WHAT IS A STUDENT ORGANIZATION?

A Law School Student Organization (LSSO) is an officially recognized student-run organization at the University of Chicago Law School. LSSOs are entitled to various benefits including funding, tax-exempt status, use of Law School event spaces, event support, and more.

A Registered Student Organization (RSO), is a student organization that is recognized by the University’s Center for Leadership and Involvement (CLI). This recognition makes the group an official part of the University of Chicago, with all the rights, privileges, and responsibilities of that status. When your student organization is recognized by CLI, you are eligible for numerous benefits including:

- The ability to hold events on campus
- Access to a variety of leadership development workshops and trainings for members and leaders in your organization
- Free or reduced cost reservations in many of the University’s facilities
- Eligibility for Student Government funding
- Use of Blueprint, UChicago’s online involvement platform

All LSSOs are welcomed and encouraged to become RSOs.

BECOMING A LAW SCHOOL STUDENT ORGANIZATION (LSSO)

Students can apply to start a new LSSO or reactivate a previously inactive organization by emailing the request to the Law Students Association at LSA@law.uchicago.edu. LSSOs must have designated at a minimum, a President (or Co-Presidents), Treasurer, and Events Coordinator to apply and to be considered as an active organization. Each position must be held by a different law student. The following information should be included in the request email to LSA:

- a short set of bylaws that include a mission statement (additional information regarding bylaws is provided below); and
- a list of board member names and UChicago email addresses.

Upon receipt of the request, the LSA board will review the submission and bring it to a vote. Students will be notified of the results within two weeks of the submission.

BECOMING A RECOGNIZED STUDENT ORGANIZATION (RSO)

The Committee on Recognized Student Organizations (CORSO) reviews applications and makes recommendations to the Director of CLI for final determination of RSO status. The application process for becoming an RSO includes submitting the following:

- an approval/sponsorship form listing a faculty/administration advisor;
- an Organizational Information Questionnaire; and
- a short set of bylaws.

An organization may be eligible to become an RSO if the following conditions are met:

- its activities are consistent with the goals and purposes of the University;
- it has at least four full-time student members;
• it is student-run and student-organized; and
• membership is open to all University students.

Information on how to become an RSO and information pertaining to running an RSO can be found at https://leadership.uchicago.edu/recognized-student-organizations-rso. The deadline to apply to become an RSO for the 2019-2020 academic year is December 6, 2019 at 5:00pm.

**BECOMING A COMMUNITY SERVICE RECOGNIZED STUDENT ORGANIZATION**

The University Community Service Center (UCSC) connects students to community service opportunities in Hyde Park and the larger community. RSOs also may become Community Service RSOs (CSRROs), provided that their primary purpose is providing services to the community. Community Service RSOs have access to additional funding and resources through the University Community Service Center. In addition, the UCSC also funds community service activities for regular RSOs. LSSOs interested in becoming a CSRRO will need to discuss their plans with the UCSC and have one of their representatives sign the approval/sponsorship form required as part of the application. LSSOs planning a service event may contact Nick Currie, Assistant Director for Student Leadership & Advising in the University Community Service Center, at ncurrie@uchicago.edu or 773-795-6451.

**BECOMING A SPORTS CLUB**

Sports clubs are recognized through the Physical Education Department’s Sports Club Office and are not eligible to become RSOs. The Sports Clubs program is located in the Gerald Ratner Center, Room 141. For questions about sports clubs contact Brian Bock, Associate Athletic Director for Recreation and Fitness at bockb@uchicago.edu or 773-702-4658. Visit http://athletics.uchicago.edu/clubs/index for more information.

**SAMPLE BYLAWS**

Sample RSO bylaws can be found at https://leadership.uchicago.edu/sites/leadership.uchicago.edu/files/uploads/Sample_Bylaws.pdf. Students applying to become an LSSO should submit bylaws in this format.

**INCLUSION POLICY**

The Law School is a place for the open exchange and debate of ideas. LSSO membership must be open to all law students. The Law School encourages LSSO events, especially on-campus events, to be open to all law students. Open events must be advertised on the Law School Website’s Events Calendar in advance of the event to give all students an opportunity to attend.

LSSOs are not required to maintain lists of members in good standing, but are encouraged to do so. An LSSO may require the payment of nominal dues or impose a modest participation requirement as a condition of membership, but no other restrictions are permitted. The collection of dues must be handled in conjunction with the Office of the Dean of Students and deposited into the LSSO’s Law School account. Any condition of membership must be administered fairly and reasonably. Keep in mind that membership in a LSSO that is also an RSO must be open to all University students.
Although violation of any University or Law School policy can lead to an organization losing its LSSO status, organizations must be especially careful to abide by the inclusion policy. Organizations that provide funding to LSSOs, including LSA and the University (for organizations that are RSOs), may impose additional requirements beyond those stated here regarding the use of funds for student events. This policy does not affect any rule established by LSA, the University, or any other source of funds regarding the use of those funds.

**Open versus Closed Events**

LSSOs that do not maintain a membership list must make all events open to all law students. If an LSSO chooses to maintain a list of members in good standing, the LSSO may hold members-only events if the members of the LSSO deem it appropriate in light of the format and purpose of the event. LSSOs must ensure that the number of members-only events is small relative to the number of events held by the group overall. LSSOs may use ¼ of their LSA funding for members-only events. LSSOs are expected to track their use of funds for members-only events to submit to LSA upon request. A LSSO may also restrict voting in elections for officers or board members to members in good standing. LSSOs with membership lists must be saved on the LSSO Drive in the assigned student organization folder at the beginning of the autumn quarter.

