

STUDENT ORGANIZATION

HANDBOOK

2018-2019

MIAMILAW
UNIVERSITY OF MIAMI SCHOOL OF LAW



April 13, 2018

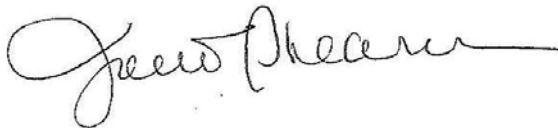
Dear Student Leaders,

Congratulations on your election as a leader of one of the University of Miami School of Law's student organizations. The quality and diversity of our student organizations is integral to the experience that we provide to all of our law students at Miami Law. Your involvement is incredibly valuable as a learning experience in organizational leadership. Your leadership also serves to enrich our community for other law students as well as our faculty and administration. We appreciate and thank you in advance for your service.

We have written this Student Organization Handbook to ensure that this year runs smoothly for all of us. The Handbook focuses on your organization and structure, event-planning and budgetary concerns. It takes a village to put together a successful journal, meeting or banquet. We have tried to identify common areas of concern for all of our student leaders. We have asked for input from many administrative units of the Law School. We hope that the result is fairly comprehensive, but we welcome your suggestions on how to continue to improve this Handbook for future generations of student leaders.

As Dean of Students, I am happy to support you in any way possible in fulfilling your goals and dreams for this coming year. Please feel free to contact me to discuss your ideas and vision. We look forward to staying in close contact with you in the year ahead.

Best wishes,



Janet Stearns
Dean of Students

Chapter 1: Your Organization: Responsibilities and Resources

The University of Miami School of Law has adopted these rules and policies that apply to all of our approved student organizations. Each organization shall:

Comply with all University of Miami policies and procedures, including but not limited to, those detailed in the Student Handbook and Honor Code, as well as local, state, and federal law.

Adhere to the Organization's constitution and bylaws.

Keep the Organization's information current with the Coordinator of Student Organizations using the Organization Registration Form in this Handbook.

Be open to all currently enrolled University of Miami Law students who are in good academic standing.

Ensure no discrimination on the basis of race, religion, color, sex, age, disability, sexual orientation, gender identity or expression, veteran status, or national origin, in any of your policies, procedures, or practices.

Develop and maintain honest and open lines of communication with your advisor.

Sponsor and supervise programs in a safe and responsible manner, and ensure that they do not interfere with the normal operation of the University.

Utilize University facilities for the purpose that they were scheduled.

Reimburse the University for damage to property or facilities.

Comply with all University fiscal policies and pay all bills and debts of the organization in a timely manner.

Provide the Coordinator of Student Organizations with the outcome of your organization's elections by March 30 by submitting the Organization Registration in this handbook.

Prepare an annual strategic plan by June 15, 2018.

Send a representative to the monthly meetings of the Inter-Club Council.

All inactive organizations, or those who have not provided their information for the current academic year, will be suspended and must reapply for organizational status. To verify that your organization is in compliance, please check with the Coordinator of Student Organization Office at (305) 284-8542.

Registering a New Student Organization

Student(s) who wish to establish a new student organization should set up an appointment with the Dean of Students to discuss. The student(s) should complete the New Organization Request form on the Student Leader Information Center website and bring the following to the meeting:

1. Name of the organization.
2. Name of the Advisor, who must sign the New Organization Registration Form.
3. Names, addresses, e-mail addresses, and phone numbers of minimum 10 interested members on the Member Sign-Up Form.
4. Statement of Purpose of the organization.
5. Constitution and Bylaws.
6. Date for an informational meeting which must be publicized to the entire law student community.
7. Date for Elections of Board Officers.
8. A listing of any outside affiliations (national, state or regional organizations).

Once approved by the Dean of Students, the Organization is registered and may operate pursuant to this Handbook.

Advisor

Every Student Organization must have an advisor that is a full-time University of Miami School of Law administrator or faculty. The Dean of Students reserves the right to request that student organizations change their advisor when the advisor is unable to fulfill his/her duties or is not adhering to University of Miami policies and procedures. In some cases, organizations have two advisors to ensure outreach to the faculty and alumni/employers in the community.

The purpose of the advisor is to assist the Organization on a regular basis. An advisor is expected to provide guidance and support, lend their expertise, share historical perspectives, and provide continuity. It is expected that advisors and Student Organization members will maintain open lines of communication. The advisor must stay informed of the Organization's activities, and ensure that all University of Miami policies and procedures are followed.

The responsibilities of advisors to their Student Organization include, but are not limited to:

- Attending meetings, activities, and programs
- Assisting in program planning, particularly identifying alumni and others in the legal community to speak on panels.
- Assisting in officer transition and training
- Sharing ideas and thoughts
- Providing feedback
- Helping to resolve inter-group conflict

The responsibilities of Student Organizations to their advisor include, but are not limited to:

- Discussing expectations of the advisor and the role they play in the Student Organization
- Notifying the advisor of all meetings, activities, and programs
- Providing copies of the strategic plan and other important meeting minutes in a timely manner
- Meeting regularly with your advisor to discuss Organizational matters
- Consulting the advisor prior to making significant changes to the structure or policy of the Organization

Membership:

The Dean of Students would like to promote student membership in our varied organizations. We therefore coordinate with the ICC to organize an Organization Fair each fall, and again as needed during the school year. Your organization must have current contact information available on the Law School's web page. This is discussed in greater detail below.

