



Loyola Law School

Loyola Marymount University

Office of Student Affairs

STUDENT ORGANIZATION HANDBOOK

2021-2022 | STUDENTAFFAIRS@LLS.EDU

Student Organization Handbook

1.0 Events and Activities

1.1 [Event/Meeting Room Request Form](#)

Law School facilities are available for use by officially recognized Law School Student Organizations for Law School-related events. These are the steps you must take when programming your event.

1. Reserve your room on the [Master Calendar](#) via their [reservation](#) form. Facilities must be reserved two weeks or more in advance of an event and are available on a first-come, first-served basis.
2. Check with Conferences & Events and the Master Calendar for conflicting or duplicating events. It might also be advisable for similar or related events to pool resources and invitees and join events.
3. Advertise your event to the LLS community by including it in [LLS Events](#). Post your event a week or more before your event and it will be included in LLS this Week.
 - a. Before an event is confirmed or publicized, the event planner must have received a confirmation e-mail from the Information & Support Services (213-736-7440) confirming the reservation. Any changes (cancellation, new location, or new time) to the reservation must be conveyed and acknowledged by Information & Support Services.

No Events on Holidays - Events cannot be scheduled on University holidays or staff holidays.

VIP Guests - The Dean of the Law School must be notified if distinguished/VIP guests (e.g., California Supreme Court justices, alumni/alumnae) will be participating in or attending an event. The Dean of the Law School should be invited to any such event.

Departmental Assistance – If your event is related to an on-going departmental responsibility, you should notify that department in advance of your plans. That department may be able to assist you with co-sponsoring, planning and promoting the event. For instance, if you are planning on having a speaker discuss career opportunities in criminal law, you should contact the Office of Career Services.

- a. Alumni Events - The Advancement Office serves as a resource for student organizations in assisting with outreach to alumni to participate in your events. You can request a list of alumni from the Advancement Office who will assist your student organization in contacting the alumni for participation. As many alumni are also donors to the law school, every contact must be meaningful and appropriate and must not disrupt the stewardship process of the University Advancement gift officers. Therefore, the Advancement Office must be notified and give approval prior to any outreach to alumni.

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Parking Validations - The sponsoring student organization will be charged the daily parking rates for each validation. Parking validations are available in the Information & Support Services office during normal business hours.

Clean-Up - Your organization remains responsible for all clean up.

Food – Orgs are encouraged to consult the on-campus food service Manager regarding what services they might have available to you. Students must notify the on-campus food service General Manager Teresa Whitaker at teresa.whitaker@sodexo.com to advise of any food sales, especially for fundraising to avoid any potential conflict. Your organization may purchase food from an outside vendor.

1.2 Administrative Assistance with Planning an Event

For planning major events, you may wish to consult with the Office of Student Affairs, for special event information (e.g., budget planning, caterers, florists, rentals, invitation design and printers).

Paper stock for nametags, special invitations, flyers, banners and programs may be purchased or ordered by the student organization from the Graphics Office.

To ensure the success of your event, be sure to plan the event well enough in advance. For events of 100 people or more, you should begin planning the event at least eight (8) weeks prior to the scheduled date of the event. Four (4) weeks should be sufficient for events less than 100 people.

Zoom Events

In-person events are fun but with a zoom event you can bring in a larger audience, save money, and have more flexibility for your speakers and participants. Zoom has created a [virtual events guide](#) for your use. As an LLS student you have a Zoom account for you to host events and meetings with up to 300 participants.

1.3 Alcohol Policy

Ad hoc consumption of alcoholic beverages by students is not allowed on campus. To serve alcoholic beverages at any campus function, it must be listed on the [event/meeting room request form](#) and must receive prior approval from the Office of Student Affairs. Ordinarily, alcohol will not be permitted at Student Organization functions. Permission may be withheld and request denied for any reason.

