

# CARDOZO LAW

BENJAMIN N. CARDOZO SCHOOL OF LAW • YESHIVA UNIVERSITY

## **GUIDE FOR STUDENT ORGANIZATIONS**

**2017-2018**

**OFFICE OF STUDENT SERVICES AND ADVISING**

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## **BY-LAWS/ORGANIZATION HANDBOOKS/CONSTITUTIONS**

All journals, Moot Court Honor Society (MCHS), ADR Competition Honor Society, the Student Bar Association (SBA) and the Student Life Committee (SLC) must have clear, written regulations as to the organization's procedures and the requirements of its members. In addition, organizations should publicize and make available these regulations to new members.

The SBA Constitution is accessible on the Cardozo website at [www.cardozo.yu.edu/student-life/student-organizations/student-bar-association/sba-constitution](http://www.cardozo.yu.edu/student-life/student-organizations/student-bar-association/sba-constitution). Please contact journals, MCHS, ADR Competition Honor Society, and the SLC directly to view the regulations of these organizations.

## **COMMUNICATIONS**

### **Mass Emails: Policy and Procedure**

#### **1. Policy**

The Office of Special Events can send event-related email announcements to the student body, faculty and administration at Cardozo.

The Cardozo administration has adopted the following policy concerning the sending of mass emails by student organizations. This policy applies to all requests for mass emails whether they are from student groups, journals MCHS, or the ADR Competition Honor Society. (Individual students are not permitted to send mass emails.)

- a. The announcement must be provided to Special Events in font size 12 plain text only. Special Events will not distribute announcements containing photos, logos, fliers, etc.
- b. The group or person who requests the sending of a mass email is responsible for its content.
- c. Any text containing language deemed offensive, vulgar or otherwise inappropriate for the academic setting will not be sent and will be returned to the sender for editing. Groups are unable to advertise the fact that alcohol will be served at an event.
- d. Any group or person repeatedly requesting the sending of inappropriate announcements may cause the group for whose benefit the request is made to lose its privilege to send mass messages.
- e. All requests to send an email announcing an event must contain the following:
  - date, time and location of the event (please note that a room reservation confirmed by Special Events is a requirement of advertising the event, including sending an email announcement)

- contact information for the group hosting the event, including an email address where students can send questions they have about the event
  - a list of the group(s) sponsoring the event
- f. Individuals are not permitted to send mass emails on behalf of themselves. All mass email announcements must be on behalf of a recognized Cardozo organization or office.
2. Procedure

Due to the high volume of mass email requests sent to Special Events, the office will send one email a day that contains all student organization announcements. This email will be sent to the entire student body each morning. To have an announcement included you **MUST** submit a request to Special Events two business days before. No exceptions will be made to this rule.

Please note that there are two sections to this email. One section, “Today at Cardozo”, will contain announcements about meetings, deadlines or events that day at Cardozo. The second section, “Upcoming Events and Announcements”, will contain announcements about meetings, deadlines and events in the near future. Please review your proposed announcement for accuracy prior to sending it to Special Events as corrections cannot be made once the Angel announcement has been sent out.

Groups may post an announcement in each section only once, for a total of two mass emails to students. For example, a group may post an announcement in “Upcoming Events and Announcements” a week prior to an event and then a reminder in “Today at Cardozo” on that day. An announcement received by the Office of Special Events will automatically be included in the “Upcoming Events” section and in the “Today at Cardozo” section. Please make sure to specify in your email which date you would like the announcement to appear in the “Upcoming Events” section. If no date is specified the announcement will be included in the next mass email.

NOTE: The above policy and procedure relates only to email messages. Separate policies and procedures apply to posting to Cardozo’s online calendar (see the “[Calendars](#)” section in the “[Event Planning](#)” section of this Guide).

If you have additional questions about sending mass emails or would like to put in a request, please contact Special Events at [cardozospecialevents@yu.edu](mailto:cardozospecialevents@yu.edu) or 212.790.0414.

## **Bulletin Boards**

Approved student organizations may post notices of meetings, lectures, events, etc. on their own official bulletin boards and on “General Notice” bulletin boards. Groups may post **a single copy** on the large general notice board by the 1st floor elevator on the Fifth Avenue side and one on the large board by the 1st floor elevator on the 12th Street side. Clubs may post notices on their designated club board on the 3rd floor. Please note that club board designations are reassessed each September after the club fair and after the official club list has been finalized. The SBA is responsible for overall monitoring and updating of the 3rd floor boards.

All content of notices should be appropriate for a school event. Notices may not be put on walls or in the stairwell. **Notices must include an expiration date, and after that date, the group must take down the notice. Notices without an expiration date will be removed immediately.** Organizations are responsible for monitoring their boards and keeping posts relevant and current.

## Photocopies

Photocopies for student clubs, journals, MCHS, ADR Competition Honor Society are done by the Production Department in room 600 on the 6th floor (accessible only via the 12th Street elevators). Josh Vigo is the contact person in Production, and he can be reached at [cslproduction@yu.edu](mailto:cslproduction@yu.edu) or 212.790.0255. Copying and printing jobs for SBA clubs are billed to a student activities account that is paid for by the school, not the SBA. This is intended for small jobs, such as flyers and the occasional poster. At least three business days' notice should be given for any jobs brought to Production. Exceptions for larger or more complicated jobs are considered on a case-by-case basis and more notice should be given.

If Production determines the photocopy job is too large to be completed by its office, please ask Josh Vigo to contact Jacklyn Tavaréz in the Office of Business Affairs at ext. 314. Please note you must receive authorization from Business Affairs to have photocopies purchased from outside the law school. The Village Copier located at 20 E. 13th St. generally handles photocopying outside of the law school for student clubs and journals. Once you have written approval from Jacklyn Tavaréz, you may deliver the photocopying job to the Village Copier. Jacklyn Tavaréz will call ahead to the Village Copier with payment information. A student should not purchase photocopies for a student club, journal, MCHS, or ADR Competition Honor Society out of his/her own pocket. Students will not be reimbursed for purchasing photocopies out of pocket. (The only time a student may be reimbursed for photocopies made on behalf of a student club or journal is if he/she makes on-site photocopies at another law library.) However, copies should generally be made in the Production Department.

## Telephones

To report a problem with office telephones, please send an email to the helpdesk, [helpdesk@yu.edu](mailto:helpdesk@yu.edu), and copy Pavel Itskovskiy, [itskovsk@yu.edu](mailto:itskovsk@yu.edu).

## Websites

### 1. Student Clubs

Club leaders should check the Cardozo website to make sure that all links for the club are live and the information is accurate and up to date.

Student clubs interested in creating a Web page on the Cardozo website should contact Robert Kadarin the Office of Communications and Public Affairs at [robert.kadar@yu.edu](mailto:robert.kadar@yu.edu) to obtain a

user name, password and website user guide. Clubs that do not create a Web page have no editing ability on the Cardozo website.

Student clubs that create a Web page may provide a contact email on that Web page. Clubs without a Web page should contact the SBA Secretary to provide a contact email address for the club to go on the SBA Web page.

2. Student Honor Organizations (Journals, Moot Court Honor Society and ADR Competition Honor Society)

Student Honor Organizations are permitted to construct their own website. Requests for a change of any information on their own Web page on the Cardozo website should be sent to Robert Kadar in the Office of Communications and Public Affairs at [robert.kadar@yu.edu](mailto:robert.kadar@yu.edu). Journal staff should check the Cardozo website to make sure all links regarding the journal are live and current.

## EVENT PLANNING

The following information can be utilized as a guideline for organizing an event at Cardozo.

### Establish a Budget

It is imperative that groups create an event budget before planning an event. SBA groups can acquire budget information from the SBA executive board (the Office of Special Events does not manage SBA-budgeted amounts). An explanation of the SBA budget process is located on the Cardozo website at [www.cardozo.yu.edu/student-life/student-organizations/student-bar-association/student-club-budget-process](http://www.cardozo.yu.edu/student-life/student-organizations/student-bar-association/student-club-budget-process). All catering expenses must be preapproved by the SBA Treasurer.

Journals, MCHS and ADR Competition Honor Society can acquire budget information from Jacklyn Tavarez in the Office of Business Affairs at 212.790.0314. Ms. Tavarez will help these organizations establish procedures and parameters for their events. All expenses incurred must be pre-approved by this office.

Additional procedures may apply if you are planning a conference through an office at Cardozo.

### Make a Reservation

Journals, MCHS, ADR Competition Honor Society, Student Bar Association (SBA) organizations and any other student organizations approved by the Office of the Dean may use Cardozo space for meetings, speakers and the like. Individual students are not permitted to independently host events on campus or reserve a room. All events must be sponsored by an office, approved student group, journal, Moot Court, ADR Competition Honor Society or faculty member. The law school reserves the right to

deny particular requests if a suitable space is unavailable or if the event is inappropriate or disruptive to the mission or daily activities of the school.

Any group or individual wishing to reserve a room for a purpose other than a regularly scheduled class should make an online request via the special events request form, available at [www.cardozo.yu.edu/calendar](http://www.cardozo.yu.edu/calendar). Click the “Log in to Request an Event” link located on the left hand side and create a username and password. Once created, use this login for all future requests.

Before submitting a request, students should look at the Cardozo website to check room availability and to see if there are any scheduled events that may conflict with their own. To help in this effort, when booking an event using the form, student leaders should be sure to clearly name and briefly describe their event (including a target class year, if relevant) so that others can minimize subsequent conflicts.

Room requests should be submitted at least 10 business days before the scheduled date of the event. Room requests submitted less than 10 days before the requested time will be honored as circumstances allow.

Please be aware that submitting a request for a particular room does not guarantee that you will get the room requested for the date/time requested. Notification will be sent as to whether your request can be accommodated. Confirmation of a room assignment must be received before any publication of the event. This is absolutely necessary in order to avoid scheduling conflicts. If there is a conflict with your assigned room, please see Special Events immediately in Room 1006 or call 212-790-0367. In addition, failure to book room assignments through the Office of Special Events may result in a group’s inability to continue using Cardozo space for its meetings.

Any large scale event (an event larger than a meeting, such as an outside speaker or panel, a symposium, an exhibit, etc.) must be coordinated with the Office of Special Events. It is important to speak with the Events Office as early as possible to avoid scheduling conflicts and ensure sufficient time to make all arrangements. Please be aware that large spaces such as the Jacob Burns Moot Court Room and 3rd floor Greenberg Student Lounge may fill up several months in advance.

If you are hosting an event at a venue outside of Cardozo, Special Events can recommend venues that may have discounts available. No event may be sponsored by a Cardozo organization on Friday evening or on Saturday before sunset. Please note that if Cardozo is supplying payment for an outside venue, you are not personally allowed to sign a contract. The contract must go through the Purchasing Department of the Office of Business Affairs pursuant to its procedural guidelines. To submit a contract, send it to Jacklyn Tavaréz in the Office of Business Affairs via email at [tavaréz@yu.edu](mailto:tavaréz@yu.edu) or fax to 212.790.0322. If you have any questions about contracts with outside vendors, please contact Ms. Tavaréz at 212.790.0314.

If you have any questions on how to book a room or an event, please contact Special Events at [cardozospecialevents@yu.edu](mailto:cardozospecialevents@yu.edu) or 212-790-0367.

## **Catering Guidelines**

Student organizations should be conservative in their catering for events, and the Law School will enforce limits on the expenditures, regardless of the extent of an organization’s budget. For example,



for an event held at the Law School, the number of people for whom food and beverages can be ordered cannot exceed the number of classroom seats in the room.

All catering must be strictly OU Kosher and ordered through the Office of Special Events. A list of available catering package options from approved kosher caterers is available on the Cardozo website at [www.cardozo.yu.edu/calendar/event-planning-catering](http://www.cardozo.yu.edu/calendar/event-planning-catering). If you don't see a package that works for your event, please contact the Office of Special Events directly at [cardozospecialevents@yu.edu](mailto:cardozospecialevents@yu.edu) or 212.790.0367.

Catering must be ordered two weeks in advance of an event. If an order is placed 7-14 days before the event, then a limited number of catering options will be available. Unfortunately, the Office of Special Events is unable to accommodate catering request submitted less than one week before the event. Any requests given the same week as the event, specifically any next day orders, will not be considered. If a situation arises where there is an urgent need for catering, then the sponsoring group is required to place its own request and file for reimbursement. Please note that reimbursement could take up to 8 weeks.