Constitution and Bylaws:

The constitution must contain (but is not limited to) the following information:

1. Mission Statement
2. Listing of Officer Positions

Each organization must have at least two officers: (1) A President or Chair who will serve as the liaison between the organization and the Dean of Students Office. This person will be the primary contact for all things relating to the student organization and (2) A Treasurer or financial officer who will be the primary contact for the organization's budget. This person will be responsible for signing all reimbursements and tracking the budget progress of the organization.

3. Method for electing officers
4. Process for amending the constitution

Sample constitutions and by laws are available from the Dean of Students and on the Student Leader Information Center. Those organizations with national affiliations can often obtain copies of constitutions and bylaws from their respective national headquarters.

Inter-Club Council:

The Inter-Club Council is your primary vehicle for communication with other organizations and the institution. The ICC is an advisory body to the Student Bar Association. The Secretary of the SBA is the president of the ICC. Attendance at the monthly meetings enables the fostering of a student community in a constructive manner. The Dean of Students will attend these meetings and bring key University administrators to talk about the resources that they can bring to your organization. The ICC can also address issues of common concern to all organizations including space needs, computing needs, budget processes, event planning and website updates. We strive to make each meeting important. Attendance at the ICC meetings is a mandatory and essential part of your leadership.

Transitions:

Each spring our organizations go through a transfer of power. Our goal is to assist you in making this transition go as smoothly as possible. These are some things that you should do when you become the leader of one of our student organizations:

- Go to <http://www.law.miami.edu/iml/rules-policies/student-leader-information-center> and fill out the form called New Officers Election form with the name of each new officer of your organization, phone and email contact information.
- Meet your Advisor as soon as possible to discuss your plans for the coming year. Please note that the Faculty Advisor's signature is required on LAFAC funding requests, and that the Deans may consult with the Advisors on other activities and events. Be sure that they know what you are doing!
- Organize a Retreat for your Executive Board to review roles and expectations and agree upon priorities for the year ahead.
- Meet with your outgoing leadership to ensure a smooth transition. Review any pending projects that were not completed in the last year.
- Complete the Strategic Plan for the Dean of Students by June 15. This form helps us to understand your plans and goals for the coming academic year. Our goal is to support you, but we need to know of your plans and priorities. No events will be calendared until your Strategic Plan is approved.
- Consider your communications strategy with your membership and alumni. Look at the law school website and any other organizational web page. Many organizations now also maintain a Facebook page or separate blog. If you do, we would like to have a record and determine if we should "link" our website to your alternate locations.
- Become familiar with the resources available to your organization.

Alumni Development:

The Law Alumni Relations & Development Office is a resource for alumni contact lists, sponsorships (from alumni, law firms, corporations or foundations), guest's speakers, and other coordination with the Law Alumni Association, Young Alumni Committee, and other networking resources such as local, state and national bar associations. The Alumni Office will typically want approval of the Dean of Students prior to providing you with resources. To request Alumni Lists, please submit a request (via email to alumni@law.miami.edu) and complete a confidentiality agreement. The agreement must contain the contact name, purpose for list, criteria for list, preferred format and date needed. Requests should be submitted at least ten business days in advance and must be cleared by the Dean of Students or faculty advisor.

No student organization should contact alumni or law firms to request funds without obtaining clearance from the Alumni and Development Office at the School of Law (305) 284-3470. The Alumni & Development office coordinates all fundraising and solicitation efforts for the School of Law and work closely with the central Advancement Office at the request of the Dean and University President. For Approved Clearance, please share the following details (in advance): (1) organization, contact information; (2) purpose/request and (3) any personal connections.

Staff: Gloria Garcia (ggarcia@law.miami.edu) serves as Coordinator of Student Organizations. She can be reached at (305) 284-8542 and sits in room D334 located in the Law Library. She will coordinate closely with the Dean of Students and all other administrative units on all issues relating to Student Organizations. In a few cases, your organizations (mostly Law Reviews and the Moot Court Boards) have some assigned staff support. If you do have staff, you should meet the staff person. You may also wish to meet Jorge Pineda, who is the Human Resources Director for the Law School. You may want to review the job description for any support staff person(s) and become familiar with their appropriate responsibilities.

