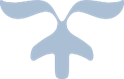


STUDENT LEADERSHIP GUIDE

Stritch School of Medicine Office of Student Life



LAST UPDATED: November 14, 2022

LOYOLA UNIVERSITY CHICAGO STRITCH SCHOOL OF MEDICINE

2160 S. 1st Ave, Cuneo Center, Room 215, Maywood, IL 60153

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**Notice of Nondiscriminatory Policy as to Students**

Loyola University Chicago admits students without regard to their race, religion, color, sex, age, sexual orientation, national or ethnic origin, disability, or any other characteristic protected by applicable law to all the rights, privileges, programs, and other activities generally accorded or made available to students at the school. Loyola University Chicago does not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national or ethnic origin, disability, or any other characteristic protected by applicable law in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. If students have questions about this policy or believe they have been discriminated against because of their race, religion, color, sex, age, sexual orientation, national or ethnic origin, disability, or any other characteristic protected by applicable law, they should contact the Office of Student Affairs at 708-216-8140.

**Disclaimer of Liability**

Loyola University Chicago disclaims liability for any injuries to or property damages suffered by a student regardless of cause. This liability disclaimer applies to, but is not limited to, the following:

* Any injury or damage sustained on property owned by or under the control of the university, its subsidiaries, or affiliated institutions (such as classrooms, residential units, structures, buildings, public areas and grounds, vehicles, etc.).
* Any injury or damage incurred while attending a classroom or related activity, whether for credit or non-credit and regardless of cause.
* Any injury or damage suffered in an intercollegiate or intramural contest or event (athletic or otherwise) as a participant, spectator or other. This includes transit to or from events.
* Any injury or damage resulting from fire, theft, the elements or by other cause.
* Any injury or damage as a result of any act or omission by any university personnel (faculty, staff, employee, officer, trustee), student or contractor.
* Students accept the foregoing disclaimer and agree to be bound thereby upon admission, readmission or continued enrollment with Loyola University Chicago.

The relationship between Loyola University Chicago and its students is non-custodial in nature and nothing in this guide shall be construed to place Loyola University Chicago in the position of being a custodian, guardian or surrogate parent of any student or to otherwise establish any special relationship between the university and any student.

**Rights Reserved**

Loyola University Chicago reserves the right to change the policies and procedures announced in this guide, and to change the schedules, fees charged and regulations affecting students. It is the responsibility of each student to acquire an active knowledge of all policies and procedures set forth in this guide.

**Electronic Mail**

The university considers electronic mail, using the official e-mail that is provided by the university to every enrolled student, an official form of communication between the university and the student. Students are responsible for all communications sent by the administrative offices of the Stritch School of Medicine to their Loyola e-mail accounts.

## TL;DR Version (a.k.a. Student Leadership Cliffs Notes!)

* Get a tax exempt letter because you won’t be reimbursed for sales tax
* No contract signing without approval
* Register your group by April 1 each year or you will forfeit MSU funds for fall

nd

* Student org fair during M1 orientation
* You need permission to decorate, use the logo, blast music, etc.
* Reserve rooms in advance, check schedule for conflicts
* There are **LOTS of rules about alcohol**, on or off campus, please consult OSL
* Outside speakers need to be approved in advance
* Fundraisers must be approved in advance
* Consult with the Office of Student Life before planning your event

# INTRODUCTION

As a Jesuit, Catholic University, the education of the whole person is valued at Loyola. The Stritch School of Medicine therefore supports a wide array of student endeavors to enrich the educational experience. These include volunteer service opportunities, career development opportunities, registered student organizations, and class activities. Students can also participate in academic and non-academic committees such New Student Orientation, Graduation, St. Luke's Week, St. Albert's Day, the Spring Formal, etc.

The Office of Student Life (OSL) is responsible for assisting and monitoring all student co-curricular activities. The goal of co-curricular activities is to provide opportunities for personal and professional growth and development in a manner consistent with Loyola’s mission. We seek to foster a culture of care and belonging through a diverse menu of opportunities for students both on- and off-campus. It is our belief that students are both able to contribute to and draw benefit from a campus environment that is rich in opportunities for leadership and collaboration.