A student group holding a meeting without outside attendees may supply prepackaged unopened food for their group's event and be reimbursed by your budget adviser only if the snack has one of the following approved symbols on the package:



Student groups should take a leadership role in the provision of alcohol at events that they sponsor and must comply with Cardozo's alcohol policy including, among other things, having a professional bartender serve the beverages. Two students from the organization hosting the event must act as alcohol monitors for the event and may not drink at the event. This policy is designed to create a positive law school culture, encourage responsible behavior and promote the success of each student and of student events. Please note that a bartender is required to serve the alcohol at any event, and the student organization must bear this cost. Guests may be required to show photo ID before being served alcohol. Any off-campus event must be at a University- approved venue. Please see the Appendix of this Guide for Cardozo's alcohol policy.

## Symposium Task Timeline and Step by Step Guide

When planning an event, it is helpful to have a list of tasks and deadlines for when each task must be accomplished. Please see the Appendix of this Guide for a sample symposium task timeline.

Any group or individual wishing to reserve a room for a purpose other than a regularly scheduled class should refer to the step by step guide on the Cardozo website.

## Speakers and Honored Guests

The Office of Alumni Affairs (OAA) is happy to support student group programming in a variety of ways. As you organize your programming for the academic year, you should consider how OAA can

assist you, including co-sponsorship, financial assistance and networking contacts. It is always a good idea to contact OAA before scheduling dates and finalizing speakers to discuss the best way to organize the program, and to see if there is similar programming already being scheduled.

Cardozo alumni are often very willing to participate in symposia and panel discussions. If you have a topic but are not sure about alumni to contact, please call Inez Lano, Director of Alumni Affairs, at 212-790-0378.

Cardozo does not pay speaker fees. In the event that a Cardozo student organization wishes to use its funding to bring in a speaker or performer seeking payment, the student group must work with Jacklyn Tavarez in the Office of Business Affairs regarding a required contract. Please allow sufficient time for processing of the contract and review by University General Counsel.

## **Insurance/Liability and Third Parties**

The University has established the following requirements regarding outside performers, vendors and organizations at the school:

- A minimum of 30 days' notice to the Office of Special Events is required in order to have a performer or outside vendor's participation in an event.
- Third parties providing entertainment are required to provide evidence of liability insurance. If the third party does not have insurance, please contact the Office of Special Events to discuss alternative options.
- Outside groups and vendors are required to sign a Cardozo Space Rental Agreement and provide a Commercial General Liability Insurance: including Bodily Injury and Property Damage Liability, with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Yeshiva University would have to be named as an additional named insured on the policy. All outside vendors also need to have Workers' Compensation with Statutory Limits.

## **Invitations**

Requests for designs, emails, or publicity materials for events planned during the school year must be sent in writing to the Office of Communications and Public Affairs via the [Communications Requisition Form](#). All requests must be made six weeks prior to your event. A finalized description of the event must be obtained prior to submitting the event request. The event will not be publicized without a proper description.

Any requests for flat screen publicity should be made to Robert Kadar in room 1049 at [robert.kadar@yu.edu](mailto:robert.kadar@yu.edu). The use of fliers or other printed materials created by students is subject to approval by the Office of Communications and Public Affairs.

**If you wish to invite the dean to your event, please notify Christine Arlene N. Arrozal, Director of the Dean's Office and Associate Director of Academic Affairs, at**

[ChristineArlene.Arrozal@yu.edu](mailto:ChristineArlene.Arrozal@yu.edu) as soon as possible to see if the dean is available on the date of your event. She will work with you on the dean's role in the event. The dean's schedule is extremely busy and dates are often booked a full semester in advance.

If you wish to invite alumni to your event, please contact Inez Lano, Director of Alumni Affairs, at [inez.lano@yu.edu](mailto:inez.lano@yu.edu).

## RSVPs

At the time of invitation, consider how you will track responses. All event notices that go outside of the Cardozo campus must have an RSVP deadline of at least one week prior to an event. Students are responsible for monitoring RSVPs and for providing a list of attendees from outside the YU community to the Office of Special Events no later than one full business day prior to the event.

## Advertising, Press Releases, Photography and Graphic Design

Photography should be handled, when possible, by the group giving the event. If a photographer is needed, please include this request in the online [Communications Requisition Form](#). For major conferences, faculty advisors or students should contact Communications by visiting room 1052 two months prior to the event.

In addition, the Office of Communications and Public Affairs selects events for promotion internally on our flat screens and website. To promote an event on the flat screens, please include this request in the online form. In addition, Communications may promote events on Facebook, Twitter and elsewhere.

## Continuing Legal Education (CLE) Credit

If you would like a program that you are organizing to be eligible for Continuing Legal Education (CLE) credit, please review the "General CLE Event Instructions" and then complete the "CLE Event Application" and submit it to Peter Walsh at [pwalsh@yu.edu](mailto:pwalsh@yu.edu). The event instructions and application form can be found online at [www.cardozo.yu.edu/alumni/continuing-legal-education](http://www.cardozo.yu.edu/alumni/continuing-legal-education).

When applying for CLE credit for a program, please be aware that the program must have significant intellectual or practical content and its primary objective must be to increase the professional legal competency of attorneys in ethics and professionalism, skills, law practice management and/or areas of professional practice. For additional information, please visit [www.cardozo.yu.edu/alumni/continuing-legal-education](http://www.cardozo.yu.edu/alumni/continuing-legal-education).

Students can choose to charge a fee for CLE event attendees. Often, students find that their RSVPs are more reliable if they charge for an event. If you do decide to charge, the standard fee for a CLE event is \$45 for alumni, \$55 for non-alumni and free for students (with a student ID). Cardozo uses Eventbrite when charging for events. This website allows the event host to break down the type of attendee (student, alumni, non alumni or other category), offer tickets and send reminders. If you decide to charge for an event, or for more information on using Eventbrite, contact John DeNatale in the Office of

Communications and Public Affairs at [denatale@yu.edu](mailto:denatale@yu.edu) or 212.790.0237. The Office will need to work with you to ensure that the funds are delivered to the proper address and contact person.

## **Calendars**

When an event request is submitted, the Office of Special Events will review the request to see if the event should be listed on one of our calendars. Please provide a complete description of the event as well as any applicable details when filling out the online room reservation form.

## **Arranging for Travel**

Journals arranging travel for any speakers and/or guests should work with Jacklyn Tavaréz in the Office of Business Affairs and our required travel company. Please make these arrangements a month or more in advance.

## **Local Travel**

The Office of Business Affairs will reimburse groups for local travel on the subway for school business (e.g., to a local Moot Court competition or local library) if the request for reimbursement is accompanied with a receipt. Business Affairs cannot reimburse students for a swipe on a monthly metro card. For reimbursement for a subway expense, please bring your original receipt to Jacklyn Tavaréz in the Office of Business Affairs in room 1015.

## **To Prearrange Tax Exempt Form for Purchases**

To arrange for tax-exempt status, student organizations and journals should contact Jacklyn Tavaréz in the Office of Business Affairs at 212.790.0314 at least 24 hours in advance and give her the name, address, phone number and fax number of the institution. When the Purchasing Office generates the form, Jacklyn will forward it to the organization.

## **Audio/Visual Requests**

All audio/visual requests should be requested at the time of your event request via the online form. Please note that some rooms have limitations on their audio/visual capabilities. Any changes or additions to the original request should be sent to [avrequest-law@yu.edu](mailto:avrequest-law@yu.edu) at least a week before the event.

## Set Up Needs

The specific set up needs of your event (e.g., tables, chairs, coat racks) should be requested at the time of your event request via the online form. All set-ups are required to be finalized a week before an event in order to be guaranteed. Set-up requests given after the one-week deadline will not be guaranteed. If you have any questions or changes, please speak to the Office of Special Events via [cardozospecialevents@yu.edu](mailto:cardozospecialevents@yu.edu) or 212.790.0367 at least one week before the event.

Any supplies required for an event, such as pens, pencils, paper and name tags, should be ordered through the Office of Business Affairs. These requests should be submitted by email, with the Staples number included, to Jacklyn Tavarez in the Office of Business Affairs at [tavarez@yu.edu](mailto:tavarez@yu.edu) no later than one week prior to the event.

## “Day Of” Details

The Office of Special Events staff is on-site for each event during business hours to handle any last minute details. If you know that you will need additional supplies for your event (e.g., placards for speakers, water for panelists) please contact the Office of Special Events in advance. This is particularly important if you require water for your panelists. A weeks’ notice is required to provide water for numerous panels throughout the event.

## Co-Sponsoring Events and Programs with the Office of Career Services (OCS)

OCS is always interested in co-sponsoring career-related events and programming with student organizations. As a co-sponsor, OCS will provide up to \$200 per event. OCS can also: serve as panel moderators; contact practitioners in specific practice areas; provide logistical and publicity support. To ensure the greatest likelihood of co-sponsorship, please complete the OCS Co-Sponsorship Form (<https://www.cardozo.yu.edu/careers/office-career-services-co-sponsorship-form>) **during the planning stage of the proposed event.**

In addition, the Office of Alumni Affairs assists student leaders by providing suggestions for relevant speakers and attendees. To maximize the ability of the office to assist you, please contact the office as far in advance as possible.

## Limitations on Co-Sponsoring Events and Programs with Bar Review Companies

The law school has developed a policy to permit students access to information on bar review companies, but minimize the intrusion of marketing by these companies into the life of the law school. Below is the relevant language from the policy governing such companies’ activities at Cardozo. Please be mindful of these limitations.

## 1. Events

A bar review company may co-sponsor an event on campus with the SBA or an official SBA club only if it provides at least 50% of the funding for the sponsored event. In such a case, advertising for the event by the SBA/club may include the fact that the company is co-sponsoring the event, and the club may advertise such an event as it would any of its other events. No other information regarding the company may be included in the advertising or at the event. A bar review company may offer a special presentation on campus, but only on substantive matters relating to law school (e.g. how to survive the first year, etc.) or the bar exam.

Other than being identified as the sponsor or co-sponsor, companies may not promote their products or programs in connection with events. Companies may advertise only as indicated in the following section.

## 2. Advertising

Bar review companies are permitted to advertise only as follows:

- a. At their tables
- b. Posting a flyer or brochure on the bulletin board specifically designated as the “Bar-preparation Programs” bulletin board. This bulletin board is on the third-floor near the elevator by the café. Flyers/brochures may not be placed anywhere else around the school.
- c. For a special, substantive presentation pre-approved by the Dean of Students, the law school may agree to send an email notifying students of the event.

Neither a bar review company nor its professional or student representatives may send unsolicited emails to students using any University-run service, including but not limited to University g-mail, Canvas, Outlook or TWEN.

## **Fundraising**

If your organization wishes to approach an outside entity or individual for funds, please first contact Patricia Weiss, Associate Dean of Institutional Advancement and Alumni Affairs, at [pweiss@yu.edu](mailto:pweiss@yu.edu). This is essential to insure that different parts of the school are not working at cross-purposes.

## **FUNDING TO ATTEND CAREER FAIRS, CONFERENCES AND CONVENTIONS**

The Office of Career Services (OCS) will reimburse up to \$200 for members of Cardozo student organizations and individual students to attend career fairs, conferences and conventions. Please send

approval requests as early as possible, as OCS can only reimburse registration fees at the early bird price. The funding request form can be found on the OCS website: <https://www.cardozo.yu.edu/application-conference-attendance-reimbursement>. If you receive a reimbursement, you will be required to submit a written reflection about your experience to be shared with other students so the entire Cardozo community can get the benefit of your experience.

## **GATE-KEEPER TRAINING**

Armed with knowledge, student leaders are in an excellent position to help recognize students in distress and guide them to available resources. Each fall, the law school brings in outside professional speakers to address the issue of law student mental health in a one-hour information session.

Members of the following student organizations are required to participate in this training for its members.

- all SBA Executives and Representatives
- the Editor-in-Chief or designee of each journal, the Moot Court Honor Society and the ADR Competition Honor Society
- the President or designee of each student club

Additional details will be provided at the start of the fall semester regarding the meeting date and time.