Budget: Where do your funds come from? Some organizations have existing budgets and may have balances from a prior academic year. In most cases, organizations are funded by the Dean from our general Student Events Budget. Leaders submit all budget requests to the Dean of Students through the [Funds Request](#) or [LAFAC](#) process or may request other administrative units to support your work. It is important to review your prior budget and your process for accessing funds as well as working with your executive board to prepare a budget itemizing revenues and expenses for the upcoming academic year. If you have any questions, please consult with the Dean of Students early in the school year. Each student organization will be required to have one of its officers trained on the Student Funding system in order to have direct access to requesting funds. In order to receive training of the student funding form, please go to the [Student Leader Information Center](#) and watch the training video. Once you watched the video you should email: studenttraining@law.miami.edu to receive access.

Computers: Computers are intended for organizational business purposes. All critical documents should be saved to Box <https://it.miami.edu/a-z-listing/box/index.html> which is the cloud storage system used by the University. Documents should not be deleted without the express permission of the President, or the individual responsible for it. For computer problems, please contact the Help Desk for assistance at help@miami.edu or **(305) 284-6565**. Students are required to adhere to all University of Miami School of Law computer and internet use policies.

Copy Center: All student organizations have access to the Copy Center. The Copy Center has your basic office supplies. In addition, the Copy Center has in stock paper goods such as plates, napkins and cups for your regular meetings. You may go to the copy center to request these paper goods as needed. Should you be planning a large event (rather than a regular meeting) you should consult with the Events Department to ensure that we have an adequate supply of the paper goods that you need.

Lockers: The Law School has purchased a group of large lockers that are available for storage by our Student Organizations. The SBA Secretary will oversee the allocation of these lockers to those organizations who have storage needs.

Print Allocations: Some organizations with substantial printing needs (mostly Law Reviews and Moot Court Boards) will receive additional UPrint allocations. **Andrea Tejera** (atejera@law.miami.edu) oversees the UPrint allocations to student organizations. She will require an approval from the Dean of Students before making supplemental allocations to student organizations. Other organizations with sporadic printing needs should make use of the UM Copy Centers. All student organizations can print jobs to copycenter@law.miami.edu. Only materials relating to the organization can be sent to the Copy Center via email. You will need to make sure that the organization's name is stated in the email. Typical jobs you can send to the Copy Center are: flyers, agendas, application forms, competition packets, etc. Anything that is copyrighted will not be copied by the Copy Center for the student organization. Please include specifics when sending to the Copy Center: the organization name, number of copies, stapled/non stapled, single-sided/duplex, color/black & white. You will not be charged.

Student Leader Website:



Student Leader Information Center

Please **BOOKMARK** this page:

<http://www.law.miami.edu/iml/rules-policies/student-leader-information-center>

HOME

INSIDE MIAMI LAW

RULES/POLICIES

STUDENT LEADER INFORMATION CENTER

Student Leader Information Center

This page is to provide the student leaders of our various student organizations with the necessary resources.

[Student Organization Handbook](#)

[Student Travel Policy](#)

LAFAC Documents

[LAFAC Application](#)

[LAFAC Overview and Guidelines](#)

[LAFAC Reimbursement Instructions](#)

[Sample Suggested Budget Format Template](#)

[Constitution and Standing Rules](#)

[LAFAC SharePoint Site](#)

Work Tag Description: PG009029 LAFAC-Law School

Student Organization Forms

To access the site or the forms, please log in with your full law school e-mail address and password.

- [Member Solicitation Form](#)
- [New Organization Request Form](#)
- [New Officers Election Form](#)
- [Organization Registration Form](#)
- [Constitution Template \(Word\)](#)
- [Bylaws Template \(Word\)](#)
- [BERF Instructions For Reimbursement](#)
- [ONLINE Form for Student Reimbursements](#)
- [Student Reimbursement Missing Receipt Form](#)
- [Travel Policy- Please Read](#)
- [Student Organization Strategic Priorities Survey](#)
- [Authorization to Release Information](#)

Chapter 2: Events & Conferences

The planning of an event, be it an organizational meeting, a panel or lecture, is an important task requiring careful organization and follow-through. Collaboration and careful planning can equal a successful program, while missed details and communication problems can spell disaster. An essential component of successful programming is planning and budgeting early.

The first step in the planning process is the Strategic Plan. You will receive a template for the Strategic Plan by mid-May. You should work with your executive board and your faculty advisor to prepare a Strategic Plan that highlights your major events and goals for the coming academic year. Following submission, the Dean of Students will contact you with feedback and concerns, and you will have the opportunity to meet in person or by phone to discuss your plan. **You will not be permitted to reserve rooms or submit events onto the Master Calendar until your Strategic Plan has been approved by the Dean of Students.**

Event Submission Deadlines (not including major symposiums/conferences – please refer to next page):

September 7, 2018	For all Events in the Fall Semester
October 12, 2018	For all Events in January and February, 2018
February 1, 2018	For all Events in the Spring Semester, 2018

Master Calendar:

The Law School has a Master Calendar which serves several key functions. All law school rooms are booked through the Master Calendar system (EMS). Off campus events must also be entered into the Master Calendar, to ensure the least amount of conflict with other events. **Please note that requesting a room/event on the Master Calendar system is not the same as requesting approval for the event itself.** In other words, in accordance with the policy below, there are categories of events that must be approved by the Dean of Students in advance.

