Law School
Office of the Dean of Students
law.uchicago.edu/students

Law School
Student Organization Handbook
2021-2022
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. More information on RSO resources can be found here.

RSO ADVISORS
RSO advisors assist RSOs with RSO funding, event planning, membership management, accessing funds, and much more. They’re also happy to just have a chat about what you’re working on. Keeping in regular contact with your advisor is a great way to help ensure success. LSSOs can contact their RSO advisors here.

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 and copy Candace Mui at mui@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)
- A list of board member names and UChicago email addresses
- A proposal for your new or reactivated LSSO

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
• 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
• Membership is open to all University students

STARTING AN RSO

• Information on how to become an RSO can be found at https://leadership.uchicago.edu/get-involved/start-an-rso/

• Information for new RSO leaders can be found at https://leadership.uchicago.edu/registered-student-organizations/new-rso-leader-resources/

• The deadline to apply to become an RSO for the 2021-22 academic year is Friday, December 3rd, 2021 at 5:00pm CST

MAINTAINING YOUR RSO STATUS

Each Autumn Quarter, RSOs will be required to re-register and officers must complete the appropriate, annual training. Learn more about renewing your RSO here.

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 (CSRSOs), 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 CSRSO 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 Sarah Wagener, Assistant Director for Student Leadership & Advising in the University Community Service Center, at swagener@uchicago.edu or 773-702-6422.

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://d3qi0qp55mx5f5.cloudfront.net/leadership/docs/Recognized_Student_Organization_Bylaws_Sample.pdf?mtime=1608572408. 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. Please contact Juan Nuno, jnuno@uchicago.edu, to help process any funds to your LSSO 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 with membership lists must be saved on the LSSO Drive in the assigned student organization folder at the beginning of the autumn quarter.

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 25% 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.
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.

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 event scheduling and calendaring system (EMS).

Students can log into EMS using their UChicago username and password. LSSOs are able to book Law School classrooms on their own. Those interested in booking larger event spaces such as the Auditorium, Courtroom, Green Lounges, etc. should reach out to Candace Mui (mui@uchicago.edu) for permission. Conference rooms in the D’Angelo Law Library can also be reserved online.

LSSO calendar reservations can be made beginning August 23, 2021. Calendar reservations are subject to availability. Event requests and reservations must be made at least 1 week in advance of the event. So if your event is on a Monday, make sure that your event is reflected in the EMS calendar at least on the Monday before.

- LSSOs can host events starting on Monday, September 20, 2022.
- The last day to host an LSSO event is Friday, April 29, 2022.
- Events may not be held over holidays or breaks listed in the academic calendar.
- Please note that lunch talk events start from 12:15 PM – 1:20 PM

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.
**EVENT FORMAT**
The following are approved formats for LSSO lunch talk events starting in the 2021-2022 year.

- **In-person**: Both the speaker and audience will be in-person
- **Remote Speaker**: Speaker will be remote via Zoom, with a live audience
- **Virtual**: Both speaker and audience are virtual (e.g., Zoom)

Please keep in mind that the Law School is making plans to resume back to in-person events at the start of the 2021-2022 academic year. However, the approved modalities may change depending on the evolving city, state, and University COVID-19 health and safety guidelines and policies.

**DEAN’S HOLDS**
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.

**AFTER HOURS**
Room reservations scheduled outside of the standard business hours of 9:00 AM – 5:00 PM will incur extra fees for cleaning and security. Please work with the Office of the Dean of Students to arrange these events. The cleaning fee is $49.20 per hour for evening and weekend requests.

**NO EVENT DATES**
Some dates may not be available for LSSO events due to major Law School events. We encourage you to wait until you receive and review the “No Event Dates” list before offering up dates to possible speakers. Please contact the Office of Dean of Students if you have questions about No Event Dates.

**FACILITIES REQUESTS**
The Facilities Department handles all requests for facility 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 EMS 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. For additional information regarding special technology requests, contact the Information Technology Office at 773-834-5300 or email helpdesk@law.uchicago.edu.

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 check out at the first floor front desk. To check-out a clicker, students must leave their student ID with the first floor front desk receptionist until the clicker is returned.
CATERING
LSSOs are limited to ordering food from the Law School’s approved vendors. Caterers that are not listed in EMS 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 and final guest count must be made at least 1 week in advance of the event (e.g., an order for a Monday event should be ordered by lunchtime on the Monday before). If there are any changes to your catering order (e.g., increasing lunch boxes), then these changes should be made at the same time as your final guest count at least 1 week before your event starts.

