



Loyola University Chicago School of Law

# STUDENT ORGANIZATION HANDBOOK

2023-2024

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## Student Organization 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](#), 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 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 Organization Handbook is a resource for leaders and members of student organizations to plan activities and events at the law school and 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, present the School of Law community with countless opportunities for professional growth and the development of professional relationships.

In addition to this handbook, student organizations are also subject to the policies outlined in the Loyola University Chicago Student Handbook, which is available [here](#).

### **Student Affairs Team:**

Anita Maddali  
Assistant Dean of Student Services and Weekend JD  
amaddali@luc.edu

Radhika Sutherland  
Associate Director of Student Affairs  
rsutherland@luc.edu

Madhis Azimi  
Assistant Director of Student Affairs  
mazimi@luc.edu

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## How to Be a Student Organization in Good Standing

Completed	Task
<input type="checkbox"/>	All student organizations are required to annually submit the <a href="#">Student Organization Registration Form</a>
<input type="checkbox"/>	All student organizations are required to have a faculty advisor. The faculty advisor's name should be listed on the group's page.
<input type="checkbox"/>	Every student organization must have a constitution and/or bylaws on file with the Student Affairs Team. A sample template can be provided, if needed.
<input type="checkbox"/>	Review the information on your group's page and <b>update by September 1, 2023</b> . Student group information can be found <a href="#">here</a> and <a href="#">here</a> .  To update your group's page, use this <a href="#">form</a> . If you do not update your group's information, it will be removed from the website.
<input type="checkbox"/>	At least one executive board member must attend a Student Leader Meeting, scheduled for Thursday, August 24, 2023 from 12-1 pm.
<input type="checkbox"/>	Develop a prospective <b>calendar of activities, event ideas and estimated spending</b> for the year. Schedule a meeting with Dean Maddali and Radhika Sutherland by September 30 <sup>th</sup> to discuss plans.
<input type="checkbox"/>	Participate in the Student Activities Fair during the Fall semester scheduled for August 31, 2023 from 11 – 2 pm.
<input type="checkbox"/>	Participate in SBA's Club Congress meetings to help inform other student organizations about upcoming events and activities. Meeting dates are September 11, 2023 from 12-1 pm and October 9, 2023 from 12-1 pm. Additionally, virtual office hours with Student Affairs are September 18, 2023 from 12-1 pm and October 16, 2023 from 12-1 pm.

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## Leadership and Community

Loyola University School of Law strives to create a culture of belonging where all students have an opportunity to be actively engaged in the intellectual and social life of the Law School. Student leaders are an integral part of creating and maintaining this culture. In order to do so effectively, student leaders must continually assess what has been working and where areas of growth are needed. In fact, our entire law school community is called upon to regularly engage in this process.

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## Limitation on Number of Leadership Roles

It is recommended that students take on no more than two leadership positions per academic year. Doing so will ensure that leaders can lead more effectively and preserve their well-being.

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## Student Organization Funding

The Student Affairs budget comes from the Student Activity Fee. There are two ways to request funding from this budget:

- Each student organization may request up to \$100 per semester without the approval of the Student Development Fund Allocation Committee to be used for a meeting or an event. Requests for funding through this process can be made [here](#).
- Any other requested funds exceeding the \$100 amount must be submitted as a budget proposal to the Student Organization Funding Committee. This committee is responsible for approving all funding requests made by student organizations or individuals requesting funds for professional development. The guidelines for this committee are available [here](#). Funding proposals can be submitted [here](#).

\*Student organization spending will be monitored throughout the academic year in order to ensure that all student organizations have equitable access to funding.

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## Budget Planning

**Pricing for Aramark Catering (university's approved caterer):** Breakfast: \$15.00/person; Lunch: \$20.00/person; Dinner: \$30.00/person; Snacks: \$18.00/person (breakfast snacks, afternoon snacks, late night snacks)

**Other Preferred Restaurants/Grocery Stores:** Please see a member of the Student Affairs team for information about preferred vendors near the law school.

**Reimbursements/Funding Requirements:** No reimbursements will be made for any other purchases without pre-approval from Dean Maddali or Associate Director Radhika Sutherland. Pre-approval must be obtained seven (7) days before your proposed event. If anything is purchased or ordered without pre-approval, there will be no reimbursement from the Student Activities Budget. If approved, reimbursement is limited to a maximum of \$100.00. Loyola is a tax exempt organization and students are responsible for ensuring that outside vendors remove tax from any purchases. Contact a member of the Student Affairs team to obtain a copy of Loyola's Tax Exempt letter. Use this [form](#) to request a reimbursement.

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## Event Planning

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 [law student activities 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:**

[Event Request Form](#)

Checking the [law student activities calendar](#) and reserving a spot for your event will be very important.

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## Event Policies

**Speaker Policy:** Loyola School of Law adheres to the speaker policy adopted by the larger university. The preamble states: “A Loyola education aims to produce graduates who are ethical leaders in solidarity with the real world, well versed in their own tradition, aware of their beliefs and values, and tested in both critical thinking and interfaith and intergroup cooperation. Critical to achieving this goal is discourse, discussion, and debate done in a respectful way throughout a student’s time at Loyola (see Loyola’s guidelines on how we, as a community, “Respect the Conversation”).”

Please read the entire [Speaker Policy](#). Student Organizations must complete a [Speaker Clearance form](#) **30 days prior** to the proposed event.