## **OFFICE EQUIPMENT AND SUPPLIES**

### **Access to Office Computer Systems**

#### 1. Journals/Moot Court Honor Society/ADR Competition Honor Society

Journals are University-sanctioned publications edited by its students. These student-run publications all connect to the Domain YUAD. Accounts on this server are created by the ITS Help Desk. The Help Desk assists students, faculty and administrators on all campuses with technical support.

It is important for each student to have his/her own unique user ID when using the Domain YUAD. Each journal is required to submit a request to the Help Desk for its new students to obtain a unique user ID in order for them to gain access to the server. It is the responsibility of the Editor-in-Chief of each journal to submit this request. Editors should email the Help Desk at [helpdesk@yu.edu](mailto:helpdesk@yu.edu). The Help Desk will provide the appropriate form, which should be completed and faxed back to the Help Desk at 212.960.5454.

#### 2. Student Organizations

The computers in the student organization offices have fixed accounts. Each student organization office computer has its own general password and login ID that each member of the organization uses to access the computer system.

If you are experiencing any computer problems please contact the Student IT Help Point at [cardozostudentsupport@yu.edu](mailto:cardozostudentsupport@yu.edu) or 212.790.0460 immediately to receive prompt assistance.

## **Office Equipment and Furniture**

### 1. Computers

If a student club or journal office is having a problem with its office computer it should submit a request for assistance to the Student IT Help Point at [cardozostudentsupport@yu.edu](mailto:cardozostudentsupport@yu.edu) or 212.790.0460.

If a club or journal office has a computer that needs to be replaced it should submit a request for assistance to the Student IT Help Point at [cardozostudentsupport@yu.edu](mailto:cardozostudentsupport@yu.edu). The Student IT Help Point will arrange for Pavel Itskovskiy from the ITS Department to see if there is an extra computer in the law school for that office to use. If there are no available computers, the student club or journal should write a brief proposal explaining why the purchase of a new computer is necessary and how it would dramatically improve the office of the club or journal. The proposal should be submitted to Jacklyn Tavarez in the Office of Business Affairs at [tavarez@yu.edu](mailto:tavarez@yu.edu).

### 2. Furniture

If a student club or journal/Moot Court/ADR CHS office has furniture that needs to be replaced someone from the club or journal should first contact Carlo Colalello in Facilities at [carlo.colella@yu.edu](mailto:carlo.colella@yu.edu) to see if there is extra furniture available that the office could use. If there is no available furniture, the student organization should write a brief proposal explaining why the purchase of a new piece of furniture is necessary and how it would improve the office of the club or journal. The proposal should be submitted to Jacklyn Tavarez in the Office of Business Affairs at [tavarez@yu.edu](mailto:tavarez@yu.edu).

## **Office Supplies**

### 1. Journals, Moot Court Honor Society and ADR Competition Honor Society

To purchase office supplies, send a list of items, along with each item number from the Staples catalog, to Jacklyn Tavarez in the Office of Business Affairs at [tavarez@yu.edu](mailto:tavarez@yu.edu). Please note that the Office of Business Affairs requires 72 hour weekday notice to purchase office supplies. If the order needs to be rushed, please make the Office of Business Affairs aware of this when you submit your list of office supplies. A student should never purchase office supplies for a journal office out of his/her own pocket. Students will not be reimbursed for purchasing office supplies out of pocket, without prior approval from Business Affairs.

### 2. Student Organizations



Student organizations should use SBA-budgeted funds to purchase office supplies. A student should never purchase office supplies for a student club out of his/her own pocket. Students will not be reimbursed for purchasing office supplies out of pocket.

### **Club Lockers**

SBA Clubs that do not have offices may request the use of a metal locker on the 4<sup>th</sup> floor for the academic year. Clubs must provide their own combination lock for the locker, and label the combination lock (not the locker) as to the name of the organization. It is up to the SBA to decide which clubs will be granted the use of a locker in a given year.

## **STUDENT JOURNALS, MOOT COURT HONOR SOCIETY AND ADR COMPETITION HONOR SOCIETY: SPECIAL ISSUES**

### **Faculty Advisers**

Editors-in-Chief must meet at least once in the fall and once in the spring semester with their organization's faculty adviser. (Faculty advisers are generally assigned in July or August for the academic year.) Editors should stay in touch with their advisers regarding any problems with student members, e.g. students who receive "strikes", since it is ultimately the faculty adviser who signs off on student grades. In addition, editors can use faculty advisers as a sounding board about special issues, topics for symposia, dealing with outside authors and so on.

### **Office of Business Affairs**

Jacklyn Tavarez, Manager for Finance and Administration, will provide each journal with procedural guidelines. These guidelines will include:

- a. information regarding the budget for expenses for that particular journal (expenses included in the budgets are money for events, printing, mailing and office supplies)
- b. information regarding reimbursement and petty cash
- c. information regarding income and how to process income

Please bear in mind that all purchases must be pre-approved. In the event that there is an emergency need for a purchase (e.g. an easel, scissors), and it is not possible to reach the Office of Business Affairs for approval, the organization should purchase only enough supplies to cover the emergency and should retain the original receipt.

## Contracts

Generally, any questions regarding contracts (e.g., invoices, contracts with publishers or if a journal is contacted by a new vendor) should be directed to Jacklyn Tarez in the Office of Business Affairs. Samples of contracts with publishers are available through the Office of Business Affairs. However, contracts with authors are handled by each journal individually. For a journal author's agreement template see the Appendix of this Guide. Questions may also be directed to Debbie Freeman, Assistant General Counsel, at [debbie.freeman@yu.edu](mailto:debbie.freeman@yu.edu).

## Events

Journals, Moot Court Honor Society, and the ADR Competition Honor Society holding events off campus that will involve the consumption of alcohol must contact Jacklyn Tarez in the Office of Business Affairs at least four weeks in advance to plan the event. Such events must be held at a University-approved vendor. At the time the event is requested an off campus alcohol form must be completed and emailed to Jacklyn Tarez at [tarez@yu.edu](mailto:tarez@yu.edu).

For other issues relating to events, please see the general events topics in this Guide.

## Grades

Since work on a journal/Moot Court Honor Society/ADR Competition Honor Society is for a full academic year, pass/fail grades should only be submitted at the end of the spring semester, via the faculty adviser.

## Limits and Requirements for Journals

By vote of the faculty, the following are the requirements and limitations for the journals.

Journal Category	Name of Journal(s)	Max# Credited* Editors	Min # Issues	Min # pages	Min # Notes
Category I journal	Law Review	22 (includes DeNovo)	6	2000	15–(excludes DeNovo)
Category II journal	AELJ, Journal of Equity and Social Justice; CJCR	14	3	750-800	10
Category III journal		10	2	500	7
Other	ICPPELR*	See below	See below	See below	See below

\*International and Comparative, Public Policy and Ethics Law Review: As a journal in its first year that is newly formed from the Public Policy and International and Comparative Law Journals, this journal has a maximum of 18 credited editors and a requirement of 6 issues and 2000 pages for the 2017-2018 academic year. There is no current note requirement. The requirements and caps going forward will be determined in spring 2018.

\*\* If an editorial position involves a stipend, then that editor cannot receive credit.

\*\*\*If a category III journal exceeds expectations and publishes 750-800 pages and 10 student notes for two consecutive years, that journal would be reclassified as a category II journal, and become eligible for additional editorial positions. Conversely, if a category III journal fails to meet expectations for two years, the journal would no longer be a credit-bearing enterprise. If a category II journal fails to meet its objectives for two consecutive years, the journal would be reclassified as a category III journal, and become eligible for fewer editorial positions.

To request any change in status or requirements, journals must submit a petition to the chair of the faculty Educational Policy Committee.

### **Paid Subscriptions: Billing and Collecting**

**Each journal is responsible for its own invoicing and collection of revenue for all subscriptions. If a journal does not collect the revenue due, it may jeopardize its own future funding from the school.** This includes direct subscriptions through the journal as well as subscriptions through the third parties Hein and EBSCO. For direct subscriptions invoice each subscriber directly; for third party subscriptions invoice Hein and EBSCO, not the individual subscribers. To assist in this endeavor, Cardozo has purchased a QuickBooks license for each journal and strongly suggests its use. If you are having trouble accessing this license please contact our ITS department at [helpdesk@yu.edu](mailto:helpdesk@yu.edu).

Royalty fees for online publication of your journals will be automatically sent to you from Hein, EBSCO, Thompson Reuters and possibly other companies. There is no need to invoice for royalties.

### **Posting Articles to Lexis/Westlaw**

To have a journal article posted on Lexis/Westlaw, email a word document and PDF document of the article to Julia Schroeder at Joe Christensen Publishers at [schroedj@christensen.com](mailto:schroedj@christensen.com).

### **Selection Process for New Board**

Journals, Moot Court and ADR Competition Honor Society should have a new board in place by April 1<sup>st</sup>. There will be a meeting in April for the new Editors-in-Chief with members of the administration to review procedures and guidelines.

For journals, an organization may have a managing editor and a business editor. The Business Editor will receive approximately \$500 compensation each semester but no credit. The Managing Editor will receive credit only. If a journal has combined the position of Managing Editor and Business Editor into the one position of Managing Editor, then that Editor will have the choice of monetary compensation or academic credit, but may not receive both.

Monetary compensation will be paid at a research assistant rate of \$11.75 per hour for up to 43 hours of work per semester. In order to receive this compensation, the Business Editor must register as a research assistant with Jacklyn Tavaréz in the Office of Business Affairs, Room 1015, as early as possible in the fall semester.

For Moot Court and ADR Competition Honor Society, there is no Business Editor position. A Managing Editor can choose between the scholarship or the academic credit.

Upon taking office, all new editorial board members must sign an agreement prior to the competition for rising 2Ls, binding them to the confidentiality requirements as to other students' information. A sample of the agreement is included in the Appendix of this document.

In order to provide access to the organization's server, the new editors-in-chief should establish an account for each new member of their organization. To arrange for these accounts, EICs should email [helpdesk@yu.edu](mailto:helpdesk@yu.edu), and copy Pavel Itskovskiy at [itskovsk@yu.edu](mailto:itskovsk@yu.edu), to request a form for this purpose. Once the form is received, it should be completed and then scanned and emailed back to the Help Desk and Pavel Itskovskiy.

## **Writing Credit, Notes and Class Papers**

In order for a student to use a journal note to satisfy the writing credit requirement, the student must complete the following additional requirements in addition to the writing credit requirements outlined in the "Academics" section of the Student Handbook.

- a. Topic proposal approved by faculty adviser before November 1
- b. Final approval of the complete journal note was granted by the faculty adviser before September 15 of the academic year following the date the proposal was approved

If a journal member feels that it is particularly appropriate for an adjunct professor to supervise his/her note for writing credit, and the Editor-in-Chief agrees, the journal member can submit a request for permission for this arrangement to Vice Dean Myriam Gilles at [gilles@yu.edu](mailto:gilles@yu.edu). Permission is granted only on a case-by-case basis.

A member may submit the "same" paper for a journal note and a class ONLY IF the student has obtained the written approval of BOTH the professor for the class and the professor who advises the journal. The paper for the class and the note paper can be related to each other and share some core research, but the paper needs to be distinct. A good rule of thumb is that the note and the paper need to have a different thesis or take distinct approaches to addressing related topics.

## **Writing Competition**

The Law Review coordinates the 1L and transfer student writing competitions. As a result, the Law Review:

- a. maintains and updates a written document each year as to the procedures that are followed
- b. meets with the Director of Student Services and Advising to discuss procedural details prior to implementation
- c. provides information to students as follows:
  - holds an informational meeting on the competition for journals/Moot Court/ADR Competition Honor Society in April for all students completing their first year and participating in the competition in May
  - provides information in written form beginning in July for all students completing their first year and for transfer students participating in the competition in August
- d. coordinates the timing for all journal/Moot Court/ADR Competition Honor Society offers and deadlines for acceptance so that students will receive all offers before having to accept any offer
  - if there is a second round of offers and deadlines for acceptance, they are also coordinated
- e. ensures that, as each student signs up for the competition, s/he completes and submits an affirmation (see “Appendix”). The Law Review should retain the affirmations for the entire academic year.

