

Endorsed Student Organization Handbook

A GUIDE TO BEING AN EFFECTIVE STUDENT LEADER AT JMLS

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Table of Contents

I. WHAT IS AN ENDORSED STUDENT ORGANIZATION?	2
Inclusion Policy	2
II. STARTING A NEW STUDENT ORGANIZATION	2
III. RECRUITING	3
Student Org Night	3
First Meeting and Enrollment	3
IV. EVENTS	4
Planning	4
On Campus v. Off Campus	4
Activities	4
Scheduling	4
Cancelling or Rescheduling an Event	5
Advising	5
Feedback	5
Guest Restrictions and Guest Approval Process	5
Distinguished Guests	5
Programs Involving Minors	6
Programs Involving Animals	6
Communications with Law Firms, Guests, and other Professionals	7
Alcohol at ESO Events	8
Limits on Each ESO	9
Consequences for Violating This Policy	9
Special Events	9
Logistics	10
Marketing	12
V. MANAGING AN ESO	13
Elections	13
Membership	14
Email Addresses	14
Tax-Exempt Status	14
Leadership Meetings	14
VI. FINANCIALS	15
Securing Funding	15
Collaborations	16
Fundraising, Money Collection and Payment Processing	16
Bar Companies & External Organizations	17
Reimbursement	17
Examples of Reimbursable Expenses	17
Examples of Expenses That Are Not Reimbursable	18
VII. RESOURCES	18
Lawyers' Assistance Program	18
Counseling Services	18
Student Professional Development Fund	18

I. WHAT IS AN ENDORSED STUDENT ORGANIZATION?

An Endorsed Student Organization (ESO) is an officially endorsed student run organization at The John Marshall Law School (JMLS).

Several ESOs are already registered with the Office of Student Life (OSL). A list of active ESOs can be found at <http://www.jmls.edu/students/organizations/>. Please note, however, that the OSL requires each ESO to complete the endorsement process annually. Each spring, ESOs will be required to re-certify; in the summer, officers must complete the appropriate annual training. Barring extraordinary circumstances approved by the Associate Director of Student Activities and Leadership Development, failure to register annually and complete the annual training will result in the organization losing its endorsed status and not being eligible for funds or free space reservations for activities.

ESOs may use many of the facilities of JMLS free of charge, hold events on campus, receive funding from JMLS, borrow OSL equipment, post notices on campus, conduct certain fundraising activities, and receive tax exemptions and/or discounts on certain purchases. ESOs have access to a variety of leadership development workshops and trainings for both members and leaders of the organization.

Inclusion Policy

Membership in any ESO must be open to all active students. ESOs are not required to maintain lists of members in good standing but are encouraged to do so. An ESO may require members to pay nominal dues or impose a participation requirement as a condition of membership, but no other restrictions are permitted. Students wishing to join an organization must be given the option to meet the participation requirements, if the ESO deems they are financially unable to pay dues. Any condition of membership must be administered fairly, reasonably, and in a non-discriminatory manner. JMLS is a place for the open exchange and debate of ideas. In this spirit, JMLS requires that ESO events, including on-campus events, be open to all active students. All events, with the exception of board meetings, must be advertised sufficiently in advance of the event to give all students an opportunity to attend. Further details regarding open and closed events can be found in Section IV below.

II. STARTING A NEW STUDENT ORGANIZATION

Students may apply to start a new ESO or reactivate a previously inactive organization by completing the following steps:

First. Ensure Originality

- Make sure that a similar organization does not already exist.
 - Visit <http://www.jmls.edu/students/organizations/> for a list of currently endorsed student organizations

Second. Know the Rules

- Review the JMLS Endorsed Student Organization Handbook
 - Determine if your proposed organization will be able to abide by the bylaws.
 - Take the initiative of building your infrastructure to adhere to the bylaws.



THE JOHN MARSHALL LAW SCHOOL

Third. Meet with Administration

- Contact the Office of Student Life at studentlife@jmls.edu to schedule a meeting with the Associate Director of Student Activities & Leadership Development to discuss your organization.
 - You should be prepared to answer questions regarding your proposed group.

Fourth. Complete the Registration Form

- Use this [link](#) to access the online registration form. Complete this form within 10 business days of your meeting with Administration.
 - Registration forms completed after 10 business days will be considered late and may not be reviewed.
- Please note:
 - You are encouraged to have at least four officer positions (generally president, Vice president, Secretary, and Treasurer). All officer positions must be held by separate people.
 - Please note: Individuals may **not** hold the same role, in multiple organizations, at the same time.
 - You also are required to have a JMLS full-time faculty/staff member as an advisor.
 - You must submit signatures of 10 current JMLS students stating that they would be willing to participate in the organization.
- A mission statement and bylaws will be required as part of the application process.
- All ESOs must recertify each spring and complete the annual leadership training summit each summer.
 - Failure to do so will result in the organization losing its endorsed status and becoming ineligible for funds or expense-free space reservations for activities.

