



Loyola University Chicago School of Law

# STUDENT ORGANIZATIONS HANDBOOK

2018/2019

## 2018/2019 Student Organizations Handbook

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, to membership in religious and ethnic-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 affiliated with national networks of similar student or professional groups.

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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, using 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, have presented the School of Law community with countless excellent opportunities for professional growth and the development of professional relationships.

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The School of Law Student Activity Account is derived from funds that students contribute through the annual student activity fee 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.

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## Overview

A student group must be an active group in good standing in order to advertise for events, reserve rooms and receive funding for kick-off meetings, speaker events, panel events, and any events co-hosted with other student groups. If your student group is not in good standing, you will not be able to advertise for any events, reserve rooms, and will not receive funds for refreshments. To be an active group in good standing, you must do the following:

1. Each year file completed Annual Student Organization Application form (more information here: [https://www.luc.edu/media/lucedu/law/students/pdfs/Student\\_Organization\\_Renewal\\_Form.pdf](https://www.luc.edu/media/lucedu/law/students/pdfs/Student_Organization_Renewal_Form.pdf));
2. Confirm that there is a current constitution and/or bylaws on file with the Student Activities office;
3. At least one executive board member must attend a Student Leader meeting in the Fall;
4. At least one executive board member must attend a Student Leader meeting in the Spring;
5. Attend follow-up meetings mid-semester – both Fall and Spring;
6. Update information on student group's website no later than **September 28, 2018**;
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 Administration with a list of all registered members following kick-off meeting;
10. Participate in Student Activities Fair during the Fall semester (**September 19, 2018**).

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## Plan for the Year:

Develop a prospective **calendar of activities or event ideas** for the year, and share that information with Giselle Santibanez Bania and Student Affairs. The earlier we know about events, the more we can do to assist you with room reservations, budgets, and 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. "Speed networking" events are relatively easy to host and are very effective ways for our students to gather valuable information and professional contacts. We ask that you consider this and work with the Office of Career Services to prepare these types of events.

Even if you're not sure what you want to do, but have a few ideas, we encourage you to meet with us for information about speaker suggestions and other contacts.

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## Budget

Note that budget considerations and funding sources change from year to year. Funding for activities and events in one year does not assure funding in subsequent years. Do not assume that an event or activity that is approved one year will be automatically approved for the next year. Before planning anything that will require funding, you must check with Giselle Santibanez-Bania.

All student organizations are allotted funds for refreshments for one meeting per semester, calculated at \$2 per person, *up to* and not to exceed \$100.00. In addition, if a student group invites a speaker, the group must submit an event notification form AND a speaker clearance form in order to receive funds for refreshments at the speaker event. If a student group wishes to host a larger event, or has additional financial needs beyond those described above, the group must submit a comprehensive budget proposal **for the entire academic year** to Giselle Santibanez-Bania at least six-weeks prior to the scheduled date of the event. All event and budget 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 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.*

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## Types of Funding Available for Active Student Groups:

- Refreshments for one kick-off meeting per semester, calculated at an amount equal to \$2/per person for the total number of attendees expected, *up to* a maximum of \$100.00.
- Refreshments are available for one (1) event per semester, *up to* a maximum of \$100.00.
- Funds are only available in the form of vouchers to Potash Supermarket; please see LaTrina Porter ([lporter@luc.edu](mailto:lporter@luc.edu)) in room 1229 for a voucher.
- No reimbursements will be made for any other purchases without pre-approval from Giselle Santibanez-Bania. Pre-approval must be obtained seven (7) days before your proposed event. If food is purchased or ordered without pre-approval, there will be no reimbursement from the Student Activities Budget. If approved, reimbursement for refreshments 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 Giselle for a copy of Loyola's Tax Exempt letter.
- To be eligible for funds for refreshments for any event (including kick-off meetings), an **Event Notification** form must be submitted at least seven (7) days prior to the date of your event. Please see Event Checklist for more details. *Please note – reserving a room is not an adequate form of notice; the only notice that will be accepted is an **Event Notification** form.*
- The purpose of this funding is to provide refreshments, rather than meals, for participants. Please note the distinction.

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## 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 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. The Office of Alumni Relations can also verify all degree/name information for use on name tags, etc.