# STUDENT ORGANIZATION INFORMATION

## Student Organization Policy Statement

Loyola University Chicago reserves the right to register groups of Loyola students who wish to create formal organizations. Loyola’s policy is to encourage free discussion of moral issues as part of the educational process. Organized advocacy of a position violating the university’s Catholic tradition is not endorsed or funded by the university. Registration of a student organization by Loyola University Chicago is an acknowledgment that the organization has complied with registration procedures.

The university grants all rights and privileges accorded to every registered organization. Registration of a student organization implies that the university approves the organization’s constitution and bylaws. Registration does not indicate or imply that the university endorses the views of the organization’s membership or the views expressed at meetings. The individuals involved are solely responsible for any views held or expressed. Only student organizations which maintain good standing as officially registered Loyola University Chicago student organizations by following all applicable policies and procedures are authorized to use university facilities or services, or be permitted to identify themselves, directly or indirectly, with the university name or credit. The university reserves the right to review the activities of student organizations and to monitor compliance with university policies.

The authority to officially register student organizations at the Stritch School of Medicine is delegated by the President of the University to the OSL. All student organizations are directly responsible to the Senior Associate Dean of Student Affairs and the Assistant Director of Student Life

## Definition of Registered Student Organizations

A Registered Student Organization (RSO) shall be defined as a group of Loyola students joined together in the pursuit of a common purpose under the purview of the Medical Student Union (MSU). Student organizations are open to all students without regard to race, religion, color, gender, age, sexual orientation, national or ethnic origin or disability. Once registered, the RSO becomes eligible for certain privileges and access to University facilities**.** The Office of Student Life is responsible for disseminating information regarding eligibility requirements, financial regulations, and registration procedures for student organizations. All student organizations are subject to the rules and regulations governing student organizations; it is vital that all student leaders and student organizations are familiar with the policies, as they will be held accountable.

In order to be eligible to become an RSO, your group must:

* Be controlled and managed by students
* Abide by Federal, State, City, and University nondiscrimination laws and policies
* Be a not-for-profit group
* Be related to student life on campus
* Identify at least 5 LUC registered students as members of the organization
* Must have at least 2 student officers, i.e., president, vice-president and secretary/treasurer in addition to the 5 previously mentioned students
* Provide OSL with the information required on the registration form/Statement of Purpose
* Have a Faculty/Staff Liaison
* Abide by financial and all other regulations specified in the Student Handbook and this Leadership Guide The University reserves the right to limit the number of organizations with duplicate purposes.

## Definition of Sponsored Student Organizations

A Sponsored Student Organization (SSO) abides by the same rules stated above for RSO’s, but instead of being overseen and funded by MSU, they are overseen and funded by a university department (i.e., CCGH, ODEI, Admissions, etc.).

## Liaisons’ Roles in Advising Student Organizations

All student organizations must have at least one liaison who is a member of the University faculty or full-time administrative staff. Liaisons serve for a year term and must be renewed yearly. There is no limit to how many consecutive years a liaison may serve. In selecting a liaison, the group should seek someone who shares with them the interests around which their organization is formed. The liaison’s leadership and guidance is both welcome and expected for all activities and events. A group may choose to have more than one liaison but must designate only one liaison as the primary for the group. If the primary liaison resigns, the organization has the responsibility to find a new liaison within two months. The liaison's name should be submitted to the OSL for review prior to the potential liaison being contacted by the student group.

All student organizations must coordinate with the OSL for events and endeavors. This is to ensure compliance with university policies and efficient coordination of the calendar (to avoid conflicting events to the greatest extent possible).

**Responsibilities of Liaisons and the OSL**

|  |  |
| --- | --- |
| Liaison | Office of Student Life |
| Attend meetings as needed | Assist with building reservations |
| Assist in planning events | Assist with financial management & fundraising logistics |
| Provide direction, leads, resources, and connections to  identify speakers and expertise | Ensure compliance with university policies for alcohol,  travel, logo use, building use, etc. |
| Assist with events, fundraising, and activities | Register organizations |
| Plan approved travel | Approve speakers |
| Invite approved speakers | Organize conferences |
| Encourage compliance with OSL and university policies | Organize & approve travel as needed |

## Privileges of Registered/Sponsored Student Organizations

Registered and Sponsored Student Organizations benefit by receiving access to University facilities and services not available to non- registered groups or to the general public.