III. RECRUITING

Student Org Night

- ESOs will be given a table to be set up in a designated area for recruiting.
 - Student leaders are allowed to decorate the tables and pass out information regarding the organization's first meeting of the semester.
 - Students can opt to give you their email addresses for individual contact regarding the first meeting.
 - There should be at least one officer at the table at all times.
 - Do **NOT** discourage students from joining other groups.

First Meeting and Enrollment

- Student organizations should only serve light refreshments for the 1st meeting.
 - *Groups should not spend the majority of seed money on food for the first meeting. Students will show up for the food and never be seen again.*

- Seed money is a nominal amount of money awarded by the OSL to an ESO for use at the ESO's discretion. See Section VI for more information.
- All groups should have an aspirational goal of adding at least 5 new members each semester.

IV. EVENTS

Planning

The OSL encourages ESOs to create programs and events that foster a sense of community among groups and individuals to enhance a student's overall experience at JMLS. ESOs should think creatively and thoughtfully throughout the program planning process, so as to provide the JMLS community with a wide range of programming throughout the year. ESOs are strongly encouraged to partner with other ESOs, JMLS departments, and outside organizations looking to host events at JMLS.

On Campus v. Off Campus

ESOs may hold events on campus at no charge to the organization, subject to space availability. Alternatively, ESOs may choose to hold events off campus and may incur a charge from the hosting facility. Like on campus events, off campus events must be discussed with OSL. This includes volunteer activities and fundraisers. Regardless of whether JMLS funds are being used, each ESO carries the JMLS banner and must ensure they are in compliance with the OSL's policies and procedures.

Activities

ESO activities are broken into three categories: meetings, events, and signature events.

A Signature Event is an event that:

1. Has recurred annually for more than two years,
2. Has attendance that averages 70 or more guests and,
3. Exhibits a clear educational, cultural, or social theme.

ESOs may apply to qualify their event as a signature event once they meet all of these conditions.

Due to the importance and potential impact of these events, ESOs are required to submit a business plan no fewer than four months before the event to the OSL. The business plan must include the essential sections of Marketing, Program Description, Strategy & Implementation, Organization and Management Team, and Financial Plan & Projections. The date of the Signature Event must be approved by the Dean of the Law School.

Scheduling

- ESOs are to present proposed event dates at mandatory calendar meetings each year.
- Events may be requested no less than three weeks before the proposed date.
- Meetings may be requested no less than one week before the proposed date.
- ESOs are to hold at least two activities per semester.
- ESOs are not allowed to hold events at the same times as other organizations; however, *meetings may overlap.*

- ESOs may not hold events on JMLS blackout dates for institutional events. These dates will be made available to ESOs by the OSL through the online Events Calendar and at the monthly student leader meetings.

Cancelling or Rescheduling an Event

- Events that are placed on the calendar and cancelled or rescheduled by the ESO with less than three business days' notice will result in a fine.
 - Fine will not exceed \$30 and will be deducted from the seed money.
 - Extraordinary circumstances will be taken into account by the OSL in determining whether to reduce or waive the fine.
- When an event is being rescheduled within three business days of the original date:
 - The event cannot be rescheduled until one full week after the original date
 - Another event will not be bumped to make room for a rescheduled event.
- Unscheduled activities are prohibited.

Advising

The OSL provides guidance for event planning. This may include suggestions for topic selection, networking with other departments on campus, risk management, managing logistics, and inviting faculty, alumni, or other special guests. Additionally, the OSL can assist with leadership issues, either one-on-one or collectively with executive boards or other groups of leaders.

Feedback

All events require a mandatory feedback session with the Associate Director of Student Activities & Leadership Development and/or other representatives from the OSL. This session is an opportunity for the ESO leaders to discuss what they felt went well and what needs improvement, while having an experienced and impartial participant in the administration available as a resource. Also, ESOs will be able to highlight any potential issues to avoid in planning for future events using this [form](#).

Guest Restrictions and Guest Approval Process

For any events with outside visitors the ESO must submit a list of visitor names to security at least 72 hours before the event. ESOs are to use the Guest List form that will be sent to them exactly one week prior to the event via email. ESOs will also receive this form in an email upon completion of the Student Leadership Summit in August.

Distinguished Guests

ESOs interested in inviting a distinguished guest to JMLS, such as an alum, an elected or appointed government official (judge, senator, attorney general, etc.), or any other high profile person, must receive approval from the OSL before extending an invitation.

Once approval is received from the OSL, the ESO must coordinate with the Marketing and Communications department, which will coordinate with the media and the guest's office on all publicity needs, including any requests to record or broadcast the event.

