Loyola University Chicago School of Law

STUDENT ORGANIZATIONS HANDBOOK

2022-2023

Student Organizations Handbook

Loyola University Chicago School of Law'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 (SBA)](#), a charter member of the Law School Division of the American Bar Association, sponsors major social events for the law school. Additionally, 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 to help in planning activities and events at Loyola and use the School of Law's resources in the most efficient and effective ways. The creativity and energy of students, combined with the experience of School of Law's Student Services Team, presents the School of Law community with countless excellent opportunities for professional growth and the development of professional relationships.

School of Law Student Services Team:

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How to Be a Student Organization in Good Standing

A student organization must be an active group in good standing in order to reserve a time and a space for programming, advertise for events, and be considered for funding. If a student organization is not in good standing, it will not receive funding, will not be able to reserve space for programs, or be able to advertise for any events.

Student organizations should annually use this checklist to ensure it is active and in good standing:

Task	Detail
☐ Student Organization Registration Form	All student organizations are required to annually submit the Student Organization Registration Form
☐ Update Constitution/Bylaws	Every student organization must have a constitution and/or bylaws on file with the Student Services Team. If not, a sample template will be provided.
☐ Student Organization Website	Each student organization has a page on the School of Law's website. Update your information using this form no later than **Friday, September 30, 2022** If the website is not updated it will be removed from the website.
☐ Student Leader Meeting	At least one executive board member must attend a Student Leader Meeting, scheduled for **Tuesday, August 23, 2022 at 12-1 p.m. (Room TBD) and/or 5-6 p.m. (Room TBD).** If someone is not able to attend, please schedule a one-on-one meeting with the Student Services Team to discuss all policies and procedures. These must be scheduled no later than **Friday, September 30, 2022**. Failure to do so will affect your student organization's standing. Student leaders are responsible for sharing the information contained in this handbook and discussed at all meetings with their executive board and members.
☐ Student Activities Fair	Participate in the Student Activities Fair during the Fall semester scheduled for **Thursday, August 25, 2022 at 12-2 p.m. in Kasbeer Hall**. Information about how to reserve a table will come from the SBA. (Student organizations may start setting up tables as early as 11:30 a.m.)
☐ Student Bar Association	Participate in SBA's Club Congress meetings to help inform other student organizations about upcoming events and activities.
☐ Plan and Host Events	More information regarding steps to plan and host events can be found in this handbook. Planning should be done in consultation with each student organization's faculty advisor. • Develop a prospective calendar of activities/event for the academic year and share with the Student Services Team. • Develop comprehensive budget proposal for the entire academic year and share with the Student Services Team. • Host a kick-off meeting and provide the Student Services Team with a list of all registered members • Host, at minimum, one full membership meeting per semester (including a virtual option for Weekend JD student participation) • Host, at minimum, one event (panel, speaker, etc.) per academic year

Plan for the Year

Calendar of Activities:

The responsibility of planning and executing any events falls primarily to the student organization hosting the event. Guidance and support is offered for all events through the Student Services Team.

At the start of the academic year, each student organization should develop a prospective **calendar of activities or event ideas** for the year and share that information with the Student Services Team. The earlier the Student Services Team knows about events, the more assistance the organization can get from the School of Law for room reservations, budgets, and planning.

In planning for the year, please keep in mind the importance of events that support career development among all law students. For example, a specialized student career event that hosts several representative lawyers is a far more effective event than inviting a single speaker. "Speed networking" events are relatively easy to host and are effective ways for students to gather valuable information and professional connections.

The Student Services Team can give suggestions for events, speak suggestions, and other contacts if a student organization is uncertain what type of programming to do.

Types of Events:

1. *In-Person Events:* All student organizations or other school-sponsored events are expected to comply with Loyola University Chicago policies and local public health guidance.
    a. **General Events** are a part of the day-to-day life of the School of Law. These frequently draw an internal audience and often require few elements outside of securing a date on the calendar, obtaining a room, and advertising the event through Law School Announcements. Examples of these events include student organization meetings and lectures.
    b. **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. These events will often require elements such as media and technology support, advance invitations, and advertising. Examples of these events include journal conferences and symposia. Student organizations must contact the Administration to discuss major events.
2. *Virtual Events:* Hosting events remotely (both general events and major events) is an opportunity to think creatively. Is there a speaker the student organization has 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. The Student Services Team can advise on the technology available to student organizations as well as creative ideas for virtual events and meetings.

Policies and Considerations:

- **Event Approval:** The Event Planning Logistics section walks student organizations through the steps in order to plan and execute an approved School of Law-sponsored event. Please note that many requirements, including for funding and room reservations, require approval at least seven (7) days prior to the proposed event date.
- **Speaker Policy:** Please note that the University has a Speaker Policy. Student organizations must complete a Speaker Clearance Form for any speakers invited to Loyola University Chicago School of Law and submit to the Student Services Team.
    o For alumni speakers, please review the information on contacting the Office of Alumni Relations in the Alumni Participation and Outreach section of this Handbook
3. **Career-Related Programs**: Any student organization wishing to host a career-related event should contact Director Marianne Deagle with the Office of Career Services, to help with planning. This meeting should occur 5-6 weeks before the desired program date to ensure alumni participation.