1. Use of university’s name in association with the organization’s activities.
2. Use of university facilities in accordance with all applicable policies for meetings and activities.
3. Solicitation of membership on campus under the organization’s name.
4. Access to funds and the engagement in fund raising activities on campus under the organization's name, subject to the approval of the OSL and in compliance with the campus solicitation policies.
5. Listing of the organization in official publications of the university.
6. Use of campus bulletin boards and other designated posting areas.
7. Access to campus services such as audio-visual equipment, inter-campus mail, room reservations, etc.
8. Expertise of a faculty/staff advisor, and access to the staff, resources, and services of the OSL.
9. The right to actively promote the goals, purpose, identity, programs, and activities of the organization. Active promotion may be regarded as wearing organizational clothing or accessories, displaying organization paraphernalia, display and/or distribution of written publicity for the organization of an event, public announcements at a Loyola event or any visible sign that intimates or articulates promotion. Promotion includes letters or any symbols that could be associated with the group. This applies to any on-campus and off-campus Loyola associated event.
10. Eligibility to request funding from the Medical Student Union.

## Responsibilities of Registered and Sponsored Student Organizations

Student organizations are expected to adhere to all applicable institutional regulations. The university reserves the right to determine the appropriate time, place, content, and manner for conducting activities, and posting and distribution of materials on any of its campuses. Consequently, the university may deny or restrict the activities of student organizations. Student organizations are expected to exercise good judgment in planning and promoting their activities. Failure to do so may result in disciplinary action being initiated against the organization; consequently, policies, procedures and sanctions set forth within the *Student Handbook* apply to student organizations collectively as well as to individual students. Officers of student organizations are responsible for assuring compliance with regulations and representing the organization when disciplinary proceedings are initiated.

A student organization accepts responsibility for a member’s behavior when a) he/she is acting as a member of the organization, with or without official sanction, rather than as an individual student; b) an event is held, officially or unofficially, in the name of the organization; or c) the association between, or the action of the individual(s) is under circumstances which draw attention to the organization rather than to themselves as individuals.

The liability of an organization for the behavior of its members and guests includes the responsibility for making certain that members do not violate university regulations while associated with the organization. Group sanctions may include, but are not limited to, written warning, restitution for damages, suspension of fund-raising or solicitation activities, loss of campus posting privileges, loss/suspension of campus programs sponsored by the organization, loss and/or restricted use of campus facilities, loss/suspension of funding, probationary status, or loss and/or suspension of registration.

Organizations may not give up their registered status or allow it to lapse in order to circumvent sanctions or pending disciplinary action. Organizations in good standing with the university, which allow their registration to lapse or voluntarily withdraw from the university, are denied all rights and privileges accorded student organizations and should not operate on the university campuses. Repeated attempts to operate without university registration could result in disciplinary action against the individual students involved.

Suspension means that the group has no legal basis for operating on campus or at off-campus sponsored university events, recruiting members, or promoting the organization, its identity (wearing or displaying organization clothing or insignia). Additional conditions may be imposed requiring the organization to perform or refrain from certain actions. Organizations that have been suspended must adhere to the stated conditions of the suspension or face additional delay of reinstatement or possible permanent loss of registration.

Loss of registration is an action by the university indicating a total and permanent separation of the group from the university. This includes total prohibition for the organization and its members or supporters to conduct any activity on the campuses of the university or at off-campus university associated events that in any way promote the goals, purposes, identity, programs, or activities of the organization.

## Annual Registration of Student Organizations

All student organizations are required to register with OSL in order to maintain their status as a student organization. This annual registration process requires the organization’s leadership to submit:

* Updated officer list (outgoing leader)
* Updated liaison form (outgoing leader)
* Financial disclosure (outgoing leader)
* Bylaws agreement acknowledgment (incoming leader)
* Leadership guide acknowledgment (incoming leader)

All of the preceding items must be submitted to OSL by April 15th. Failure to comply with the registration deadline will result in loss of eligibility for MSU funding (or other source of Stritch funding/sponsorship) until April 1st of the following year for that organization. Organizations that are ‘inactive’ will remain on the master list (and MSU website) designated as inactive. To activate them, student leaders simply need to submit the required registration documents.

Changes to leadership or liaison of a student organization during the academic year must be sent to OSL in writing. Organizations making changes to purpose must submit those changes to OSL for final approval. An evaluation will be made annually to ensure compliance with University policies.