**Demonstration, Free Expression, and Fixed Exhibit Policy:** The full policy can be found in the Community Standards, Article VI, Section 603. For a copy of the most current Loyola University Chicago Community Standards please click [here](#).

**Film Licensing Policy:** In accordance with federal law, student organizations who wish to screen films must obtain the screening rights for the film. This can be done through the LUC library system. LUC

Libraries holds the screening rights for a number of films which can be found here. LUC also holds the screening rights for films and videos available on Kanopy Streaming. If the library does not hold the screening rights to a film, those rights can be purchased online through Swank Motion Pictures. Inc. Student organizations should upload the film licensing rights to their activity requests.

**File Sharing Applications and Copyright Issues:** Providing or obtaining copyrighted material, e.g., music, movies, videos, text, etc., without permission from the rightful owner violates the United States Copyright Act and university policies. While it is true that a number of artists have allowed their creative works to be freely copied, those artists remain the exception very much. It is best for you to assume that all works are copyright- protected except those that explicitly state otherwise. As an individual, you should also be aware that you face liability for damages of up to \$30,000 per infringement under the U.S. Copyright Act. Additionally, students, faculty and staff who may be in violation of copyright law place not only themselves at risk - but they may also be incurring liability for Loyola University Chicago as an institution, e.g., using the University network resources to obtain the material and/or to store the material on university servers.

**Fundraising: xx**

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## Event Considerations

**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.

**Co-Sponsoring Events:** Co-sponsoring events with another student organization or with one of the Centers at the law school is an effective way to increase attendance at events, bring a diversity of perspectives to events, and share expenses.

**Food:** When ordering food, please consider that your colleagues may have dietary restrictions/allergies. You may want to provide vegan and gluten free options, as an example.

**Participation:** Because our student body includes students in various programs, please consider this when scheduling, so the events can be made accessible to more students. This may include decisions about when to schedule, as well as whether to provide Zoom options.

**Alumni Participation and Outreach:** Loyola University Chicago School of Law alumni are a very active part of the Law School community and may be interested in attending, participating in, or sponsoring student events. Please contact Erin Baumann ([ebaumann@luc.edu](mailto:ebaumann@luc.edu)), if you are seeking to reach out to alumni.

**Law Firm Outreach:** If you would like to reach out to firms to co-sponsor events, you can contact John Osterlund in Advancement ([josterlund@luc.edu](mailto:josterlund@luc.edu)). His office is on the 12<sup>th</sup> floor.

**Fundraising:** There are opportunities for students to fundraise. When there is fundraising, we are only able to accept cash, using a cashbox that we keep in Student Affairs. If you would like to do some type of fundraiser, please schedule an appointment with Associate Director, Radhika Sutherland to discuss plans. Additionally, there are crowdfunding opportunities available that student organizations may be able to participate in. For more information, please contact Liv Medina at [Imedina@luc.edu](mailto:Imedina@luc.edu).

## Event Planning Checklist

Completed	Task
<input type="checkbox"/>	<b>Pick a date:</b> Reserve a date on the <a href="#">law student activities calendar</a> . In addition, be aware of the <a href="#">law school calendar</a> – it is not uncommon for multiple events to be scheduled on the same date at the same time. We actively try to limit events that conflict with one another. Work also with other student groups to see if two events can be merged into one.
	Reserve a Room <a href="#">here</a> . If you are requesting Kasbeer Hall (15 <sup>th</sup> floor of the Corboy Law Center), please contact a member of the Student Services team to assist you with that process.
<input type="checkbox"/>	Submit an <a href="#">Event Request form</a>
<input type="checkbox"/>	<b>Food:</b> If you indicate in your event request form that you are intending to provide food and beverages, a member of the Student Affairs team will contact the person who submitted the form to gather more details.
<input type="checkbox"/>	<b>Speaker:</b> <ul style="list-style-type: none"> <li>• Fill out a <a href="#">Speaker Clearance Form for non-Loyola alumni</a>. Signed Speaker Clearance forms are due a <b>minimum of 30 days before your event</b>.</li> <li>• Review the <a href="#">University Speaker Policy</a>.</li> <li>• If inviting an alum to speak, you should contact Erin Baumann (<a href="mailto:ebaumann@luc.edu">ebaumann@luc.edu</a>) in the Advancement office.</li> </ul>
<input type="checkbox"/>	<b>Advertising:</b> Complete this Announcement <a href="#">form</a> with information about your event. Include a catchy title for the headline, and all relevant information (i.e.: topic, date, time, location, description, room number, 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.
<input type="checkbox"/>	<b>Alumni Guests:</b> Contact <a href="mailto:ebaumann@luc.edu">ebaumann@luc.edu</a> in the Advancement office for a list of past members and updated contact information. Please 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.
	<b>Guest Parking:</b> Parking information for guests is available <a href="#">here</a> .

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## Transitions at End of Academic Year

- Once elections are complete, file out the new officer form [here](#).
- Attend the Student Org Leadership Training. Date TBD.
- Meet with your faculty advisor BEFORE the end of the Spring semester.
- Meet with outgoing leadership to ensure a smooth transition.
- Complete a strategic plan, describing the organization's goals and priorities for the upcoming year, no later than July 15<sup>th</sup> to Dean Maddali and Radhika Sutherland.