



STUDENT ORGANIZATION

HANDBOOK

2025-2026

MIAMILAW
UNIVERSITY OF MIAMI SCHOOL OF LAW



May 15, 2025

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 of all 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, the faculty, and administration. Your organizations are also critical as we recruit students to Miami Law and engage our extended alumni family. 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 community event. 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 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

Table of Contents

Chapter 1: Student Organizations: Roadmap to Success	1
Inter-Club Council	1
Miami Law Website.....	1
Your Success Team: Your Advisors.....	1
Key Partners: The Dean of Students, Student Affairs Team, and Other Members of the Law School Administration.....	2
Chapter 2: Foundational Benchmarks for Effective Student Leadership.....	3
Professional Identity & Inclusive Leadership	3
University Freedom of Expression and Outside Speakers Policy	3
Collaboration with Other Student Organizations & Law School Departments.....	4
Balancing Leadership with Academics & Well-Being	4
Chapter 3: Student Organization Responsibilities	5
Registering a New Student Organization	6
Elections	6
Transitions	7
Inactive Organizations	7
Membership	7
Constitution and Bylaws	8
Document Preservation	8
Chapter 4: Events & Conferences	9
Regular Meetings.....	9
Special Events with Distinguished Guests	9
Off-Campus Events	9
Symposia and Academic Conferences.....	9
Major Events (events that the entire law school attends).....	10
Charitable Events	10
The (“EMS”) Event Management System and Events Calendar	10
Locations Outside of the Law School	11
CLE Credits	12
Tabling on the Bricks	12
Clean-Up	12

Event Alcohol Policy.....	12
Gifts and Recognitions.....	13
Donation Containers in Library Lobby.....	14
Parking.....	14
Public Health Considerations	14
Chapter 5: Organization Funding and Other Resources.....	15
Overview	15
Planning.....	15
Regular Meetings	15
Major Events, Symposia, and Club Meetings with Outside Speakers	15
Student Travel	15
Networking Events/ Charitable Events	16
Law School Funded Events.....	16
Law Activity Fee Allocation Committee (LAFAC)	16
Collection of Member Dues	17
Alumni Engagement and Development.....	17
Alumni as Guest Speakers	17
Alumni as Attendees	17
Alumni as Donors	17
Other Club Fundraising & Resources	18
Commencement Recognitions	18
Lockers	18
Printing at the Copy Center	18
Purchasing, Contracts, Travel and Outside Vendors	19
Sales Tax Exemption.....	19
Reimbursements	19
Chapter 6: Communications	20
Advertising for Events.....	20
Office of Law Communications.....	20
Event Photos.....	20
Student Organization Email Accounts	20

Global Emails	21
Flyers	21
Social Media	21
Organization Statements.....	22
University of Miami School of Law Logo	22
Official Student Organization Webpages	22
Merchandise	22
Resources	22
STUDENT LEADER CERTIFICATION.....	23

Chapter 1: Student Organizations: Roadmap to Success

Inter-Club Council

The Inter-Club Council (“ICC”) enables and encourages open dialogue between organizations. The ICC is an advisory body to the Student Bar Association (“SBA”). The Secretary of the SBA is the president of the ICC. Each organization must have a representative present at every ICC meeting and is encouraged to report back to the leadership of their organizations. The Dean of Students will attend these meetings and invite administrators to update and discuss the many resources available to student organizations. The ICC can also address issues of common concern to all organizations including space needs, budget processes, event planning, and website updates. Leaders are encouraged to use ICC meetings to explore co-sponsorships and build joint programming that reflects Miami Law’s diverse and interconnected community. The ICC will also organize the Student Organization Fair held each fall to facilitate the recruitment of new student members.

Miami Law Website

Our Miami Law website includes a full listing of all of our student organizations. Each website includes the leader of the organization, Organization Advisor, and governing documents. The website also includes a Student Leader Information Center with many critical resources to help you succeed as a leader at Miami Law. For any questions, concerns, or updates, please contact studentorgs@law.miami.edu.

Your Success Team: Your Advisors

Every student organization has an Organization Advisor, typically a full-time University of Miami School of Law faculty member or administrator. Advisors are designated by the Dean of the Law School. The Dean reserves the right to request that student organizations change their advisor. Organization Advisors serve as mentors and guides, helping student leaders develop their skills, plan strategic programming, and uphold the mission and values of both the organization and the law school. They are essential partners in fostering inclusive leadership and maintaining organizational continuity.

Organization Advisor Responsibilities include, but are not limited to:

- Providing mentorship and empowering students to lead effectively.
- Meeting regularly with the executive board and maintaining open lines of communication.
- Attending key meetings and programs to provide institutional support, and historical context.
- Offering support during officer transition and helping with strategic planning for the academic year.
- Encouraging professional conduct and respectful engagement within the organization.

- Facilitating connections to alumni, legal professionals, and faculty who can serve as guest speakers or mentors (More on Alumni in Chapter 5).
- Managing internal conflicts, when necessary, and modeling inclusive leadership and professional identity formation.

Student Organization Responsibilities to Your Advisor include:

- Clearly defining and discussing expectations of the advisor role early on.
- Notifying the advisor of all meetings, programs, and events, and ensuring the advisor is invited to key moments.
- Providing access to the organization's strategic plan, major decisions, and meeting minutes.
- Consulting with the advisor before making major structural, leadership, or policy changes.