To request contact information or targeted communication be sent to alumnae of your group, please contact the Associate Director of Alumni Relations, Tonya Romin ([tromin@luc.edu](mailto:tromin@luc.edu)), 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 the Director of Alumni Relations, Tonya Romin ([tromin@luc.edu](mailto:tromin@luc.edu)), 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, 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 ([tromin@luc.edu](mailto:tromin@luc.edu)), 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 Group Checklist

| Completed                | Task   |
|--------------------------|--|
| <input type="checkbox"/> | Organizations: Submit Annual Student Organization Application for a new student group or renew your group's application:<br><a href="https://www.luc.edu/media/lucedu/law/students/pdfs/Student_Organization_Renewal_Form.pdf">https://www.luc.edu/media/lucedu/law/students/pdfs/Student_Organization_Renewal_Form.pdf</a>  |
| <input type="checkbox"/> | Do we have your current <b>Constitution</b> and/or ByLaws on file? Email 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 <b>website</b> ; review the information on your group's page and <b>update by Sept. 28, 2018</b> . Student group information can be found here:<br><a href="https://www.luc.edu/law/studentlife/organizations/index.cfm">https://www.luc.edu/law/studentlife/organizations/index.cfm</a><br><br>To update your group's page, submit your request here:<br><a href="https://luclawschool.formstack.com/forms/web_edit_requests">https://luclawschool.formstack.com/forms/web_edit_requests</a> . If you do not update your group's information, it will be removed from the website.   |
| <input type="checkbox"/> | Note that budget considerations and funding sources change from year to year. Funding for activities and events in one year does not assure funding in subsequent years. Do not assume that an event or activity that is approved one year will automatically be approved for the next year.   |
| <input type="checkbox"/> | Develop a prospective <b>calendar of activities or event ideas</b> for the year, and share that information with Giselle Santibanez-Bania and Student Affairs. The earlier we know about events, the more we can do to assist you with room reservations, budgets, and planning.   |
| <input type="checkbox"/> | Plan for your beginning-of-the-semester meetings, membership drives, and other events.<br><br>Keep in mind the <b>Student Activities Fair</b> : <u>September 19, 2018, 4-6:30pm, Kasbeer Hall</u> .<br><br>If you wish to reserve table space at the Student Activities Fair, email Giselle, <a href="mailto:gsantibanez@luc.edu">gsantibanez@luc.edu</a> , with your contact information and group's name.  |
| <input type="checkbox"/> | Plan on attending <b>four (4) Student Leader meetings</b> each year: Fall, mid-Fall semester, Spring, and mid-Spring semester. The dates are as follows:<br><br><b>Fall Student Leader meeting</b> : Wednesday, September 5, 2018, 12-1pm in room 1202 and 5-6pm in room 1102<br><b>Mid-Fall semester meeting</b> : Individual meetings with each group, to be scheduled in October 2018<br><b>Spring Student Leader meeting</b> : Early January, 2019; Dates and Times TBA<br><b>Mid-Spring semester meeting</b> : Individual meetings with each group, to be scheduled in March, 2019<br><br><b><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></b> If you are unable to attend the Fall Student Leader meeting, you will be required to schedule an appointment with Giselle Santibanez-Bania to discuss all policies and procedures. Your individual meeting must be scheduled no later than <b>September 18, 2018</b> . Failure to do so will affect your group's standing as an active organization. |

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## Events

The responsibility of planning and executing an event falls primarily on the individual or group who propose to hold the event. Guidance and support is offered for all events - both large and small. More information about events can be found on the website:

<https://www.luc.edu/law/currentstudents/events/planninganevent/>.

The administration must be made aware of events that occur on campus or are otherwise affiliated with the School of Law (outside of day-to-day or internal group meetings). Events that take place at the School of Law 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 room reservations, available classroom technology, an announcement, and minimal budget, if any. 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, advertisements, catering, housekeeping, security arrangements, etc. Examples of these events include journal conferences and symposia, receptions and dinners, and annual events such as Trivia Night or the PILS Auction. Steps to follow for major events are listed here: <https://www.luc.edu/law/currentstudents/events/planninganevent/majorevents/>. To schedule a meeting to discuss the event planning process, please contact Giselle Santibanez-Bania ([gsantibanez@luc.edu](mailto:gsantibanez@luc.edu)).

The majority of events will be **General Events**. For planning of general events, please follow the items outlined in the checklist on the following page.

**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 the Office of Career Services at [mdeagle@luc.edu](mailto:mdeagle@luc.edu). 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 Giselle Santibanez-Bania for information about speaker suggestions and other contacts.