1.3.1 If an event is permitted to serve alcohol, the following policies and procedures must be followed:

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- a. You **must** ensure that all persons are of legal drinking age. Identification should be checked; no person under the age of 21 will be permitted to consume any alcoholic beverage.
- b. Hard Liquor is **NOT** permitted at any time.
- c. You must ensure that the amount of alcoholic beverages you plan to serve is commensurate with the number of individuals attending your event.
- d. Organizations must hire, at the expense of the planning organization, licensed bartenders to dispense any alcohol permitted to be served. Licensed bartenders must be hired by contacting on-campus food service manager. No one should be permitted to “pour their own”.
- e. Non-alcoholic alternatives **must** also be provided.
- f. Some type of food or light snacks **must** be served in conjunction with the serving of alcoholic beverages.
- g. Alcohol may not be served at an event until mid to late afternoon, depending on the class schedule. Events should be scheduled such that alcoholic beverages are served after the start of classes being held within the vicinity.
- h. Alcohol may be brought on campus no more than 24 hours prior to an event, and per 1.3 (i) below, be removed from campus immediately following the event.
- i. At the conclusion of the event, all alcoholic beverages (e.g. kegs, wine bottles, beer containers, etc.) **must** be discarded appropriately or removed from the Law School premises. They may not be stored on campus and may be removed and/or discarded without prior notice.
- j. References to alcohol are not permitted in advertising any event, including but not limited to wine, beer, vodka, rum, liquor, alcohol, cabernet, etc. We suggest you use “refreshments” or “beverages” instead.

1.3.2 Turf Clubs

Bartenders hired to serve alcoholic beverages at a Turf Club must track the distribution of drinks. A maximum of 2 alcoholic drinks per individual will be permitted. While there is no preferred method of tracking, typically a mark made with ink on the hand of the student will suffice to track the 2 drink maximum.

- 1.3.3.** If you are planning on selling alcoholic beverages, you must receive written authorization from the Office of Student Affairs. If permission is granted, you must still obtain a temporary liquor license from the city by submitting a letter and permit fee to the Alcohol Beverage Control Board. In addition, if alcoholic beverages will be sold, the student organization must hire a licensed bartender at their own expense.

1.4 MCLE Credit

Off-campus and virtual entities are not permitted to award MCLE credit for LMU Loyola Law School-affiliated on-campus programs. To request MCLE credit for event attendees, contact and coordinate with our Conference and Events team to fill out the required form. All requests should be accompanied by the names of presenters, copies of

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materials, and any other element essential to the evaluation of the MCLE program being contemplated. Requests to award MCLE credit at an event must be approved by the Associate Dean for Research, if approved, the Law School will arrange for and award the MCLE credit. An MCLE fee must be added to the registration charge and/or be collected at the door. Allow for three weeks lead time for the approval process. Approval must be granted prior to promotion of MCLE for the event.

1.5 Music or Loud Speaker

Events held during the day are limited to the lunch hour. Live music and sound equipment should be scheduled to begin no earlier than the time the last class lets out and end no later than the beginning of classes being held in the vicinity. Ordinarily, this would be between 12:00 noon and 1:00 p.m. or 5 p.m. and 6 p.m. Please consult the [Schedule of Classes](#).

If you are having live music or sound equipment for an event on campus you need to be aware that sound travels to the classrooms. You should keep the volume at a moderate level. Sound equipment should be calibrated so that it does not negatively impact staff members working in adjacent offices and faculty in their offices. Music must be lowered when requested or be subject to cancellation.

1.6 Publicity

There are four ways in which you can advertise an upcoming event:

- 1.6.1 LLS this Week: tell us of your event by [filling it out this simple form](#) . Your event will automatically be included in the Events page. LLS this Week is ordinarily distributed on a weekly basis. It is published electronically every Monday night. Deadlines for submissions are the Wednesday before the publication date. Announcements may be edited for length and clarity.
- 1.6.2 [Events Calendar](#): Notices of events may be listed in the [events calendar](#).
- 1.6.3 Flyer Posting Policy: A maximum of four (4) Flyers can be approved for posting. Each flyer must be date stamped by the Information Center. Once they have been date stamped, the four flyers should be given to the ISS so that they can be posted in the appropriate area:
 - a. For-profit business advertisements are not permitted.
 - b. Promotional announcements will be removed by staff following the event. Notices and advertisements will be removed after ten (10) days.
 - c. Notices not date-stamped by the Information Center or posted in unauthorized areas will be taken down or removed without notice.
- 1.6.4 Banners: Banners advertising pre-approved special events sponsored by student organizations may be hung on the railing located on the south side of the Rains Library Building, and on the retaining wall located to the northeast of Merrifield Hall.