The Moot Court Honor Society also evaluates student oral arguments. The ADR Competition Honor Society conducts interviews.

Names of staff members and credited editors should be sent to the Registrar only after both the May and the August Competitions are completed.

Competitions must be offered in August for transfer students and those few 1Ls who were unable to participate in the May competitions and have received approval from the Office of Student Services and Advising to participate in August.

## **Work Week Schedule**

All journals should contact the Office of Special Events to request rooms for their August work week schedule. This is essential in order to coordinate arrangements with the other journals’ work week room reservations, as well as orientation and special events that will be taking place at that time. Room

assignments will not be finalized until late July/early August since priority must be given to class meetings based on course registration and orientation planning. **Journals are strongly advised to start work week on a Sunday to minimize conflicts and to accommodate their larger group meetings.**

### **Withdrawal from Journals, Moot Court, ADR Competition Honor Society**

Students registered for credit for journals, Moot Court or ADR Competition Honor Society may not withdraw from these organizations. In cases of true hardship a student may petition the Dean of Students for special permission, which must also be provided by the editor-in-chief and faculty adviser. There is no automatic right to withdraw and permission may be denied.

The only exception to this policy is for a student who is invited to join the Moot Court Honor Society through the Paulsen Competition. In such a situation, the student may withdraw from a journal with written authorization to the Dean of Students from the editors-in-chief of both the journal and Moot Court. Students should be sure that their course registration is adjusted accordingly.

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## **Alcohol Policy for Student-Sponsored Events**

The law school requires students to handle the consumption of alcohol responsibly and in accordance with applicable New York State and New York City laws, as well as University policies (see below). In addition, student groups are required to take a leadership role in the provision and consumption of alcohol at events that they sponsor and must comply with the University's policy for such events.

Any student experiencing problems with drug or alcohol abuse or concern about a fellow student is encouraged to contact the Office of Student Services and Advising or seek the confidential services of the Yeshiva University Counseling Center or the New York Lawyers Assistance Program.

Yeshiva University Counseling Center  
205 Lexington Ave., Suite 401  
Between 32<sup>nd</sup> and 33<sup>rd</sup> Streets  
Phone: 646.592.4210  
[counseling@yu.edu](mailto:counseling@yu.edu)

New York City Bar Association Lawyer Assistance Program  
212.302.5787  
[www.nycbar.org](http://www.nycbar.org)

### **YESHIVA UNIVERSITY ALCOHOL POLICY FOR GRADUATE AND PROFESSIONAL SCHOOL STUDENT EVENTS**

#### **POLICY STATEMENT**

Yeshiva University is committed to creating and maintaining an environment that is free of alcohol abuse. The University expects that the consumption of alcohol will be done responsibly and lawfully, and further expects that individuals adopt specific measures to help prevent alcohol abuse in the University community. **In no event does the University permit the consumption of alcoholic beverages by its undergraduate students, or by any persons under the age of 21 years. Under University policy, bartenders are required to card individuals at all events.**

A Graduate School Student Event refers to an event sponsored by any student organization or club of any University graduate or professional school (whether or not on University premises), including, without limitation, Bernard Revel Graduate School of Jewish Studies, Azrieli Graduate School of Jewish Education and Administration, Albert Einstein College of Medicine, Ferkauf Graduate School of Psychology, Sue Golding Graduate Division of Medical Sciences, Wurzweiler School of Social Work, Benjamin N. Cardozo School of Law, and The Graduate Program for Women in Advanced Talmudic Studies.

#### **REASON FOR POLICY**

The University is committed to upholding local, state and federal law; requiring proper management of Graduate School Student Events where alcoholic beverages will be served; and minimizing the misuse of alcoholic beverages. The University wishes to ensure that the University community has a clear understanding of its expectations concerning the consumption of alcohol at Graduate School Student Events.

#### **APPLICABILITY OF THIS POLICY**



This Policy applies to all members of the University community seeking to serve or consume alcohol at a Graduate School Student Event. Additional rules may apply to particular schools/colleges within the University.

## **POLICY ELABORATION AND PROCEDURES**

This Policy is intended to protect the learning environment; to promote the safety of the University community; and to reinforce the University's goals of teaching, research, and public service.

### General Rules

- Persons under the age of 21 years are prohibited from possessing or consuming any alcoholic beverage on University premises or at a Graduate School Student Event (whether or not on University premises). No member of the University community may serve or furnish any alcoholic beverages to persons under the age of 21 years or who cannot establish that they are 21 years of age or older.
- **Undergraduate students, regardless of age, are PROHIBITED from possessing or consuming any alcoholic beverage on University premises or at any student event (whether or not on University premises).**
- Alcoholic beverages may only be served by a professional certified bartender familiar with applicable liquor laws and capable of controlling and serving alcohol.
- A Graduate School Student Event held off-campus where alcohol will be served must only be held at a properly licensed and insured establishment.
- Advertising for a Graduate School Student Event where alcohol will be served may not focus on the consumption of alcohol but should emphasize the purpose or other acceptable aspect of the event. On-campus advertising of the Graduate School Student Event must only be placed on designated bulletin boards. The University reserves the right to remove any advertising (or refuse to send any email) it determines in its discretion not to be in compliance with these requirements (or otherwise).
- In no event should anyone under the influence of alcohol operate a motor vehicle.
- In no event should anyone misrepresent one's age for the purpose of purchasing, possessing, or consuming alcohol.
- The following actions are prohibited at all Graduate School Student Events:
  - Creating, offering, or engaging in drinking games and other behaviors that may induce or encourage the consumption of alcohol.
  - Serving or furnishing alcoholic beverages to someone who appears to have exceeded his/her limit.
  - Forcing the consumption of alcoholic beverages for any reason.
- Students will be held directly responsible for the destruction of personal or public property; the violation of the safety or rights of others; the violation of any federal, state or local law; or the

violation of any other University policy which may occur while they are under the influence of alcohol. Such behavior will result in disciplinary action against the student by the University (including the requirement to receive psychological or medical assessment and/or counseling and appropriate treatment; suspension and expulsion) or by federal, state or local law enforcement.

- In addition, the University may take disciplinary action against the student organization or club sponsoring the event (up to and including loss of official status and termination of funding). If the identity of perpetrators cannot be determined, the student organization or club sponsoring the event during which property damage occurred will be required to assume financial responsibility and may also lose their official status and funding.
- The University assumes no responsibility for any liability incurred as a result of any violation of this Policy or other University policies, or any violation of applicable laws governing the use and consumption of alcoholic beverages.
- The University disclaims any intention to assume duties to protect University community members from their own abuse of alcohol or other drugs, or to protect third parties from the conduct of University community members.
- Failure to comply with this Policy will result in disciplinary action by the University (up to and including, in the case of a student, suspension and expulsion and, in the case of a student organization or club, up to and including loss of official status and termination of funding).

**INDIVIDUALS ARE STRONGLY ENCOURAGED TO CALL FOR MEDICAL ASSISTANCE FOR THEMSELVES OR OTHERS WHO ARE DANGEROUSLY INTOXICATED.**

Procedures for Serving Alcohol at Graduate School Student Events

- A student organization or club sponsoring a Graduate School Student Event (whether or not on University premises) where alcohol will be served must register the event in advance with the applicable graduate/professional student special events office at least two weeks in advance of the event. This registration is separate and apart from any other action required to hold the event, such as reserving the event venue, and shall be made in writing. See Appendix A.
- All guests must be at least 21 years of age.
- For a Graduate School Student Event held on-campus:
  - Only wine and beer may be served or consumed. Kegs and other alcoholic beverages are not permitted.
  - The purchase of alcohol and the hiring of a professional bartender must be done through the applicable graduate school special events office. No other alcohol may be purchased and/or brought into a Graduate School Student Event.
  - Alcohol may not be sold and an admission fee may not be charged except under limited circumstances with the express permission of the University's General Counsel.
  - The student organization or club must also provide University Security with a list of invited guests (who are not University students, faculty, staff or other holders of University identification) at least twenty-four hours in advance of the event.

- A sufficient quantity of non-alcoholic beverages (e.g., soda and bottled water) must be prominently available in the same general location as the alcoholic beverages, and substantial food (not pretzels, chips or other snacks) must be available in sufficient amounts for the number of people attending.
- Students may not appropriate, store or transport alcohol for later use.
- There shall be at least two student representatives who shall act as non-alcohol consuming monitors at the Graduate School Student Event. Their names and contact information (and acknowledgement of responsibility) must be provided in writing to the applicable graduate student special events office at least two weeks in advance of the event pursuant to the attached registration form. If there is any reason that a designated representative cannot be present and act as a monitor, an alternate must be appointed and a revised registration form with his/her name and contact information (and acknowledgement of responsibility) must be submitted immediately to the applicable graduate school special events office. These monitors will be responsible to:
  - attend the Graduate School Student Event from start to finish, and refrain from consuming alcohol during the Graduate School Student Event.
  - communicate immediately with University Security if there are any problems with students, guests or other individuals, or any violations of University policy.
  - with respect to uninvited guests, immediately inform the bartender not to serve them and contact University Security to remove them from the premises.
  - remain until all of the alcohol is packed up and appropriately put away in a secure location designated by the graduate school special events office, and work with the professional bartender and University Security to ensure that this is completed promptly following the Graduate School Student Event.
- The University reserves the right to end alcohol service or to end the entire Graduate School Student Event at any time in its discretion.
- The consumption of alcoholic beverages must be limited to the predetermined boundaries for the event, and must be limited to the predetermined hours of the event.

## **CONTACTS**

The applicable Dean of Students is the University official responsible for the interpretation and administration of this Policy.

## **RELATED DOCUMENTS AND POLICIES**

Drug and Alcohol Policy (<http://yu.edu/student-life/resources-and-services/standards-policies/>)

## **EFFECTIVE DATE**

Approved by the Policy Approval Committee in August 2012.

**APPENDIX A-1**

**REGISTRATION FOR ON-CAMPUS GRADUATE SCHOOL STUDENT EVENT SERVING ALCOHOL**

- Name of Sponsoring Student Organization or Club:
- Name/Date and Time/Location of Event:
- Anticipated Number of Guests:
- Name and Cell Phone Number of Two Non-Alcohol Consuming Monitors at Event:

1. \_\_\_\_\_

2. \_\_\_\_\_

**ACKNOWLEDGEMENT OF MONITORS:**

I acknowledge that I have read and understand the University’s ALCOHOL POLICY FOR GRADUATE AND PROFESSIONAL SCHOOL STUDENT EVENTS and agree to abide by its terms and conditions. I agree that I will:

- attend the Event from start to finish, and refrain from consuming alcohol during the Event.
- communicate immediately with University Security if there are any problems with students, guests or other individuals, or any violations of University policy.
- with respect to uninvited guests, immediately inform the bartender not to serve them and contact University Security to remove them from the premises.
- remain until all of the alcohol is packed up and appropriately put away in a secure location, and work with the professional bartender and University Security to ensure that this is completed promptly following the Event.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

**ON BEHALF OF THE SPONSORING STUDENT ORGANIZATION OR CLUB  
[TO BE EXECUTED BY AN OFFICER OF THE STUDENT ORGANIZATION OR CLUB]:**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**APPENDIX A-2****REGISTRATION FOR OFF-CAMPUS GRADUATE SCHOOL STUDENT EVENT SERVING ALCOHOL**

Journals/Moot Court HS/ADR CHS – submit this form to the Office of Business Affairs

All other student organizations – submit this form to [cardozospecialevents@yu.edu](mailto:cardozospecialevents@yu.edu)

- Name of Sponsoring Student Organization or Club:

- Name/Date and Time/Location of Event:

- Anticipated Number of Guests:

ON BEHALF OF THE SPONSORING STUDENT ORGANIZATION OR CLUB  
[TO BE EXECUTED BY AN OFFICER OF THE STUDENT ORGANIZATION OR CLUB]:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## **Sample Symposium Task Timeline and Checklist**

Please note that this timeline is offered only as a general guideline and may need to be adjusted for specific events.