---

**PLANNING AN EVENT**

**PLANNING**

The Office of the Dean of Students encourages LSSOs to create programs and events that foster a sense of community among groups and individuals to enhance a student’s overall experience at the Law School. The Office of the Dean of Students provides guidance for program planning. This may include suggestions for topic selection, networking with other departments on campus, managing logistics, and inviting faculty, alumni, or other special guests. Additionally, the Office of the Dean of Students can assist with leadership issues, either one-on-one or collectively with executive boards or other groups of leaders.

**EVENT LOGISTICS**

**Speaker Approval Process**

LSSOs interested in inviting ANY distinguished guest to the Law School, including alumni of the Law School or University, an elected or appointed government official (judge, senator, attorney general, etc.), law firms, providers or any other high profile person, must receive approval from the Office of the Dean of Students prior to extending an invitation. Requests will be reviewed by the appropriate departments and LSSOs should receive a response to their request within two weeks of submission.

A speaker request can be made by filling out the [LSSO Speaker Request Form](#).

---

4 | Student Organization Handbook 2019-2020
Room Reservations
Once all distinguished guests or outside groups have been approved and confirmed by the Office of the Dean of Students, LSSOs may proceed to making a room reservations, facilities requests (moving tables, furniture etc.), IT/AV requests (microphones, computers, etc.) and catering orders through the Law School’s Meeting Room Manager calendar (MRM). Students can log in to the MRM calendar using their UCLaw username and password. LSSOs are able to book Law School classrooms their own. Those interested in booking larger event spaces such as the Auditorium, Courtroom, Green Lounges, etc. should reach out to Robin Graham (rgraham1@uchicago.edu) for permission. Conference rooms in the D’Angelo Law Library can also be reserved online.

LSSO calendar reservations can be made beginning Friday, August 30, 2019 through May 8, 2020. Calendar reservations are subject to availability. **Event requests & reservations must be made at least 3 business days in advance of the event.**

LSSOs may hold events at the Law School beginning Tuesday, October 2, 2019 through Friday, May 8, 2020. Events may not be held over holidays or breaks listed in the academic calendar.

Based upon a need to ensure room availability for make-up classes, a desire to attempt to ensure good attendance for events, and to ensure adequate supervision and assistance for events, several classrooms are blocked each day. These “Dean’s Holds” are released only in extraordinary circumstances, for make-up classes, or for faculty use.

Room reservations scheduled outside of standard business hours 9 (after 5pm during the week and weekends), will incur extra fees of $47.80/hour (4 hour minimum) for cleaning services or a security fee if the building needs to open early/late. Please work with the Office of the Dean of Students to arrange these events.

Space in the Law School is extremely limited therefore it is important to make room reservations as early as possible and to remove reservations on rooms that are longer needed. LSSOs should not leave holds on rooms in excess of one week.

Facilities Requests
The Facilities Department handles all requests for facilities needs, including: moving tables and furniture; providing additional tables, chairs, poster stands, and garbage cans; managing the room temperature; and other responsibilities. For additional questions or requests, contact facilities@uclaw.uchicago.edu.

Technology Requests
LSSOs may request special technology for an event (microphones, computer, or AV requests). IT requests should be submitted via the room calendar at least 3 business days in advance of the event. There may be additional charges for certain services or for services requested after-hours (evening events during the week or weekend events). LSSOs experiencing technical difficulties during an event should press the Help Button on the upper right corner of the monitor in each classroom. **Monitors may not be moved under any circumstances.**

Consider requesting audio recording to allow for the event to be podcast. More information on how to set up an event for recording can be found at http://www.law.uchicago.edu/studentorgs/plan/record.
Presentation clickers are available to rent at the VCA desk. To check out a clicker, students must leave their student ID with the VCA desk receptionist until the clicker is returned.

For additional information regarding special technology requests, contact the Information Technology Office at 773-834-5300 or email helpdesk@law.uchicago.edu.

**Catering**

LSSOs are limited to ordering food from the Law School’s approved vendors. Caterers that are not listed in the MRM calendar are not permitted at the Law School. LSSOs will be directly billed for the event. The Office of the Dean of Students will receive a copy of the final bill from the event. The bill will be automatically paid using the student organization’s LSA funds. **Event requests must be made at least 3 business days in advance of the event (e.g., an order for Monday should be ordered by lunchtime on Wednesday).**

Students are not to contact any vendor directly. If there are any questions or issues, such as a vendor failing to supply plates, please contact the Office of Events at LawEvents@law.uchicago.edu.

**Leftover Catering Items**

Food served at events is strictly for students and guests attending the program. Non-attendees are not permitted to take leftover food from the classroom corridors, but instead must wait until food is moved to the Green Lounge for general consumption. Each LSSO must designate at least one member to stand with the catering and wait for facilities staff to take the food items to the Green Lounge. The designated LSSO members must ensure that only those attending events take the food ordered for that event until the food is moved to the Green Lounge. Consistent with LSA guidelines, organizations that fail to oversee the food lines in this manner will be fined $50 from their budget allotment, up to $500 in total, for each violation as observed and reported to LSA. Students should contact the Facilities Department directly at facilities@uclaw.uchicago.edu or 773-702-9572 if the catering removal cart is delayed.

**Room Cleanup**

At the conclusion of an LSSO event, the room must be left clean and ready for class. Specifically, all food must be removed from the room and chairs must be put back in their original positions. Touchscreen monitors are not to be moved for any reason from the desk where they are located and all AV equipment must be returned in original condition. Groups that do not return equipment to its original condition will be fined if the equipment is not ready to use for the next class.