Key Partners: The Dean of Students, Student Affairs Team, and Other Members of the Law School Administration

At Miami Law, your success as a student leader is a shared priority across the law school community. A dedicated network of staff and administrators is here to support your organization's development, programming, and impact. Dean of Students Janet Stearns oversees student organizations, including policy compliance, registration, event planning and funding. Working with the Dean of Students is our Coordinator of Student Organizations, Ashlyn Gowaty (email: studentorgs@law.miami.edu). Ashlyn coordinates events, website updates, LAFAC funding, travel, and student reimbursements. Other key administrators to know:

- **Farah Barquero**, Director of Programs, works closely with the law reviews, the Papy Moot Court Board, and the International Moot Court Board.
- **Madeline Raine**, Associate Director of Student Life, provides guidance to professional and bar-related organizations and oversees the Dean's Cup.
- **Dean Camila Souza**, Assistant Dean of Belonging, leads the student leadership and advisor training program. She also supports student organizations with fostering a sense of community and collaboration to ensure an inclusive and connected student experience.
- **Dean Marni Lennon** and the **HOPE Public Interest Resource Center**, through the Student Organization Liaison Program, works with student leaders to design and implement community service and pro bono initiatives to promote leadership, skill acquisition and networking in the legal community.

Beyond this core team, many members of the **Miami Law Administration** are actively engaged in supporting student organizations, including:

- The **Office of Career and Professional Development**
- The **Office of Alumni Engagement**

We encourage all student leaders to reach out, build relationships, and take full advantage of the wealth of institutional support available to you. We are here to partner with you—**engage with us!**

Chapter 2: Foundational Benchmarks for Effective Student Leadership

Professional Identity & Inclusive Leadership

Integral to our Law School's Mission, and consistent with our ABA Accreditation Standards (Standard 303), is that we educate all law students on bias, cross-cultural competency, and racism.

...the importance of cross-cultural competency to professionally responsible representation and the obligation of lawyers to promote a justice system that provides equal access and eliminates bias, discrimination, and racism in the law should be among the values and responsibilities of the legal profession to which students are introduced.

This ABA Standards also speaks to the value of teaching students about your professional identity, which is defined as:

what it means to be a lawyer and the special obligations lawyers have to their clients and society. The development of professional identity should involve an intentional exploration of the values, guiding principles, and well-being practices considered foundational to successful legal practice.

These themes will be integral to your success as leaders of your organizations and are part of our teaching mission.

Additionally, Miami Law is committed to fostering a culture where all students feel a strong sense of belonging and are actively engaged in the intellectual and social life of the Law School. Belonging goes beyond representation; it ensures that all students feel valued, heard, and supported. Student leaders play an essential role in cultivating an environment where diverse perspectives are respected, and meaningful engagement occurs across differences.

Student leaders play a pivotal role in fostering and maintaining the health and strength of our community. This includes providing students with opportunities to engage in dialogue to enhance their leadership development and multicultural competency. In doing so, student leaders are called upon to continually assess the degree to which they are empowering and respecting their members as well as the members of other organizations who represent a diverse selection of backgrounds and identities. Indeed, everyone at Miami Law – students, staff, and faculty – share responsibility in this important aspect of training future lawyers and leaders.

University Freedom of Expression and Outside Speakers Policy

The University of Miami is committed to providing a forum for free and open expression of varied points of view. The right of individual students and student organizations to express ideas freely carries with it the rights of other members of the academic community to pursue educational endeavors. Thus, the right to demonstrate must be balanced against the right to carry on normal academic or administrative activities. We ask all student leaders to engage in dialogue with

integrity, curiosity, and respect—even when perspectives differ. Use of University facilities by outside speakers is not an endorsement by the University of any speakers' views. Further, demonstrations must adhere to the University's policies related to harassment and bias incidents. These policies are all found in the [Student Rights and Responsibilities Handbook](#).

Collaboration with Other Student Organizations & Law School Departments

Co-sponsoring events with other student organizations is encouraged and an essential practice for fostering cross-community engagement and inclusive learning. Co-sponsoring also enables groups to leverage resources and build more impactful events.

The most successful co-sponsorship arrangements consist 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 plan to delegate duties to ensure successful implementation of the event.
- Recognition of all co-sponsoring organizations or departments in advertising and promotional campaigns, and during or following the event.
- Broad attendance at the event by members of all co-sponsoring organizations.

Student organizations are encouraged to collaborate with University of Miami School of Law administrative offices, academic departments, and other student organizations to enrich the student experience, foster interdisciplinary engagement, and expand access to resources.

- Student organizations must communicate with the appropriate administrative office at well in advance of an event if requesting co-sponsorship, funding, or administrative support.
- If seeking financial or logistical support, student organizations should provide a clear event proposal, including objectives, expected attendance, budget needs, and intended impact.

Balancing Leadership with Academics & Well-Being

Student leaders have a unique opportunity to create a legacy at Miami Law through their student organizations. These leadership roles are also a significant time commitment. Student leaders will be challenged to find the appropriate balance between their commitment to their academics, as well as to important priorities such as well-being and family. Often, when students take on multiple commitments at once, you will find that this balance is greatly tested. We encourage and support student leaders to limit your major leadership positions so that you can set appropriate priorities with your time. We encourage students to be mindful about the number of leadership roles they take on and to prioritize their academic and personal well-being.