### **Three Months Before the Symposium**

1. Determine the purpose of the symposium (e.g. to expand exposure of the journal, to gain further information on a subject matter, to produce a publication)
2. Budget & Funding
  - a. Proposed Budget
    - i. The first thing that must be done when planning a symposium is to determine that the funding for the symposium is in place and submit a budget to Jacklyn Tavarez in the Office of Business Affairs, [tavarez@yu.edu](mailto:tavarez@yu.edu).
  - b. Outside Sponsorship
    - i. Foundations
    - ii. Law firms
    - iii. Alumni
  - c. Determine whether/ how much to charge attendees
3. Staffing
  - a. Designate a conference coordinator
4. Date and Room Reservation
  - a. Initial reservations
    - i. Check for conflicts with other events, holidays. Choose a date
    - ii. Reserve a room online via the special events request form; contact [cardozospecialevents@yu.edu](mailto:cardozospecialevents@yu.edu) or ext. 414 with any questions.
    - iii. Touch base with John DeNatale, Public Relations and Communications Office, at [denatale@yu.edu](mailto:denatale@yu.edu) or ext. 237.
    - iv. If seeking Continuing Legal Education (CLE) credits for invitees and presenters, touch base with the CLE contact person, Peter Walsh, at [pwalsh@yu.edu](mailto:pwalsh@yu.edu).
5. Speakers, Authors & Invitees
  - a. Compile a list of potential participants
  - b. Keynote Speaker
    - i. Invite well in advance
    - ii. Confirm
  - c. Communications
    - i. Introductory letter/email inviting speakers
    - ii. Determine schedule of events
  - d. Maintain Contact Information
    - i. Word processing file for labels, mail merge
    - ii. Email list
    - iii. Phone number list
6. Materials
  - a. Conference Documents Binder

- i. If professional papers are expected, require submission no later than 2 weeks before the event (to allow for copying); 4 weeks if there is to be a commenter
- ii. Print binder of bios and papers; N.B. written materials *must* be provided if CLE credit will be awarded.

## 7. Marketing & Publicity

- a. Choose conference title
- b. Promotional materials - by and through the Office of Public Affairs and Communications
  - i. Discuss mailing list; if ordering a mailing list from AALS, do so
  - ii. Collaborate on design & text of invite/brochure
  - iii. If there is to be a full brochure, consider also a separate postcard; a separate card should be mailed at least a month before the brochure
  - iv. Design and produce poster
- c. Mailing Lists – brochure or card to be mailed out about 5 weeks before event
  - i. Resources available from the law school
- d. Student groups & journals
- e. Alumni – obtain mailing list from the Alumni Office
- f. Press – obtain mailing list from the Office of Communications
  - i. Other resources
    - Local law professors
    - Nationwide law professors in relevant fields
    - Listservs
    - Law firms (search Martindale & Hubbell, [www.martindale.com](http://www.martindale.com))

## 8. Website

- a. Select webmaster to design and maintain website
- b. Create conference website – contents should or might include:
  - i. General description
  - ii. Schedule
  - iii. Speaker info
  - iv. Contact info for those seeking more information
  - v. Online registration
  - vi. Materials
    - Presentations by speakers
    - Other relevant writings by speakers
    - Background information (government reports, law review articles, press coverage of the issue, statutes, cases, pending legislation)
- c. Relevant links
  - i. Background information (government reports, law review articles, press coverage of the issue, statutes, cases, pending legislation)
  - ii. Websites of government agencies, non-profits, bar association sections or think tanks working on the issue

## 9. Travel/Accommodations

- a. Designate a travel coordinator for handling travel arrangements for, and answer questions from, participants
- b. Coordinate your travel accommodations with the Office of Business Affairs
  - i. Jacklyn Tavarez, room 1015, [tavarez@yu.edu](mailto:tavarez@yu.edu);

### **Two Months Before the Symposium**

1. Staffing
  - a. Designate a keeper of RSVPs
  - b. Ensure that there will be enough assistants and students to staff event and float for purposes of troubleshooting (including person at registration table, time-keeper, placard placer, water provider, general assistant)
2. Speakers, Authors & Invitees
  - a. Communications
    - i. Send confirmation letter/email to speakers
    - ii. Obtain bios and pictures from speakers for flier and for distribution to attendees
    - iii. General communication to all speakers re: logistics; inquire as to speakers' AV needs
3. Marketing & Publicity
  - a. Decide with the Office of Communications and Public Affairs whether to advertise in:
    - i. NY Law Journal
    - ii. NY Review of Books
    - iii. NY Times
    - iv. Cardozo website
  - b. Mail out brochure 3-4 weeks before the event
  - c. Order poster through Office of Communications
  - d. Order 1-page fliers/posters through Office of Communications (unless producing them yourself)
4. Materials
  - a. Ask speakers for bios. Also, if speakers are presenting papers at the conference, ask speakers for copies of their papers
  - b. Talk with CLE coordinator to ensure written materials are adequate for CLE credit
  - c. Determine if conference will produce post-conference papers
5. Website
  - a. Set-up online registration
6. Travel/Accommodations
  - a. Send speakers email about travel arrangements
7. Registration
  - a. Maintain a contact list of all registrants

### **One Month Before the Symposium**

1. Budget & Funding
  - a. Update budget
2. Speakers, Authors & Invitees
  - a. Continue to communicate with speakers regarding logistics and substance of conference



- i. Send recording permission form to speakers (this form can be obtained from [avrequest-law@yu.edu](mailto:avrequest-law@yu.edu), ext. 238)
    - ii. Evaluate need for special accommodations for persons with disabilities, translation services, other
  - b. Arrange with [avrequest-law@yu.edu](mailto:avrequest-law@yu.edu), ext. 238, for audiovisual equipment including:
    - i. Recording the proceedings
    - ii. Speakers' AV needs (microphones, overhead, powerpoint, projector, etc.)
    - iii. WiFi capability in the room
  - c. Continue to invite speakers as is relevant
- 3. Marketing & Publicity
  - a. Arrange for photographer with John DeNatale in the Office of Communications, [denatale@yu.edu](mailto:denatale@yu.edu), ext. 237
- 4. Materials
  - a. Send copies of the invitation to speakers for their own distribution
  - b. Send web-based mailings to listservs, SSRN Professional Announcements and relevant blogs
  - c. Produce conference schedule
  - d. Gather and edit bios
  - e. Order name tags and holders with Jacklyn Tavaréz in the Office of Business Affairs, [tavaréz@yu.edu](mailto:tavaréz@yu.edu), ext. 314, room 1015, making sure to provide the Staples item numbers
- 5. Website
  - a. Post schedule, speakers, background materials on website
- 6. Travel/Accommodations
  - a. Send speakers reminder email regarding travel
  - b. Provide Jacklyn Tavaréz in the Office of Business Affairs, [tavaréz@yu.edu](mailto:tavaréz@yu.edu), with itinerary sheets and travel authorization forms
- 7. Food
  - a. Estimate to [cardozospecialevents@yu.edu](mailto:cardozospecialevents@yu.edu), ext. 414, in the Office of Special Events regarding refreshments and food including, if applicable:
    - i. Coffee breaks
    - ii. Lunch for participants
    - iii. Lunch for attendees
    - iv. Reception at close
    - v. Dinner for participants

### **Two Weeks Before the Symposium**

- 1. Budget & Financing
  - a. Submit finalized budget to Jacklyn Tavaréz in the Office of Business Affairs, [tavaréz@yu.edu](mailto:tavaréz@yu.edu), ext. 314
- 2. Staffing

- a. Confirm that there are enough assistants and students to staff event and float for purposes of troubleshooting (including person at registration table, time-keeper, name-stand pacer, water provider, general assistant)
3. Speakers, Authors & Invitees
  - a. Conference call for each panel with moderators
  - b. Confirm with Keynote speaker
  - c. Gather recording permission forms
4. Website
  - a. Post conference papers on website
5. Registration
  - a. Reserve registration tables, coat racks, easels, etc. with the Office of Special Events
6. Food
  - a. Restaurant reservation if there is to be a dinner before or after the symposium
7. Press
  - a. If relevant:
    - i. Create a press packet
    - ii. Work with the Office of Communications to invite press, contact John DeNatale, [denatale@yu.edu](mailto:denatale@yu.edu) or 212.790.0237, to reach out to:
      - Local press
      - Legal press
      - National press
      - Relevant specialized press (e.g. technology, environmental, business)
    - iii. Reserve room for press for day of symposium

### **One Week Before the Symposium**

1. Date and Room Reservation
  - a. Reserve an empty office for participants' use for phone calls, checking emails, etc.
2. Speakers, Authors & Invitees
  - a. Give list of speakers who need placards to Office of Special Events to be printed
  - b. Distribute by email or website any paper drafts that may have been submitted from speakers
  - c. Confirm with [avrequest-law@yu.edu](mailto:avrequest-law@yu.edu), ext. 238:
    - i. audiovisual equipment
    - ii. WiFi
  - d. Submit completed recording permission forms to Patrick Eisenhauer, Media Services Manager, [avrequest-law@yu.edu](mailto:avrequest-law@yu.edu), ext. 238
3. Materials
  - a. If there have been changes to the schedule, print out an updated version for distribution to participants and inclusion in conference folder
  - b. Copy bios and put in conference folder
  - c. Submit RSVP list to CLE Coordinator

- d. Print name tags
  - e. Print placards
  - f. Order supplies (pens, pencils, paper) from Jacklyn Tavarez in the Office of Business Affairs, [tavarez@yu.edu](mailto:tavarez@yu.edu), ext. 314
  - g. Gather other materials for distribution or sale (e.g. past law review issues, Center publications, Cardozo materials, participant items)
  - h. Submit all printed materials to John DeNatale, [denatale@yu.edu](mailto:denatale@yu.edu), ext. 237, in the Office of Communications, The Office of Special Events at [cardozospecialevents@yu.edu](mailto:cardozospecialevents@yu.edu), ext. 414, and Jacklyn Tavarez in the Office of Business Affairs, [tavarez@yu.edu](mailto:tavarez@yu.edu), ext. 314
4. Marketing & Publicity
    - a. Post flyers on designated Cardozo bulletin boards and, if appropriate, at other local law schools and New School
    - b. Place poster in easel in the lobby
  5. Website
    - a. Update the website
  6. Food
    - a. Give final numbers for catering to [cardozospecialevents@yu.edu](mailto:cardozospecialevents@yu.edu), ext. 414 in the Office of Special Events
    - b. Confirm with the Office of Special Events if you will need water and cups for speakers
  7. Press
    - a. Send out press release

### **One Day Before the Symposium**

1. Staffing
  - a. Confirm that there are enough assistants and students to staff event and float for purposes of troubleshooting (including person at registration table, time-keeper, name-stand placer, water provider, general assistant)
2. Speaker, Authors & Invitees
  - a. Get back-up laptop computer for speakers
  - b. Make sign with Wi-Fi instructions

### **Day of the Symposium**

1. Speakers, Authors & Invitees
  - a. Have extra laptop available
  - b. Ensure all audiovisual equipment is in place
  - c. Obtain remaining recording permission forms
  - d. Post signs with Wi-Fi instructions
  - e. Submit updated RSVP list to front desk security. Special Events will have already alerted them that the event is happening and where it's located.
2. Materials

- a. Hand-out binder with bios, papers, schedule and addendum to participants and attendees during check-in
  - b. Obtain easels from the Office of Special Events and display posters
  - c. Hand-out name tags (preprinted and blank)
  - d. Have supplies (pads of papers, pens) available for participants
  - e. Distribute and/or sell other materials such as:
    - i. Past journal issues
    - ii. Center publications
    - iii. Cardozo materials
    - iv. Fliers for other upcoming events
3. Marketing & Publicity
- a. Photograph individual speakers, panels, all participants as a group
4. Food
- a. The Office of Special Events will ensure all goes well.
5. Registration
- a. Set up registration table
  - b. Check-off list of attendees from pre-registered list
  - c. Maintain a list of complimentary passes (in the case of an event for which there is a fee to attend, keep track of guests not charged)
  - d. Maintain a list of walk-ins
  - e. Sign in/Sign out sheets for CLE
  - f. Keep envelope or cashbox for registration fees
6. Press
- a. Talk to press

### **Post-Symposium Follow-up**

1. Speakers & Authors
  - a. Send thank-you notes
2. Materials
  - a. Check that the CLE coordinator is sending certificates
  - b. If any office gave materials to sell or hand out, return extra materials to that office
  - c. Return easels to the Office of Special Events
3. Website
  - a. Gather conference papers and publications and post on website
4. Travel/Accommodations
  - a. Follow up with speakers regarding reimbursement
  - b. Submit reimbursement requests, along with completed W-8 or W-9 forms, to Jacklyn Tavares, [tavares@yu.edu](mailto:tavares@yu.edu), ext. 314 in the Office of Business Affairs
5. Registration
  - a. Give registration fees to Jacklyn Tavares in the Office of Business Affairs in room 1021

## Writing Competition Student Affirmation

Benjamin N. Cardozo School of Law

### Journals

I hereby affirm that, by accepting an offer from a Cardozo law school journal, I am making a commitment to that organization for the entirety of the 2017–2018 academic year. I understand that I am not permitted to withdraw from or drop the journal at any point during the academic year, except in the event that I am offered a position on Moot Court as a result of exceptional performance in the Monrad G. Paulsen Competition. In cases of true hardship, I may petition the Dean of Students for permission to withdraw from the journal; however, I must also obtain permission from the Editor-in-Chief and the Faculty Adviser.