**Cancelling or Rescheduling an Event**

Catering orders must be canceled at minimum of 24 hours in advance of the event. If an event is canceled or has been rescheduled the event must be deleted from the MRM calendar and an email noting the cancellation must be sent to LawEvents@law.uchicago.edu immediately. **Failure to cancel food orders 24 hours in advance and via direct email will result in the organization being billed for the food order.**

**Book Sales of Presenters**

Book sales are strictly prohibited at the Law School. For tax purposes, the Law School cannot engage in commerce and the Law School seeks to prevent speakers from pressuring students to host events on their book selling tours or pressuring students to purchase books. An author who has recently written a book may speak about it at the Law School and may sign books.
Money Collection and Payment Processing
Students may not use any credit card processing software other than the approved University software. LSSOs interested in collecting funds via credit card should contact the Office of the Dean of Students.

LSSOs collecting cash or checks for their organization are to pick up a bank bag from the Office of the Dean of Students for money collection. At the end of each collection period, all funds are to be turned into Robin Graham for safe keeping as funds should never be stored by a student. Funds collected must be deposited into the organization’s LSA account. At no time can funds be collected to benefit an outside group organization. Checks must be made payable to the University of Chicago Law School and cannot be payable to a specific student or organization.

Parking Passes
Daily parking passes are available for speakers or guests participating in events at the Law School. The cost of each parking pass is $10 and is billed directly to the requesting LSSO. To request a parking pass email deanofstudents@law.uchicago.edu with the student organization name, speaker name(s), and date of the event. Parking passes may be picked up from the Law School Receptionist at the VCA desk on the day of the event. Parking passes must be requested at least two days prior to the event.

Promotional Tables
LSSOs can reserve a promotional table on weekdays from 10:30am – 2:00pm in the North Green Lounge. All food sales/giveaways must be approved in advance of the event. Please email deanofstudents@law.uchicago.edu to reserve a table.

Publicity

**Law Events List**
The Law_Events list (law_events@lists.uchicago.edu), enables LSSOs to send event announcements to all Law Students. LSSOs are asked to select one student from their organization to post events to this list.

- Organizations may advertise their events up to two times through the listserv.
- Organizations may only send emails related to events, board elections & results. Emails for purposes other than events (e.g. selling or lost items, commentary on events, news stories, jokes, etc.) are not be permitted.
- Event images or PDFs may be included.
- Student orgs should begin the subject of their email with their organization abbreviation.
- Student orgs found in violation of the rules may face sanctions, including loss of listserv privileges, for a period of time.

**Law School Website Event Calendar and Briefs**
LSSOs are required to post all events to the Law School website event calendar because it allows the Law School community, alumni, and other interested parties to learn in advance about LSSO events and programs. Events posted by Thursday of every week at 5:00 pm will be included in the following Monday’s brief.

To add an event to the Law School event calendar and to the Weekly Briefs visit [https://www.law.uchicago.edu/node/add/event](https://www.law.uchicago.edu/node/add/event) to create an event page.
It is important to note that the Law School website calendar and the MRM calendar are two different sites and do not interact.

**Communications Office**

The Law School’s Communications Office can assist LSSOs seeking to publicize their events (1) to the greater Law School community through the Law School website, and (2) to the University more generally, including through the News Office. If an organization would like to have an event advertised on the Law School’s social media various sites, or if interested in exploring the various publicity option please contact the Communications Coordinator at communications@law.uchicago.edu.

The Communications Office does not design or print posters, fliers, or brochures for LSSOs. For student designed posters, fliers, or brochures, the computer lab (located on the 3rd floor of the D’Angelo Law Library) contains a color printer for student printing.

Each year, LSSO’s will receive one preloaded print card worth $50.00 that can be used at the Law School for printing posters. Print cards are placed in each LSSO mail folder at the beginning of the autumn quarter. Questions regarding printing accounts should be directed to the IT department at helpdesk@law.uchicago.edu.

**Law School Posting Policy**

The Law School permits Law School and University of Chicago organizations, schools, divisions, departments, and members of the Law School or University of Chicago community to post documents, fliers, signs, or posters in designated areas in the Law School. All postings must be dated and only one posting per location/bulletin board is permitted. Anonymous postings are strictly prohibited in the Law School, and all postings must include the name of a current University of Chicago-affiliated contact (whether an organization, a school, a division, a department, or an individual) and an active uchicago.edu email address.

Postings are only permitted in designated areas in the Law School. Those designated areas are limited to (1) the free-standing boards for fliers for “today’s events” only; (2) the bulletin board located above the mail folders; (3) the holders outside classroom doors; (4) the designated student organization bulletin boards; (5) the kiosk boards on the lower level; and (6) the bulletin board space inside classrooms I-IV right inside the north door to each of those rooms. No signs, fliers, or posters are permitted on any other surfaces within the building — wood, glass, and columns in the Green Lounge, classroom walls, tables, desks, counters, etc. Signs, documents, fliers, or posters placed in unauthorized places or posted in violation of this policy will be removed and a cleanup fee of $50 will be charged to any individual or organization that fails to adhere to these guidelines.

Anyone posting in the Law School must remove the posting within seven days of the date listed on the posting or, if the posting relates to a specific event, within seven days of the conclusion of the advertised event. On a periodic basis, Law School staff will remove all postings inconsistent with the Law School’s posting policy. To report violations of the Law School posting policy, please email deanofstudents@law.uchicago.edu.
As with all violations of Law School and University policy, please note that violations of the Law School posting policy may in some instances lead to fines or disciplinary action. For questions about the posting policy, please email deanofstudents@law.uchicago.edu.