## Financial Obligations and Responsibilities of Student Organizations

Any organization that financially obligates itself, whether through a member or officer, for services, merchandise or facilities, does so in the name of the organization and its members. The University is not responsible in any way for debts incurred by an organization without appropriate administrative authorization. All organizations must provide a financial report annually for review during the registration process.

No student organization member or officer is allowed to financially obligate Loyola University without the clear consent (preferably written) of a Loyola University administrator. Students and/or liaisons may NOT sign contracts on behalf of the university. If an organization needs to have a contract signed, they need to have the Assistant Director of Student Life send the contract to the Provost’s office for a signature.

## Financial Resources Available to Registered Student Organizations

A University wide student activity fee is assessed all full-time Medical Center Campus students. The student government administers the large majority of this fee. The remaining portion of the fee is administered by the office of student life for student activities and related programs.

* **Student Governments**: The two student governments on the Medical Center Campus (medical and graduate schools) are known as the Medical Student Union and the Graduate Student Council, respectively. Each of these organizations receives a portion of the student activity fee to subsidize their function and operation. The Medical Student Union provides limited funding for certain medical school events. In the medical school, the government receives approximately $50.00 per student per year. These fees serve as the operating budget of the government as well as to provide financial support and assistance for many activities directed by the MSU and other student organizations. Both of the governments have their budgets supervised by professional staff members known as budget administrators. Budget administrators should approve and sign off on all purchases. Please contact MSU or GSC for additional information.
* A Funding Request Form is available from the officers of MSU. Funding requests are intended to focus on activities and events that directly benefit the Stritch student body. Personal or group funding to attend conferences, provide service in the community, or fundraise for charity are not appropriate for MSU funds derived from the student activity fee. For personal or group conference travel sponsorship, or community partnership related requests, please contact Ministry, the Center for Community and Global Health, the Office of Diversity, Equity, and Inclusion, Student Affairs, and Student Life.
* **Fund Raising Efforts** such as clothing sales, initiation, and membership dues may be implemented to help offset an organization's operating expenses. If an organization requires dues, ALL members must pay them. (Officers or senior students may not be exempt.) OSL must first approve all fundraisers.

## Other Resources Available to Registered Student Organizations

* + **Food/Catering**

HandCut Foods operates the food service areas on campus. HandCut Foods can provide special catered meals for meetings or programs. A full selection of catered items can be chosen from the catering brochure found here: https://loyolahsd.catertrax.com/. Delivery as well as pick up service may be arranged through the catering manager. All orders must be placed through [CaterTrax](https://loyolahsd.catertrax.com/) at least **one** week in advance.

Student organizations may order food from restaurants or catering operations outside of the Medical Center. Each building has their own policy concerning such off-campus providers. In the SSOM, student organizations may use any food service provider. If a student organization brings in food, they must clean up everything from the food service. No food or paper supplies can be left behind in rooms. If garbage in the room is insufficient, please contact facilities to arrange for trash removal at extension 6-4080. Groups leaving behind messes may be fined if campus facilities requires additional personnel for cleaning.

If alcohol is requested at any event on campus, special regulations apply. Please see special information section below.

## Room Reservation Information

The University allows registered student organizations to reserve certain rooms for the purposes of holding meetings, staging events, or bringing in speakers. Individuals may not reserve a room, nor may an organization or department reserve a room for purposes beyond or outside of their scope or purpose. Please check appropriate calendars for existing/conflicting events before reserving rooms.

Reservations with specific requests are best accommodated with 10 working days advance notice due to housekeeping and setup coordination. A/V support requests for weekends require a minimum of three weeks’ notice and may incur additional charge. Please contact housekeeping directly for tables and/or service requests.

The university does not staff SSOM with a security guard on the weekends. For weekend events, event planners should factor in a cost of $35/hour for a security guard to their budget. It is mandatory to have a security guard present during any weekend events. All weekend event requests must be approved by the Assistant Director of Student Life before any rooms may be requested.