I also understand that as a journal member, I will be registered for a credited program and that the student Editor-in-Chief has the power to determine, in accordance with the organization’s published procedures, whether or not I receive a passing or failing grade. I acknowledge that signing this Affirmation in no way guarantees that I will receive credit or a passing grade for my participation in the journal.

By signing this Affirmation I acknowledge that I have read and understood this agreement, as well as the attached rider detailing the commitments I am making to my specific law journal, and I accept and agree to all of the herein stated terms and conditions.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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### Moot Court Honor Society

I hereby affirm that, by accepting an offer from the Moot Court Honor Society, I am making a commitment to that organization for the entirety of the 2017–2018 and 2018–2019 academic years. I understand that I am not permitted to withdraw from or drop Moot Court at any point during the academic year. In cases of true hardship, I may petition the Dean of Students for permission to withdraw from Moot Court; however, I must also obtain permission from the Editor-in-Chief and the Faculty Adviser.

I also understand that as a Moot Court member, I will be registered for a credited program and that the student Editor-in-Chief has the power to determine, in accordance with the organization’s published procedures, whether or not I receive a passing or failing grade. I acknowledge that signing this Affirmation in no way guarantees that I will receive credit or a passing grade for my participation in Moot Court.

By signing this Affirmation I acknowledge that I have read and understood this agreement, as well as the attached rider detailing the commitments I am making to the Moot Court Honor Society, and I accept and agree to all of the herein-stated terms and conditions.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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### **ADR Competition Honor Society**

I hereby affirm that, by accepting an offer from the ADR Competition Honor Society, I am making a commitment to that organization for the entirety of the 2017–2018 academic year. I understand that I am not permitted to withdraw from or drop membership on the team at any point during the academic year. In cases of true hardship, I may petition the Dean of Students for permission to withdraw from the ADR Competition Honor Society; however, I must also obtain permission from the Editor-in-Chief and the Faculty Adviser.

I also understand that as a Team member, I will be registered for a credited program and that the student Editor-in-Chief has the power to determine, in accordance with the organization's published procedures, whether or not I receive a passing or failing grade. I acknowledge that signing this Affirmation in no way guarantees that I will receive credit or a passing grade for my participation on the Team.

By signing this Affirmation I acknowledge that I have read and understood this agreement, and I accept and agree to all of the herein-stated terms and conditions.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Standard Author's Agreements

**CARDOZO [INSERT NAME OF JOURNAL]  
BENJAMIN N. CARDOZO SCHOOL OF LAW  
YESHIVA UNIVERSITY  
Brookdale Center  
55 Fifth Avenue  
New York, New York 10003**

The following constitutes the agreement between Yeshiva University for the Cardozo [INSERT NAME OF JOURNAL] (the Journal) and [INSERT NAME OF AUTHOR] (the Author) concerning the publication of [INSERT TITLE OF ARTICLE] (the Work) in the Journal.

1. The Author represents and warrants that:
  - a. The Work is original and genuine; and the Author is the sole and exclusive author and owner of the Work, has not heretofore assigned, pledged or otherwise encumbered the same (or any part thereof), and has not taken any action that would be inconsistent with the rights and license granted hereunder.
  - b. The Author has the full power and authority to enter into this Agreement and convey the rights and license granted hereunder.
  - c. The Work does not infringe any copyright, or property, or other right (statutory, common law or otherwise) of another person or entity.
  - d. The Work does not contain any matter that is defamatory, injurious, scandalous, obscene or libelous, that violates another's civil rights or right of privacy, or that is otherwise unlawful.
  - e. The Work, or any part thereof, has not been published previously or, if so published previously, proper permission has been granted to Author for publication of the Work in the Journal, a copy of which has been furnished to the Journal.
2. The Author conveys to the Journal the perpetual world-wide royalty-free right and license to edit, publish, reprint, reproduce, distribute and use the Work, or any part thereof, in any form now known or hereinafter devised (including, without limitation, facsimile reprints or microforms, electronic media, computerized retrieval systems, third-party online legal information providers, Internet or Intranet media and similar forms and as a contribution to a collection published by the Journal), and also including the right to assign, sub-license or otherwise transfer these rights, in whole or in part, to others. The Journal's rights and license shall be exclusive for the period commencing upon execution of this Agreement and ending upon the first anniversary of the publication date of the Work in the Journal, and thereafter shall be non-exclusive.
3. This Agreement shall not be construed to prohibit the Author, at the Author's discretion, from:

- a. reproducing and distributing the Work, or any part thereof, to students in a course taught by the Author at or below cost for classroom use;
  - b. reproducing and distributing the Work, or any part thereof, in a book authored or edited by the Author, or by the Author in conjunction with other parties;
  - c. from reproducing and distributing the Work (or any part thereof) for the limited purpose of satisfying any requirement toward any educational degree the Author has not yet attained, but reasonably expects to attain, during the Journal's period of exclusive rights, as set forth in Paragraph 1 above; or
  - d. from posting the work on SSRN or the Author's own website; provided that in each such instance the legend required by Paragraph 5 below shall be included in such reproduction and/or distribution.
4. If the Journal is approached by another publisher (the Publisher) seeking permission to publish the Work in any form other than those authorized in paragraph 2 above, the Journal shall have the non-exclusive right to grant such permission to the Publisher, provided that such permission shall require the Publisher to print the legend required by paragraph 5 below.
  5. Any reproduction, republication or distribution of the Work other than a photocopied duplicate of an original printed copy must include the name of the Author and the title of the Work, and bear the legend that the Work first appeared in the Journal, using a method of citation similar to the form set out immediately below, or whatever form of citation is commonly used at that time:

This Article originally appeared in - [INSERT NAME OF JOURNAL] - (-).

Where the first dash indicates the volume number of the Journal, the second dash indicates the page on which the Work begins, and the final dash indicates the year of publication.

6. The Author grants all of the foregoing rights and license to the Journal irrevocably and free of compensation or other participatory claim.
7. The Author shall fully indemnify the Journal or its licensees for, and hold them harmless from, any loss, expense (including attorneys' fees) or damage occasioned by any claim, demand, suit or recovery arising out of
  - a. any breach or alleged breach by the Author of this Agreement or of any of the representations or warranties made herein, or
  - b. the Journal's publication of the Work.

The Journal shall, with reasonable promptness, apprise the Author of any such claim, demand or suit; and the Author shall fully cooperate in the defense thereof. The Journal shall have the right to extend the representations and warranties of the Author contained herein to third parties, and the Author shall be liable thereon to the same extent as if such representations and warranties were originally made to such third parties. The representations, warranties and indemnification as stated herein shall remain in effect following publication of the Work and shall survive in the event this Agreement is terminated.



- 8. The Journal shall have the power and authority, at its discretion, to initiate legal proceedings against persons believed to be infringing the rights granted by the Author to the Journal. The Author agrees to fully cooperate in the institution and maintenance of any such proceedings. Any damages recovered shall be applied first toward the Journal's reasonable costs and expenses of the proceedings (including legal fees), with the balance to be divided equally between the Author and the Journal.
- 9. If the Work reproduces any textual or graphic material that is the property of another, the Author shall promptly, if requested by the Journal and at the Author's expense, obtain written consent to such reproduction.
- 10. The Author and the Journal acknowledge that the Work, as submitted by the Author, might undergo editing or revision prior to publication in the Journal. The Work will not be published in the Journal without the approval of both parties, not to be unreasonably withheld or delayed.
- 11. Any amendment to this Agreement must be in writing and signed by both the Author and the Journal.
- 12. This Agreement shall be governed by, and construed in accordance with, the internal laws of the State of New York (without regard to principles of conflict of laws), and jurisdiction and venue of any dispute hereunder shall lie exclusively in either the Courts of the State, City and County of New York or the United States District Court for the Southern District of New York.
- 13. This Agreement shall be binding upon and shall inure to the benefit of the parties and their legal representatives, heirs, successors and assigns.
- 14. All documents which have been signed and are submitted by facsimile or e-mail shall be deemed originals.
- 15. This Agreement embodies the entire understanding between the parties and supersedes any and all prior understandings and agreements, whether written or oral.

**AUTHOR:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

FOR THE **[INSERT NAME OF JOURNAL]:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title



## **Law Journal Editorial Board Members' Confidentiality Agreement**

I am presently, or am about to become, an Editor of a Law Journal at the **Benjamin N. Cardozo School of Law of Yeshiva University**. As a member of this body I will be entrusted with access to other students' sensitive academic records. This access will be essential to allow me to help evaluate and select future members of the journal based upon their participation in the Writing Competition and their academic records.

As an Editorial Board member of \_\_\_\_\_ I understand that this access will require compliance with strict confidentiality standards and that the decision making process in which I will participate must be conducted in an impartial, ethical and respectful manner.

### **Therefore, I hereby agree to:**

1. Respect the absolute confidentiality of all applicants for membership in the Journals, of professors and of those persons who might be called upon to provide information in the selection process. I will not reveal the name(s), or any information about such persons.
2. Maintain total confidentiality, regarding all academic records and writing competition results reports I will access and evaluate in my role as a member of the Editorial Board.
3. Keep confidential the deliberations of the Editorial Board and any and all information, whether verbal or in the form of papers, books, files, documents, electronic communications, which comes into my possession or knowledge in my capacity as a Board member.
4. Maintain the obligation to keep confidentiality described in the above paragraphs both during the period of my active participation with the Board and at any and all times thereafter.

I understand that the decisions rendered by the Editorial Board may have a substantial impact upon my peers, the faculty and the reputation of the Law School. Therefore, I promise to participate in Editorial Board deliberations impartially, without bias and in good faith.

I have read, understand, and agree to abide by the terms of this Agreement as a condition of my service as an Editorial Board member.

**Name (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## **Moot Court Honor Society and ADR Competition Honor Society Confidentiality Agreement**

I am presently, or am about to become, a member of the Executive Board of the **Moot Court Honor Society** (“MCHS”) or the **ADR Competition Honor Society** (“ADR CHS”) at the **Benjamin N. Cardozo School of Law of Yeshiva University**. As a member of this body I will be entrusted with access to other students’ sensitive academic records. This access will be essential to allow me to help evaluate and select future members of the Society based upon their participation in the competitions or “try-outs”, their applications and their academic records.

As a Board member, I understand that this access will require compliance with strict confidentiality standards and that the decision making process in which I will participate must be conducted in an impartial, ethical and respectful manner.

### **Therefore, I hereby agree to:**

5. Respect the absolute confidentiality of all applicants for membership in the Society, of professors and of those persons who might be called upon to provide information in the selection process. I will not reveal the name(s), or any information about such persons.
6. Act fairly and impartially if, and when, I participate as a judge or evaluator in the “try-outs” or other Competitions.
7. Maintain total confidentiality, regarding all academic records and Competition results I will access and evaluate in my role as a member of the Board.
8. Keep confidential the deliberations of the Board and any and all information, whether verbal or in the form of papers, books, files, documents, electronic communications, which comes into my possession or knowledge in my capacity as a Board member.

9. Maintain the obligation to keep confidentiality described in the above paragraphs both during the period of my active participation with the Board and at any and all times thereafter.