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1.7 Disclaimers

- 1.7.1 Off- Campus Events – All Student Organization notices/advertisements/ flyers/emails for off-campus event MUST include the following disclaimer language:

“This event is not sponsored by Loyola Law School, which disclaims all responsibility for matters associated with this event.”

- 1.7.2 Viewpoint Disclaimer - All Student Organization notices/advertisements/ flyers/emails for on-campus event MUST include the following disclaimer language:

“Loyola Law School provides a forum for the dissemination of diverse viewpoints to promote the examination of important academic and social issues. This does not mean that Loyola Law School endorses those viewpoints.”

- 1.7.3 Website Disclaimer –any privately hosted web page which is linked from a Student Organization page on lls.edu must have the following disclaimer language:

“This is not an official Loyola Law School website, and Loyola Law School does not offer, endorse, recommend or guarantee these products or services. The organization and its website provider are responsible for the content and system availability of this website.”

1.8 Food Preparation/Sale of Food

No homemade food is permitted to be sold. Organizations must plan on selling commercially prepared food items. Measures must still be taken when handling such food, such as proper serving utensils and use of disposable gloves.

Reference should be made to the *Cash Handling Policy* Appendix I as it relates to food sales.

1.9 Fundraising Activities

1.9.1. Student Organization Branded sales and on-campus fundraising

Student organizations may sponsor food sales and product sales. In general, on-campus activities such as food sales or T-shirt sales do not require approval from the Advancement Office as long as the proceeds are for the specific benefit of the sponsoring organization. Organizations must receive permission to charge admission to an event from the Office of Student Affairs. Reference should also be made to the *Cash Handling Policy* in Appendix I.

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1.9.2 Use of Loyola Law School's Name and/or Logo

A student organization recognized by the Law School may use and/or sell products with the Loyola Law School name and/or logo subject to the following conditions:

- a. **Official Logo:** Only the [official Law School/University Logo](#) may be used.
- b. **Placement:** The Loyola Law School name logo must be used in conjunction with the organization's name. The organization's name must be prominent and in the immediate area of the Law School's name and/or logo on the product.
- c. **Prior Approval:** You must obtain prior approval from Brian Costello, Director of Marketing and Communications at Brian.Costello@lls.edu in order to produce and sell your product. You must obtain approval before your product is ordered or printed. Without prior notice, Student Organizations who do not receive prior approval may be prevented from producing, using, or distributing items – at the risk and expense of the Student Organization. Reimbursement requests for unapproved products will not be honored.
- d. **Limited Time:** Products may only be sold for a limited period of time. This time frame must be cleared with the Marcomm department when you obtain approval to sell your product.

Individual students or non-recognized student organizations may not market products with the Loyola Law School name or logo.

1.9.3. Fundraising - Solicitation and Approval of the Advancement Office

The Law School relies on private gifts and grants to help fund its programs and operations. Every contact with a prospective donor must be meaningful and appropriate. It is important, therefore, that fundraising from off-campus prospects be coordinated with and receives prior approval from the Advancement Office. Such prior approval will also ensure full compliance with Internal Revenue Service regulations.

In keeping with the need for meaningful and appropriate contacts with prospective donors, the Advancement Office also coordinates the use of lists and mailing labels of alumni and benefactors. Requests for labels must be received in writing six (6) weeks prior to the need for them. A copy of the item to be mailed must accompany the written request for mailing labels. Except in special pre-approved circumstances, alumni may not be solicited for donations to support student events.

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In general, on-campus activities such as food sales or T-shirt sales do not require approval from the Advancement Office. The solicitation of individuals or businesses for donations and prizes requires coordination and approval of the Advancement Office, especially if those entities are being targeted because of an Alumni affiliation.

To make a request, please email advancement@lls.edu, call (213) 736-8118 or visit Burns 204.

1.9.4 Fundraising for the benefit of non-law school entities or organizations

Explicit prior written approval from the Office of Student Affairs is required for any and all fundraising activities for the direct or indirect benefit of non-law school or non-university entities, organizations or individuals.