Next, ESOs must coordinate with Campus Safety and Security to ensure the safety of the guest(s) and the JMLS community. There may be parking arrangements, waiting areas, and clearances granted for distinguished guests that are not typically granted.

ESO's may request the Dean's presence at an event by filling out a Dean Request [form](#). Requests will be reviewed by the appropriate departments and ESOs should receive a response to their request within one week of submission.

Events that do not include any of the guests listed above may proceed directly to making an event space request consistent with the requirements of this Handbook.

Programs Involving Minors

Programming involving minors must be discussed with the OSL before the event is scheduled, and not less than one month before the proposed date, to ensure compliance with JMLS Protection of Minors on Campus Policy and other regulations.

The protection of minors—defined as any person under the age of 18 years—especially from physical or sexual abuse, is consistent with the core values of JMLS. This policy has been developed to inform JMLS community members of their reporting obligations about instances of suspected child abuse or neglect and to establish training, certification, and security clearance procedures that members of the JMLS community must follow before participating in any JMLS-related event that involves minors.

The JMLS employee/student/organization who is hosting or leading the event is responsible for ensuring compliance with this section, which includes coordinating the timely completion of all training, certification, and security clearance procedures. The requirements and full policy can be found online at <https://www.jmls.edu/policy/pdf/protection-minors-on-campus.pdf>. If the requirements are not met within the stated time frame, the event is subject to cancellation and/or those under the age of 18 are not permitted to participate.

Programs Involving Animals

If an ESO plans to host an event involving animals, the ESO must submit a written request to the OSL indicating their desire for an animal's presence on campus. This must occur in advance of marketing the event or making arrangements with external organizations providing the animals. ESOs must receive expressed written approval from the OSL before engaging the external organization/handler or marketing the event. Such notification allows JMLS to make appropriate arrangements, offer any necessary assistance prior to the animals' arrival on campus, and to notify the Office Safety & Security of the animals' presence in case of an emergency.

The OSL will determine whether the request should be granted based on the proposal submitted by the ESO. In reviewing the proposal, the OSL (in connection with Safety & Security and Maintenance), will consider, among other factors:

- The purpose of bringing animals on campus;
- The type and size of the animals;
- Whether the animals' presence would violate individuals' rights to peace and quiet enjoyment;
- Whether the animals are housebroken or able to behave with strangers in their presence;
- Whether the animals pose a direct threat (currently or in the past) to the individual or others;
- Whether the animals need to be muzzled; and
- Past damage to JMLS caused by, or past experience with, animals on campus.

Students are not allowed to take animals in or to any controlled spaces other than their assigned event location without specific advance authorization in writing from the OSL. Animals cannot be left overnight at JMLS. The handler and the ESO are responsible for clean up after the animals, to ensure that the animals do not disturb the peace and quiet enjoyment of others, and to ensure that the animals are well cared for.

Any animals allowed on campus must be leashed/tethered and remain in the care of their handler(s) at all times. Students are required to complete a waiver releasing JMLS from liability if they wish to attend any events with animals. Contact the OSL for information and assistance with animal guidelines and waivers.

Animals are not permitted to run loose on campus or in any campus building. Dangerous animals or animals found unattended may be impounded and turned over to animal control authorities. A JMLS official (e.g., OSL, General Counsel, HR, Campus Safety & Security, Maintenance, any Dean) may determine that a particular animal's presence on JMLS property is disruptive and direct the handler to remove that animal.

Approval may be revoked if the organization providing the animal(s) does not comply with the following requirements:

- Provide proof of insurance acceptable to JMLS Legal;
- Agree, in writing, to cover any damage caused by their animal(s) and to hold JMLS harmless from and indemnify JMLS from any claim, complaint, or suit resulting from the animal's presence on campus; and
- Be jointly responsible with the ESO for cleaning up after the animal(s).

Please note that these guidelines do not apply to service animals permitted under the Americans with Disabilities Act.

[Communications with Law Firms, Guests, and other Professionals](#)

Students represent JMLS in all dealings with attorneys, judges, alumni, law firms, and other professionals. Keep in mind that working professionals are accustomed to prompt responses, so it is important to make sure that members respond to correspondence as soon as is reasonably possible, even if simply to acknowledge that the message has been received and that someone will follow up with a more detailed response at a later date.

In addition, please remember to use a respectful and courteous tone in all written correspondence. Specifically, use salutations (Dear, To Whom It May Concern, etc.), titles (Professor, Judge, Ms., Mr., etc.), and closings (Sincerely, Best Regards, etc.). Please be sure to carefully proofread any outgoing correspondence before it is sent. Sloppily written emails can leave a guest or law firm with a negative impression of the writer and JMLS.