I understand that the decisions rendered by the Executive Board may have a substantial impact upon my peers, the faculty and the reputation of the Law School. Therefore, I promise to participate in Board deliberations impartially, without bias and in good faith.

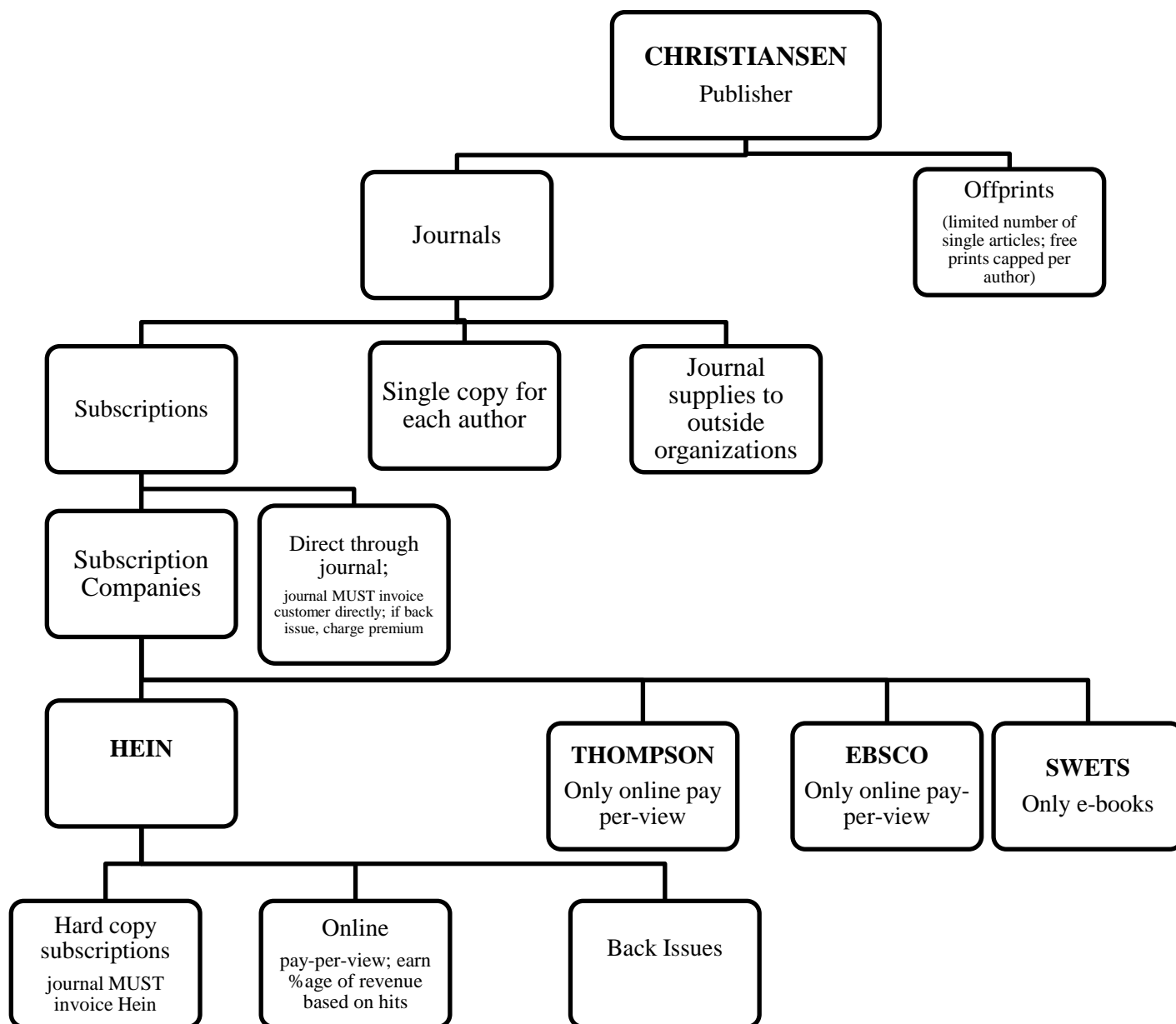
I have read, understand, and agree to abide by the terms of this Agreement as a condition of my service as a Committee member.

**Name (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Journal Subscription Flow Chart



### Contact Information:

Hein  
William S. Hein Co.  
1.800.828.7571

Thompson (Westlaw)  
1.800.486.4876

Ebsco  
[www.ebsco.com/publisher-support/contact](http://www.ebsco.com/publisher-support/contact)

SWETS USA  
856.312.2690

## Guide to Administrative Offices

### Alumni Affairs 212.790-0293

Name	Title	Description	E-mail
Inez Lano	Director of Alumni Affairs	Reports to the Associate Dean for Institutional Advancement and Alumni Affairs and the Dean of the law school; overall responsibility for alumni events and alumni association business.	<a href="mailto:inez.lano@yu.edu">inez.lano@yu.edu</a>
	Associate Director of Alumni Affairs	Overseeing and developing programs and events, managing/creating alumni clubs and groups, volunteer recruitment	
Daniel Beaver-Seitz	Manager of Communications and Technology, Alumni Affairs and Institutional Research	Creating and managing communications and solicitations for alumni and other constituencies	<a href="mailto:beaverse@yu.edu">beaverse@yu.edu</a>
Cristiane Young	Executive Secretary, Alumni Affairs	Financial processing, data base maintenance, event response management, office maintenance	<a href="mailto:cyoung@yu.edu">cyoung@yu.edu</a>

### Business Affairs 212.790.0316

Name	Title	Description	E-mail
Matt Levine	Associate Dean for Finance and Administration	Oversees law school budgets and general operations. Reports to the Dean of the law school and Chief Financial Officer of Yeshiva University. Also oversees the Office of Special Events	<a href="mailto:mlevine@yu.edu">mlevine@yu.edu</a>
Jacklyn Tavarez	Manager, Finance and Administration	Responsible for student journal and Moot court budgets, including publication, conference and social expenditures, software and equipment purchases; processing contracts and invoices, travel and expense reimbursements, time cards, check requests and deposits of receipts	<a href="mailto:tavarez@yu.edu">tavarez@yu.edu</a>
Kenny Mena	Administrative Coordinator	Responsible for travel and expense reimbursements, staples/amazon orders and tax exempt certificate requests.	<a href="mailto:kenny.mena@yu.edu">kenny.mena@yu.edu</a>

### Career Services 212.790.0358 [CardozoCS@yu.edu](mailto:CardozoCS@yu.edu)

Name	Title	Description	E-mail
Carey Bertolet Grand	Acting Assistant Dean, Career Services	Oversees all aspects of the Office of Career Services	<a href="mailto:carey.grand@yu.edu">carey.grand@yu.edu</a>



Laura Torchio	Senior Director, Career Services	Oversees career counselors; develops and implements OCS programming, policies and procedures; career counselor	<a href="mailto:laura.torchio@yu.edu">laura.torchio@yu.edu</a>
	Assistant Director, Career Services	Career counselor; primary career counselor for alumni and involving alumni as resources; coordinates mentorship and bar association programs	
Sherry-Ann Smith-Gomez	Director, Career Services/Coordinator of Diversity Initiatives	Career counselor; primary point of contact for all minority student groups for career related matters	<a href="mailto:snmith@yu.edu">snmith@yu.edu</a>
W. Brad Jarman	Assistant Director, Career Services	Career counselor; primary career counselor for public service oriented students	<a href="mailto:brad.jarman@yu.edu">brad.jarman@yu.edu</a>
	Director, The Center for Public Interest	Career counselor, head of the Center for Public Interest, which provides guidance in opportunities in public interest, government and clerkships	
Leila Faridi	Employer Outreach Coordinator	Primary responsibility for RAMP and other special employment programs	<a href="mailto:leila.faridi@yu.edu">leila.faridi@yu.edu</a>
David Adams	Recruitment Manager	Organizes all aspects of On-Campus Interviewing; data collection and reporting; employer relations; student technology assistance; department newsletter and communications; Symplicity database maintenance and department support	<a href="mailto:dadams@yu.edu">dadams@yu.edu</a>
Zachary Dugan	Legal Market Analyst	Responsible for researching employers in the legal industry and updating employer databases	<a href="mailto:zachary.dugan@yu.edu">zachary.dugan@yu.edu</a>
Claire Walsh	Student Engagement Fellow	Responsible for student engagement initiatives, including OCS social media and newsletter and for OCS marketing	<a href="mailto:claire.walsh@yu.edu">claire.walsh@yu.edu</a>
Corinne Shockley	Receptionist/Reciprocity Coordinator	Responsible for greeting students and visitors, scheduling OCS appointments, answering phones, checking voicemail messages from the main line, scheduling interview rooms for faculty and students, uploading transcripts and reciprocity	<a href="mailto:cshockle@yu.edu">cshockle@yu.edu</a>
Rick Brown	Systems Specialist	Database maintenance and queries, clerkship application process, clerical/secretarial work for OCS	<a href="mailto:rbrown@yu.edu">rbrown@yu.edu</a>
<b>Dean's Office 212.790.0311</b>			
<b>Name</b>	<b>Title</b>	<b>Description</b>	<b>E-mail</b>
Crystal Jones	Executive Secretary	Independent research forms: students should obtain professor's signature then submit to Crystal for the vice dean. Student will be emailed on status.	<a href="mailto:cjones@yu.edu">cjones@yu.edu</a>

Christine Arlene N. Arrozal	Director of the Dean's Office and Associate Director of Academic Affairs	Manages the dean's office. Students should email or see Christine Arlene N. Arrozal for appointments with the dean and requests for the dean's attendance at events as soon as the event is scheduled.	<a href="mailto:christinearlene.arrozal@yu.edu">christinearlene.arrozal@yu.edu</a>

**Diversity and Inclusion**  
**212-790-0825**

<b>Name</b>	<b>Title</b>	<b>Description</b>	<b>E-mail</b>
Yolonda P. Harrison	Director of the Office of Diversity and Inclusion	Collaborates with other Cardozo offices to ensure a commitment to diversity and inclusion; conducts research to assess campus climate and develop initiatives; provides resources and programming to educate the community on relevant topics; offers support to underrepresented and first generation law; and partners with Cardozo's alumni and student affinity groups as well as local and state bar organizations. Reports to the Dean and Vice Dean.	<a href="mailto:yolonda.harrison@yu.edu">yolonda.harrison@yu.edu</a>

**Facilities**  
**212.790.0839**

<b>Name</b>	<b>Title</b>	<b>Description</b>	
Carlo Colalella	Facilities Manager	Head of the office. Housekeeping, repairs and maintenance	<a href="http://micromain.yu.edu/workrequest">http://micromain.yu.edu/workrequest</a>

**Institutional Advancement**  
**212.790.0270**

Patricia S. Weiss	Associate Dean of Institutional Advancement and Alumni Affairs	Oversee all aspects of fund-raising, alumni relations and donor relations for Cardozo School of Law.	<a href="mailto:pweiss@yu.edu">pweiss@yu.edu</a>
Christina Bishop-Feeny	Director, Institutional Advancement	Reporting to the Associate Dean of Institutional Advancement and Alumni Affairs, primary responsibility is the identification, cultivation, solicitation and closure of gifts to support specific needs and priorities, initiatives and projects of the law school. Manages communication and outreach strategies to individual gift prospects, coordinate and direct stewardship efforts for current donors.	<a href="mailto:christina.bishop-feeny@yu.edu">christina.bishop-feeny@yu.edu</a>
	Director Annual Giving and Donor Relations	Strategic execution and management of a comprehensive annual giving program, including the coordination of initiatives with students, alumni and donors	

Daniel Beaver-Seitz	Manager of Communications and Technology, Alumni Affairs and Institutional Research	Responsible for developing, designing and managing the entirety of the communications, technology, research and engagement strategy needs and projects for both Cardozo's institutional advancement and alumni affairs department	<a href="mailto:beaverse@yu.edu">beaverse@yu.edu</a>
	Development Associate	Responsible for providing the logistical support of the fundraising efforts and is responsible for all gift processing and donor maintenance	
	Executive Assistant, Institutional Advancement	Manage day-to-day activities of the department, assist with planning and execution of IA events; manage metrics and budget oversight; oversee Cardozo Board meetings, contact with board overseers, and coordination of materials	