Students are not to contact any vendor directly. If there are any questions or issues, such as a vendor failing to supply utensils, napkins etc., 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.
• Each LSSO must designate at least one member (usually the Event Coordinator) to stand with the catering. The designated LSSO members must ensure that only those attending events take the food ordered for that event.
• The designated LSSO member must move any leftover catering items 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.

ROOM CLEANUP
At the conclusion of an LSSO event, the room must be left clean and ready for class.
• 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.
• If an LSSO checked-out a presentation clicker, please make sure to return that back to the first floor front desk.

CANCELLING OR RESCHEDULING AN EVENT, UPDATING CATERING ORDER
Catering orders must be canceled at minimum of 48 hours in advance of the event. If an event is canceled or has been rescheduled, LSSOs must:
• Cancel the event in EMS as soon as possible.
• Send an email of your cancellations or reschedule to LawEvents@law.uchicago.edu immediately.
• If you have any changes to your final guest count, which affects the quantity of your catering order, then you must contact LawEvents@law.uchicago.edu at least 1 week in advance.

Failure to cancel food orders 48 hours in advance in EMS and via direct email to the Events team 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 Juan Nuno, jnuno@uchicago.edu, in the Office of the Dean of Students.

LSSOs collecting cash or checks for their organization are to pick up a bank bag from Juan Nuno for money collection. At the end of each collection period, all funds are to be turned Juan Nuno 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 or 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 first floor front desk on the day of the event. Parking passes must be requested at least 3 business days prior to the event.

**PROMOTIONAL TABLES**

LSSOs can request to 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 your request to deanofstudents@law.uchicago.edu and provide your event details (student organization name, date and time of tabling, and purpose of event) at least 1 week in advance.

**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, petitions, open letters, etc.) are not 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 Friday at 12:00 PM Central of every week will be included in the following Monday’s brief. Events posted after 12:00 PM on Friday will not be included in the Monday 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 event website calendar and the EMS scheduling 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 to:

1. The greater Law School community through the Law School website.
2. 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.

**PRINTING**

The Communications Office does not design or print posters, fliers, or brochures for LSSOs. For student designed posters, fliers, or brochures, 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 the following:

- Free-standing boards for fliers for “today’s events” only
- Bulletin board located above the mail folders on the first floor
- Holders outside classroom doors
- Designated student organization bulletin boards
- Kiosk boards on the lower level
- 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.

Event announcements can be written on whiteboards located at the entrance to each classroom but not on the main whiteboards in the center of the classroom as those are intended for the use of professors during class.

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, deanofstudents@law.uchicago.edu, as far in advance as possible so necessary arrangements can be made. The fee for security service will vary based on the details of your event. This fee 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, deanofstudents@law.uchicago.edu, 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 on or off campus.

**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:

- 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.

- 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://leadership.uchicago.edu/registered-student-organizations/event-policies-and-resources/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 https://studentmanual.uchicago.edu/university-policies/alcohol-other-drugs/.

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 same day as the determined last date an LSSO can host an event for the academic year. The last date for an LSSO to host an event for the 2021-2022 year is Friday, April 29, 2022.

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 academic 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 Candace Mui, mui@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 any other topics that do not involve co-sponsoring and resource sharing.
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. Please contact Juan Nuno, jnuno@uchicago.edu, if you have questions about accessing your LSSO drive.

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. If you have questions about your LSSO’s mail folders, you may contact Juan Nuno, jnuno@uchicago.edu.

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.

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. LSSOs may contact Lauren Siegel, Assistant Director, Office of External Affairs, lasiegel@uchicago.edu to further discuss.

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://uchicago.box.com/s/ckzn7pfrg2njuv4y2qdh2u57o93w8cj1

More information on tax status can be found here: https://finserv.uchicago.edu/page/taxes#:~:text=The%20University%20of%20Chicago%20was,United%20States%20Internal%20Revenue%20Code.

WEBPAGES
Each LSSO has a webpage on the Law School’s main website that must 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 Quinn Baron (qbaron@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 Office of Career Services has a limited amount of funding available that may be requested by Law School Student Organizations (LSSOs) who are presenting programs related to the legal career search. LSSOs requesting funding/sponsorship from the Office of Career Services (OCS) must follow these guidelines:

1) Submit a written request, including a program description and the event’s date and time, to OCS (career_services@law.uchicago.edu) at least **two weeks** prior to the program.
   a. If the date and time are still tentative, please include the proposed date and time in the request.
   b. If the request is funded, the LSSO should include that the event is co-sponsored by the Office of Career Services in promotional material, and OCS will post the event in Symplicity.
2) The event for which funding is requested must be directly related to the legal career search.
3) The event must not conflict with any other OCS program.
4) The maximum award is **$200**.
5) This supplemental program funding is available to each student group once per academic year.