The Law School and the University reserves the right to cancel without notice any event that has not been granted this prior explicit approval and confiscate any monies collected to be returned to identifiable donors. Organizers bear all risk for unapproved activities.

1.10 Corporate/For-Profit Sponsors

Student Organizations are prohibited from bringing for-profit companies, entities, or service organizations on campus to solicit, recruit or sell services or products of any kind. All for-profit organizations must be referred to ISS to inquire about the fee charged for access to the campus and its community.

1.11 Recognition at Graduation

1.11.1 [Certificates of Appreciation](#)

Certificates of Appreciation may be requested annually by an assigned representative of each recognized student organization on campus. Orders for Certificates of Appreciation must be electronically submitted to the Office of Student Affairs at the beginning of the Spring semester before Mid-March. General instructions and the Order Form are located at <https://my.lls.edu/studentaffairs/studentcertificatesappreciation>.

1.11.2 Graduation Stoles/Sashes

While there are no restrictions on what additional items can be worn with the official graduation regalia, all items should be in keeping with the legal profession and decorum of the occasion. Traditional honor colors must not be chosen – gold or any combination of gold.

2.0 Money and Budget

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Please also refer to Appendix I and II of this manual (Student Organization Agency Accounts) for more detailed information.

2.1 Funding – Programming and Events

You may apply for funding through the Day Student Bar Association (DSBA) and the Evening Student Bar Association (ESBA). Every year the DSBA & the ESBA reviews its funding guidelines and makes whatever changes it believes are necessary. Revised guidelines will be issued by the ESBA and DSBA at the beginning of each Fall semester.

2.2 Funding – Conference

The Office of Student Affairs has limited funds set aside for student organizations to travel to regional or national conferences. The maximum amount of funding per request, per organization is limited to a few hundred dollars. Approved funding must be shared equally among participating members. Organizations are permitted to request additional funding on an annual basis, and will not be duplicative of assistance offered by the SBA or the sponsoring Organization. Reference should be made to Section 2.6 – reimbursements below.

To be considered for Office of Student Affairs funding, you should submit a proposal to the Office of Student Affairs as early as possible that includes details related to the travel to regional or national conferences, as well as, a budget breakdown.

Reference should be made to the [Student Travel Policy](#).

2.3 Funding - Hosting a Conference Sponsored by a National Affiliate

The Law School may assist in funding major conferences that are sponsored by a student organization in association with its regional, national or international affiliate. However, as funding is not specifically set aside for this purpose, organizations should submit a proposal to the Office of Student Affairs at least one (1) year in advance of any planned activity so that a determination can be made early enough as to whether funding is feasible. The year lead-time is necessary because of the lengthy approval process for the Law School's fiscal year budget. Your organization is urged to meet with the Office of Student Affairs as early as possible to discuss the feasibility of hosting a regional or a national conference.

2.4 Bank Accounts

University policy does not permit student organizations to have outside financial accounts, including but not limited to checking, savings, stocks, bonds or other such investments. Maintaining any such accounts or investments constitutes a breach of LMU Loyola Law School's Standard of Conduct.

2.5 Student Organization Accounts

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The Fiscal Affairs Office, establishes program accounts through the University for Student Organizations. Your organization's funds will be administered through its own program account.

Your organization must designate at least one officer who is authorized to make transactions with respect to your Student Organization account. Reimbursement requests will not be processed without the approval of the authorized officer. Approved reimbursement requests should be forwarded with the attached Student Reimbursement Request form to reimbursements@lls.edu. The person authorized to approve reimbursements may not approve their own Student Reimbursement Request. Such requests **MUST** be approved by another authorized student organization officer.

2.6 Purchases

A variety of vendors have established relationships with LMU Loyola Law School. Consult the Office of Student Affairs for a referral. For major purchases or convenience, the Office of Student Affairs can use its credit card.

2.6.1. *Reimbursement*

Complete the online Student Reimbursement Request form to request a Student Org. reimbursement. The Student Reimbursement Request form can be found at the following link: <https://webforms.lls.edu/student-reimbursement-request>.

When filling out the online form, select **Student Organization** as the Account Type and select your student organization as the Account Name. Please enter your student organization officer email/information in the approval section. If requesting **DSBA or ESBA** funding, select **DSBA or ESBA** as the account type. You will enter the DSBA/ESBA Treasurer's name in the approval email/information so they can receive an electronic copy for approval.