Security
On rare occasions, LSSOs host events for which additional security is necessary. Examples include when a speaker is high-profile (in which case they often travel with their own security) or when an LSSO expects that there may be protesters at the event. If a LSSO needs security for an event or has received indications that protesters may be present at an event, please contact the Office of the Dean of Students as far in advance as possible so necessary arrangements can be made. There is a fee for security service ($85 per hour, per officer), which will be charged to the organization’s LSA account.

Transportation
LSSOs that would like to provide event transportation such as buses, private cars, or Uber ride shares should contact the Office of the Dean of Students two weeks in advance of the event to set up transportation. Instead of students or guests individually paying for an Uber ride, the Office of the Dean of Students can generate a prepaid group code to use for multiple students/guests. All bus reservations must go through the Office of the Dean of Students as students are not permitted to sign contracts on the behalf of the University.

Hotels
LSSOs in need of securing a hotel for a speaker or guest should complete the Student Organization Planning Form at least two weeks before the event. The University of Chicago has reduced rates at hotels around the Chicagoland area. LSSOs are restricted from booking a hotel on their own and must go through the Office of the Dean of Students.

Programs Involving Minors
Programming involving minors must be discussed with the Office of the Dean of Students prior to the event being scheduled to ensure compliance with University policy and other regulations.

Programs Involving Animals
Programming that includes the presence of animals, outside of assistive pets, is not permitted in the Law School.

Programs Involving Weapons
Programming that includes weapons of any kind are not permitted in the Law School.

Alcohol Policy
LSSOs that serve alcohol at Law School events take on great responsibility, not only to follow the law, but also to take appropriate precautions to prevent physical or emotional injury from drinking. Only moderate consumption of alcohol is permitted at LSSO events.
If an LSSO would like to serve alcohol at an event, regardless of whether the event is on-campus or off-campus, the following actions must be taken at least two weeks in advance of the event:

1. Anyone serving alcohol at an on campus event must complete the University’s online Alcohol Risk Reduction Education program, UCARE. Once complete, please send the certificate to the Office of the Dean of Students at deanofstudents@law.uchicago.edu.

2. An LSSO Alcohol Event Request Form must be submitted to the Office of the Dean of Students. This form requires the names of the UCARE certified servers and a faculty or staff member who will supervise the event, unless it is being held at a commercial establishment with a liquor license.

Non-salty food and non-alcoholic drinks must be provided at all events at which alcohol will be served. LSSOs that are also RSOs also must adhere to any applicable CLI alcohol policies. For complete information on CLI alcohol policies and to review, LSSOs should contact their CLI advisor and review the information available at https://studentactivities.uchicago.edu/alcohol-policy.

The above requirements do not apply to LSSO events taking place at commercial establishments where non-students serve alcohol (bars, pubs, etc.), so long as no student organization funds of any kind (LSSO funding, LSA funding, CLI funding, etc.) are spent on the alcohol.

A complete description of the University Alcohol Policy is available in the Student Manual of University Policies and Regulations, which is available online at http://studentmanual.uchicago.edu/alcohol.

A synopsis of that policy follows: All members of the University community are responsible for being familiar and complying with the requirements of federal and Illinois statutes and Chicago ordinances regarding the consumption, possession, and sale of alcohol and other drugs. The University expects each member of the community to be responsible for his or her own conduct and the consequences of that conduct.

The University recognizes both alcohol and drug abuse as potential health, safety, and security problems. The University expects faculty, students and staff to assist in maintaining a University environment free from the effects of alcohol and other drugs.

The University prohibits all students and employees from the unlawful manufacture, possession, use, distribution, sale, or purchase of alcohol and other drugs on University premises or as part of any University activity, and from working under the influence of alcohol or illicit drugs. The only exception to this provision applies to moderate consumption and/or possession of alcohol on University premises at approved functions (e.g., receptions) by those legally permitted to consume or distribute alcohol. Such functions must comply with all applicable University guidelines.

Alcoholic beverages may not be served at any event at which undergraduates are present unless prior written approval has been obtained at least two weeks in advance from the Center for Leadership and Involvement or the Office of the Dean of Students.
All areas of the University that wish to serve alcohol in a University public area (common rooms, lounges, quads, etc.) at an event at which graduate or professional students are likely to be in attendance must, at least one week in advance of the event, consult with the Office of the Dean of Students and the unit responsible for the particular space allocation, and must designate a faculty or staff member to be present and responsible for the event. Recognized graduate and professional LSSOs must obtain written authorization to hold such events through the Center for Leadership and Involvement or the Office of the Dean of Students.

All areas of the University which will serve alcoholic beverages at a function when students will be present must have the servers or a responsible event representative of the function successfully complete alcohol risk management training (UCARE) offered by Health Promotion and Wellness and be present the entire length of the function (details at http://wellness.uchicago.edu).

Sufficient amounts of non-alcoholic beverages must be available at all functions where alcohol is available. Further, appropriate quantities of non-salty food must be served at all such events. There may be no reference to the availability of alcohol in any publicity, including electronic notices, for a University event. University officials or agents of the University have the authority to prohibit attendees from bringing alcoholic beverages to a function or into a building, including events held in outdoor areas such as the Laird Bell Law School Quadrangle.

**Political Activities**

As a tax-exempt organization under Section 501(c)(3) of the tax code, the University is prohibited from participating in political campaign activities. Although the University may, consistent with its purposes, engage in and sponsor debate and discussion of political issues, the support of individual candidates, campaigns or political parties is prohibited.

The University may not endorse any candidates, make donations to any politician’s campaign, issue statements for or against any candidate, or engage in any activity that would either support or oppose any candidate for public office. Furthermore, no political fundraising may occur on the University’s campus, in the name of the University, or through the use of University e-mail accounts. These prohibitions apply to all campaigns, including those at the federal, state, and local levels.