**Library, Technology, and AV Services**  
**Educational Technology and A/V 212.790.0238**  
**Circulation 212.790.0285**  
**Student IT Help Point 212.790.0**  
**Reference 212.790.0220**

<b>Name</b>	<b>Title</b>	<b>Description</b>	<b>E-mail</b>
Reference Desk	Reference Librarians	The Reference Desk is a point of contact for all types of reference and research.	<a href="mailto:lawref@yu.edu">lawref@yu.edu</a>
Circulation Desk	Circulation Staff	Answers general inquiries. Provides services relating to the loan and renewal of general collection materials and reserve items; the payment of overdue fines; responds to inquiries about lost and found items; troubleshoots issues related to the Xerox machines in the Library	<a href="mailto:circdesk@law.cardozo.yu.edu">circdesk@law.cardozo.yu.edu</a>
Information Technology	Staff	Provides support for hardware and software issues, including exam software and network access	<a href="mailto:cardozostudentsupport@yu.edu">cardozostudentsupport@yu.edu</a>
Patrick Eisenhower and Angel Velasquez	Education Technology Staff	Provides services for conference, A/V support, streaming and recording content	<a href="mailto:avrequest-law@yu.edu">avrequest-law@yu.edu</a>
Carolyn Brown	Access Services Librarian	Staffs the Reference Desk. Supervises the Circulation Desk and access issues. Manages collection maintenance and interlibrary loan. Teaches research courses.	<a href="mailto:carolyn.brown@yu.edu">carolyn.brown@yu.edu</a>
Elizabeth Cook	E-Resources and Collection Development Librarian	Staffs the Reference Desk. Manages access to e-resources and collection development. Teaches research courses.	<a href="mailto:elizabeth.cook@yu.edu">elizabeth.cook@yu.edu</a>

Christine George	Faculty and Scholarly Services Librarian	Staffs the Reference Desk. Manages Faculty Services and the Institutional Repository. Teaches research courses.	<a href="mailto:christine.george@yu.edu">christine.george@yu.edu</a>
Richard Kim	Systems and Emerging Technologies Librarian	Staffs the Reference Desk and oversees the Library catalog (BEN). Provides research training.	<a href="mailto:richard.kim@yu.edu">richard.kim@yu.edu</a>
Kay Mackey	Senior Public Services Librarian	Staffs the Reference Desk and oversees student research training. Teaches ALR and other research courses.	<a href="mailto:mackey@yu.edu">mackey@yu.edu</a>
Carissa Vogel	Associate Dean of Library Services Director of the Law Library Professor	Oversees all aspects of the Law Library and technology for Cardozo.	<a href="mailto:lawlib-admin@yu.edu">lawlib-admin@yu.edu</a> or <a href="mailto:carissa.vogel@yu.edu">carissa.vogel@yu.edu</a>

**Communications and Public Affairs**

**212.790.0246**

[lawpr@yu.edu](mailto:lawpr@yu.edu)

<b>Name</b>	<b>Title</b>	<b>Description</b>	<b>E-mail</b>
John DeNatale	Assistant Dean for Communications and Public Affairs	Head of the office. Invites students and clubs to send him personal and professional news of note that might be of interest to the Cardozo community	<a href="mailto:denatale@yu.edu">denatale@yu.edu</a>
Robert Kadar	Director of Digital Communications	Responsible for Cardozo website content and editing; the contact person for all digital and event assets, including website, email invitations, flat screens, social media and posters	<a href="mailto:robert.kadar@yu.edu">robert.kadar@yu.edu</a>
Jackie Reeves	Director of Media Relations and Communications	Responsible for media relations, press releases, the weekly newsletter, and managing Cardozo law brochures	<a href="mailto:reeves@yu.edu">reeves@yu.edu</a>
Julie Schneyer	Communications Associate/Writer	Responsible for event promotion, invitations and online news articles	<a href="mailto:julie.schneyer@yu.edu">julie.schneyer@yu.edu</a>
Brian Stillman	Video Producer	Responsible for video production, social media and flat screens	<a href="mailto:stillman.brian@gmail.com">stillman.brian@gmail.com</a>

**Registrar**

**212.790.0295**

[BrookdaleRegistrar@yu.edu](mailto:BrookdaleRegistrar@yu.edu)

<b>Name</b>	<b>Title</b>	<b>Description</b>	<b>E-mail</b>
Michele Filorimo	Registrar	Manages the office	<a href="mailto:filorimo@yu.edu">filorimo@yu.edu</a>

Cynthia Benolken	Associate Registrar	Assists the Registrar in daily management of the office, provides enrollment reports to the administration, assists faculty, students and administrators, maintains student and course records, assists Director of Clinic Programs with clinic application & registration process, manages course waiting lists, and is a notary public	<a href="mailto:benolken@yu.edu">benolken@yu.edu</a>
Bledy Capellan	Registration Clerk	Assist students, faculty and administrators, maintain student and course records, handle requests for transcripts, prepare letters certifying enrollment and graduation, prepare law School certificates, and aid in diploma distribution	<a href="mailto:capellan@yu.edu">capellan@yu.edu</a>
Diane Paul	Registration Clerk	Assist students, faculty and administrators, maintain student and course records, handle requests for transcripts, prepare letters certifying enrollment and graduation, prepare law School certificates, and aid in diploma distribution	<a href="mailto:dpaul1@yu.edu">dpaul1@yu.edu</a>

**Special Events**  
**212.790.0414**

Name	Title	Description	E-mail
Shira Sabag	Director of Special Events	Head of office; focus is on catering and arrangement	<a href="mailto:shira.sabag@yu.edu">shira.sabag@yu.edu</a>
Rebecca Odinsky	Events Coordinator	Focus is on catering and arrangement	<a href="mailto:rebecca.odinsky@yu.edu">rebecca.odinsky@yu.edu</a>

**Student Finance**  
**212.790.0392**  
[clfinaid@yu.edu](mailto:clfinaid@yu.edu)

Name	Title	Description	E-mail
Jon Goldberg	Director of Student Finance	Head of the office; oversees both financial aid and student accounts operations including student loan processing, institutional need-based aid, student counseling, debt management, tuition billing and payment	<a href="mailto:jgoldbe2@yu.edu">jgoldbe2@yu.edu</a>
Shatara Hayden	Assistant Director of Student Aid	Manages federal and private student loan programs and assists with financial aid processing and student counseling	<a href="mailto:shatara.hayden@yu.edu">shatara.hayden@yu.edu</a>
Cindy Ramirez	Student Aid Advisor	Assists callers and walk-ins with student aid questions and assists in financial aid processing	<a href="mailto:cramirez@yu.edu">cramirez@yu.edu</a>
Linda Lemberg	Assistant Bursar	Student billing and processes payments	<a href="mailto:lemberg@yu.edu">lemberg@yu.edu</a>

**Student Services and Advising**  
**212.790.0429**  
[CardozoStudentServices@yu.edu](mailto:CardozoStudentServices@yu.edu)

Name	Title	Description	E-mail
<b>Maria Saez-Tatman</b>	Dean of Students	Sets policy for the office; is the primary administrative liaison to the Student Life Committee; serves as liaison between the faculty Academic Standards Committee and individual students regarding academic dismissal/probation or disciplinary matters and evaluates special requests	
Kirsty Dymond	Director of Student Services and Advising	Handles special projects, the day-to-day operations for exams, is the point of contact for students seeking special accommodations and manages locker assignments	<a href="mailto:kirsty.dymond@yu.edu">kirsty.dymond@yu.edu</a>
Raven Blue	Administrator	Involved in student health insurance, OSSA events, course evaluations, exam administration, gym memberships, and monitors the OSSA webpage and email account	<a href="mailto:raven.blue@yu.edu">raven.blue@yu.edu</a>

**Quick Guide  
2017-18  
Where To Go For Assistance**

<b>Service</b>	<b>Extension</b>	<b>Location</b>	<b>Department</b>
Academic advising (general) & course selection - JD	429	1043	Student Services and Advising
Academic advising (general) & course selection - LLM	325/361	901/1007	Graduate and Internat'l Programs
Academic Support & legal writing and research support	819	542	Lawyering & Legal Writing Ctr
Audio Visual	238	<a href="mailto:avrequest-law@yu.edu">avrequest-law@yu.edu</a>	Library - Audio Visual
Bar examination information	295	1034	Registrar
Bookstore	212.253.0810	Union Square	Barnes & Noble
Budget planning ( <i>for student groups funded by YU - not the SBA</i> )	314	1015	Business Affairs
Career counseling	358	1128	Career Services
Catering for special events	414	1006	Special Events
Class cancelled by faculty member	325	1031	Faculty Services
Clerkships	358	1128	Career Services
Clubs and club resources	291	215	Student Bar Association
Computer assistance	465	<a href="mailto:CardozoStudentSupport@yu.edu">CardozoStudentSupport@yu.edu</a>	Student IT Help Point
Diversity and Inclusion	825	1000	Diversity and Inclusion
Emergencies	303/209	front/back desks	Security
Emergency Funding (Petrie Grant)	429	<a href="mailto:CardozoStudentServices@yu.edu">CardozoStudentServices@yu.edu</a>	Student Services and Advising
Externship and Field Clinic Information and Applications	894	1107	Director of Externships
Graduation checks	295	1034	Registrar
Health insurance for students	855.850.4192	<a href="http://cardozo.myahpcare.com">cardozo.myahpcare.com</a>	Academic HealthPlans
ID cards, replacements of school card	392	1024	Student Finance
Invitation/publicity approvals and assistance with printing	246	1052	Communications and Public Affairs
Letter of good standing	429	1043	Student Services and Advising
Library hours/book renewals	285	701	Library - Circulation Desk

Library reference assistance	220	701	Library - Reference Desk
LLM application and admission process for Cardozo Program	250	1156	Admissions
Loans	392	1024	Student Finance
Locker assignments	429	1043	Student Services and Advising
Locker repair	303	front desk	Security
Lost or stolen items	303	front desk	Security
Lost and found for library	285	701	Library - Circulation Desk
Mental health counseling, free & confidential	646.592.4210	<a href="mailto:counseling@yu.edu">counseling@yu.edu</a>	Counseling Center, midtown
Notary public	295	1034	Registrar
Office supplies for journals, Mt Ct and ADR Competition Honor Society	314	1015	Business Affairs
Payroll ( <i>Research Assistants, Admissions Recruiters</i> )	314	1015	Business Affairs
Personal issues	429	1043	Student Services and Advising
Photocopying by authorized student organizations	254	600	Production
Photocopying, printing, and scanning by individual students	285	all library floors (6,7,8)	Library – Circulation Desk
Registration	295	1034	Registrar
Registration, financial clearance for	392	1024	Student Finance
Reimbursements ( <i>travel and other authorized expenses</i> )	314	1015	Business Affairs
Reporting news items, awards, competition and court victories, etc	837	1052	Communications and Public Affairs
Room reservations ( <i>special events, make-up classes, meetings</i> )	367	online Cardozo calendar	Special Events
Room Temperature	303	front desk	Security
Scholarships - Cardozo and external	392	1024	Student Finance
School-wide e-mail distribution re club event	414	1006	Special Events
Student government (SBA)	291	215	Student Bar Association
Student misconduct (harassment, exams, etc.)	429	1043	Student Services and Advising
Study abroad for fall or spring semesters	325/361	901/1007	Graduate and International Programs
Study abroad for summer	429	1043	Student Services and Advising
Transcript requests	295	1034	Registrar



Tuition bills and payments	392	1024	Student Finance
Vending machine refunds	473	3rd Floor	Café Employees
Verification of enrollment ( <i>e.g. for insurance, travel discounts</i> ) or degree	295	1034	Registrar
Visas/social security cards/work status for international students	646.592.4203	<a href="mailto:jgolden1@yu.edu">jgolden1@yu.edu</a>	International Student Advisor
Volunteering to give building tours/phone alumni	250/298	1156/1014	Admissions/Alumni Affairs
Writing competitions (non-Cardozo)	358	1128	Career Services
For further information and governing rules, please refer to the Student Handbook and the Cardozo website.			
<i>Published by the Office of Student Services and Advising.</i>			