Please note that program funding/sponsorship is not guaranteed and is at the sole discretion of OCS.

**International Programs Department**
The International Programs Department has funding available to support events related to international law. Submit proposals to Aican Nguyen, International Programs Director, at aican@uchicago.edu.
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 Candace Mui (mui@uchicago.edu) and Juan Nuno (jnuno@uchicago.edu) immediately upon confirmation of funding. They 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.

Center for Leadership & Involvement (CLI) – Annual Allocation for RSOs
Annual Allocation (AnnAl) is a Student Government committee that allocates funds to eligible RSOs in support of their events and programs planned for the following year. The process begins in late Winter Quarter and concludes in Spring. See the full timeline. The Board generally consists of eight students actively involved in cultural RSOs. LSSOs that are also RSOs interested in applying can find more information here https://leadership.uchicago.edu/registered-student-organizations/your-rso-financial-account/annual-allocations/.

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 https://ucsc.uchicago.edu/for-students/community-service-fund.

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/.

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. 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. Contact Jamie Hillner
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 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:

- 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;
- The proposed trip does not require the student to miss class or reschedule exams.
- 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:

- Submit presentation materials to the Office of the Dean of Students for review and save in your LSSO Box folder.
- 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 15, 2021**
- Spring Quarter: **Monday, May 9, 2022**

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 carry over to the following academic year.
CARRY OVER FUNDS

- **LSA FUNDS:** Unspent LSA funds will not carry over to the next academic year.

- **FIRM FUNDS:** Firm Funds do not carry over to the next academic year. However, for the 2021-2022 year, there will be limited exemption. LSSOs with funds raised in 2020-21 year will be able to carry over up to $3,000 in unspent law firm funding into 2021-2022. Additionally, LSSOs who received special firm funding for signature events will be allowed to carry over those funds without a limit.

SWAG POLICY

LSSOs may use up to 25% of their LSA funds to purchase LSSO member t-shirts or sweatshirts from the following approved vendors. When purchasing, individual items may not exceed the following caps per t-shirt or sweatshirt.

Please note that swag designs will need to be approved by the Office of Dean of Students before ordering. LSSOs will also need to provide the Office of Dean of Students a list of student names receiving the t-shirts and sweatshirts.

- $20 cap per t-shirt
- $35 cap per sweatshirt

APPROVED VENDORS

- CustomInk
- 4Imprint
- Mercury

REIMBURSEMENT

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) Students will need to upload a digital copy of their receipt when submitting the LSSO Funds Request Form.
3) Students will be reimbursed through direct deposit, which also requires a completed W-9 form. Please make sure your direct deposit information is up-to-date in [Workday](#). If you are not set up for direct deposit, please visit [https://uchicago.box.com/s/eu1nhgordpca9f8jyswn61plnddzhh4](https://uchicago.box.com/s/eu1nhgordpca9f8jyswn61plnddzhh4) to download directions on how to set yourself up and obtain a blank copy of the W-9 form for you to fill out.

Reimbursement and stipend requests must be received by the Office of Dean of Students **within two weeks of the expense being incurred**. The reimbursement and stipend process can take up to one month 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.
**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.

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) Upload a digital copy of the invoice
4) Speaker fills out Independent Contractor Questionnaire

**Examples of Reimbursable Expenses**

As a general rule, goods and services are reimbursable up to $250. 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 2, 2022.**