Budget

Student organizations are primarily funded through the School of Law Student Activity Account. This account comes from the Student Development Fee assessed to students annually. These funds are used on a wide range of student activities; however, **this fund is not unlimited.** Budget considerations and funding sources can change from year to year. Funding for activities and event in one year does not assure funding for subsequent years.

Student organizations are responsible for carefully reviewing the policies in this Handbook. These policies have been developed by the University and the School of Law to encourage planning and cooperation among student organizations so that student organizations are provided with as much support as possible while avoiding waste. In an effort to reduce costs and maximize participation in programs, student organizations are encouraged to co-sponsor programs and partner with SBA through Club Congress.

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.

Funding Available to Student Organizations:

Funds are available for student organization approved events. Events requesting funding from the School of Law Student Activities Account must be approved **at least seven (7) days** before the proposed event by following the Event Planning Logistics.

The purpose of the funding is to provide refreshments, rather than meals, for participants. No funds or reimbursements will be distributed without prior approval of the event. If a student organization is requesting funds for food or for planning a larger event, prior approval is required from the Student Services Team.

- **Kick-Off Meeting:** All student organizations are allotted funds for refreshments for one kick-off meeting per semester (calculated at $2 per person) up to and not exceeding $100.
- **One event per semester:** All student organization are allotted funds for refreshments for one additional event per semester (calculated at $2 per person) up to and not exceeding $100.

Distribution of Funding:

Funds will be distributed in the form of vouchers to Potash Supermarket (located at 875 N. State Street, 2 blocks north of Corboy) or by pre-approved options from the Student Services Team.

Loyola University Chicago is a tax-exempt organization. Student organizations are responsible for ensuring all outside vendors remove tax from any purchases. Contact the Student Services Team for a copy of the University's Tax Exempt Letter.

Comprehensive Budget:

Every student organization must submit a comprehensive budget proposal for the entire academic year to the Student Services Team. This budget should include anticipated requests for funding from the School of Law Student Activities Account.

If a student organization anticipates requesting funds for the purchase of food or for larger events, student organizers will have a comprehensive budget meeting with the Student Services Team. All event proposals must be made in consultation with the student organization's faculty advisor.

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 is available to student organizations looking to outreach to or connect with alumni.

Notifying Alumni about Student Organization Events

The Office of Alumni Relations can help you reach alumni in specific demographic groups, interest areas, as well as former student organization members (if available) to attend your upcoming event(s). The Office of Alumni Relations maintains and maintains roster information of current and past members of student organizations, and verify this information for best contact and outreach with upcoming events.

Student organizations are discouraged from using independent, or "shadow" databases which may contain outdated information. The Office of Alumni Relations can verify current contact information of alumni and share updated information upon request.

To request contact information or targeted communications to alumni from student organizations, please contact lawalumni@luc.edu with details of the event, requested communication date, format of the event, audience, etc. Additional notification and inclusion of the event 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 contact lawalumni@luc.edu with details of the opportunity (topic, format, audience, proposed date, etc.).

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.

One week before the event, please send a list of alumni attendees to lawalumni@luc.edu so their participation may be tracked and updated following the event.

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.

Event Planning Logistics

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). After brainstorming ideas and sharing the student organization's planning calendar for the academic year with the Student Services Team, the following are steps for executing an event.

The responsibility for planning and executing an event falls primarily on the student organization. More information about planning events can be found on the School of Law's website including on the Current Student Resource page. Additional more information and resources on how to plan events is on the Law School Student Sakai page.

Student organizations should use the following checklist to ensure event success.

Task	Detail
☐ Event Request Form	• Fill out the School of Law Event Request Form. • Consult the School of Law Calendar to determine any scheduling conflicts that may draw from event attendance. There may be times when student organizations will not be permitted to schedule room reservations during important Law School programs. • Meet with the Student Services Team to address any questions and concerns.
☐ Budget	Events requesting funds from the Law School Student Activities Account must be approved at least seven (7) days before the proposed event. • Activities and events requesting funds beyond refreshments are required to have a comprehensive budget meeting with the Student Services Team Review the Budget section of this Handbook for all policies regarding student organization funding.
☐ Room Reservation	If you would like to request a space in the Corboy Law Center for this event, you will need to complete the Law School Space Request Form. • Room requests must be submitted at least seven (7) days before the proposed event.
☐ Law School Calendar	"Submit An Event" to the Law School Calendar to ensure that the event is posted. This step is required for event approval. • An event should be submitted no less than five (5) working days prior to the scheduled event. When providing contact information, please provide a Loyola phone number or e-mail address.
☐ Speaker Event	Student organizations must follow the University's Speaker Policy and submit a Speaker Clearance Form.
☐ Event with Alumni	Student organizations should communicate with the Office of Alumni Relations for opportunities to: • Advertise event to alumni and • Solicit opportunities for alumni as participants/speakers/volunteers. One week before event, student organizations must submit a list of alumni participants/volunteers to Office of Alumni Relations
☐ Advertise the Event	Student organization events can be advertised in Law School Announcements • Submit information about the event including a catchy title for the headline, all relevant information (i.e., topic, date, time, location, description, speaker(s) names, etc.). The announcement will appear on the website and in the daily email in the week leading up to the event.
Questions? The Student Services Team is ready to answer questions and assist student organizations in executing fantastic events! Don't hesitate to reach out!	