Each student organization will be required to have one of its officers trained on the Master Calendar system (EMS) in order to have direct access to scheduling events. Trainings are held in April and depending on the need, in August. A training video is also available at the [Student Leader Information Center](#); however, you must attend at least one training session in person. After training you will gain access and you will log in with your canelink log in credentials.

It is imperative when inputting information into the Master Calendar that you include as many details as possible, including a proper title, event description and confirmation of guest speakers for the event. Failure to do so will result in a "Tentative" or "Denied" status. The law school Master Calendar can be found at: <https://miami.emscloudservice.com/web/Default.aspx>

Master Calendar scheduler can be reached at calendar@law.miami.edu. When submitting events onto the Master Calendar, you will be responsible for requesting law school resources, such as AV, Facilities, Events, and Communication support (flyers) through the EMS system. You cannot email the departments directly for assistance. Only a valid service order via EMS will be accepted.

The EMS system will also alert the University, who will evaluate with the Police Department if any additional security is required for the safety of the speakers and the University community. If additional security is required, the sponsoring student organization must follow University procedures for covering the costs of security.

Approvals for Events and Conferences:

Regular Club Meetings: You may request a room through the Master Calendar without having to notify the Dean of Students or the Events Office. However, please note that reimbursements for food items in this instance will not be approved. It is recommended, for these types of meetings that brown bag luncheons are organized or cash collected at the meeting to cover the cost of food. **Please do not contact the Events Office or Gloria Garcia to order food for regular organizational meetings.**

The following events all require notification and/or approval by the Dean of Students and Events Office:

Club meeting with outside speaker:

Each Student Organization may host up to **FOUR (4)** events on campus that feature outside speakers (such as alumni, bar representatives, cultural activities such as movies, or experts on substantive topics of law) **per academic year**. Leaders should speak with the Dean of Students and/or your advisor in advance to discuss the selection of appropriate speakers (including alumni, bar leaders and national scholars). The Dean provides funding to cover the cost of meals for **TWO (2)** events per year in an amount not to exceed \$10 per person. Once the EMS Service Order has been received, the Events Office will give the organization leader several choices of approved catering within this budget and will arrange for the food for the meeting. These may be lunches, dinners or evening receptions (without alcohol) depending upon the needs of your organization. Once a request is made, the student organization must assign a student to accept the food and be responsible for set up and clean up after the event. If an organization decides to hold more than 2 events, they need to identify other funding sources, whether through national affiliates, bar companies, etc.

Alumni networking/ Off Campus

Many student organizations are hosting off campus networking events to meet attorneys and alumni. We encourage all forms of networking throughout the community. These events should be placed on the master calendar. In most cases, these events will be either self-funded (ie, cash bar at a local restaurant) or hosted by alumni in homes or law firms. These events should be placed on the master calendar, and your EMS request should clarify if you are requesting faculty or administration to be present. If you are seeking a host or sponsor, you should contact the Dean of Students who will coordinate as appropriate with the Law Alumni Relations and Development Office. Remember that the Honor Code does apply to off-campus events and professionalism is expected at all times.

Symposia/Academic Conferences (Public Events) -

A symposium is an academic conference in connection with a law review which leads to published papers. All symposia and conferences must be planned a year in advance. These events require a specific approval process that must first be submitted to the Events Office, including the following items:

- Identify a student member and faculty advisor responsible for coordinating and organizing the conference or symposium;
- Nature and purpose of the conference or symposium;
- Proposed date(s);
- Proposed participants and attendees;
- Proposed source(s) of funding and the amount of funding, if any, requested from Miami Law;
- How funding will be spent (e.g., travel/hotel expenses, speakers' dinners, receptions, honoraria, etc.); and
- An explanation of how the event will further the mission and vision of Miami Law.

A committee, including Dean White, will then review your request and determine whether to proceed with your proposal. Once the Symposium or Conference has been approved, student organizations may submit requests to LAFAC for funding that is consistent with the LAFAC guidelines. **Please note:** LAFAC will presently only cover travel and hotel for 4 speakers and does not cover food and beverage.

Major Events (events that the entire law school attends)

Major Events will require approval by Dean White and Dean Stearns and notification to the Events Office. These include events such as Equity Playhouse, Dean's Cup and major SBA events that include the entire law school community. Once approved, these events should seek all appropriate funding from LAFAC. The Dean will determine how much supplemental funding will be provided by the Law School.

Charitable Events:

Many of our student organizations sponsor events to support charitable causes in our community. While the Law School encourages our student leaders to contribute to the community wherever possible, our Events Office is not able to support these events. You may list them on the Master Calendar for the awareness of the law school community, but **they must be organized and financed independently.**

Co-Sponsoring Events – Co-sponsoring events is highly encouraged because it combines the resources of existing groups and/or departments, and it generally benefits all co-sponsoring organizations, as well as the general student population. The most successful co-sponsorship arrangement consists of the following:

- A proposal early in the planning stages that two or more groups combine resources in order to carry out a successful program or service.
- Involvement of all co-sponsoring organizations in the planning, marketing and execution of the event.
- A written agreement of which organizations will carry out each part of a program or service. Written agreements should list the time and date of the program, the agreed upon responsibilities of all co-sponsoring parties, and the signatures of all co-sponsoring parties.
- Recognition of all co-sponsoring organizations or departments in advertising and promotional campaigns, and during or following the event.