Chapter 3: Student Organization Responsibilities

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

- I. Comply with all University of Miami policies and procedures, including but not limited to, those detailed in the Student Handbook, Student Honor Code, and Student Organization Handbook, as well as local, state, and federal law.
- II. Adhere to the organization's constitution and bylaws, including any national charters and governing policies to the extent that they do not conflict with University policies.
- III. Be open to all currently enrolled University of Miami Law students who are in good academic standing without restrictions such as dues.
- IV. Ensure that there is no discrimination on the basis of race, religion, color, sex (including pregnancy), age, disability, sexual orientation, gender identity or expression, veteran status, national origin, or political affiliation, in any of its policies, procedures, or practices.
- V. Comply with the University's stated objectives in promoting a culture of belonging.
- VI. Provide the Student Affairs Office with the outcome of annual organization elections by submitting the New Officers Election Form on the [Student Leader Information Center website](#) on April 1.
- VII. Prepare and submit an annual [strategic plan](#) by the designated date (this year July 11) which reflects a thorough and well considered outline of the organizations programming for the upcoming school year.
- VIII. Submit all approved events to our Law School's calendaring system ([EMS](#)) before the pertinent deadlines and designate a primary executive board member for doing so.
- IX. Send at least one representative to all leadership trainings and other meetings of the Inter-Club Council ("ICC") and ensure that key information is shared with the organization.
- X. Use all communication platforms, including email, apps, websites, and social media, responsibly and professionally.
- XI. Develop and maintain open and candid lines of communication with their Organization Advisor.
- XII. Sponsor and supervise programs in a safe and responsible manner to ensure that they do not interfere with the normal operation of the University or the ability of students to learn and study.
- XIII. Utilize University facilities for the purposes that they are intended.
- XIV. Comply with all University fiscal policies and submit all items for reimbursement and payment in a timely manner.

- XV. Seek opportunities for collaboration across student organizations to maximize impact, increase inclusion, and use resources efficiently.

Registering a New Student Organization

Student(s) who wish to establish a new student organization should first email studentorgs@law.miami.edu with a brief description of the proposed organization. Afterwards, organizers will need to complete the New Organization Request Form on the [Student Leader Information Center website](#) which requires:

1. Name of the proposed organization.
2. Name of a faculty member who has agreed to serve as advisor to the proposed organization, subject to review and approval by the Dean.
3. Names and e-mail addresses of ten students interested in being members of the proposed organization.
4. Statement of purpose of the proposed organization.
5. Constitution and bylaws of the proposed organization.
6. A listing of any outside affiliations (national, state or regional organizations), and the organizations and bylaws of those organizations.

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

Elections

All student organizations must have a transparent process for holding a fair election each spring, in advance of April 1. The Constitution and Bylaws control the election process. We recommend that leaders review the Constitution and Bylaws, and discuss the process with your organization, well in advance of the election meeting.

- Members should be notified of elections by February 1st, the date, time and process for the elections and how candidates can run for the available leadership positions.
- No restrictions may be placed on members with good standing participation in elections either as voters or candidates (See above for more on Membership). We recommend every organization has a good standing definitions in bylaws.
- All candidates for any given position must be given opportunity to promote their candidacy. This might include a written statement of goals, a recorded message, or an open forum where candidates can speak and answer questions.
- Organizations have some latitude as to whether voting is in person, by Zoom, by written ballot, open ballot, or anonymous ballot.
- In the event of an uncontested election (or an uncontested position on an executive board) some of these rules may be waived with unanimous consent by those who are eligible to vote.

Each organization must deliver its report of election results via the appropriate form by April 1. If a student has a question about the fairness of the election, they should email the Dean of Students within three business days of the election to request the involvement of the Honor Council to administer a new election in accordance with this handbook and the organization's constitution and bylaws. The Dean of Students will evaluate this petition and consult with the Honor Council.

Transitions

Each spring student organizations go through a transfer of leadership. We seek to assist each organization in effecting this transition as smoothly as possible. Newly elected student officers should undertake the following steps after assuming their leadership roles within an organization:

- Fill out the New Officers Election Form with the names of the new officers of the organization as well as phone and email contact information for each.
- Attend the New Leader Installation Ceremony on April 1.
- Ensure that at least one representative of your organization attends all leadership training workshops offered and share information with organization's leadership.
- Read this handbook and submit the certification with your strategic plan.
- Meet with the organization's advisor as soon as possible after the New Leader Training Session to discuss plans for the coming year. Please note that an organization's strategic plan (described below) will not be approved until officers have met with their advisor.
- Organize a meeting for the officers to review roles and expectations as well as agree upon priorities for the year ahead.
- Meet with outgoing leadership to ensure a smooth transition. Review and resolve any pending projects that were not completed in the previous year.
- Introduce yourself to key UM staff who engage with your organization.
- Complete a strategic plan and submit it to studentorgs@law.miami.edu no later than July 11 at 5 PM. This plan should describe the organization's goals and priorities for the year.

Inactive Organizations

Failure to submit the New Officers Election Form by April 1 will result in an organization being deemed "inactive" for the current academic year. Inactive organizations may return to active status for the next school year by holding an election in accordance with the constitution and bylaws by April 1.

To verify organizational compliance, please contact studentorgs@law.miami.edu.

Membership

Each organization must have current contact information available on the Law School's web page and confirmed with the coordinator of student organizations.

Student organizations may not place any unreasonable limits or restrictions on membership. Other than those organizations that have academic requirements, most organizations only require that all

members be currently enrolled and in good standing as University of Miami School of Law students. No organization may condition membership on the payment of dues or other fees.