Once a guest accepts an invitation to JMLS, remember to confirm the event with the speaker again at least 10-14 days before the date of the event. In that confirmation, be sure to inform the guest of any necessary logistical details (e.g. driving directions, where to meet an ESO's members, parking arrangements, food accommodations, etc.).

Finally, be sure to send the guest a written thank-you after the event.

Failure to adhere to these communication guidelines may reflect poorly on JMLS and our students, and also may jeopardize opportunities for JMLS and/or ESOs to work with a guest, law firm, or organization in the future.

Alcohol at ESO Events

The information provided below is a brief explanation of the JMLS Alcohol Provision and Consumption Policy as it relates to ESO events. ESO leaders are responsible for reading the policy in its entirety at www.jmls.edu/policy.

JMLS takes seriously the problem of alcohol and substance abuse by law students and attorneys. We are committed to supporting our students to develop and sustain healthy habits and encouraging co-curricular programming that promotes educational advancement, professional development, inclusion, and holistic wellness.

ESOs that serve alcohol at JMLS events take on great responsibility, not only to follow the law, but also to take appropriate precautions to prevent physical or emotional injury resulting from alcohol consumption. Only moderate consumption of alcohol is permitted at ESO events.

ESOs will have the opportunity to request permission to host an event where alcohol is served during the annual calendar meeting. That being said, if an ESO 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 four weeks before the event:

1. An Alcohol Permission Request Form must be submitted online to the OSL. The Alcohol Event Request Form is available [here](#).
 - a. JMLS holds a contract with the only approved on-campus bartending service. All events wishing to serve alcohol will use this service and be charged the service fee.
 - b. Additionally, ESOs may not provide their own alcoholic beverages for events. JMLS provides inventory (beer and wine) for events at a reduced price. “Hard liquor” such as rum, vodka, and tequila, are not allowed. In certain instances, ESOs may be able to request specialty wine and beer for certain events and must do so three weeks prior to the event. ESOs are only charged for the products they use.
2. For any ESO event taking place on campus:
 - a. The sponsoring ESO must designate one willing and sober representative for every 25 expected guests. This person cannot consume any alcohol.
 - b. The representative(s) must remain present and sober for the duration of the event and must have completed a JMLS alcohol training session provided by the Office of Student Life at least one week before the event.
 - c. The representative’s name and contact information must be submitted to JMLS security at least three business days before the event.
 - d. The ESO is responsible for ensuring that no alcoholic beverages leave the confined space of the event. Participants of the event are not allowed to take beverages on elevators, in the hallways, or out of the building.
3. If it is reasonable to expect that underage guests may gain access to the event, risk-management measures aimed at ensuring underage guests will not be served alcohol must be in place.

4. Organizations holding or sponsoring events at off-campus locations must demonstrate that they have obtained appropriate insurance and have made arrangements for appropriate security and other safety measures.

Limits on Each ESO

- Each student organization will generally be permitted to host or sponsor (or co-host or co-sponsor) one event per semester where alcohol will be served.
 - a. Additional events with alcohol may be requested and such request may be granted at the discretion of the Assistant Dean for Student Life and Leadership, in consultation with the Dean.
 - b. If two student organizations are co-sponsoring an event with alcohol and one of the organizations spends money only on non-alcohol items, that student organization will not have to count the event toward their once per semester limit.
 - c. Further, alcohol may not constitute more than 50% of the event budget.
- There may only be one student-led event with a bar per week.
- Other events at which alcohol is approved may include a cash-bar arrangement.
- ESOs are not permitted to solicit or raise outside funds to fund alcohol at events.
- Alcohol will only be approved at events at which 30 or more attendees are reasonably anticipated.
- ESOs may not co-sponsor an event with an alcohol distributor, bar, or tavern, or other organization where alcohol is provided free of charge.
 - a. Partnerships with restaurants or other companies with a license to sell and serve alcohol, and which involve discounted food/drink packages, may be considered but must have prior approval from the Assistant Dean for Student Life and Leadership or the Associate Director of Student Activities and Leadership Development.
- Alcohol may not be present at any event or activity that is open to the general public. This does not preclude alcohol being present in an establishment not under the law school's exclusive control, such as a banquet room in a larger facility.
- ESOs may not publicize or advertise - whether through print, electronic, or verbal event promotion - the availability of alcohol in their event publicity.
- Non-salty food and non-alcoholic drinks must be provided at all events at which alcohol will be served

Consequences for Violating This Policy

A student, organization executive board, or ESO that violates this policy may be subject to disciplinary action, including action under The John Marshall Law School Student Code of Conduct. ESOs will be held responsible for their members' activity and for any activity that occurs at an event sponsored by the student organization. In addition, any student who encourages, supports, or condones the violation of these policies may also be subject to disciplinary action.