During election years, it is particularly important that LSSOs be mindful of the University’s policy regarding political campaign-related activities. If a LSSO plans an event focusing on an election or working with an individual currently running for political office, please discuss it ahead of time with the Office of the Dean of Students.

Because students are not regarded as speaking for the University, the rules pertaining to student groups are somewhat less restrictive than those applicable to others within the University community. Student groups that are registered with the Office of the Reynolds Club & Student Affairs, or their respective division or professional school, may use University facilities for meetings as long as no political fundraising is conducted, the usual and customary fees for the facilities are charged, and participation in such activities is limited to members of the University community. Prior approval must be obtained from the Office of Legal Counsel and the Office of the Reynolds Club & Student Affairs, division or professional school in these circumstances. Any student group engaging in political activities must make it clear in its written materials and at its events or meetings that its members are speaking as individuals and not on behalf of the University.
A complete explanation of the University’s policies as they pertain to political activities can be found here.

Conferences and Student Travel
Any LSSO desiring to organize a trip (whether domestic or international) under the auspices of the organization (and therefore the Law School and the University) must speak with the Office of the Dean of Students about the applicable University and Law School policies and the source of funding for the proposed trip prior to making any travel arrangements. Please note that limits may be imposed on the number of trips for which a LSSO may receive travel funding and that funding requests must be made in advance of travel. For more information on funding, please see the Funding, Budgets, and Reimbursement section.

MANAGING AN LSSO

ELECTIONS
Eligibility for LSSO leadership must also be open to all law students and cannot be limited in any manner. LSSOs are strongly encouraged to hold in-person elections. LSSOs that do not wish to hold in-person elections must seek permission from LSA prior to holding an election and must ensure equal access to elections. Elections are held in the beginning of each Spring Quarter. Board transitions must be completed by the first Friday in May each Spring Quarter and new leaders must attend all leadership meetings scheduled by the Office of the Dean of Students. Current year leaders are expected to stay involved through the end of the year and help the board transition.

EMAIL ADDRESSES
All LSSOs are required to set up and use a UChicago email address for all official LSSO business. Unless the organization is new this year, the LSSO already has an email address in place. LSSOs will designated one person on their board to manage and maintain the email address. LSSO email addresses are for distribution only so any emails sent to the student organization’s email address will be redirected to the person designated to maintain the email account. LSSOs that need to set up an email address, change the designee, or have questions, should contact rgraham1@uchicago.edu.

LSSO leaders are encouraged to seek co-sponsors or share other information through the LSA-OrgsLeaders listserv (lsa-orgsleaders@lists.uchicago.edu). The LSA-OrgsLeaders listserv is designed as a resource for leaders to share information and to seek co-sponsors for events. This listserv may not be used to announce events, nor for any other

LSSO DRIVE
Each LSSO has their own UChicago Box folder that is accessible to all current board members. LSSOs should use this folder as a place to save information regarding programming, speaker contact information, budget information, organization policies and procedures, and anything else the organization deems important such as bylaws.
To access the LSSO Drive visit https://uchicago.account.box.com/login and sign in with your UChicago ID and password. Once logged in, the organization’s folder should be visible upon sign-in.

MAIL FOLDERS
Each LSSO has a mail folder in which mail directed to organizations and other items are placed, and every LSSO is expected to check its mail folder weekly. The mail folders are located in the Student Services Suite on the 3rd floor of the Library Tower across from the Registrar.

MENTORING PROGRAMS
Many LSSOs seek to network with attorneys and other professionals who share similar interests or backgrounds. While the Law School encourages the development of mentoring programs as a mechanism for creating professional networks, the Law School wants to ensure that both the students and the mentors have a positive experience. For that reason, any LSSO with a mentoring program (defined as a program by which a student organization matches practicing lawyers or other professionals with current students for the purpose of facilitating the professional or academic development of the student) must meet with the External Affairs Office at the beginning of each academic year to discuss the student organization’s plan for the mentorship program for that academic year. Any organization interested in creating a mentorship program must meet with External Affairs Office prior to launching the program. LSSOs with mentoring programs are expected to contribute, both through engagement and financially, to program events.

TAX-EXEMPT STATUS
All official University-recognized LSSOs (including RSOs) qualify as tax-exempt organizations under Section 501(c)(3) of the tax code. A copy of the letter required by most establishments to demonstrate proof of tax-exempt status at the time of purchase is available at https://finserv.uchicago.edu/sites/finserv.uchicago.edu/files/uploads/Public/Secure/IllinoisTaxExemption.pdf.

WEBPAGES
Each LSSO has a webpage on the Law School’s main website that must is to be maintained by the organization’s board members. Unless a LSSO is new this year, all LSSOs are already listed on the website at http://www.law.uchicago.edu/studentorgs/browse. Each Spring Quarter, the site must be updated with the new board members and any other new information. To update webpages, contact Will Anderson (willanderson@uchicago.edu) in the Communications Department.

FUNDING SOURCES, BUDGETS, AND REIMBURSEMENTS

FUNDING SOURCES
The Law Students Association (LSA)
LSA receives an annual budget which is used to fund LSSO programming and other community events at the Law School. LSA also maintains a small contingency fund to provide supplemental funding for LSSO events and programs throughout the year. The entirety of LSA’s budget is funded by student’s Student Life Fee. Funding for LSSOs are determined exclusively by the LSA. LSSOs are strongly encouraged to co-sponsor events with each other in order to combine their funding. LSSOs may not sponsor (or co-sponsor) more than one event at the same time (e.g., an LSSO cannot sponsor two events for the same lunch period).
LSSO budget allocations are determined during the summer for the following academic year. LSA will consider membership and contribution to life at the Law School, among other things, in determining an organization’s funding allocation.