Constitution and Bylaws

An organization's constitution must contain (but is not limited to) the following information:

- Mission Statement
- Listing of Officer Positions
- Method for electing officers
- Process for amending the constitution and bylaws

Each organization must have at least two officers: (1) A President or Chair who will serve as the liaison between the organization and the Student Affairs team. 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 funding. This person will be responsible for preparing funding requests whether they be to the Dean of Students or to LAFAC. Chapter 3 of this handbook covers these sources of funding in greater detail.

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

Document Preservation

All organization documents should be saved to a University of Miami [Box](#) folder which is the cloud storage system used by the Law School. Documents should not be deleted without the express permission of the organization's president. The Coordinator of Student Organizations (Ashlyn Gowaty) may address questions and concerns. Email her at studentorgs@law.miami.edu.

Organizations must not use any private drives to store important organizational documents such as contact lists. Organizational officers are responsible for maintaining all essential documents in the University of Miami Box folder and for ensuring a smooth transition and access to the next team of leaders. This includes transferring ownership of any email listservs to incoming organization leadership.

For technology support, please contact The Student Technology Help Desk for assistance at STHD@miami.edu or (305) 284-6565. Students are required to adhere to all University of Miami School of Law computer and internet use policies while using University devices and software licenses.

Chapter 4: Events & Conferences

Regular Meetings

Organizations may request a room for in-person student organization meetings through EMS; prior notice to the Dean of Students or the Events Office is unnecessary. Funding for food at these types of meetings will not be approved, so typically these types of meetings are handled as brown bag luncheons.

Special Events with Distinguished Guests

Each Student organization may host up to two (2) programs per academic year such as lectures or panels on legal topics related to the organizational mission at the School of Law. These programs are subject to approval by your organization advisor and, when possible, should be included in the organization's [strategic plan](#). We recognize that significant matters of current events, legal decisions or legislative action may prompt the interest in events that were not anticipated in the strategic plan. The University's Free Speech policy will govern the approval of these events. As mentioned above, student organizations are encouraged to collaborate with other organizations.

Off-Campus Events

Many student organizations attend off-campus events, including networking or mentoring events with local attorneys, alumni, and other law schools, whether attending local or regional conferences, bar meetings, community or pro bono events. In most cases, these events will be self-funded (i.e., cash bar at a local restaurant) or hosted by alumni in homes or law firms and legal organizations. These events should be placed on EMS and Localist, and the pertinent request should clarify if faculty or administration presence is requested.

Symposia and Academic Conferences

A symposium is an academic conference, open to the public, in connection with a law review which leads to published papers. Proposals for symposia or conferences during the school year should be submitted to the Dean of Students and the Associate Dean for Intellectual Life for approval in advance of the event. Proposals should include the following items:

- Identification of a student member and Organization 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 or LAFAC;
- How funding will be spent (e.g., travel/hotel expenses, speakers' dinners, receptions, etc.); and

- An explanation of how the event will further the mission and vision of Miami Law.

Once the Symposium or Conference has been reviewed and approved, either the Director of Programs (Farah Barquero) or another team member from Events will be assigned to work with the group in planning the logistics for the event.

Major Events (events that the entire law school attends)

Major Events require approval by the Dean of Students and notification to the Events Office. These include events such as Barrister's Ball, Dean's Cup and major events that include the entire law school community. These events need a clear budget and fiscal plan for funding from SBA, LAFAC, or other identified sponsors.

Charitable Events

Many student organizations attend off-campus events to support charitable causes in our community. The Law School encourages student leaders to contribute to the community wherever possible, but we are not able to fund or staff these events. They may be listed on EMS for the awareness of the law school community, but they must be organized and financed independently.

The ("EMS") Event Management System and Events Calendar

Consistent with University of Miami guidelines, we will accept event requests with a minimum of 10 business days notice, but cannot ensure that there will be availability of dates, times or venues for your event to be scheduled. Keep in mind that our calendar and our facilities are in high demand, and particularly at certain times of the school year. Planning in advance and securing dates for major events is recommended in the summer at the conclusion of the strategic planning process.

The first step is to submit via EMS. EMS is used to reserve rooms at the law school and hold dates. It is also used to request services such as catering, facilities, and AV support for events. Requesting a room, event or date on EMS is not the same as requesting approval for the event itself. An EMS reservation that is not reflected on the strategic plan or has not been otherwise approved may be rejected without further notice.

Each student organization is required to have one of its officers trained on EMS in order to schedule events. The Events Office coordinates mandatory live training sessions for EMS. After the live training session is completed, a review video will be made accessible on the [Student Leader Information Center](#).

Events submitted to EMS need to include as many details as possible, including proper titles, event descriptions, guest speaker(s) names, and Zoom information (if applicable). *Failure to do so will result in an event being "Denied."*

Event submissions to EMS should also include all requests for law school resources such as catering, AV support, seating, tables, or other facilities needs. Organizations may not email the AV or Facilities departments directly with these sorts of requests. If an organization would like to

request that the Dean of the Law School attend, then the organization should also include this in the request for law school resources, rather than email the Dean directly.

EMS also allows the University and UMPD to determine if any additional security is required at an event. If additional security is required, the sponsoring student organization must follow University procedures for covering security costs.

Once an Event as described above has been properly submitted and “Approved” on EMS, the Events Office will add it to the [Law School Events Calendar](#).

All law school events (in-person, virtual, or off campus) must be listed on [EMS](#). To ensure the least amount of conflict with other events, always review the event listings on both EMS and the [Law School Events Calendar](#) before requesting or confirming any dates. If you have any questions, email events@law.miami.edu.

