



Loyola University Chicago School of Law

STUDENT ORGANIZATIONS HANDBOOK

2021/2022

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Loyola's student organizations offer a broad range of opportunities for professional growth, from general participation in the profession of law to involvement in specialized areas of professional interest and membership in affinity-based associations. Participation in law student organizations offers students the opportunity to develop special interests, leadership abilities, and other important skills. The [Student Bar Association](#), a charter member of the Law School Division of the American Bar Association, sponsors major social events for the law school. Each of the School of Law's more than 30 organizations provides a forum for the exchange of ideas and the information related to a specific area of legal or social interest. Many are also affiliated with national networks of similar student or professional groups.

The Student Organizations Handbook is a resource for leaders and members of student organizations that will allow you to plan activities and events at Loyola and use our resources in the most efficient and effective ways. The creativity and energy of our students, combined with the experience of Loyola's student services administrators, presents the School of Law community with countless excellent opportunities for professional growth and the development of professional relationships.

Overview

A student group must be an active group in good standing in order to reserve a time slot and space for programming, advertise for an event, and be considered for funding. If your student group is not in good standing, you will not be able to reserve a time slot and space for programming, or advertise for any events. To be an active group in good standing, you must do the following each year:

1. Complete a [Student Organization Registration Form](#);
2. Confirm that there is a current constitution and/or bylaws on file with the Student Services team (email [Dean Giselle Santibanez-Bania](#) for the most recent copy on file);
3. At least one executive board member must attend the Student Leader meeting **on Wednesday, September 8th, 12-1pm (room 1202) or 5-6pm (room 1202)**. If you are not able to attend, please schedule a one-on-one meeting with either [Dean Giselle Santibanez-Bania](#) or [Associate Director Jenna Silver](#);
4. Participate in SBA's Club Congress;
5. Attend additional meetings as needed;
6. Update information on [student group's website](#) using this [form](#) no later than **September 30, 2021**;
7. Host, at minimum, one full membership group body meeting per semester (including a virtual option for Weekend JD Students);
8. Host, at minimum, one other event (panel, speaker, etc.) per academic year;
9. Provide Student Services Team with a list of all registered members following kick-off meeting; and
10. Participate in the Student Activities Fair during the Fall semester (**tentatively scheduled for Wednesday, September 22nd from 12-1pm on floors 11-14 of the Corboy Law Center**).

Plan for the Year

Fall 2021 Planning

Due to the ongoing pandemic, we ask all student groups and leaders to stay flexible and be creative in planning events. At this time, we are able to host some events on campus, but that may change. We will do our best to keep you apprised and updated as circumstances evolve and change.

We ask that you develop a prospective **calendar of activities or event ideas** for the year, and share that information with [Dean Giselle Santibanez-Bania](#) and [Associate Director Jenna Silver](#). The earlier we know about [events](#), the more we can do to assist you with planning.

As you begin to plan for the year, please keep in mind the importance of events that support career development among our students. For this purpose, a specialized student career event that hosts several representative lawyers is a far more effective event for this purpose than to invite a single speaker. Even if you're not sure what type of programming you want to do, but have a few ideas, we encourage you to meet with us for information about speaker suggestions and other contacts.

Hosting Events

Speaker Policy: Please note that the University has a [Speaker Policy](#); you must complete a [Speaker Clearance Form](#) for any speakers invited to Loyola University Chicago School of Law. For alumni speakers, please see page 4 for information on how to contact the Office of Alumni Relations.

Virtual Events: Hosting events remotely is an opportunity to think creatively. Is there a speaker you've always wanted to host, but travel or other accommodation fees have made it cost-prohibitive? Now is the time to think about reaching out to those individuals to see if they would be willing to do a virtual event. Student Services has become familiar with the technology available to you as well as creative ideas for virtual events and meetings. Please don't hesitate to reach out to us if you would like help planning an event.

In-Person Events: All students hosting student organization or other school-sponsored events are expected to comply with Loyola University Chicago policies and local public health guidance. But please note that we want to continue to limit community spread. To that end, in line with the University's current mask mandate, no food will be served at any events that take place inside the Corboy Law Center. We want students to stay safe and as masked as possible while together in the building. We can, however, host limited events with food outside of the Corboy Law Center – for example, perhaps schedule a meeting in Room 1202 and then meet outside to share bagels or donuts? We can help you come up with ideas – please reach out to us to discuss further.

Event Planning Logistics

The first step in planning an event is filling out the [School of Law Event Request Form](#). Using this form, you will have access to the [Law School Event Calendar](#), as well as information on how to [reserve a room](#) for your event. Once your event is approved, you can submit a request to advertise your event in [Law School Announcements](#).

The responsibility of planning and executing an event falls primarily on the active student group in good standing that proposes the event. Guidance and support is offered for all events - both large and small. More information about [planning events](#) can be found on the website, as well as the [Current Students Resource Page](#). You can also find more information and resources on how to plan events on the [Law School Student Sakai Page](#).