Co-Sponsoring Events with Departments:

If a student organization books a room for an event, it must be used for a student event. The Law school space at the Shalala Center is NOT to be used by academic or administrative departments, but by student organizations only.

If a student organization will be requesting funding of any kind for an event, they must be the **lead organization** for the event, which means inputting the reservation onto the Master Calendar and communication with the Dean of Students and law school resources.

Alumni Guest Speakers:

Student organizations are required to notify the Alumni Office when you are planning on inviting or hosting alumni on campus for meetings, events, or small gatherings. Please share the graduate's name, graduation year, firm/company, date and location of their visit/event. You will also need to input this information in the EMS System, under "Distinguished Guests".

Inviting Alumni to Student Organization Events/Activities:

If student organizations wish to invite alumni to attend their club activities or events, requests should be made at least 30 days prior to the event. Requests should be made to the Alumni Office and should include the criteria for alumni to be invited, draft/sample invitation and contact information.

Other University Locations (including the Rathskeller)

Some student organizations will seek to reserve venues on campus but outside of the law school. The University has different venues you may reserve on the campus including the Shalala Student Center, the Rathskeller, the Newman Alumni Center, Storer Auditorium, the Gusman Theater, the Cosford Theater, and other locations. In many instances your organization will be responsible for a charge for the use of these spaces. Please note that some of these venues have additional rules and regulations as to use, including but not limited to alcohol, security, and contracts. For information on the different venues, please visit <http://www.miami.edu/eventsmanagement/>. **For reservations and bookings, please contact the Events Office.**

CLE Credits

The Events Department coordinates requests for CLE credits for appropriate programs or conferences. CLE fees range from \$45 - \$150. This fee can increase by as much as an additional \$150.00 should your submission be late. Please be sure to include these fees in your budget and submit the appropriate funding form request for processing. To get credits, you must also provide the CLE office with the following: (1) biographies of all speakers; (2) two paragraphs describing speaker topic in as much detail as possible; (3) date, time, and location of event; (4) beginning/ending time for each speaker (i.e. a program or agenda). CLE credits are assigned by the Florida Bar based upon a 50-minute hour and take 30 business days for approval. Please have all necessary documents to the Office of Events and Conferences 8 - 10 weeks PRIOR to event date to ensure timely process. You can email or call them at cle@law.miami.edu or call (305) 284-6276.

Tabling on the Bricks

Tabling outside the Student Lounge is a good way to generate interest in student events. Tables are available on a first-come, first-served basis and need to be reserved via EMS. Please be advised that you will be assigned a table on the Bricks by Facilities the day of and there will be a sign on the table with your group's name on it. We ask that you not switch tables or move around the tables as you see fit. If you do so, you will be in jeopardy of losing your tabling privileges. If you arrive on the Bricks and you do not have a table, please contact Facilities at 305-284-2525 and someone will assist you. If you reserve a table and are not planning to use the reservation, please cancel your reservation. If we see a table not in use, it may result in loss of booking privileges.

Clean-Up

Organizations are responsible for clean up after each event. Organizations that fail to leave a room in the proper condition may lose their campus programming benefits and be assessed a cleaning fee. Leftover food may be dropped off in the Student Lounge to be offered to other students. Do not leave food unattended in the classrooms. We ask that any non-perishable items (such as sodas, chips, etc.) be dropped off at the events office (D342) for use in future events. **You should plan to end all lunch events by 1:45 so that the room can be cleaned in time for the 2pm classes to start promptly.**

Catering for Special Events

In most cases, the Events Office will coordinate directly with caterers. If you have dietary preferences, you should communicate those to the Events Office at the time you schedule your event.

Alcohol

We recognize that our law students are typically of legal drinking age in the State of Florida. These critical University policies however impact upon our policies relating to alcohol at University-sponsored events.