The above requirements do not apply to ESO events taking place at commercial establishments where non-students serve alcohol (bars, pubs, etc.), as long as no ESO funds of any kind (e.g., ESO funding, Membership Dues, Faculty Donations, etc.) are used to purchase alcohol.

Special Events

- [Calendar & Events Office](#)

JMLS's Calendar & Events Office makes arrangements for all large, more formal Law School events. On occasion, the Calendar & Events Office may oversee ESO events (e.g., in the event of a visit by a major dignitary, a conference, or special event). On rare occasions, an ESO may wish to use an event caterer for events such as a reception, dinner, or a lunch with a high-profile speaker. Before contacting, please discuss the event with the OSL to determine if it is one that needs support from the Calendar & Events Office.

- Political Activities

JMLS is a private, nonprofit institution of higher learning devoted to educating its students. JMLS's activities are regulated in part by Section 501(c)(3) of the Internal Revenue Code, which prohibits the law school from participating or intervening in any political campaign of a candidate for public office. The Internal Revenue Service has stated that whether an organization is participating or intervening, directly or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office depends on the totality of facts and circumstances of each case. These guidelines have been developed to assist in determining permissible political activities. Political activities at JMLS must be conducted in a neutral, nonpartisan manner and in furtherance of the educational mission.

If sponsored by a registered ESO, political candidates may be invited in their capacity as candidates to speak at JMLS facilities for an educational purpose. Appearances must first be approved and coordinated through the Assistant Dean for Student Life & Leadership. This individual will ensure that opportunities to speak at JMLS are extended to all viable candidates running for a particular public office. In communications concerning the candidate's attendance, and when the candidate is introduced to speak and finishes speaking, a representative of JMLS or the registered ESO will explicitly state that JMLS does not endorse or oppose the candidate.

JMLS students are free to express their individual and collective political views provided they understand and make clear that they are not speaking for or in the name of JMLS. Students may not use any material containing the name, insignia or proprietary logos or marks of JMLS to support a particular candidate.

During election years, it is particularly important that ESOs be mindful of JMLS's policy regarding political campaign-related activities. If an ESO 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 OSL.

- Conferences and Student Travel

Any ESO desiring to organize a trip (whether domestic or international) under the auspices of the organization (and therefore JMLS) must speak with the OSL about the applicable JMLS policies and the source of funding for the proposed trip before making any travel arrangements. In most cases, individual students are encouraged to apply for conference funding via the Professional Development Fund rather than using ESO funds.

Logistics

- Contracts

No student or ESO is allowed to sign contracts on behalf of JMLS. All contracts for food, events, external venue rentals, etc. must be reviewed by the General Counsel's Office and signed by the Dean of the Law School.

- Room Reservations

Space in the Law School is extremely limited; therefore, it is important to make room reservations as early as possible and to remove reservations that are no longer needed. ESOs should not leave holds on rooms for more than one week.

Room reservations are to be made using the [online form](#), located on the Student Activities SharePoint site, at least seven days prior to the event, the system will not accept requests with less than seven days' notice. Regardless of room availability, all space usage must be approved by the Associate Director of Student Activities & Leadership Development in advance. *Reservations are on a first come, first served basis.*

Organizations that reserve space are responsible for the upkeep of the space. All room reservations require one officer to be present during the entire event. Damage or poor upkeep including, but not limited to, trash on the floors, broken equipment, and damage to the space or other JMLS property, may result in a fine and loss of access to campus space for future events, as determined by the OSL.

- Maintenance Requests

The Maintenance Department handles all requests for maintenance needs, including moving tables and furniture; providing additional tables, chairs, poster stands, and garbage cans; managing the room temperature; and other related needs. ESOs can request maintenance services when requesting the event through the online reservation form.

- Technology Requests

ESOs may request special technology for an event (microphones, computer, or AV requests) through the event space request form. IT requests should be submitted at least three business days before the event. There may be limitations for certain services or for services requested after-hours (evening events during the week or weekend events).

For additional information regarding special technology requests, contact the Information Technology Office at 312-427-2737 ext. 550 or email helpdesk@jmls.edu.

- Catering

ESOs may order food from our in-house caterer (Eurest) or another licensed food provider. ESOs are not allowed to provide home-made food items at JMLS events or programs (e.g., informational tables or bake sales) without having each guest sign a waiver indicating that JMLS assumes no liability for any damages (illness and/or death included) for the food items. ESOs choosing to serve home-made food items must advertise this to students so that they are aware that they are eating these items at their own risk. ESOs who choose to serve homemade food items must consult with the General Counsel's Office prior to the event to ensure that the necessary waivers and notices are in place.

Catering orders should be planned at least two weeks in advance so that the OSL can arrange payment and the student does not have to bear the financial responsibility. ESOs will be directly billed for the event. The OSL must receive a copy of the final bill from the event. If an ESO does not plan accordingly and must pay out of pocket, they will be reimbursed using the organization's budget. See Section VI for more information.

