



Loyola University Chicago School of Law

STUDENT ORGANIZATIONS HANDBOOK

2020/2021

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

1. File a completed [Annual Student Organization Application form](#);
2. Confirm that there is a current constitution and/or bylaws on file with the Student Services team;
3. At least one executive board member must attend a Student Leader meeting via Zoom in the Fall (**tentatively scheduled for 1pm CST on Friday, September 4th**);
4. At least one executive board member must attend a Student Leader meeting via Zoom in the Spring (date TBD);
5. Attend follow-up meetings mid-semester – both Fall and Spring;
6. Update information on student group's website no later than **August 28, 2020**;
7. Host, at minimum, one full membership group body meeting per semester;
8. Host, at minimum, one other event (panel, brown bag lunch, etc.) per academic year;
9. Provide Student Services Team with a list of all registered members following kick-off meeting; and
10. Participate in your assigned Student Group Spotlight during the month of September.

Plan for the Year

Fall 2020 Planning

As you know, the majority of our classes at Loyola University Chicago School of Law will be online for Fall 2020. While the Corboy Law Center may be open on a limited basis, we expect that we will be starting the academic year without the use of many of the classrooms and spaces that are normally used for student meetings and events. For Fall 2020, all student events will be held online.

In lieu of an in-person Student Activities Fair, this year we are planning to spotlight each student group. Each weekday in September we will feature 1-2 student organizations in Law School Announcements, and invite those organizations to host Zoom info sessions during the scheduled 10:10-10:40am break available in the calendar from Monday-Friday. More information will be shared shortly.

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.

Virtual Event Support

We don't want the pandemic and the inability to gather on campus to stop you from hosting meaningful virtual events and gatherings with your classmates. Working in a remote environment 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'd be willing to do a virtual event. Over the summer, the staff in Student Services has become more 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, and stay tuned for more information from us as the school year starts.

In-Person Off-Campus Events

All students hosting student organization or other school-sponsored events are expected to comply with Loyola University Chicago and local public health guidance and must therefore plan to host all events virtually. We want to continue to limit community spread so that we can all get back on campus as soon as possible. Please host all events online; if guidelines shift and we are able to host in-person events, we will communicate that information to all student group leaders.

Budget

Note that budget considerations and funding sources change from year to year – and this year is more unique than any other. All Fall 2020 events must be hosted online; as such, we do not know what funding will be available. Please meet with [Dean Giselle Santibanez-Bania](#) with any proposals for spending, and we will determine if funding is available and/or appropriate.

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.

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 [Tonya Romin](#) with details of the opportunity (topic, format, audience, proposed date, etc.). A specific alumni speaker may also be requested and reviewed by Assistant Dean of Development and Alumni Relations, [Dean Nora Kantwill](#), for any conflicts or situations in which large numbers of requests 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 [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.

Student Organization Good Standing Checklist

Completed	Task
<input type="checkbox"/>	<p>Organizations: Submit Annual Student Organization Application for a new student group or renew your group's application:</p> <p>https://www.luc.edu/media/lucedu/law/students/pdfs/Student_Organization_Renewal_Form.pdf</p>
<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<p>Each student group has a website; review the information on your group's page and update by August 28, 2020. Student group information can be found here:</p> <p>https://www.luc.edu/law/studentlife/organizations/index.cfm</p> <p>To update your group's page, submit your request here:</p> <p>https://luclawschool.formstack.com/forms/web_edit_requests. If you do not update your group's information, it will be removed from the website.</p>
<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<p>Plan for your beginning-of-the-semester meetings, membership drives, and other events.</p> <p>Keep in mind the Student Group Spotlight program which will take place in September 2020.</p>
<input type="checkbox"/>	<p>Plan on attending four (4) Student Leader meetings each year: Fall, mid-Fall semester, Spring, and mid-Spring semester. The dates are as follows:</p> <p>Fall Student Leader meeting: Friday, September 4th; 1pm CST, via Zoom</p> <p>Mid-Fall semester meeting: Individual meetings with each group, to be scheduled in October 2020</p> <p>Spring Student Leader meeting: Early January, 2021; Dates and Times TBA</p> <p>Mid-Spring semester meeting: Individual meetings with each group, to be scheduled in March, 2021</p> <p><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 Dean Giselle to discuss all policies and procedures. Your individual meeting must be scheduled no later than September 11, 2020. Failure to do so will affect your group's standing as an active organization.</p>

Events

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 events can be found on the [website](#).

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 [student event calendar](#) and advertising your event through [Law School Announcements](#). Examples of these events include student organization meetings and brown-bag lunch lectures.
- 2) **Major Events** typically require far more time and planning, and are often higher-profile. These might draw audiences internally, 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.

FOR THE PLANNING OF ALL EVENTS, PLEASE FILL OUT THIS FORM AS A STARTING POINT:
https://luclawschool.formstack.com/forms/school_of_law_event_request_form

Checking the [student event calendar](#) and reserving a spot for your event will be very important this year – to aid in that process, we have created a block calendar which will allow you to see available dates and times for events. The student event is linked above, or you can cut and paste this address into your browser: https://docs.google.com/spreadsheets/d/194GcD9ZaaWeBSYtQVihaAl0rz7m-U4jNxvPvF_G025U/edit#gid=0. If you encounter issues when reserving your spot, please email [Dean Giselle](#) or [Jenna Silver](#).

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. “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. The Office of Career Services will assist you with planning as well as identifying and contacting alumni.

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

General Event Planning Checklist

Completed	Task
<input type="checkbox"/>	<p>Pick a date! Reserve a date on the student event calendar! In addition, be aware of the law school calendar – it is not uncommon for multiple events to be scheduled on the same date at the same time, which could mean that although you’ve planned a fantastic event, no one will be in attendance. We actively try to limit events that conflict with one another. Work with the student event calendar and also with other student groups – could two similar events be merged into one? Is Career Services already hosting an event your group can co-host? Can you move the date of your event to another, less-busy date? Be flexible and be creative! And please don’t forget to add your event to the law school calendar!</p>
<input type="checkbox"/>	<p>Submit an Event Request form! https://luclawschool.formstack.com/forms/school_of_law_event_request_form</p>
<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. Contact Dean Giselle (gsantibanez@luc.edu) or Dean Fought (jfought@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"/>	<p>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.</p> <p>Want to invite alumni? Contact Tonya Romin (tromin@luc.edu) in the Office of Alumni Relations and Development for a list of past members and updated contact information.</p>
<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<p>Questions? Contact Dean Giselle Santibanez-Bania at gsantibanez@luc.edu or Associate Director Jenna Silver at jsilver2@luc.edu with questions for events!</p>