## General Event Planning Checklist

| Completed                | Task  |
|--------------------------|---|
| <input type="checkbox"/> | <p><b>Pick a date!</b> Be aware of the <a href="#">calendar</a> – 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. At times, we have not permitted other room reservations during important Law School programs. Work with the <a href="#">calendar</a> 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! <b>And please don’t forget to add your event to the <a href="#">calendar</a>!</b></p> <p><b>Career-Related Programs:</b> Contact Assistant Dean Marianne Deagle, at <a href="mailto:mdeagle@luc.edu">mdeagle@luc.edu</a> very early in the process to discuss hosting a career-related program. She will help you identify alumni appropriate for your program.</p>  |
| <input type="checkbox"/> | <p><b>Reserve a room or table:</b> <a href="https://www.luc.edu/law/currentstudents/events/planninganevent/roomreservations/">https://www.luc.edu/law/currentstudents/events/planninganevent/roomreservations/</a></p>  |
| <input type="checkbox"/> | <p>Submit an <b>Event Notification</b> form! Due at least 7 days before your event if you want funding assistance!!!</p> <p>General Events: <a href="http://luc.edu/media/lucedu/law/events/pdfs/general_event_notification_fillable.pdf">http://luc.edu/media/lucedu/law/events/pdfs/general_event_notification_fillable.pdf</a></p>   |
| <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• <b>Speaker?</b> Did you check with us first? Before you invite anyone, check in with us to make sure there aren’t any conflicts. Contact Giselle (<a href="mailto:gsantibanez@luc.edu">gsantibanez@luc.edu</a>) or Dean Faught (<a href="mailto:jfaught@luc.edu">jfaught@luc.edu</a>) as soon as possible.</li> <li>• <b>Interested in having an alumnus participate as a speaker?</b> Contact Tonya Romin (<a href="mailto:tromin@luc.edu">tromin@luc.edu</a>) in the Office of Alumni Relations and Development for assistance identifying potential speakers for your event and tracking volunteer participation for future involvement. Small thank you gifts for alumni speakers are also available in Giselle’s office (1240).</li> <li>• Is there a <b>speaker</b> coming? Great! We have a few rules: <a href="https://www.luc.edu/media/lucedu/policy/pdf/SpeakerPolicy.pdf?utm_medium=redirect&amp;utm_campaign=loyola-redirects&amp;utm_source=/media/lucedu/policy/pdf/SpeakerPolicy2015.pdf">https://www.luc.edu/media/lucedu/policy/pdf/SpeakerPolicy.pdf?utm_medium=redirect&amp;utm_campaign=loyola-redirects&amp;utm_source=/media/lucedu/policy/pdf/SpeakerPolicy2015.pdf</a></li> <li>• Fill out a <b>Speaker Clearance Form:</b> <a href="https://www.luc.edu/media/lucedu/law/events/pdfs/speaker_clearance.pdf">https://www.luc.edu/media/lucedu/law/events/pdfs/speaker_clearance.pdf</a></li> <li>• Signed Speaker Clearance forms are due a minimum of 7 days before your event.</li> </ul> |
| <input type="checkbox"/> | <p><b>Refreshments?</b> Refreshments are available for one (1) event per semester, <i>up to a maximum</i> of \$100.00. Funds are available in the form of vouchers to Potash supermarket; please see Giselle Santibanez-Bania for a voucher.</p> <p>You want to order pizza? Or make other purchases for your event? <b>Not without pre-approval!</b> If you expect to be reimbursed, refreshments from places other than Potash or other purchases of ANY kind are ONLY available with pre-approval from Giselle Santibanez-Bania. Pre-approval must be obtained seven (7) days before your proposed event. <b>If anything is purchased or ordered without pre-approval, there will be no reimbursement.</b> In any event, reimbursement is <i>limited to a maximum of \$100.00.</i></p>   |
| <input type="checkbox"/> | <p><b>Advertise for your event!</b> Complete the form at <a href="https://www.luc.edu/law/announcements/submit.html">https://www.luc.edu/law/announcements/submit.html</a> with information about your event. Include a catchy title for the headline, and all relevant information (i.e.: topic, date, time, room number, speakers’ names, etc.). Your announcement will appear approximately 4 times in the daily email and can also be found on the Law School Announcements page on the website: <a href="https://www.luc.edu/law/announcements/index.shtml">https://www.luc.edu/law/announcements/index.shtml</a>.</p> <p><b>Want to invite alumni?</b> Contact Tonya Romin (<a href="mailto:tromin@luc.edu">tromin@luc.edu</a>) in the Office of Alumni Relations and Development for a list of past members and updated contact information.</p>   |
| <input type="checkbox"/> | <p><b>Did alumni attend your event?</b> 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><b>Questions?</b> Contact Giselle Santibanez-Bania at <a href="mailto:gsantibanez@luc.edu">gsantibanez@luc.edu</a> with questions for events!</p>  |

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## Notes