- 1) You must receive permission to serve alcohol at all school sponsored events from the Dean of Students. The University and the School of Law do not view that each and every student event requires alcohol to be successful. There must be an overwhelming argument for approval.
- 2) **As per University of Miami Risk Management policy, if a vendor is coming on property and bringing alcohol or serving alcohol to students, they must provide a Certificate of Insurance listing University of Miami as an insured party.**
- 3) The University will typically not reimburse or cover the cost of alcohol at your events unless there is a paid bartender who is serving the alcohol.
- 4) In accordance with the Florida Statute, it is unlawful to sell, give, serve, or permit to be served, alcoholic beverages to persons who are under 21 years of age.
- 5) You may organize happy hour events off campus but those would need to be covered on a cash basis by your members.
- 6) We are deeply concerned about the professional behavior of our students on and off campus and how this impacts on their character and fitness to practice law. **Student leaders, even when off campus, should ensure professional behavior at these events.**
- 7) Professional networking events, and on campus events should be focused on the program or speaker, and not on drink specials or offers of free alcohol. **Publicity of these events should avoid mention of discounted drink specials that could detract from the professional networking environment.**
- 8) Any organization failing to adhere to University guidelines may lose campus-programming privileges.
- 9) In general, providing alcohol will be limited to beer and wine unless previously authorized by the Dean of Students.
- 10) It is our policy to discourage Open Bars that are not regulated by drink tickets or some other manner of controlling consumption.
- 11) Public intoxication in any University controlled building, area, or at any University event, is prohibited. Intoxicated students may be subject to disciplinary action.

Gifts and Recognitions:

If you have invited an outside speaker to campus and wish to have a small token of appreciation, please consult with the Events Office. They will stock some University branded gifts for these purposes.

Many organizations will want to have plaques or other gifts for special honorees. You must have approval of the Dean of Students to order plaques or any other awards.

Donation Containers in Library Lobby:

If you wish to leave a container for people to drop off donations (for example, books or clothing) in the law library lobby, you must notify either Robin Schard (rschard@law.miami.edu) or Bill Latham (blatham@law.miami.edu). Such notification must include how long the container will be left in the lobby, as well as the name and contact information of the person responsible for the project. The donations must not impede the flow of traffic into the library and the containers must be emptied as they become full.

Parking

The only available parking for guests is at Pavia Garage or metered parking located next to Richter Library. The Dean's office does have a few reserved parking spaces that are generally used for visitors coming to meet with the Dean or for special events. You should contact Carolina Morris at cmorris@law.miami.edu to determine availability of these spots for guest speakers as early as possible. We have significant demand for these reserved parking spaces.

Chapter 3: Budgets and Financial Matters

Overview:

The Law School is part of a complex financial structure that supports the University of Miami, a 501(c) (3) organization. As a result, the Law School's budget office serves as a conduit between our student organizations and this larger administration structure.

The Law School's Budget Office is located at Gables 1 Building on Dixie Highway. The Budget office may be reached by phone at **305-284-1339**. The University has moved to a paperless system for purchasing and reimbursement. The Events Department and Gloria Garcia are available to help advise you on the processes.

Planning:

It is critical that students planning any event, whether a regular meeting, reception, or major event, consider the financial impacts of these events. Once events have been approved, we should endeavor to the maximum extent possible to use vendors that bill the University directly.

Please read carefully the guidelines in Chapter 2 regarding event categories.

Regular Meetings: We will no longer be reimbursing or allocating funds for regular student meetings. The number of organizational meetings is now exceeding our staff capacity and therefore we have adopted this policy.

Major Events, Symposia, and Club Meetings with Outside Speakers: The Events Department will be ensuring that approved vendors are used and that the appropriate law school accounts are billed. Please do not spend your personal funds on these events.

Student Travel: All Moot Court and International Moot Court student travel will be booked by the appropriate staff to minimize students spending their personal funds. Reimbursements should be kept to a minimum for incidental travel expenses that were previously budgeted and approved.

Any other students who require travel should consult in advance with Gloria Garcia. We now have a travel policy available online to help describe all questions related to student travel. Please read the [Travel Policy](#)

Alumni Networking Events/ Charitable Events:

Networking or charitable events that are held at venues other than UM should be organized on a cash only basis. Student/Alumni can pay for their own food and beverage. We will be not funding or reimbursing for these events. Similarly, charitable events at outside venues should be organized so that contributions are made directly to the outside charity; the law school cannot serve as a conduit for the funds for these events.

Bank accounts: No Student Organization may maintain any account outside of the University. All accounts are handled through the University. All organizations will need to have their President and Treasurer sign a signature card, which will enable them to conduct financial business on behalf of the organization. The Law School Budget Office will coordinate with the Dean of Students office concerning the student organization accounts. In some instances, major organizations will have separate accounts.

Law Activity Fee Allocation Committee (LAFAC): The Law Activity Fee Allocation Committee is a group of law students who have jurisdiction over the activity fees paid by law students. LAFAC evaluates proposals submitted by various student organizations and individuals and allocates funds to meritorious projects. In order to request funding, you must download and submit a Request for Funding from the LAFAC website [LAFAC](#). LAFAC will meet every two weeks during the fall and spring semester ***so long as it has funds available to distribute.***

LAFAC has a number of rules and regulations which have been adopted by the students to ensure the fair distribution of the student activity fee. Gloria Garcia is the coordinator of LAFAC and receives applications on behalf of the committee. The Dean of Students serves as an advisor to LAFAC but does not vote on the applications. Please note that when LAFAC allocates funds to a particular event or project, the funds remain in the LAFAC budget until approved expenses are allocated to these funds. The funds are not transferred to the individual student accounts.