**Office of Career Services**
The Law School’s Office of Career Services has a limited amount of funding available that may be requested by LSSOs. In order for OCS to provide funding for a LSSO event, the following criteria must be met:

1. A written request (including a program description) must be submitted to OCS (career_services@law.uchicago.edu) at least two weeks prior to the program.
2. The request cannot exceed $200.
3. Each student group may only receive this supplemental program funding once per academic year.
4. The event for which funding is requested must be related to the legal career search.
5. The event must not conflict with any other OCS or career-related program. **Program funding/sponsorship is not guaranteed and is at the sole discretion of OCS.**

**Office of the Dean of Students**
The Office of the Dean of Students has limited funding available to LSSOs seeking assistance for a program or event. An application for funding from the Office of the Dean of Students can be submitted to https://www.law.uchicago.edu/DOSFundingRequest. Except in very limited instances, all of the criteria outlined on the form must be met to be considered for additional funding from the Office of the Dean of Students.

**Graduate Council**
Graduate Council provides funding to individuals and groups to travel to conferences and events, or host events and other activities on campus. Additional information regarding funding can be found at https://gc.uchicago.edu/.

LSSOs that have their Graduate Council funding proposal accepted must reach out to Robin Graham (rgraham1@uchicago.edu) immediately upon confirmation of funding. She will facilitate the transfer of funds from the Graduate Council to the organization’s LSA account. Invoices of any kind should never be provided to the Graduate Council as all invoices are paid for internally by the Law School.

**Office of Multicultural Student Affairs (OMSA)**
The Office of Multicultural Student Affairs offers a variety of resources to LSSOs whose activities help support the University’s students of color. This includes, among other resources, programming support and funding through OMSA’s Allocation Board. The Allocation Board reviews proposals submitted for OMSA funding. The Board generally consists of eight students actively involved in cultural RSOs. LSSOs interested in applying for funding from OMSA should review the funding guidelines and application materials available at http://omsa.uchicago.edu/page/omsa-grants-and-funding-opportunities.
University Community Service Center
Any RSO can apply for funding from the Community Service Fund, administered by the University Community Service Center (UCSC). This funding is limited to community service-related projects and can go to any RSO, even if the organization is not a Community Service focused RSO. Allocations are made on annual and quarterly bases. The funding body meets twice a quarter, during the 3rd and the 7th weeks. For more information about the funding deadlines and guidelines, please see [http://sg.uchicago.edu/community-service-fund](http://sg.uchicago.edu/community-service-fund) or contact Nick Currie, Community Service Advisor, at [ncurrie@uchicago.edu](mailto:ncurrie@uchicago.edu) or 773-743-4483.

University Student Government
LSSOs that are RSOs are encouraged to request additional funding from the University’s Student Government (SG), since all University of Chicago students pay a Student Activity Fee, which is the primary source of revenue from which the SG funds RSOs. The SG uses this money to fund groups that have University-wide appeal and to provide services to the University community as a whole. For information about requesting funding from the SG, please review the Student Government Finance Committee’s Guide for Applying for Funding at [http://sg.uchicago.edu/student-government-finance-committee/](http://sg.uchicago.edu/student-government-finance-committee/).

Fundraising Activities
The Law School’s External Affairs Office manages all fundraising activities at the Law School, including soliciting money from law firms, alumni, and corporations. Before pursuing donations (event sponsorship, auction items, etc.) from law firms, alumni, or corporations, LSSOs complete a [LSSO Fundraising Proposal Form](http://www.law.uchicago.edu/students/organizations/fundraising). Following this procedure ensures that the Law School maintains good relationships with the many entities and individuals that support the Law School. LSSOs that do not abide by this policy risk losing Law School funding.

Complete information on LSSO fundraising is available at [http://www.law.uchicago.edu/students/organizations/fundraising](http://www.law.uchicago.edu/students/organizations/fundraising). Contact Jamie Hillner, 773-702-2694, in the Office of External Affairs with questions pertaining to external funding.

LSSOs receiving law firm funding must follow the University and Law School’s budget rules and reimbursement policies when inviting guest speakers and planning events. LSSOs may never sign receipts or other paperwork indicating that a donation is tax deductible. Such paperwork is provided by the Office of External Affairs, when appropriate.

Bar Companies & External Groups
To seek funding from bar prep companies or any other external group, LSSOs must receive approval from the Office of the Dean of Students. Please contact the Office of the Dean of Students at [deanofstudents@law.uchicago.edu](mailto:deanofstudents@law.uchicago.edu) with requests.

Funding for Conferences & Student Organization Travel
The Law School has limited funding available for students interested in attending an academically related conference; funding preference is for students who are presenting. If available, the funding is capped at $500 for domestic travel and $1000 for international travel. An application for travel funding can be submitted to [https://www.law.uchicago.edu/TravelFunding](https://www.law.uchicago.edu/TravelFunding).

LSSOs seeking travel funds must meet each of the following criteria:
(1) Each student must contribute financially to the cost of the proposed trip. A student is expected to contribute at least 10% of the costs of the trip (including transportation, lodging, and any applicable registration fees) or $75, whichever amount is greater;
(2) The proposed trip does not require the student to miss class or reschedule exams.
(3) Students must provide proof that all other funding possibilities have been exhausted (the Center for Leadership and Involvement, Student Government Funding Committee, Graduate Council Travel Fund).

Upon return from the conference, the student is required to:

(1) Submit presentation materials to the Office of the Dean of Students for review;
(2) Share conference presentations with Law School colleagues through a lunchtime event or other presentation.