Please note that cancelling or rescheduling an event less than three business days from the original date may result in an ESO being partially or fully charged for the catering order, depending on the regulations of the caterer. This money will not be replaced.

- Security
On rare occasions, ESOs 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 ESO expects that protesters may attend the event. ESOs that anticipate needing security should contact the OSL as far in advance as possible so necessary arrangements can be made.

- Money Collection and Payment Processing
Students may not use any credit card processing software other than the approved JMLS software, outlined in Section VI. ESOs interested in collecting funds via credit card should contact the OSL.

Marketing

- Flyers and Banners
ESO's are permitted to create their own flyers for upcoming events. All promotional material should be approved by the Associate Director of Student Activities & Leadership Development or an OSL administrator.
 - o *Any materials that are posted in/out of the building or passed out to students, faculty, staff that have not been approved may result in a fine, which will be automatically deducted from the ESO's account, and could lead to the cancellation of the event.*

Flyers may be posted only in designated areas in the building, such as bulletin boards. Flyers are to be posted using thumb tacks/push pins only. Do not use tape or staples under any circumstances. Also, do not post materials on the walls, copy machines, furniture/appliances or in bathrooms or elevators throughout the campus. ESOs with questions about designated areas should contact OSL before posting.

Never remove or post over another organization's promotional material. If a group is found to have violated this section, it may lose the right to promote events for some period of time to be determined by the OSL.

All promotional materials must be removed within 2 business days after the event. Failure to comply may result in a \$5 fine per day. Fines will be deducted directly from the organization's budget.

- Digital Marketing

The JMLS Marketing & Communications Office can assist ESOs seeking to publicize their events (1) to the greater Law School community through the Law School website, and (2) to the public more generally. This includes advertising on the monitors around campus. ESOs may create a flyer and contact the Associate Director of Student Activities & Leadership Development to discuss having it shown on the monitors. Keep in mind that Marketing & Communications does not design publicity for ESOs.

The Law School has an active presence on various social media outlets including Facebook, Instagram, LinkedIn, and Twitter. All JMLS social media accounts are maintained by the Marketing & Communications Office.

If an organization would like to have an event advertised on the Law School's various social media sites, if an ESO would like to start a social media page, or if an ESO is interested in exploring the various publicity options please contact the Marketing & Communications department.

- Email

ESOs may create group-specific communications for members, using collected email addresses. As a best practice, all email addresses must be entered in the BCC field. If you need assistance in creating your own group or listserv in Outlook, please contact the Associate Director of Student Activities & Leadership Development.

Emails may not refer to or encourage drinking, whether directly or indirectly (*i.e.* getting "wasted," listing prices for alcoholic beverages, etc.), be sexually explicit, use racial or other derogatory or inappropriate slurs or terms, personally attack a member of the JMLS community, or otherwise contain any inappropriate or offensive material or language.

Remember that all events, except for meetings for ESO board members only, must be open to all students and advertised as required by this Guide. Failure to adhere to these advertisement requirements may cause an organization to lose its ESO status.

V. MANAGING AN ESO

Elections

Eligibility for ESO leadership must be open to all active students, with the only limitations being that candidates must have active participation within the organization for which they're seeking office, and student leaders must maintain a minimum GPA of 2.25. ESOs are strongly encouraged to hold in-person elections. ESOs that do not wish to hold in-person elections must seek permission from

OSL before holding an election and must ensure equal access to elections. Elections are held in the beginning of each Spring semester. Board transitions must be completed by the first Friday in May and new leaders must attend all leadership meetings scheduled by the Office of Student Life. Results of elections must be given to the OSL within three business days of the election.

Current year leaders are expected to stay involved through the end of the year and help the board transition.

Membership

Each organization is required to maintain updated records of its board at all times. This information must be shared with the OSL at its request. If a board member is removed or leaves voluntarily, the ESO is responsible for relaying this information to the OSL within 5 business days of the change occurring.

ESOs may also submit a list to OSL at the end of each semester with a list of all active members. This information will be archived into a database for future leaders so that they may be able to invite alumni to organization-specific events.

Email Addresses

All ESOs are required to set up and use a JMLS email address for all official ESO business. Unless the organization is new, the ESO already has an email address in place. You should not use Gmail or any other service to manage JMLS-related emails. ESOs that need to set up an email address or have questions should contact the Associate Director of Student Activities & Leadership Development, who will work with the IT Help Desk.

Tax-Exempt Status

All official ESOs qualify as tax-exempt organizations under Section 501(c)(3) of the IRS tax code. A copy of the form required by most establishments to demonstrate proof of tax-exempt status at the time of purchase is placed in each ESOs folder which will be distributed at the Student Leadership Summit each summer.