Reservations for rooms or areas in the SSOM must be made on-line by using the Stritch homepage. Go to Current Students, then Student Resources, and click on the Room Reservation Link. Note that you must be on campus in order to access the portal. Or just cut and paste the following web address into your browser, <http://portal.luhs.org/template/dean/ssom/roomcal/frames.cfm?newreq>

## Miller Meadow Forest Preserve

Student organizations may wish to hold an event in the forest preserve. Miller Meadow is the name of the grove on the east side of First Avenue. Individual groves within the preserve are available by reservation (permit), which would ensure the exclusive use of the grove. Large groups (over 25) are required to have a permit by the Forest Preserve District. Without a permit your event cannot be guaranteed. Please visit the Forest Preserve District requirements and link for permits at [www.fpdcc.com.](http://www.fpdcc.com/) Student users must follow all rules and regulations.

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# SPECIAL INFORMATION

During the course of the year a student organization will develop an idea for an event that seems like a wonderful concept as a fundraiser. Unfortunately some of these ideas are either difficult to execute, may be against policy, or might even be illegal. The items listed below are subjects often raised by student organizations. Further information is available in the OSL. Please consult with OSL during your planning stages to avoid pitfalls and roadblocks.

## Alcohol Service

If alcohol is requested at any event on campus, special regulations apply. An Alcohol Service Form must be completed and submitted to OSL **at least** 10 business days prior to the event. Upon its return to OSL, the form will be forwarded to the president's office for final disposition. Alcohol may only be served by catering companies or organizations with current liquor licenses. Alcohol may only be served in limited locations in SSOM and is generally not to be served prior to 5:00 p.m. The approval to serve alcohol is very limited. Under no circumstances may alcohol be served by non-licensed entities. Student organizations may not sell alcohol or coupons/vouchers for alcohol (aka ‘drink tickets’).

This policy is under the jurisdiction of OSL and applies to all events at the Health Sciences Campus where alcohol is served by a student organization.

1. The University does not have a license for the sale of alcoholic beverages. Consequently, the serving of alcohol is permitted on a “host” basis only. Alcohol cannot be sold or donations accepted in lieu of payment for alcoholic beverages. To host a function where alcohol is served, the host (student organization) purchases the alcohol and serves these beverages to eligible guests at no cost.
2. All student organizations are required to complete an alcohol application form that will be reviewed for approval by the Associate Dean of Student Affairs. Applications are available in the OSL and must be submitted to the Assistant Director of Student Life for final approval at least 10 business days prior to the proposed event.
3. The Associate Dean will have discretion in approving the type, amount and service of alcoholic beverages at the event based on the age of the guests, expected attendance, time, location and management of the event. Neither hard liquor nor kegs of beer will be approved.
4. Prior to approval, the student organization president must meet with the Associate Dean for Student Affairs and/or the Assistant Director of Student Life to review the event and the organization’s responsibilities, damage fees, Illinois state law, assurance that no alcohol will be sold, review of campus resources available during the event, limitation of service to guests and termination of alcohol service.
5. In compliance with state and municipal laws, only persons 21 years or older may consume or possess alcoholic beverages. The sponsoring group is responsible to check for age identification.
6. Alcohol may not be the main focus of the event.
7. Non-alcoholic beverages and food must be available at all events where alcoholic beverages are served. Non- alcoholic beverages and food should be featured as prominently as alcoholic beverages.
8. Service and consumption of alcohol is restricted to the approved area.
9. Admission to the event is restricted to the Loyola University Chicago community and their invited guests.
10. Student organizations are required to have an advisor present the entire time alcohol is being served.
11. At least one bartender is required, self-service is not permitted. Alcohol should not be served to persons who appear to be intoxicated.
12. There will be established time limits for the serving of alcohol at any event. Service of alcohol must cease at least

½ hour prior to the scheduled conclusion of the event.

1. Security personnel may be required due to the size, type and hours of the event.
2. The Associate Dean, liaison, security personnel or any other individual representing the University/School may terminate the service of alcohol or the event for any reason.
3. Fees may be assessed to the sponsoring group for additional maintenance or damages incurred.
4. All infractions must be reported to the Associate Dean of Student Affairs who will take appropriate action.
5. Behaviors that will result in disciplinary action include, but are not limited to, those listed below:
   * behaviors that disturb others, cause embarrassment, personal injury or property damage
   * any effort to induce or force a student to drink against his/her expressed desire
   * serving alcohol to minors or intoxicated persons
   * any sale of alcoholic beverages or dispensing of alcohol without proper license
   * failure to observe closing hours
6. Student groups may not sponsor events serving alcohol before 5:00 p.m.
7. The Provost's Office must approve all events on campus where alcohol is being served.