Dues: No student organization may collect dues unless it has received prior approval from the Dean of Students. Permission has been granted to those organizations that must pay national dues to affiliated organizations. It is our goal that the balance of our students organizations will have their events either paid by the Law School (through the event categories described above) or they will cover costs for networking events on a cash only basis. The law reviews and the Papy Moot Court Board now collect a voluntary activity fee (VAF).

If your group has received permission to charge UM dues or a VAF, be sure that students make their checks out to the “**University of Miami School of Law**”. All funds, cash or check should be deposited in the organization’s university account on the day that they are collected using the Cashier’s Office-Departmental Transmittal Form. Do not wait until you collect large amounts; you will be responsible for any lost or stolen dues. You will need to confirm the correct budget Revenue/Expense Category and Driver Worktag with Gloria Garcia for your deposit to post correctly to your account. Take your deposits directly to the Cashiers Office in the Ashe Building. If your group is collecting dues to national organizations, checks should be made payable directly to that organization.

Donations/Sponsorships: Some organizations will generate funds in accordance with their own by-laws and with University and law school policy. **Any solicitations of contributions from alumni, the legal community or other sources outside the School of Law must be approved in advance by the Office of Development and Alumni Relations at (305) 284-3470.** In some instances, the Dean will determine that we will fund your event or project internally rather than solicit support from alumni. If you are seeking donations from alumni, fill out the Request for Assistance, available in the Law Alumni and Development Office (Room C320).

Purchasing, Contracts, Travel and Outside Vendors:

In most instances, either the Events Office or staff working with you will determine whether you will be purchasing items from vendors outside of the University of Miami. For example, the University has contracts for reduced price office supplies, paper goods, and catering. Students should not be signing any contracts, such as hotels or restaurants. If your event requires this type of support, you will want to speak with the Events Office first.

For information on hotels and airlines that offer UM discounts, please see <https://business-services.miami.edu/departments/travel-management/index.html>. In most cases you can arrange to have the University billed directly for authorized use and thereby minimize the need to process reimbursements.

For more information on the University of Miami's purchasing policy, please see their webpage at <https://supplychain.miami.edu/about/purchasing/index.html>

Sales Tax Exemption

As a 501 (c) (3) organization, the University of Miami is exempt from paying state sales tax. Student organizations utilizing UM funds – such as the funds from LAFAC may use the University's tax-exempt certificate. The purchases must be made through the University system, such as through Purchasing. If the funds come from other sources, please check with the Budget office at 305-284-5994 in advance to determine if your organization is eligible to use the sales tax exemption. If you pay personally and then submit for reimbursements, or pay with other third party funds, you will not be eligible to apply the sales tax exemption. For access to our **sales tax exemption certificate**, please see their webpage at <https://supplychain.miami.edu/about/purchasing/index.html> under forms.

Reimbursements:

Under the IRS Accountable Plan Rules, expenses are required to meet two conditions: (1) There must be a legitimate business purpose – explanation of the business conducted and (2) Expenses must be substantiated i.e. original receipts, date, place and bank statement amount of the expenses. Reimbursements will not be processed without receipts.

University Forms:

While it is our goal to minimize student funding of events, you need to be aware of these major forms utilized by the University:

Non-Employee and Student Expense Reimbursement Form

, and Cashier's Office-Departmental Transmittal Form

Cashier's Office- Department form **is located in Room D334. Please turn in completed form to Gloria Garcia, Room D334.**

Non-Employee and Student Expense Reimbursement Form

The first form is the Non-Employee and Student Expense Reimbursement Form.

The Form is used to reimburse students who have spent personal funds on behalf of the student organization for business purposes. Original receipts, a copy of the receipt, bank statement showing the expense charge, as well as an explanation of the expenditure such as a **flyer for the event** or a copy of the organization's budget, must be uploaded to the online form. (Note: that if your organization has a provision for students traveling out of town to receive a per diem, no receipt is necessary, however, you should attach a copy of the bylaw that allows per diem). The form is now found **online only** at: <https://apps.miami.edu/WorkdayReimbursementForm>

Cashier's Office-Departmental Transmittal Form

Cashier's Office-Departmental Transmittal Form is used when you receive dues or funds that need to be deposited in your university account. Take your funds and form to the Ashe Building for deposit once you have confirmed the account number with Gloria Garcia email: ggarcia@law.miami.edu

Chapter 4: Communications

We all benefit from good publicity of our law student events. We want to ensure the best communication to your organization's members, the law school community, prospective students, and the general community of alumni and lawyers. The Office of External Affairs (OEA) can assist you with the following:

- Graphic Design Requests (including flyers, and banners) and Facebook, Instagram, Twitter, LinkedIn postings on our official social media sites
- Media Relations and Publicity

Request for communications assistance can be made through the EMS System at the time of booking your event.

Logos:

The OEA is prohibited from creating logos of any kind, according to the official University of Miami identity policy (<http://media.law.miami.edu/communications/pdf/2015/oea-policies-procedures.pdf>). However, the design team may provide a Miami Law sub-brand upon approval of the request. Specific usage policies apply and are provided upon delivery of the sub-brand files.