BUDGET
LSSO treasurers are required to keep track of their organization’s budget and must submit a budget proposal to the Office of the Dean of Students and LSA outlining all expenses and revenue twice per year. The due dates for budget submissions are as follows:

Autumn quarter: **Friday, October 18, 2019**
Spring quarter: **Friday, May 16, 2020**

**It is critical that LSSOs do not spend money in excess of their budget allocation. If an LSSO exceeds their allocation, the organization will be ineligible for funding the following year.** LSA accounts zero out at the end of each academic year and all funds left in an LSA account will not rollover to the following academic year.

REIMBURSEMENT

**Reimbursement Process**
If members of an organization incur out-of-pocket expenses (under $250), the process for submitting a reimbursement is as follows:

(1) Complete an online [LSSO Funds Request Form](#)
(2) Print a copy of the email confirmation page
(3) Tape original receipt(s) to a blank sheet of paper (tape edges only) and paper clip to printed confirmation page.
(4) Place completed forms with attached original receipts to the tray by the Student Organization Mailboxes in the Student Affairs Office.

Reimbursement and stipend requests must be received by the Dean of Students within two weeks of the expense being incurred. **The reimbursement and stipend process can take up to one full quarter and cannot be expedited.**

LSSOs that will incur a large, out-of-pocket expense over $250.00, must discuss the expense with the Office of the Dean of Students before incurring the expense; doing so will avoid incurring a non-reimbursable expense or having a lengthy wait before reimbursement.

16 | Student Organization Handbook 2019-2020
Speaker Stipends & Travel Expenses

Instead of reimbursing speakers and guests for individual travel, LSSOs are to provide a travel stipend to cover travel expenses. LSSOs may, however, reimburse a speaker’s travel expenses for cab fare, mileage, etc., if the speaker is traveling to the Law School from within the Chicago metropolitan area.

Domestic speakers from outside the Chicago metro area may receive a stipend of up to $750 (depending on the event’s budget) to cover airline tickets and any incidentals (cab fare, meals, etc.). Hotel costs are not included in the $750 cap. Keep in mind that the stipend and hotel costs come from the sponsoring LSSOs budget. Refer to the Planning an Event section for details on how to secure a hotel for speakers and guests.

The process for submitting a speaker stipend is as follows:

1. Ask your speaker fill out and sign a W-9 form
2. Complete an online LSSO Funds Request Form
3. Print a copy of the email confirmation page;
4. Attach a copy of the speaker’s W-9 and a copy of the Law School Calendar event advertisement to the email confirmation form;
5. Place completed packet to the tray by the Student Organization Mailboxes in the Student Affairs Office.

Examples of Reimbursable Expenses

As a general rule, goods and services are reimbursable. Questions regarding reimbursable expenses should be directed to the Office of the Dean of Students before incurring the expense. Most of these restrictions are University-wide restrictions, and the Law School is prohibited from allowing exceptions.

**Goods:** Office supplies, stamps, photocopying, art supplies, films, and fabric.

**Services:** Engraving, screen printing, printing, taxi and parking expenses, tickets to events, and rentals.

Examples of Expenses that Are Not Reimbursable

Not all goods and services are eligible for reimbursement. Several categories of non-reimbursable expenses have caused problems for LSSOs in the past. These include:

**Gifts/Donations:** LSSOs cannot be reimbursed for gifts given to guests, outgoing leaders, outside organizations, or others. If an organization hosts a VIP speaker for whom a gift may be appropriate, please contact the Office of the Dean of Students.

**Personal services (unless accompanied by appropriate documentation):** For example, if a LSSO pays a cellist $50 to play at a reception, the cellist must submit an invoice and a W-9 rather than a receipt. For details about what satisfies this requirement, please contact the Office of the Dean of Students before incurring the expense.

**Speaker honoraria:** The rationale for not paying honoraria is that speakers are honored to be asked to speak at the Law School. There are no exceptions to this rule.
Insurance on rental cars: Any student who rents a car for official University business (including student organization business) must rent the vehicle from Enterprise locally or National Car Rental. **Students do not need to purchase the rental company's insurance policy because the vehicle will be covered under the University’s insurance policy as long as all appropriate paperwork is completed.** Contact the Office of the Dean of Students for the appropriate paperwork. **Please note that it takes a minimum of two weeks to process a request for University insurance, so make sure that paperwork is submitted well in advance of the anticipated travel date.**

Travel arrangements purchased with miles or points: The University can only reimburse for travel arrangements (plane tickets, hotel, etc.) purchased with actual funds (whether via cash or credit card). The University cannot reimburse for travel arrangements made using frequent flier miles or points.

All expense receipts are due no later than 5:00 p.m. May 11, 2020 for the 2019-2020 school year.

1 **UNIVERSITY POLICIES**

**FREE SPEECH POLICY**
The University of Chicago is an institution fully committed to the creation of knowledge across the spectrum of disciplines and professions, firm in its belief that a culture of intense inquiry and informed argument generates lasting ideas, and that the members of its community have a responsibility both to challenge and to listen.

**HARASSMENT, DISCRIMINATION, AND SEXUAL MISCONDUCT POLICY**
Sexual misconduct may violate the law, violates the standards of our community, and is unacceptable at the University of Chicago. Sexual misconduct can be devastating to the person who experiences it directly and can adversely impact family, friends, and the larger community. People who believe they have experienced any sexual misconduct are encouraged to report the incident and to seek medical care and support as soon as possible. To report an incident, contact Shea Wolfe, Deputy Title IX Coordinator for Students, Director, Office for Sexual Misconduct Prevention and Support at swolfe1@uchicago.edu or (773) 702-0438.

The complete University Harassment Policy is available online at [http://harassmentpolicy.uchicago.edu/page/policy](http://harassmentpolicy.uchicago.edu/page/policy).