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## Casino Nights

The University has very strict policies regarding Casino Nights on any campus. As of this time Casino Nights are not allowed on the Medical Center Campus.

## Contract Signings and Their Implications

Student organizations may be in a position to deal with a contract, whether it is for the use of a facility for an event or for the entertainers or speakers whom you are presenting. Since contracts are legal documents, it is important that you understand exactly what a contract is, the legal ramifications of signing one, and the options available in negotiations.

Contracts are legal documents that bind either the University, when signed by an authorized person, or the person who signs. Do not put yourself in a position of legal liability before the contract has been reviewed. **No one should sign the contract until a professional staff member in The OSL has reviewed it.** Contracts must be forwarded to Catherine Jardien for approval and must be signed by the Provost in order to be valid. Loyola contracts are preferred.

## Logo Usage and University Name

The signature, or logo, is the combination of our mark with our name: LOYOLA UNIVERSITY CHICAGO or LOYOLA UNIVERSITY CHICAGO STRITCH SCHOOL OF MEDICINE. These elements appear in an unchangeable fixed relationship and should not be separated. Any desired usage of the logo must be approved by the HSD Communications Office. Altering the colors and/or proportions of the lettering and shield in the logo is not allowed.

## Raffles

Unless they are licensed in accordance with Illinois law, raffles are a violation of the Illinois Criminal Code against gambling. Any person who participates in an unlicensed raffle may be prosecuted for a criminal violation. Illinois law provides that each municipality or local governing body may pass its own ordinance permitting licensed raffles to be held. An individual municipality or county may only license raffle activities that will take place within its boundaries.

Accordingly, raffle tickets for an event to be held at Water Tower Campus cannot be sold at LUMC, since LUMC is not located in the City of Chicago.

The City of Chicago, where the Lake Shore and Water Tower Campuses are located, has adopted an ordinance that permits raffles. Unincorporated Cook County, where the Medical Center is located has not adopted a licensing scheme for raffles. Accordingly, raffles are therefore illegal at LUMC. Loyola cannot support fund-raising by means of an illegal activity. Therefore, unless it is licensed, no raffle should be conducted on Loyola's premises. Participation prize drawings are allowed (in other words where drawing entries are NOT purchased).

## Speaker Policy

Loyola University is committed to its role as an academic institution in which a variety of ideas can be responsibly presented and critically examined. As a hallmark of its Jesuit and Catholic heritage, the University exists to preserve, extend, and transmit knowledge and to deepen understanding of the human person, the universe and God. To this end, Loyola values freedom of inquiry and the pursuit of truth, characteristics of Ignatius of Loyola. The existence of rational debate and controversy, the free exchange of divergent opinions, and the orderly expression of ideas are considered indications of the University's intellectual vitality and social awareness.

Student organizations are encouraged to sponsor speakers who will contribute to the role of the University as a forum for intellectual discussion, debate or artistic expression. Speakers may validly contribute to this forum regardless of whether their ideas or positions are accepted by a majority or a minority public opinion internal or external to the University community. The use of the University as a forum, however, in no way implies University approval or endorsement of the views expressed by a speaker.

The following guidelines exist to assist the registered student organizations in issuing invitations to speakers. The guidelines do not apply to University academic or administrative departments. Registered student organizations may invite speakers who are not members of the Loyola academic or administrative departments to address their own membership in a closed forum presentation or to address the Loyola University community in an open forum presentation. Individuals may not sponsor speakers.

Loyola University, as a not-for-profit institution, is obliged to comply with federal and state regulations which prohibit the support of political candidates, political parties or political positions pending before legislative bodies. The University must

refrain from sponsoring programs designed to raise funds for political candidates, parties, or positions.

Registered student organizations, however, may sponsor candidates for political office. Students involved in campaigns, canvassing activities, and voter registration drives must follow all applicable University policies. Students should refrain from inviting political officials, dignitaries, and/or celebrities without prior approval.