**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, violate 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 Renae DeSautel, Director of the Office for Sexual Misconduct Prevention and Support, and Deputy Title IX Coordinator for Students, and as a designee for the Associate Provost for Equal Opportunity Programs, at desautel@uchicago.edu or (773) 702-0438. The complete University Harassment Policy is available online at [https://harassmentpolicy.uchicago.edu/policy/](https://harassmentpolicy.uchicago.edu/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/).
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<thead>
<tr>
<th>HELPFUL CONTACTS FOR LSSOS</th>
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<tr>
<td><strong>Admissions</strong></td>
</tr>
<tr>
<td>Ann K. Perry, Associate Dean for Admissions &amp; Financial Aid</td>
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<tr>
<td><a href="mailto:akperry@law.uchicago.edu">akperry@law.uchicago.edu</a>  773-834-4425</td>
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<tr>
<td>Elizabeth Kearney, Senior Associate Director of Admissions</td>
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<tr>
<td><a href="mailto:emkearney@uchicago.edu">emkearney@uchicago.edu</a>    773-834-4429</td>
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<td><strong>Career Services</strong></td>
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<tr>
<td>Lois Casaleggi, Associate Dean for Career Services</td>
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<tr>
<td><a href="mailto:sstaab@law.uchicago.edu">sstaab@law.uchicago.edu</a>   773-702-6705</td>
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<tr>
<td><strong>Communications</strong></td>
</tr>
<tr>
<td><a href="mailto:communications@uchicago.edu">communications@uchicago.edu</a>  773-702-3326</td>
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<tr>
<td><strong>Development &amp; Alumni Relations</strong></td>
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<tr>
<td>Maureen Horonzy, Director of Alumni Relations</td>
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<tr>
<td><a href="mailto:mhoronzy@uchicago.edu">mhoronzy@uchicago.edu</a>     773-834-4411</td>
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<tr>
<td><strong>Events Office</strong></td>
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<tr>
<td>Cassey Limengco, Director of Events</td>
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<tr>
<td><a href="mailto:climengco@uchicago.edu">climengco@uchicago.edu</a>    773-834-4326</td>
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<tr>
<td><strong>Facilities</strong></td>
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<tr>
<td><a href="mailto:building@law.uchicago.edu">building@law.uchicago.edu</a> 773-702-9572</td>
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<tr>
<td><strong>Information Technology</strong></td>
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<tr>
<td><a href="mailto:Helpdesk@law.uchicago.edu">Helpdesk@law.uchicago.edu</a> 773-834-5300</td>
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<td><strong>Law Students Association</strong></td>
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<td><a href="mailto:LSA@law.uchicago.edu">LSA@law.uchicago.edu</a></td>
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<td><strong>University Community Service Center</strong></td>
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<tr>
<td>Sarah Wagener, Assistant Director of Student Leadership Development and Advising</td>
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<tr>
<td><a href="mailto:swagener@uchicago.edu">swagener@uchicago.edu</a>     773-753-4483</td>
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<tr>
<td><strong>Office of the Dean</strong></td>
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<tr>
<td>Stacy Hardiman, Executive Assistant</td>
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<tr>
<td><a href="mailto:hardiman@uchicago.edu">hardiman@uchicago.edu</a>     773-834-3583</td>
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<tr>
<td><strong>Office of the Dean of Students</strong></td>
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<tr>
<td><a href="mailto:deanofstudents@law.uchicago.edu">deanofstudents@law.uchicago.edu</a></td>
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<td><strong>Office of the Dean of Students</strong></td>
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<td>Charles N. Todd, Dean of Students</td>
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<tr>
<td><a href="mailto:cntodd@uchicago.edu">cntodd@uchicago.edu</a>       773-702-3955</td>
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<tr>
<td>TBD, Associate Director of Student Affairs &amp; Diversity and Inclusion</td>
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<td>773-702-7841</td>
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<td>Candace Mui, Associate Director of Student Affairs &amp; Programs</td>
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<tr>
<td><a href="mailto:mui@uchicago.edu">mui@uchicago.edu</a>          773-834-4279</td>
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<tr>
<td>Jesse Landstrom, Associate Director of Student Affairs &amp; Academic Services</td>
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<tr>
<td><a href="mailto:jlandstrom@uchicago.edu">jlandstrom@uchicago.edu</a>   773-702-3401</td>
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<tr>
<td>Juan Nuno, Student Affairs Administrator</td>
</tr>
<tr>
<td><a href="mailto:jnuno@uchicago.edu">jnuno@uchicago.edu</a>        773-702-3164</td>
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<td><strong>Center for Leadership and Involvement</strong></td>
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<tr>
<td>Karen Pryor, Associate Director for Co-Curricular Advising</td>
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<tr>
<td><a href="mailto:kcp@uchicago.edu">kcp@uchicago.edu</a>          773-702-2202</td>
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<tr>
<td><strong>Physical Education (Sport Clubs)</strong></td>
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<tr>
<td>Brian Bock, Associate Athletic Director for Recreation and Fitness</td>
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<tr>
<td><a href="mailto:bockb@uchicago.edu">bockb@uchicago.edu</a>        773-702-4658</td>
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<tr>
<td><strong>Office for Sexual Misconduct Prevention &amp; Support</strong></td>
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<tr>
<td>Renae DeSautel, Director, Office for Sexual Misconduct Prevention and Support, Deputy Title IX Coordinator for Students</td>
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<tr>
<td><a href="mailto:desautel@uchicago.edu">desautel@uchicago.edu</a>     773-702-0438</td>
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