Consistent with the University’s [Freedom of Expression: Demonstration, Outside Speakers, and Political Campaign Policy](#), student organizations must keep in mind the following requirements:

1. For any outside speaker invited to campus, the student organization must identify the names and affiliations of the speaker at least 10 business days prior to the event; and
2. Recognized University organizations and full or part-time students who wish to schedule a demonstration, rally, protest or equivalent activity, must request the space through the Dean of Students Office on their respective campus and the appropriate venue manager. Any such request must be made no less than four business days in advance of the activity. The required Demonstration Registration Form can be obtained from the Dean of Students Office. On campus demonstrations can only take place after the approval of the Dean of Students Office on a first-come, first-served basis and based on availability of the proposed on-campus location. Such approval may be granted only after an assessment that the proposed demonstration will not otherwise interfere with scheduled University use or fail to comply with all policies applicable to demonstrations. The appropriate security required for the event will be determined by the University of Miami Police Department (UMPD). The costs of security measures are the responsibility of the sponsoring organization.

Locations Outside of the Law School

The University has different venues (on campus but outside the Law School) that student organizations may reserve including the Shalala Student Center, the Rathskeller, the Newman Alumni Center, Storer Auditorium, Lakeside Village, Gusman Hall, the Cosford Theater, and other locations. In many instances organizations will be charged for the use of these spaces. Please note that some of these venues have additional rules and regulations relating to alcohol, security, and contracts. For reservations and bookings of these spaces, please contact the [Events Office](#). Any public event scheduled at a University Location outside the law school should submit a Demonstration Request & Registration form if applicable.

CLE Credits

The Events Office coordinates requests for [Continuing Legal Education \(CLE\)](#) with the Florida Bar. Most attorneys need CLE credits from the Bar, and so applying for CLE status can help boost attendance for appropriate events or conferences. CLE fees range from \$ \$55-\$160. This fee can increase by as much as an additional \$150.00 should a CLE request be submitted late. Please be sure to include these fees in the budget for an event and submit the appropriate funding form request for processing. To submit a proper CLE request, an organization must provide the Events Office with the following: (1) biographies of all event speakers; (2) two paragraphs describing each speaker's topic; (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 4-6 weeks for approval. Please have all necessary documents to the Events Office 8 - 10 weeks prior to the event date to ensure timely process. Requests can be emailed to events@law.miami.edu.

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 to student organizations and need to be reserved via [EMS at least 72 hours in advance](#). Once a table is set up by the Facilities Department it should not be moved or switched around. If a properly reserved table is not set up on the bricks at the requested time, please contact the Facilities Department at 305-284-2525. Organizations must promptly cancel any table reservations that they do not intend to use.

Clean-Up

Organizations are responsible for clean-up after each event. All lunch events should end ten minutes prior to the next class so that classrooms can be cleaned in time for the next classes to start promptly. Organizations that fail to leave a room in the proper condition may lose the privilege of hosting events 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 classrooms. We ask that any non-perishable items (such as sodas, chips, etc.) be dropped off at the events office (F300A) for use in future events.

Event Alcohol Policy

We recognize that law students are typically of legal drinking age in the State of Florida. However, alcohol need not be served at every evening event hosted by student organizations. Many legal employers and bar associations are evaluating the necessity of alcohol at professional events as an integral part of their agendas to promote lawyer well-being. The following critical University policies are in full effect at the Law School:

1. Organizations must receive permission from the Dean of Students to serve alcohol at any school sponsored event.
2. All on campus events serving alcohol, must have a bartender present.

3. Vendors coming to campus either to serve or sell alcohol to students must provide a Certificate of Insurance listing University of Miami as an insured party.
4. The University will not reimburse or cover the cost of alcohol at student organization events.
5. In accordance with Florida law, it is unlawful to sell, give, serve, or permit to be served, alcoholic beverages to persons who are under 21 years of age.
6. Organizations may organize happy hour events at the Rathskeller or off campus but any alcohol served must be on a cash-bar or self-pay basis. Furthermore, Organizations must make a non-alcoholic beverage option available as well.
7. We are concerned about the professional behavior of our students on and off campus and how this impacts their character and fitness to practice law. Student leaders, even when off campus, should ensure professional behavior at all student organization events.
8. Professional networking events and on campus events should be focused on the program or speakers 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.
9. In general, 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.
12. Any organization failing to adhere to University guidelines may lose campus- programming privileges.

Gifts and Recognitions

Speaker gifts can be requested by emailing studentorgs@law.miami.edu. LAFAC has funded some standard gifts for panelists, lecturers, and those speaking to our organizations

Typically, many speakers do not expect gifts for participating in programs or events. A handwritten thank you note, that is individually tailored to the speaker and highlights the value of their contributions to the event, is a wonderful and effective way to express gratitude on behalf of an organization, from a professional development perspective. UM branded 'Thank You' cards and matching envelopes are available to student leaders by reaching out to studentorgs@law.miami.edu

As a general matter, neither the Dean of Students nor LAFAC will approve the purchase of other gifts for speakers. For large-scale events, or in the case of special honorees, funding for a plaque or award may be approved. These exceptions should be discussed with the Dean of Students in advance.

No organization funds may be used to pay honoraria to guests or speakers.

Donation Containers in Library Lobby

If an organization wishes to leave a container for people to drop off donations (for example, books or clothing) in the law library lobby, an organization leader 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. Organizations considering other venues outside of the law library should consult with the Dean of Students.