Leadership Meetings

Student leaders are required to attend a monthly meeting with the Associate Director of Student Activities & Leadership Development to discuss programming, issues around campus, and organizational development. These meetings will occur in September, October, November, February, March, April, and May. The May meeting will be the annual calendar meeting, where ESOs will have the opportunity to request dates for Signature Events in the next academic year. These meetings are open to all leaders of an ESO, but only one member from each group need be present.

Every summer, JMLS will host a Student Leadership Summit. The Summit will feature a number of breakout sessions ranging from budget management to event planning and policies. The Summit will also feature team-building activities and a professional development program. At least two student leaders are required to attend from each ESO in order for an ESO to be in compliance and receive full endorsement as an ESO for the upcoming year. Those who are unable to attend must submit a valid reason, as determined by OSL, ahead of time and attend an individual makeup session.

Organizations that miss mandatory meetings, without contacting the Associate Director of Student Activities & Leadership Development, may lose seed money.

VI. FINANCIALS

Securing Funding

The OSL receives an annual budget that is used to fund ESO programming and other major community events at JMLS. Funding for ESOs is determined exclusively by the Office of Student Life. OSL considers an ESO's membership, activity level, and contribution to life at JMLS, among other things, in determining the ESO's status and funding allocation.

ESO budget allocations are determined during the summer for the following academic year. **It is critical that ESOs do not spend money in excess of their budget allocation. If an ESO exceeds its allocation, the organization may be ineligible for funding the following year.** All student group accounts zero out at the end of each academic year. Any funds left in an organization's account will not roll over to the following academic year. All ESOs are expected to keep track of their own budget, but the OSL will have the final accounting.

ESOs will be given "Seed Money" at the beginning of the academic year. This money is to be used at the discretion of the ESO. The remainder of funds are placed in an Event Fund. The Event Fund will replace the traditional organizational budget and create opportunities for equal access for all organizations to receive funding for events. All ESOs must meet with the Associate Director of Student Activities & Leadership Development to provide details for their event and get approval for obtaining funds.

Event Type	Maximum Event Funding
Meetings	Not Funded
Events <30	\$ 150.00
Events 30-45	\$ 300.00
Events 46-65	\$ 500.00
Signature Event	\$ 1,000.00

Co-sponsored events are still allotted the same maximum budget, regardless of how many ESOs participate.

ESOs must submit a proposed budget for the following year to the Associate Director of Student Activities & Leadership Development by June 1st. The proposed budget should list proposed events with tentative dates, estimated food costs, equipment, and other potential expenses. Detailed proposals will illustrate how active a group is planning to be and can aid in the decisions made by OSL for fund allocation.

Collaborations

ESOs are strongly encouraged to co-sponsor events with each other to combine their funding. ESOs may not sponsor (or co-sponsor) more than one event at the same time. An example of this would be a group sponsoring multiple events for the same lunch period.

Fundraising, Money Collection and Payment Processing

ESOs which seek to raise or solicit funds to supplement the allocations received from the OSL must follow the procedures set forth in this Guide, which covers the following activities:

1. The collection of fees to participate in an event, including entry/admission fees and ticket sales;
2. The collection of revenue from bake sales, service sales (e.g. car washing), or other activities intended to raise funds
3. The solicitation and receipt of gifts and donations from alumni, individuals, law firms, and corporations; and
4. The collection of proceeds from the sale of raffle tickets in accordance with state regulations.

Fundraising is permissible for the following activities:

1. To pay for the costs of attending relevant conferences and regional/national meetings related to the ESO, if not already covered by the Professional Development Fund.
2. Costs related to sponsoring programs open to the entire student body; and
3. Other activities, projects, or events related to the mission the student organization.

The funds raised are not to be used for:

1. Parties or social events restricted to the ESO's members only;
2. Recreational social activities unrelated to the organization's mission (e.g. social gatherings at a bar);
3. Activities in violation of JMLS policy;
4. Political activities, including solicitations, rallying, campaigning, and endorsements;
5. The purchase of alcohol outside an approved event; and
6. The purchase of illegal substances or engagement in any illegal activity.

All ESOs which plan to undertake fundraising activities as defined in this policy must seek prior approval from the Director of Student Activities and the Office of Development. The organization must present a fundraising plan to the Director of Student Activities and all notices about the fundraising effort must include the specific purpose for which funds are being raised.

ESOs are permitted to sell tickets to events and conduct fundraisers. When collecting cash, ESOs are to utilize a cash box (provided by Student Life) and have an option of locking the collected money up in their storage in S-100 or giving to Student Life to secure overnight. ESOs are not to take organization-related funds off campus or store in their personal property (lockers). Once the fundraising period has concluded, ESOs may bring the funds to the OSL. The funds will be counted out with a representative of the organization and added to their seed money balance for future use.