The administration must be made aware of events that are affiliated with the School of Law (outside of day-to-day or internal group meetings). Events fall into two broad categories:

- 1) **General Events** are a part of the day-to-day life of the Law School. These frequently draw an internal audience and often require few elements outside of securing a date on the calendar, obtaining a room, and advertising your event through [Law School Announcements](#). Examples of these events include student organization meetings and lectures
- 2) **Major Events** typically require far more time and planning, and are often higher-profile. These might draw audiences externally, from Loyola alumni, or from the wider public, and will often require elements such as media and technology support, advance invitations, and advertising. Examples of these events include journal conferences and symposia. You must contact the Administration to discuss major events.

Career-Related Programs: As you begin to plan for the year, please keep in mind the importance of events that support student career development. Student career-related programs that host several lawyer panelists are far more effective than inviting a single speaker. “Virtual speed networking” events are easy to host and very effective ways for our students to gather valuable information and professional contacts. Any student group wishing to do a career-related event should contact Director [Marianne Deagle](#) with the Office of Career Services, who can help you plan your career-related program. It is very important that you meet with Marianne Deagle 5 to 6 weeks in advance of your desired program date to ensure alumni are available to participate.

If you are not sure what type of program you want to host, meet with [Dean Giselle Santibanez-Bania](#) or [Associate Director Jenna Silver](#) for information about speaker suggestions and other contacts.

Alumni Participation and Outreach

Loyola University Chicago School of Law alumni are a very active part of the Law School community and therefore may be interested in attending, participating in, or sponsoring student events. The Office of Alumni Relations has access to current information regarding Loyola Law alumni.

Notifying Alumni about Your Event

The Office of Alumni Relations can also help you reach alumni in specific demographic groups as well as former group members (if we have received past participant lists) to attend your upcoming event(s).

By providing the Office of Alumni Relations a roster of current, as well as past members, alumni data can be centrally maintained and verified for best contact and outreach with your upcoming events. Please note, we discourage use of independent, or “shadow” databases as often times the data gets outdated quickly and former members are unable to be reached. By sharing your current lists with Alumni Relations, all information can be verified and updated to be shared upon request.

To request contact information or targeted communication be sent to alumni of your group, please contact the Director of Advancement and Alumni Relations, [Tonya Romin](#) with details of the event (requested communication date, event date, time, location, topic, format, audience, etc.) Additional notification and inclusion in the monthly e-update may also be discussed.

Alumni Speaker Invitations

Through various events and relationships, alumni often express interest in speaking to Law School groups on subjects related to their area(s) of expertise. For assistance identifying potential alumni speakers, please e-mail

Director of Advancement and Alumni Relations [Tonya Romin](#) with details of the opportunity (topic, format, audience, proposed date, etc.). A specific alumni speaker may also be requested and reviewed by Associate Dean for Advancement, [Dean Nora Kantwill](#), for any conflicts or situations in which multiple requests are made for the same alumnus/a.

Recognizing Alumni Participants and Volunteers

In addition to helping promote events and identify alumni speakers, the Office of Alumni Relations tracks volunteer and alumni participation for future events and outreach.

Please send a list of alumni attendees to Director of Advancement and Alumni Relations [Tonya Romin](#), one week prior to your events so their participation may be tracked and updated following the event with any additions.

The Office of Alumni Relations will also coordinate the mailing of an official letter thanking volunteers for their participation to encourage future participation and recognize their service to the Loyola Law community.

Budget

The School of Law Student Activity Account is derived from funds that students contribute through the annual student activity charge. It is used for a wide range of student activities and has helped our students achieve prominence in many co-curricular activities. In recent years, costs have risen dramatically both because of rising prices and increased student activity. As a result, it has been necessary to use available funding sources beyond the student activity account. **The fund is not unlimited.** We ask that you be responsible in your use of Student Activity funds so that we may be able to fund a full range of worthwhile student activities. Please read the policies in this Handbook carefully and cooperate with the spirit of their intent. They have been developed by the University and the School of Law to encourage planning and cooperation among student organizations so that we may provide as much support as possible while avoiding waste. In an effort to reduce cost and maximize participation in programs, we encourage organizations to co-sponsor programs and partner with SBA through participation in the Club Congress.

All groups must submit a comprehensive budget proposal **for the entire academic year** to [Dean Giselle Santibanez-Bania](#) and [Associate Director Jenna Silver](#). All event proposals must be made in consultation with your faculty advisor. In preparation for a large event, student organizers may be invited to have a comprehensive budget meeting with members of the Administration. Note also that student organizations are urged to participate in the SBA's Club Congress and to collaborate with other student organizations for larger events.

Note: Representatives of student organizations are not authorized to solicit support from alumni, other individuals or organizations for the purpose of advancing the student organization.