Parking

Campus parking is strictly enforced 7 days a week 8:00 AM – 11:00 PM and vehicles must park head-in only. Regular Visitors may park at designated metered spaces using PayByPhone or a Pay Station. Using these options automatically registers the vehicle's license plate with the University's parking system. Organizations can also arrange for parking for VIP guests by emailing studentorgs@law.miami.edu with the following information:

1. Name of Visitor
2. License plate number
3. Purpose of Visit
4. Date of Visit
5. Arrival and Departure Times

Organizations may request parking for up to three (3) guests per event and requests for parking must be sent at least one week prior to the event.

Public Health Considerations

The University of Miami is continually evaluating its public health guidelines and protocols for each school year. We will communicate any updates to the University's Events policies via the ICC.

Chapter 5: Organization Funding and Other Resources

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 Coordinator of Student Organizations is the liaison to the Law School's budget office and serves as a conduit between our student organizations and this larger administrative structure. For questions, please email studentorgs@law.miami.edu.

Planning

Students planning any event, whether a regular meeting, reception, or major event, consider the financial impacts of these events. Communicating in advance to your Organization Advisor, the Dean of Students, and the Coordinator of Student Organizations will ensure that everything will go smoothly. Once events have been approved, we should endeavor to the maximum extent possible to use vendors that bill the University directly.

Please carefully read the guidelines in Chapter 3 regarding event categories.

Regular Meetings

We will not reimburse or allocate funds for regular student meetings. If, for example, organizations wish to meet for a general body meeting during lunch, members should share the expenses of food and beverages.

Major Events, Symposia, and Club Meetings with Outside Speakers

The Events Department ensures that approved vendors are used and that the appropriate law school accounts are billed. Please do not spend personal funds on these events.

Student Travel

Before planning or booking any student organization related travel, students must consult the [Student Travel Memo](#). Any Moot Court, Mock Trial, International Moot Court, and other LAFAC-approved student travel will be booked by the appropriate staff to minimize students spending their personal funds. Reimbursements should be kept to a minimum, and only for incidental travel expenses that were previously budgeted and approved.

[Click here for information on hotels and airlines that offer UM discounts](#). In most cases organizations can arrange to have the University billed directly for authorized travel expenses and thereby minimize the need to process reimbursements.

Students who have further questions after reading the Travel Memo should consult the [Travel Policy](#) and contact studentorgs@law.miami.edu.

Networking Events/ Charitable Events

For Networking or charitable events that are held at venues other than UM, attendees typically pay for their own food and beverage. 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 these funds.

Law School Funded Events

The Law School provides funding to cover the cost of food and beverage (typically sodas and waters) for **TWO (2) programs** per year per organization in an amount not to exceed \$12 per event attendee for a lunchtime event or \$15 per event attendee for an evening reception. Any request more than \$1,000 total must be approved in advance by the Dean of Students.

When an EMS submission is submitted which requests Law School-funded catering, please review the list of approved food vendors on the [Student Leader Events Resources Website](#) to identify your requested menu. If there are any dietary preferences, they must be communicated to the Events Office. Organizations may request lunches, dinners, or evening receptions depending upon their needs. Under no circumstances can these funds be used to purchase alcohol. Once a request is made and approved, a member of the administrative team will confirm the food order. The requesting organization must assign a student to accept the food, set it up, and clean up after the event.

Law Activity Fee Allocation Committee (LAFAC)

The Law Activity Fee Allocation Committee is a designated committee of students who have jurisdiction over the mandatory activity fees paid by law students. LAFAC evaluates proposals submitted by various student organizations and individuals. It then allocates funds to meritorious projects.

In order to request funds, an organization or individual students must fully complete and submit the LAFAC Funding Application available on the [Student Leader Information Center](#). Organization Leaders may not submit an application until they have reviewed the LAFAC standing rules also available on the Student Leader Information Center. LAFAC applications inconsistent with the standing rules will be sent back for correction.

After submission, a representative from the requesting organization must attend the next LAFAC meeting to explain their request to the committee. LAFAC meets every two weeks during the fall and spring semester **so long as it has funds available to distribute**. A list of meeting dates is also available on the Student Leader Information Center.

Applications for LAFAC funding must be submitted before the relevant event/conference takes place and at least three business days prior to the scheduled LAFAC meeting at which the application will be addressed.

LAFAC has a number of rules and regulations which have been adopted by the student-run LAFAC committee to ensure the fair distribution of the student activity fee. 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. For further questions, please contact the coordinator of Student Organizations at studentorgs@law.miami.edu.

Collection of Member 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 whose members must pay dues directly to affiliated “parent” organizations such as certain Bar organizations. As described above, our student organizations will have their events either funded by the Law School or LAFAC.

The law reviews and the Papy Moot Court Board are authorized to collect a voluntary activity fee (VAF). Students who have a hardship paying the VAF should contact the Director of Student Organizations or the Dean of Students. If an organization has received permission to charge dues or a VAF, collected checks must be made out to the “University of Miami School of Law” or the relevant national organization where applicable. Please email fbarquero@law.miami.edu with any questions.

Alumni Engagement and Development

We are eager for all Student Organizations to engage with our extended national and international alumni family. The Office of Alumni and Community Relations is a resource for alumni contact lists, guest speakers, Homecoming activities, and coordination with the Law Alumni Association, Young Alumni Committee, and bar associations. For assistance, please contact: alumni@law.miami.edu.

Alumni as Guest Speakers

Student organizations must submit all outside speakers; names, including alumni, at least 10 business days prior to the event, under the Outside Speaker policy listed above. When filling out this form for alumni, please list the graduate’s degree (i.e. J.D. and/or LL.M.) and graduation year(s).