All requests for reimbursement **require electronic images of original itemized receipts**. If you have any questions or issues with the online form, please contact the Fiscal Affairs Office.

It is suggested that student organizations adopt a policy that requires all financial expenditures be approved by a majority vote of the executive officers or governing board.

Payment requests are generated on Wednesdays. All Expense Reports and Invoice Requests must be submitted, approved by LLS, and in AP Review by Wednesday 4pm for inclusion in the following Wednesday's check/payment run. Once approved, it takes approximately 2-3 weeks to receive a check reimbursement.

Reference should be made to the [University's Purchasing and Payment policy](#).

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2.7 Contracts - Approval Required

Student organizations or students acting on behalf of a student organization are not authorized to enter into contractual agreements. You must consult with the Office of Student Affairs in order to obtain the appropriate authorized signature.

Individuals/Organization members who do not obtain the appropriate permissions and signatures may expose themselves to liability for payment or other consequences in the case of a breach.

3.0 Intra-Organizational Counsel - IOC

The Intra-Organizational Council (IOC) is an umbrella group of student organizations. The IOC consists of one representative from each chartered campus organization, and members of the SBA (i.e., President, Treasurer and the Speakers Chairperson) who act as ex-officio members. It is also a forum to address relations between organizations, as well as other issues of concern to student organizations.

The IOC annually elects a chairperson whom will act as a liaison to the SBA and is able to vote on all SBA matters, with the exception of individual organization budgets. Reference should be made to the Day SBA Constitution.

4.0 Maintaining a Student Organization and Starting a Student Organization

4.1 Starting a New Organization

The current guidelines require that a student hold an organization meeting, submit a Disclosure Statement to the Office of Student Affairs requesting official recognition, naming the organizing committee and the faculty sponsor, and submit a statement of purpose and a constitution and by-laws (optional).

4.1.2 Cleaning Student Union Storage Space

Please plan on taking measures to keep your organization items located in the Student Union storage room neat, clean and organized. Throw away unnecessary trash, and perishable items should not be stored.

Be sure to organize your clean-up efforts with your members and next year's leadership.

Student Affairs conducts regular inspections of the storage room, and may make unilateral decisions about unorganized/disorganized space and contents. Office of Student Affairs is not liable for any items that are disposed of during clean-up efforts and will not refund student organizations for such items.

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4.2 Disclosure Statement

By April 30 of each year, your organization must submit a *Disclosure Statement* to the Office of Student Affairs, providing the names of your organization's key officers for the following academic year. If elections for new officers will be held after this date, a *Notice of Delayed Elections* should be submitted by the April 30 deadline. Along with the *Notice of Delayed Elections*, you should submit addresses and telephone numbers of the representative(s) from your organization who will serve as your organization's contacts over the summer.

Notification of any changes to the officers of an organization should be made in writing to the Office of Student Affairs as soon as possible. You should also submit a copy of the organization's constitution or by-laws when any changes are made to it.

If your organization does not submit the above documents by the deadline noted, your organization will be considered inactive.

4.3 Mail

While mail for individual students cannot be accepted by the Law School, student organizations may receive mail at the Information Center. Please check with the Info Center if you are awaiting mail.

4.4 Web Pages

A [list of recognized student organizations](#) is included on the Law School's home page. If you wish to have the Law School's web page linked to your student organization web page, you will need to notify studentaffairs@lls.edu of the internet address for your student organization's web page. The Office of Student Affairs will review your organization's home page before activating the link from the Law School's home page to your home page.

Please keep in mind that the Law School's web page is designed to present the Law School to the outside community, including prospective applicants to the Law School. For this reason, the Office of Student Affairs will review the student organization home pages periodically and will contact your organization to discuss any concerns they may have regarding web page content and currency. The Law School reserves the right to deactivate the link from the Law School's home page to a student organization web page if the web page content is determined to be inappropriate.

4.5 Graduating Members

At the end of each academic year, a list of graduating members (full name and email) should be sent to the Alumni Office at alumni.office@lls.edu. Sharing this list will assist in maintaining the integrity of the law school's database, which will also allow for the Alumni Office to better assist your student organization in finding alumni for event

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participation. It is suggested that you request an updated email list from the Alumni Office rather than keep your own list, as records are updated on a regular basis.

