entire student body or individual students. The Family Educational Rights and Privacy Act requires us to treat student records as confidential information. Generally, we can only release published directory information (i.e., names, addresses, and phone numbers). It is not always possible, and it is rarely advisable, for us to release information on very short notice. Please follow the procedures outlined below to enable the Office of Student Affairs to assist you throughout the year.

- (1) Any request for student information must be in writing and must first be submitted to your Faculty Advisor for approval.
- (2) If your Faculty Advisor approves the request, he/she must sign it and then forward to the attention of the Assistant Dean of Student Services in the Office of Student Affairs. They generally are unable to process a request received directly from a student. Faculty members have rights to receive information that are generally not extended to students.
- (3) A request should be received in the Office of Student Affairs at least ten working days in advance of the date you need the information. The earlier we receive the request, the more likely you are to receive the information when you need it.
- (4) The written request must spell out completely the nature of the request, the reason for the request, and the persons who will have access to the information requested.
- (5) If the request is for confidential information about a particular student, a release form, signed by the student and authorizing release of the information requested, must be attached to the request. A sample release form is listed on page 25.
- (6) Any person who receives student information is bound to treat that information as confidential and use it only for the purpose for which it was released.

**ACADEMIC STANDING AGREEMENT FOR ALL STUDENTS PARTICIPATING IN
STUDENT ACTIVITIES**

As a student organization officer and/or competition participant, I understand that I must remain in good academic standing to serve as an officer, director or coordinator of (or hold any other position of responsibility in) any organization affiliated with the Shepard Broad Law Center whether or not credit can be earned through participation in the activity (e.g., Law Review, Moot Court Society, SBA, FAWL). A student must relinquish any position whenever his/her cumulative grade point average falls below the GPA as specified in the Student Organization's bylaws.

A student must be in good academic standing to compete in, coordinate, or serve as a witness for any intramural or interscholastic competition, or to serve on a Law Review staff or board of editors. A student in good academic standing chosen for any competition who falls below the GPA as specified in the Student Organization's bylaws before the competition will be withdrawn from the competition without any grade.

It is my duty to inform the appropriate faculty advisor immediately upon ascertaining that I am no longer in good academic standing. I also agree that the appropriate faculty advisor can verify my academic standing with the NSU Law's Office of Student Affairs by signing the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT WAIVER.

My signature below indicates that I have read the above and fully understand this agreement.

Student Signature

Student Name (Please print)

Graduation Year

Date Signed

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT WAIVER

Under the Family Educational Rights and Privacy Act, 20 U.S.C.A. SS 1232g, educational institutions are required to treat student records as confidential information. Student records will not be released to third parties, except where (1) the student has consented in writing to the third party having access, (2) a court has ordered disclosure of the records to the third party, or (3) the Family Educational Rights and Privacy Act provides a specific statutory exemption permitting disclosure. After being advised of my right to keep my academic records confidential, I grant Nova Southeastern University Shepard Broad Law Center permission to release the following information (please specify the information to be released)

_____ to the
following individual(s) or group or Faculty Advisor _____.

Student Signature

Student Name (please print)

Student Social Security Number

Date Signed

APPENDIX

- A LAW CENTER SPACE & CALENDAR RESERVATION FORM
- B NSU COPY CENTER REQUISITION
- C NSU PUBLICATIONS REQUISITION*
- D NSU PRINT REQUISITION FOR BUSINESS CARDS, LETTERHEAD, ENVELOPES AND FORMS ONLY
- E NSU LAW INDIVIDUAL STUDENT TRAVEL REQUEST FORM
- F NSU LAW STUDENT GROUP TRAVEL REQUEST FORM
- G NSU NON-INSTRUCTIONAL TRAVEL AUTHORIZATION & RESERVATION FORM
- H TRAVEL EXPENSE REPORT AND TRANSPORTATION REIMBURSEMENT FORM:

<http://www.nova.edu/cwis/fop/accntpay/forms/travelreimbursement.xls>

* PHOTOCOPY ONLY INCLUDED. ORIGINAL COPYSET FORM MAY BE OBTAINED FROM LAW ADMINISTRATION