- Sub-brands only are created for major departments/units at Miami Law
- If an outside party requests the School of Law logo, submit the official University of Miami School of Law logo (with the U)
- The Miami Law brand and sub-brands may not be sent to outside parties for their use

Advertising for events:

Students may only use flyers that have been prepared or approved by OEA.

You may submit flyers to: externalaffairs@law.miami.edu. You may request copies of the flyer through the copy center for free and post in the various bulletin boards around the law campus. Please note that you may not post flyers or posters on office windows, library stairwells, and classroom doors or in bathroom stalls.

We do have a number of glass enclosed bulletin boards on the ground and first floor of the law school. Student organizations may request the use of one of these enclosed bulletin boards to promote a special event, themed month, or for another approved purposed. You may speak with AskUs concerning the availability of these bulletin boards and to clear a date. We typically will not allocate these for longer than one month, depending on availability.

Posters:

Large Posters are only made for major law school events that are open to the entire law school community and the public, such as major symposia or conferences, and events such as Wellness Week, Dean's Cup, or Bar Week. No program announcements or application notices will be allowed. Posters cost \$65 to produce and you must request a poster with 4 weeks' notice. If you want the poster in the library, posters may be placed in the library entrance no more than one week prior to the event.

Banners:

Banners are only used for major events, and that they will only remain on the Bricks for no more than one week. These banners cost about \$250 and typically will require at least four weeks' notice. We recommend that you consider creating a banner that can be re-used from year to year for certain major events or themed weeks. LAFAC may fund banners.

Global Emails and Social Media

We have all observed that the emails from UM have been overused to the point where they are frequently ignored. To that end, we want to encourage the law school community to move away from Global Emails wherever feasible. Instead, we would encourage you to create distribution lists for your members' organizations, either through UM or through Gmail, or social media. These communications can target your core group with regular updates; student can choose to opt in or out of your distribution lists as appropriate. Also please join our Student Organization Facebook found here: <https://www.facebook.com/umlawstudentorganizations>

To bring a social post to OEA's attention, use the hashtag #MiamiLaw so the post can be re-shared on our official pages. Although it is up to the discretion of OEA to re-share posts, this is one of the most efficient ways to get the word out about events and other announcements to the larger community. Make sure to follow our official channels to stay up to date. You may also email social@law.miami.edu for submitting social media request.

Your organization may have or want an organizational email address that will facilitate communication with members and permit responses to events. If you do not have one, please contact the Help Desk at help@miami.edu. If so, please coordinate with last year's officers concerning the transfer of password information.

The SBA Secretary (sba_secretary@law.miami.edu) is responsible for sending global emails as set by the ICC Global Email Policy which is available on the website. You can email the Secretary with your event information to post on the Student Event Calendar (include the nature of your event, time, date, place and name of your organization.) This Global Email Policy may be revised in light of the many new features of the Master Calendar system.

Mailing Lists:

If you are planning a major event and would like to invite alumni, contact the Alumni and Development Office at (305) 284-3470. The Alumni and Development Office is able to provide downloads and labels of alumni who were involved in specific student organizations and have reported that involvement to the Alumni Relations Office. Not all organizations are coded, so at times this may be a difficult task. The student organization must allow at least one week for the download/labels. Therefore, student organizations should submit a request for a download at least six weeks prior to the event to allow time for mailing and responses.

Official Student Org Webpages:

Edits to the webpages for each organization (full list available here: <http://www.law.miami.edu/students/law-student-organizations>) should be sent to Gloria Garcia who will relay changes to the Communications team.

STUDENT LEADER CERTIFICATION

As a student leader for the 2018-2019 Academic Year, I **certify that I have read the Student Organization Handbook.**

I understand that I am responsible for:

_____(initial) 1. Reading my organization bylaws, communicating with my faculty advisor, and ensuring a smooth transition with the prior Executive Board of my organization, and complete a strategic plan for the academic year.

_____(initial) 2. Ensuring that all events and activities of my organization conform to the requirements of Chapter 2, submitting a strategic plan by June 15, and designating a representative to submit all events promptly on the Master Calendar.

_____(initial) 3. Providing budgetary control of my organization and the events and activities that we sponsor, designate a representative to submit all budget requests via the Student Funding Form, and be familiar with the University's obligations as a 501© (3) institution; and

_____(initial) 4. Coordinating with the Department of External Affairs so that our events and activities can be properly highlighted to prospective students, the University of Miami community and alumni, and ensuring that the UM brand and logos are respected.

Signature

Printed Name

Student Organization

Date

***THIS FORM SHOULD BE EMAILED TO GGARCIA@LAW.MIAMI.EDU.
EVERY ORGANIZATION MUST SUBMIT A SIGNED FORM PRIOR TO REQUESTING
ANY EVENTS FOR THE NEW SCHOOL YEAR.***