**NO OUTSIDE BANK ACCOUNTS**
LSSOs may not maintain bank accounts outside of the University accounting system. Non-University of Chicago accounts for LSSOs jeopardize the University’s status with the Internal Revenue Service, and can nullify an organization’s eligibility to use the University of Chicago name or to benefit from its non-profit status.

**OTHER UNIVERSITY-WIDE POLICIES**
All LSSOs must also adhere to the University-wide policies. The University policies can be found at [https://studentmanual.uchicago.edu/](https://studentmanual.uchicago.edu/).
## HELPFUL CONTACTS FOR LSSOS

<table>
<thead>
<tr>
<th>Category</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Admissions</strong></td>
<td>Admissions and Financial Aid Services</td>
</tr>
<tr>
<td>Ann K. Perry, Associate Dean for Admissions &amp; Financial Aid</td>
<td><a href="mailto:akperry@law.uchicago.edu">akperry@law.uchicago.edu</a> 773-834-4425</td>
</tr>
<tr>
<td>Elizabeth Kearney, Associate Director of Admissions</td>
<td><a href="mailto:emkearney@uchicago.edu">emkearney@uchicago.edu</a> 773-834-4429</td>
</tr>
<tr>
<td><strong>Career Services</strong></td>
<td>Professional Development Services</td>
</tr>
<tr>
<td>Lois Casaleggi</td>
<td>Associate Dean for Career Services</td>
</tr>
<tr>
<td><a href="mailto:sstaab@law.uchicago.edu">sstaab@law.uchicago.edu</a></td>
<td>773-702-6705</td>
</tr>
<tr>
<td><strong>Communications</strong></td>
<td>Communications and Public Relations Services</td>
</tr>
<tr>
<td><a href="mailto:communications@uchicago.edu">communications@uchicago.edu</a></td>
<td>773-702-3326</td>
</tr>
<tr>
<td><strong>Development &amp; Alumni Relations</strong></td>
<td>Development and Alumni Relations Services</td>
</tr>
<tr>
<td>Maureen Horonzy, Director of Alumni Relations</td>
<td><a href="mailto:mhoronzy@uchicago.edu">mhoronzy@uchicago.edu</a> 773-834-4411</td>
</tr>
<tr>
<td><strong>Events Office</strong></td>
<td>Events and Social Services</td>
</tr>
<tr>
<td>Cassey Limgenco, Director of Events</td>
<td><a href="mailto:climgenco@uchicago.edu">climgenco@uchicago.edu</a> 773-834-4326</td>
</tr>
<tr>
<td><strong>Facilities</strong></td>
<td>Facilities and Campus Services</td>
</tr>
<tr>
<td><a href="mailto:building@law.uchicago.edu">building@law.uchicago.edu</a></td>
<td>773-702-9572</td>
</tr>
<tr>
<td><strong>Information Technology</strong></td>
<td>Information Technology Services</td>
</tr>
<tr>
<td><a href="mailto:Helpdesk@law.uchicago.edu">Helpdesk@law.uchicago.edu</a></td>
<td>773-834-5300</td>
</tr>
<tr>
<td><strong>Law Students Association</strong></td>
<td>Law Students Association</td>
</tr>
<tr>
<td><a href="mailto:LSA@law.uchicago.edu">LSA@law.uchicago.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>University Community Service Center</strong></td>
<td>Nick Currie, Assistant Director for Student Leadership &amp; Advising</td>
</tr>
<tr>
<td><strong>Office of the Dean</strong></td>
<td>Executive and Administrative Services</td>
</tr>
<tr>
<td>Dawn Hinko, Executive Assistant</td>
<td><a href="mailto:dhinko@law.uchicago.edu">dhinko@law.uchicago.edu</a> 773-834-3583</td>
</tr>
<tr>
<td><strong>Office of the Dean of Students</strong></td>
<td>Dean of Students and Development Services</td>
</tr>
<tr>
<td>Charles N. Todd, Dean of Students</td>
<td><a href="mailto:cntodd@uchicago.edu">cntodd@uchicago.edu</a> 773-702-3955</td>
</tr>
<tr>
<td>Christopher Clarke, Director of Diversity &amp; Inclusion</td>
<td><a href="mailto:caclarke@uchicago.edu">caclarke@uchicago.edu</a> 773-702-7841</td>
</tr>
<tr>
<td>Robin Graham, Associate Director of Student Affairs &amp; Programs</td>
<td><a href="mailto:rgraham1@uchicago.edu">rgraham1@uchicago.edu</a> 773-834-4279</td>
</tr>
<tr>
<td>Jesse Landstrom, Associate Director of Student Affairs &amp; Academic Services</td>
<td><a href="mailto:jlandstrom@uchicago.edu">jlandstrom@uchicago.edu</a> 773-702-3401</td>
</tr>
<tr>
<td>Breanna Robinson, Student Affairs Administrator</td>
<td><a href="mailto:breanna@uchicago.edu">breanna@uchicago.edu</a> 773-702-3164</td>
</tr>
<tr>
<td><strong>Center for Leadership and Involvement</strong></td>
<td>Karen Pryor, Associate Director for Co-Curricular Advising</td>
</tr>
<tr>
<td><strong>Physical Education (Sport Clubs)</strong></td>
<td>Brian Bock, Associate Athletic Director for Recreation and Fitness</td>
</tr>
<tr>
<td><strong>Office for Sexual Misconduct Prevention &amp; Support</strong></td>
<td>Shea Wolfe, Director, Office for Sexual Misconduct Prevention and Support, Deputy Title IX Coordinator for Students, Assoc. Dean of Students in the University</td>
</tr>
</tbody>
</table>