Reimbursements/Funding Requirements

- No reimbursements will be made for any other purchases without pre-approval from [Dean Giselle Santibanez-Bania](#) or [Associate Director Jenna Silver](#). Pre-approval must be obtained seven (7) days before your proposed event. If anything is purchased or ordered without pre-approval, there will be no reimbursement from the Student Activities Budget. If approved, reimbursement is limited to a maximum of \$100.00. Loyola is a tax exempt organization and students are responsible for ensuring that outside vendors remove tax from any purchases. Contact Dean Giselle for a copy of Loyola's Tax Exempt letter.

- To be eligible for funds for any event (including kick-off meetings), an [Event Request Form](#) must be submitted at least seven (7) days prior to the date of your event. Please see Event Checklist for more details.

Student Organization Good Standing Checklist

Completed	Task
<input type="checkbox"/>	Organizations: Submit Annual Student Organization Application for a new student group or renew your group's application: https://luclawschool.formstack.com/forms/student_organization_registration_form
<input type="checkbox"/>	Do we have your current Constitution and/or ByLaws on file? Email Dean Giselle to check; if your group doesn't have one on file, we can provide you with a sample template.
<input type="checkbox"/>	Each student group has a website ; review the information on your group's page and update by September 30, 2021 . Student group information can be found here: https://www.luc.edu/law/studentlife/organizations/index.cfm To update your group's page, submit your request here: https://luclawschool.formstack.com/forms/web_edit_requests . If you do not update your group's information, it will be removed from the website.
<input type="checkbox"/>	Develop a prospective calendar of activities or event ideas for the year, and share that information with Dean Giselle and Jenna Silver . The earlier we know about events, the more we can do to assist you with planning.
<input type="checkbox"/>	Plan for your beginning-of-the-semester meetings, membership drives, and other events.
<input type="checkbox"/>	Participate in SBA's Club Congress.
<input type="checkbox"/>	Plan on attending Student Leader meetings each year: Fall Student Leader meeting: Wednesday, September 8 th ; 12-1pm (Room 1202) or 5-6pm (Room 1202). If you are not able to attend, please contact Dean Giselle or Jenna Silver to schedule an individual meeting. Additional meetings as needed. <i>Student leaders are responsible for sharing the information contained in this handbook and discussed at all meetings with their executive board and group members.</i> If you are unable to attend the Fall Student Leader meeting, you will be required to schedule an appointment with Student Services in order to discuss all policies and procedures. Your individual meeting must be scheduled no later than September 30, 2021 . Failure to do so will affect your group's standing as an active organization. Contact Dean Giselle Santibanez-Bania at gsantibanez@luc.edu or Associate Director Jenna Silver at jsilver2@luc.edu to discuss further.

General Event Planning Checklist

Completed	Task
<input type="checkbox"/>	Submit an Event Request form! https://luclawschool.formstack.com/forms/school_of_law_event_request_form
<input type="checkbox"/>	Is it on the Law School Calendar ? Make sure you submit your event!
<input type="checkbox"/>	Do you need a Room Reservation? Book a space here .
<input type="checkbox"/>	<p>Speaker? Did you check with us first? Before you invite anyone, check in with us to make sure there aren't any conflicts, and review the University's Speaker Policy. Contact Dean Giselle (gsantibanez@luc.edu) or Dean Faught (jfaught@luc.edu) as soon as possible.</p> <ul style="list-style-type: none"> • Interested in having an alumni participate as a speaker? Contact Tonya Romin (tromin@luc.edu) in the Office of Alumni Relations and Development for assistance identifying potential speakers for your event and tracking volunteer participation for future involvement. • Is there a speaker coming? Great! We have a few rules: https://www.luc.edu/media/lucedu/policy/pdf/SpeakerPolicy.pdf • Fill out a Speaker Clearance Form: https://www.luc.edu/media/lucedu/law/events/pdfs/speakerclearance.pdf • Signed Speaker Clearance forms are due a minimum of 7 days before your event.
<input type="checkbox"/>	Advertise for your event! Complete the form at https://www.luc.edu/law/announcements/submit.html with information about your event. Include a catchy title for the headline, and all relevant information (i.e.: topic, date, time, location, description, speakers' names, etc.). Your announcement will appear on the website and will appear in the daily email in the week leading up to your event. https://www.luc.edu/law/announcements/index.shtml .
<input type="checkbox"/>	Want to invite alumni? Contact Director of Advancement and Alumni Relations Tonya Romin (tromin@luc.edu) in the Office of Alumni Relations and Development for a list of past members and updated contact information.
<input type="checkbox"/>	Did alumni attend your event? Great! Be sure to share your list of alumni attendees with Alumni Relations. They will track this information for future event outreach and speaker suggestions for your group in the future.
<input type="checkbox"/>	Questions? Contact Dean Giselle Santibanez-Bania at gsantibanez@luc.edu or Associate Director Jenna Silver at jsilver2@luc.edu with questions for events!