Alumni as Attendees

If a student organization wishes to advertise a program or event to alumni, requests should be made to the Assistant Dean for Alumni and Community Relations at least 30 days prior to the event.

Requests should include the criteria for alumni to be invited (such as practice area or graduation year), draft/sample invitation and student contact information.

Alumni as Donors

The Executive Director, Development, is responsible for all solicitations to alumni, parents/families, firms, corporations, and foundations on behalf of the law school. No student organization or

Organization Advisor may solicit any funds without the express written permission of the Executive Director. Typically, we will want to ensure that all other internal resources including LAFAC and the Law School Funded events have been exhausted, and that the Dean of Students has approved the request. For assistance, please contact: lawdevelopment@miami.edu.

Other Club Fundraising & Resources

The vast majority of our student organizations rely upon the Law School Funding for events, together with support from LAFAC. Most organizations do not engage in any additional fundraising. In some limited instances, student organizations will identify a specific need for fundraising, whether for outside charitable activities or student events that cannot otherwise be covered by the Law School Funding or LAFAC. These funding needs should be identified in the Strategic Plan and approved by the Dean of Students in advance of any fundraising.

When students engage in sales of merchandise, food, or other items, typically this is handled directly by the student organization and used by the club for club-related social events. In some limited circumstances, when the amounts of donations or fundraising warrants, and if approved by the Dean of Students, the law school may open an agency account to hold club funds for club-related purposes.

Commencement Recognitions

At the New Leader Installation Ceremony each April, all incoming student organization presidents will receive a medallion that can be worn at their commencement ceremony. The University also provides certain cords and stoles for various academic honors and recognitions (including military service) to be worn at Commencement. Student organizations who wish to provide any other graduation recognitions will be responsible for coordinating this process, including ordering and payment. The University's vendor is: <https://www.balfour.com/graduation-essentials/caps-and-gowns>.

Lockers

The Law School has purchased a group of large lockers that are available for storage by Student Organizations. Organizations that do not have a locker may request one from studentorgs@law.miami.edu. Lockers are allocated on a first come first served basis.

Student organization lockers must be emptied each year before the conclusion of spring semester final exams.

Printing at the Copy Center

All student organizations can send print jobs to copycenter@law.miami.edu. Only materials relating to organizational activities can be sent to the Copy Center for printing. Any print request sent to the Copy Center must include the name of the requesting organization. Typical jobs handled by the Copy Center include flyers, agendas, application forms, and competition packets. Materials subject to copyright will not be copied by the Copy Center. Requests should also include copying

specifications such as: number of copies, stapled/non stapled, single-sided/duplex, color/black & white. Organizations are not charged for Copy Center printing.

Some organizations with substantial printing needs (mostly Law Reviews and Moot Court Boards) will receive additional UPrint allocations. Print credits are to be used for Student Organization purposes only and not for personal use. Any credits remaining at the end of the academic year will be removed.

Purchasing, Contracts, Travel and Outside Vendors

In most instances, the Events Office or the Coordinator of Student Organizations will arrange for and facilitate student organization purchases from outside vendors. This is because the University has contracts for reduced prices on things like office supplies, paper goods, and catering. Students should not sign any contracts or purchase agreements for these items or for things like hotels and venues. If an event requires this type of support, it should be described and requested in the event submission on EMS.

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. Purchases made using the tax-exempt certificate must be made through the University directly. If organization funds have come from other sources, the Budget Office (305-284-5994) can determine if an organization is still eligible to use the tax-exempt certificate. Students who pay personally and then submit for reimbursements or pay with other third-party funds will not be eligible to apply the sales tax exemption. For access to our **sales tax exemption certificate**, [please see their webpage](#).

Reimbursements

Student organizations may be reimbursed for certain expenses. Reimbursements MUST be completed within 60 days of incurred expenses. Please submit your request to the [Student Reimbursement Form](#) no later than 50 days after you incur expenses. Under the IRS Accountable Plan Rules, expenses are required to meet two conditions in order to be subject to reimbursement: (1) There must be a legitimate business purpose and an explanation of the business conducted; (2) Expenses must be substantiated by original receipts and/or bank statements showing the amount of the expenses. Reimbursements will not be processed without **itemized** receipts.

To be reimbursed, student organizations must have access to approved funding from one of the sources described in the preceding sections. For any questions on this process, please consult the Coordinator of Student Organizations at studentorgs@law.miami.edu

Chapter 6: Communications

We strive to promote professional and positive communications amongst the University of Miami School of Law student organizations, the Law School community, prospective law students, alumni, and the greater legal community. All communications, whether in print, or electronic form, should be consistent with be consistent with our [law school branding guidelines](#) and our university policies as articulated in this Handbook including but not limited to our Inclusive Leadership Policy and our University Freedom of Expression and Outside Speaker Policy.

Miami Law students and especially our student leaders should take care that posts on all their social media accounts respect guidelines of professionalism and abide by the student honor code. Content is regularly reviewed by future employers and the bar as an indication of the character and fitness to practice law.

We remind future members of the bar that The Florida Bar and most state bars now view lawyer misconduct to cover anyone who disparages, humiliates, or discriminates against anyone on any basis, including, but not limited to, race, ethnicity, gender, religion, national origin, disability, marital status, sexual orientation, age, socioeconomic status, employment, or physical characteristic. Miami Law students should respect these professionalism standards in all their communications.

Advertising for Events

Student leaders should collaborate with the Office of Law Communications to promote our events, including taking photos of organization activities, sharing them on social media, making UM-branded flyers, and ensuring events are listed on the master calendar.