ESOs do have an option for electronic fund collections. The OSL has Square Readers that can be used for collecting credit and debit card payments. The Square Reader works with the free Square Point of Sale app to allow everyone to take payments on their smartphone or tablet. The ESO rep must download this app before collecting payments. This tool works with iOS and Android. The Square Reader plugs into a standard headset jack or a Lightning port when used with a Lightning

Adapter for Square Reader. Swiped Visa, MasterCard, Discover, and American Express transactions incur a 2.75% fee per swipe. Manually entered card transactions are charged a 3.5% fee + 15¢ per transaction. Using this system, ESOs can also invoice their contributors. If the ESO is planning an event and wants to sell tickets digitally, it can take the request and send the email addresses of those to be invoiced to OSL at studentlife@jmls.edu. OSL will then send invoice(s) to the email addresses provided for online payment.

Bar Companies & External Organizations

As a general rule, law students and ESOs are not authorized to solicit funds from law firms. ESOs receiving law firm funding must follow JMLS budget rules and reimbursement policies when inviting guest speakers and planning events. ESOs may never sign receipts or other paperwork indicating that a donation is tax deductible. Such paperwork is provided by the Dean's Office, when appropriate.

To seek funding from bar prep companies or any other external group, ESOs must receive approval from the Office of Student Life. Please contact the OSL at studentlife@jmls.edu with requests.

Reimbursement

If ESO members incur out-of-pocket expenses, they need to complete and submit a Student Organization Reimbursement [Request Form](#). Reimbursement requests must be received by OSL within two weeks of the expense being incurred and have the receipts attached.

The reimbursement process can take up to one full semester and cannot be expedited. ESOs that will incur an out-of-pocket expense must discuss the expense with the OSL before incurring the expense; doing so will avoid incurring a non-reimbursable expense or having a lengthy wait before reimbursement.

Students will not be reimbursed for spending more than the maximum allotted budget or for sales taxes.

The process for submitting a reimbursement is as follows:

1. Complete an online reimbursement form [here](#)
2. Print a copy of the email confirmation page
3. Attach the original receipt(s) to a blank sheet of paper (do not staple or tape over the body of the receipt, attach at the edges only)
4. Paper clip the receipt paper(s) to the printed request confirmation page
5. Place the completed forms and original receipts in the mail bin outside the Associate Director of Student Activities & Leadership Development's door (S-206)

Examples of Reimbursable Expenses

As a general rule, goods and services are reimbursable. Questions regarding reimbursable expenses should be directed to the OSL before incurring the expense. Most of these restrictions are campus-wide restrictions.

- **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 ESOs in the past. These include:

- **Gifts:** ESOs cannot be reimbursed for gifts given to group members, guests, outgoing leaders, or others. If an organization hosts a VIP speaker for whom a gift may be appropriate, please contact the OSL.
- **Personal services (unless accompanied by appropriate documentation):** For example, if an ESO pays a cellist \$50 to play at a reception, the cellist must submit an invoice and a W-9 form rather than a receipt. For details about what satisfies this requirement, please contact the OSL before incurring the expense.
- **Speaker honoraria:** The rationale for not paying honoraria is that speakers are honored to be asked to speak at The John Marshall Law School. Any exceptions to this rule must be approved by the Dean of the Law School.

All expense receipts are due no later than 5:00 p.m. the Friday before Final Exams each academic term. After this deadline, the expenses may no longer be reimbursed.

VII. RESOURCES

Lawyers' Assistance Program

The Lawyers' Assistance Program (LAP) offers free and confidential services, including consultations, assessments, individual and group therapy, referrals, and interventions to all Illinois law students at no cost. Law students can contact LAP for assistance for themselves and for their classmates at 312-726-6607 or gethelp@illinoislap.org. More information is available at <http://illinoislap.org/>. A LAP clinician holds office hours at JMLS once a month to assist students with issues related to anxiety, depression, and substance abuse. No member of the administration is involved, which ensures absolute confidentiality. Walk-ins are welcome but students may also schedule appointments. Email Dr. Jennifer Pope, Assistant Dean of Student Life and Leadership, at jpope@jmls.edu for additional information.

Counseling Services

Confidential counseling is available on the law school campus to currently enrolled students and is provided by Sankofa Psychological Services. Licensed clinicians can assist students in removing barriers to academic and personal success by addressing emotional, psychological, and interpersonal concerns. Please contact jmlscc@sankofapsychology.com.

Student Professional Development Fund

The Student Professional Development Fund (PDF) has been established to defray some travel costs and other expenses incurred by JMLS students who participate in professional activities that are not otherwise funded by the law school. More information can be found at <https://www.jmls.edu/students/pdf/student-professional-development-fund.pdf>.