The following guidelines exist to assist the registered student organizations in issuing invitations to speakers. These guidelines do not apply to University departments:

1. Student organizations sponsoring a speaker who is not a member of the Loyola academic or administrative community must complete the **Event Planning Form including the speaker section**. Prior to extending a formal invitation to a speaker, student organizations should consult with their organization's advisor and secure her/his approval. At the Medical Center Campus, the Speaker Information form is available in the OSL.
2. This form is not necessary if the speaker is a member of the academic or administrative community of Loyola University Chicago.
3. The OSL will review the completed form. Final confirmation of and publicity for the speaker is not permitted until the Associate Dean of Student Affairs or Assistant Dean of Student Affairs grants approval.
4. The OSL may consult with appropriate individuals and organizations concerning the qualifications and suitability of the proposed speaker. The likelihood of disruption and the potential for personal injury or property damage will be considered prior to authorization of the event. If the sponsoring organization wishes to appeal the decision of the OSL, a written appeal may be directed to the Dean of the school.
5. The room reservation process must be completed at least five *working days* prior to the event in order to reserve space and make all necessary arrangements for the presentation.
6. The OSL must review any contract or honorarium relating to the appearance of the speaker.
7. An individual or group wishing to protest at an event may do so as long as the speaker can continue to speak and the audience can continue to see and hear the speaker.

## Tax Exempt Number and Status

Loyola as a not-for-profit, religious organization has been granted tax-exempt status by the Illinois Department of Revenue. The University therefore has been granted a tax-exempt number. University policy allows that the Loyola tax- exempt number may be used if the purchase benefits the Stritch School of Medicine, a large percentage of its student body, and that the event/purchase is for an approved Loyola sponsored function. Under Illinois law, the number issued to Loyola is to be used only for purchases by and for the benefit of Loyola University Chicago, which are primarily for the purposes of education and health care. A copy of the tax-exempt letter is available in Student Affairs. If you are purchasing goods or services on behalf of your group using university funds, you will NOT be reimbursed for tax. Be advised that this applies to only in-state purchases. If purchasing online please consult the OSL.

## Video Copyright Law

Movies that are available via DVD or streaming, whether rented or purchased, are for "home use only." It is illegal to exhibit rented or purchased movies beyond the scope of the family and its close friends. The copyright holder of the product owns the exclusive right to perform the copyrighted work publicly (United States Code, Title 17, Sections 101 and 106). In order to legally display movies outside of home use, it must have a Public Performance License issued by the copyright owner or representative. Without this license it is a violation of federal law to exhibit the movie regardless of whether or not 1) admission is charged, 2) the sponsoring group is profit or not for profit, or 3) the movie was rented or purchased. Movies rented from film corporations such as Films Inc. or SWANK, have the Public Performance Licenses included. Willful violation of this law could result in imprisonment and/or a substantial fine. Certain exceptions to the law apply. Please contact OSL for more information. Any movies licensed through Loyola’s library for educational use may be shown on campus, provided no fee is collected for the showing and educational use guidelines are followed.

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## Officers/Membership of Student Organizations

Student members must be currently enrolled at Loyola University Chicago. Groups may offer membership to Loyola University faculty, administration, alumni and staff on an "associate or honorary" basis. Associate or honorary members may not vote or hold office.

The officers of all student organizations must be in good academic standing (i.e., not on academic or disciplinary probation) at the time of their election or appointment and throughout their terms of office. A student who is not in good standing may be removed from office or from group membership. Students facing academic difficulty must meet with the Associate Dean of Student Affairs and/or Assistant Director of Student Life to discuss student group membership on a case-by-case basis. Students may hold a maximum of 2 leadership positions concurrently, one of which may be as a President. Students may petition OSL to hold a third leadership position if the position is as an MSU Representative. No other requests will be considered. The University does not recognize the right of any organization external to the University to decide questions of membership or policy. **At the medical school, first year students may not become elected officers until after March 1. Student group leadership changes hands no earlier than Match Day and no later than May 1.** First year students may not hold leadership positions in student orgs until after January 1.

## Student Organization Leadership Responsibilities

The following are suggested student organization leader responsibilities. Each organization has different needs, so a more complete list should be developed by each organization.