Office of Law Communications

The Office of Law Communications (OLC) can assist organizations with the following:

- Facebook, Instagram, X, and LinkedIn postings on our official social media pages
- Media relations and publicity

Request for communications assistance can be made through the [Social Media request form](#). or [Design request form](#).

Event Photos

At every organization event, there should be at least one member of the organization present who has agreed to take photos. Event photos are an organization's most powerful tool in driving future engagement and demonstrating the vibrancy of the organization. Event photos should be shared on social media, with the OC, and through the [Social Media request form](#).

Student Organization Email Accounts

All student organizations have an organizational "@law.miami.edu" email address. Student organizations should utilize this email account rather than Gmail or other external accounts to set up organization social accounts. This minimizes the risk that the organization will be locked out of

its primary account due to password issues, security problems, or changes in leadership. Organizations unsure of how to access their official email address should contact studentorgs@law.miami.edu.

Global Emails

The Law School's platform for distributing emails to the law school community is changing in Summer, 2025. Updated policies and protocols will be announced by August, 2025 and coordinated with the Secretary of the ICC. For any questions prior to then, please contact lawcommunications@law.miami.edu.

Flyers

Flyer and 1:1 social media templates are available in the [SHARE-Law School Branding/Flyer Templates](#) Box folder. You may use the templates or design your own flyers using the templates as a guide.

University of Miami School of Law branded flyer templates only are for events approved by the Student Affairs Office, events with outside speakers or guests that you want to highlight in a professional way.

Ensure your flyers are professional and conform to the templates. Flyers that do not conform to the approved templates are subject to removal without further notice.

Social Media

All members of the Miami Law community are expected to conduct themselves in ways that will reflect professionally upon themselves, the Law School, the University, and the legal profession.

To bring a social post to OLC's attention, tag @MiamiLawSchool so the post can be re-shared on official pages or tag the Law School's account. Although it is up to the discretion of Office of Law Communications to re-share posts, this is the most effective way to amplify an organization's message and reach a larger audience for your announcements and events. Alternatively, organizations can submit their content to the [social media submission request form](#).

Please note that an organization's privacy settings on Facebook and LinkedIn may prevent the Office of Law Communications from sharing posted content. For example, we can share content from your organization's pages, but not from private groups. In these cases, please email social@law.miami.edu.

Student organizations should follow the Law School's official channels at @MiamiLawSchool on X([Twitter](#)), [LinkedIn](#), [Facebook](#), and [Instagram](#).

For additional information regarding social media strategy for student organizations please review the Office of Communication's helpful and informative presentation [here](#).

Organization Statements

Our principles of professionalism, inclusive leadership and good governance suggest that statements regarding current or global events are much more appropriately issued by individuals rather than organizations.

If an organization wishes to issue a statement on global or current events, it must follow an established procedure in its bylaws for doing so. Any such procedure must, at a minimum, call for a majority vote of the organization's executive board but may also require a majority vote of the membership.

If an organization does not have an established procedure in its bylaws, it may not issue any such statements.

University of Miami School of Law Logo

Student organizations are prohibited from creating logos of any kind that use the U, according to the official University of Miami Visual Identity Manual. For any questions contact the Law Communications Office at lawcommunications@law.miami.edu.

Official Student Organization Webpages

Requests for edits to the webpages for each organization ([full list available here](#)) should be sent to studentorgs@law.miami.edu.

Merchandise

When ordering merchandise with any University of Miami logo, the artwork must first be sent to the Office of Law Communications at lawcommunications@law.miami.edu for review and approval with two weeks notice.

Resources

[Student Leader Information Center](#)—This page provides student organization leaders with necessary resources.

STUDENT LEADER CERTIFICATION

Each student leader must read this student organization handbook and confirm your understanding and agreement as part of the Strategic Plan before you can book events for the upcoming school year.



DEMONSTRATION REQUEST & REGISTRATION

(Print clearly and complete all sections)

Name of Organization, _____

Name of UM Sponsoring Organization (and Advisor) _____

Date of Demonstration _____ Time: Begin _____ End _____

Proposed Location or Route _____

Nature of/Reason for Event, _____

Estimated Number of Participants _____

Student(s) in Charge (Use back of form for additional names)	Name	Address	Phone

Student Speakers at Event (Use back of form for additional names)	Name	Address	Phone

Non-Student Speakers/Planners at Event (Use back of form for additional names)	Name	Address	Phone

As a UM student and representative of the above organization wishing to conduct a demonstration on University of Miami property, I acknowledge the receipt of the UM's Demonstration Policy (On Campus) found in the Student Rights and Responsibilities Handbook. I further acknowledge that a failure to abide by these procedures may lead to the termination of the demonstration, a prohibition of future demonstration activities, and my organization may be responsible for additional security costs related to the event. While members of the UM community may choose to participate in the demonstration, currently enrolled UM students are the primary event planners and are intended to comprise a majority of the demonstration's attendees. I also understand that appropriate security for the event will be determined by UMPD and that I am not allowed to provide outside security for the event. I have received a copy of this form and understand it must be carried during the demonstration, distributed to other participants, and presented upon request by any university official.

Print Name	Address/Phone	Signature	Date

This document must be completed and signed by the University officials listed below and returned to the Dean of Students Office for final approval.

Student Organization Advisor

UM Chief of Police

Senior Vice President for Student Affairs

Assistant Vice President for Student Affairs

Assistant Vice President of Business Services