5.0 Orientation – Outreach to Incoming Students

Each year during orientation week in August, the Student Bar Associations coordinate an event with the Office of Student Affairs at which student organizations can present themselves to incoming first-year students. The Student Bar Associations will notify the president and/or contact person for your organization regarding arrangements for this event. You may also contact the Office of Student Affairs for more information.

APPENDIX I CASH HANDLING POLICY

All Loyola Law School student organizations that handle cash must have both an awareness of and show a commitment to strong internal controls for cash receipts. All members are responsible for maintaining the proper environment for internal controls. Internal controls are necessary to prevent mishandling of funds and to safeguard against loss. Strong internal controls also protect members from inappropriate allegations of mishandling funds.

"Cash" includes coin, currency, checks, and money orders. Each Student Organization has been authorized by the Office of Student Affairs and the Office of Fiscal Affairs to deposit directly to the Student Organization's University account.

Student Organization Responsibilities

Accounting for Cash as It Is Received

1. If received in person, cash should be logged into the cash receipt journal (date, name of customer, amount, purpose/event, and Organization representative receiving such) and a pre-numbered multiple-copy receipt form must be issued. The original receipt should be given to the customer and the copy should be retained for accounting purposes. A personal check may be used as a receipt, but must still be logged into the cash receipt journal.

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2. If received by mail, the payment should be entered immediately into the cash receipt journal (e.g., a computer application, a payment log, or receipt book).
3. The type of payment (cash or check) should be indicated in the journal.
4. Checks must be made payable to Loyola Law School (e.g. Loyola Law School). Write the student organization name on the memo of all checks being deposited.
5. Checks should not be endorsed.

Safeguarding the Handling and Storing of Cash

1. Cash must be deposited into your Student Organization's University Agency Account. The deposit should be made in the drop slot next to the Cashier's office window.
2. All coins, currency and checks must be stored in a safe, locked, and secure place until they are deposited. Funds may be kept in the Cashier's safe for safekeeping. Contact the Cashier to make proper accommodations.

Reviewing/Approving Voided Cash Receipts

The Treasurer of the Student Organization has the responsibility for reviewing and approving voided cash receipts and documenting all actions performed.

Depositing Cash Promptly

1. Monies should be deposited on a daily basis. During business hours, deposits must be made into your Student Organization's University Account at the Cashier's Office window. After hours, the deposit should be made and placed in the Cashier's Office drop slot.
2. Copies of all checks and deposit envelopes must be made for your records.
3. All funds received must be deposited into your Student Organization's University Account. Do not make refunds, pay expenditures, or create a change fund from cash received. Do not hold checks for future processing. Do not use cash received to cash checks or reimburse members expenditures.

Reconciling Daily and Monthly Activity

1. Balance each deposit by comparing the cash receipt records (pre-numbered receipts, or cash receipt log totals), check photocopies, and the copies of deposit envelopes.
2. Document unidentified differences and report them to Fiscal Affairs or Office of Student Affairs, as appropriate, immediately.
3. Maintain a running tally of all the Student Organization's income and expenditures for a given semester, academic year, etc

Monitoring the Cash Receipts Process

A Student Organization's governing board, not directly involved with the cash receipt process, has the responsibility to periodically:

1. Review the nature and extent of overages and shortages.

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2. Compare actual deposits recorded with expected receipts.
3. Review daily and monthly cash activity reconciliation.
4. Compare the payment method (coin/currency or checks) recorded at the time the cash was received with the coin/currency and check totals on the validated deposit document.
5. Evaluate internal controls to ensure that reasonable controls exist to safeguard cash, and that members who handle cash understand and abide by them.
6. Report any irregularities, no matter how slight, to the Office of Student Affairs.

General Policies & Procedures

1. Cash/Checks should never be kept in the Student Organization Office for any period.
2. Cash/Checks must be kept in a secure, locking cash box at all times. The Cash Box should be issued to a single person charged with safeguarding all proceeds and adhering to the cash handling policies. The Office of Student Affairs or the Office of Fiscal Affairs may conduct an audit at any time without prior notice.