## Summer/Fall To-Do List

1. Get organized to participate in the Student Organization Fair. The fair is typically held during M1 orientation.
2. Schedule meeting times and locations for the semester. Make sure the on-line Room Reservation forms have been completed early in the semester. Use the following website address to reserve rooms in Stritch: https://portal.luhs.org/template/dean/ssom/roomcal/frames.cfm
3. Conduct a recruitment meeting to invite membership.
4. Plan activities to help your members get acquainted with each other.
5. Put together materials for each member including: your organization's statement or purpose; a membership list; a schedule of dues for the year, a list of goals and objectives; and a calendar of meeting times and locations, and any set dates for projects or special events.
6. Publish your group’s updated materials on the MSU page under your group’s link by contacting the MSU web coordinator.
7. Schedule regular meetings for the executive board and the liaison.
8. Create a budget. Review last year’s actual income and expenses. This will help you determine when/if you may want to apply to MSU for specific funding for events. Does the group need to plan any fundraising activities? Start planning now.
9. If you have not done this already, set goals and objectives for the year.
10. Confirm all officer positions have been filled and the names have been forwarded to OSL (the deadline would have been April 15th).

## Winter/Spring To-Do List

1. Schedule meeting times and locations for the semester. Make sure the on-line Room Reservation forms have been completed early in the semester. Also, don’t forget to schedule regular meetings for the executive board and the liaison.
2. Prepare for officer election early in the semester. New officers should be elected no earlier than March 1st and no later than March 20th to give them enough time to provide all registration materials to the Office of Student Life by April 15th.
3. Evaluate the relationship with the organization’s faculty liaison. Seek out a successor if deemed necessary.
4. Make sure to spend ample time preparing the budget for the coming year.
5. Submit Annual Registration information to OSL by April 15th. Any changes to the purpose statement for the organization, budget, or primary liaison may be submitted at this time.
6. Outgoing officers should train newly elected officers and pass along all documentation.
7. Write an annual report summarizing the group's activities, successes and failures. Make recommendations for following years. This is very useful for the new leadership and it provides historical information for the files.
8. Meet with the new board to hand over necessary information.

## Decorating/Postings Policy for Campus Buildings

Students must ask in advance to post anything on the walls or in walkways. Please contact the OSL for permission, as this may need to be coordinated with facilities and other offices holding events. Posters and signage may be posted on boards in communities or other designated posting areas. Posters may not be taped to walls, elevators, columns, etc. Digital announcements can be coordinated through the HSD Office of Communications Director Naomi Gitlin ([ngitlin@luc.edu](mailto:ngitlin@luc.edu)).

If given permission to decorate students must use ONLY painter’s tape for walls, finished surfaces or glass surfaces indoors. Absolutely no scotch tape, packing tape, or duct tape on any walls or ceilings. Duct tape is only permitted outdoors on the sidewalk. NO GLITTER or confetti are allowed. No thumb tacks, nails, screws, or other damaging hardware is allowed. Command removable adhesive hooks are only allowed on glass with advanced permission.

Decorations may not disturb or alter existing decorations and fixtures. Latex balloons are restricted from patient areas and walkways. Helium balloons are discouraged. Sidewalk chalk is allowed with prior approval ONLY. Chalk may ONLY be allowed on pavement, never on walls or ledges, even if those surfaces are concrete/brick/pavers. Decorations or postings in the building without permission will be removed without notice.

When given permission to decorate a space for an event, decorations must be taken down as soon as possible after the event ends (no longer than 1 week). If you would like decorations to stay up longer, these must be approved through OSL prior to decorating taking place.

## Audio Visual Equipment

If your event requires special set up in any room of screen, projector, sound equipment or additional microphones, please contact the OSL to ensure your requirements are feasible. Most A/V is handled by our educational technologies department at SSOM. For A/V requests **at least** 1-week notice is required. If you anticipate using the atrium or another common space and wish to have sound (music playing, etc.) you must receive clearance from the OSL in advance. A/V equipment set up for events must not be removed from the building without permission.

## Fitness Center

Events in the fitness center must be cleared with the center director in advance. Please contact the OSL if you wish to coordinate an event. The Fitness Center is owned by Loyola University Health Systems and is available for events on an extremely limited basis. Informal sports engagement is encouraged, but intramural leagues are not allowed.

## Press Releases and Media Appearances

Students and student organizations may not issue press releases involving university activities or businesses without prior approval and review of the HSD Communications Office. All press releases naming Loyola or its affiliates, whether primarily or secondarily, must be reviewed, approved, and issued by HSD. All student groups or individuals representing a group on behalf of the school or invoking the school’s name or identity must speak with the HSD Communications director prior. This is to protect both students and the institution and to provide guidance in handling media inquiries. If you have a need for a press release or media clearance, please contact Naomi Gitlin at [ngitlin@luc.edu](mailto:ngitlin@luc.edu).