LAW ACTIVITY FEE ALLOCATION COMMITTEE

LAFAC

STANDING RULES

Revised February 25, 2025

GENERAL

I. Results of LAFAC funding decisions shall be conveyed in writing to the requesting party the date of the meeting by the Chairperson, after the funding decision is made. The Dean of Students Office should not be contacted regarding LAFAC funding decisions.

II. The meeting dates for each semester should be scheduled and approved by the Committee within the first two weeks of the semester. A schedule of meetings and deadlines shall be posted on the website.

III. Any student organization which conducts exclusionary and/or discriminatory practices on the basis of race, religion, color, sex, age, disability, sexual orientation, gender identity or expression, veteran status, or national origin in regard to any and all organization functions including, but not limited to, membership, admission and selection of officers shall not be eligible for LAFAC funding.

IV. All parties seeking funding must provide LAFAC with a list of sources of funding sought before approaching LAFAC. The Committee may decide to table a request pending further attempts by the requesting party to raise funds elsewhere. In addition, all student organizations must submit a copy of its organization's annual budget and event budget.

V. A LAFAC operating budget in the amount of $1,500.00 per year shall be established from the LAFAC account to meet operating needs of the Committee. Any unused funds shall revert back to the LAFAC disbursement account by June 1st of each academic year.

VI. When requesting parties make requests for funding in excess of five hundred dollars, they shall provide two (2) written estimates before LAFAC may consider the request. However, second estimates need only be provided for items with available substitutes. For example, if a requesting party request funds to attend a convention and there is a registration fee for which funds are being requested, a second estimate need not be provided. Additionally, if a requesting party is making a purchase through the University of Miami system, a second estimate need not be procured unless the LAFAC Chairperson requires otherwise.

VII. In addition to posting information, the Chairperson shall disseminate information of LAFAC deadlines, meetings, and other important items to the student body via the *UM Website.*

VIII. In certain instances, LAFAC may loan funds to requesting parties in lieu of a direct allocation.

IX. RETROACTIVE APPLICATIONS WILL NOT BE CONSIDERED. The application for funding must be submitted to the LAFAC ten (10) days before the scheduled event/conference takes place and at least one week prior to the regularly scheduled LAFAC meeting. In such instances where an event/conference takes place when the LAFAC is not in session, then the application may be considered at the earliest reconvening of the LAFAC, provided the application is submitted to the Office of the Dean of Students at least ten (10) days prior to the event/conference. If an organization or individual fails to adhere to the deadlines stated herein, LAFAC may, in its discretion, hear the petition, with no guarantee that the petition will be funded.

DEFERMENT OF PAYMENTS

X. I) LAFAC may, at its sole discretion, vote to allocate funds in the Fall Semester, but defer the distribution of those funds until the Spring Semester. However, in doing so LAFAC must clearly articulate whether their decision constitutes an allocation with a deferred distribution, or request that the individual or student organization present again in the spring.

2) If LAFAC requests that an organization present again in the Fall, the organization's request will be reviewed prior to any requests submitted in the Spring. If multiple organizations that presented in the Fall are asked to return in the Spring, the organizations will present in the order that they presented in the Fall.

LAFAC REPRESENTATIVE RANDOM SELECTION PROCEDURE

XI. In the case of a LAFAC vacancy or incapacitation of a Representative, the following procedure shall be followed: (a) Each selection will be from a list of all second and third-year law students provided by the Registrar. (B) The Chairperson will randomly select names from the list. (C) The Chairperson and designated SBA Representative shall contact the first person picked to notify them that they have been selected. (D) If the first selected person declines the seat, the Chairperson and SBA Representative will contact the second person whose name was picked. (E) This process will continue until each seat has been filled.

FUNDING FOR NEW STUDENT ORGANIZATIONS

XII. The committee will allocate $250 start-up funds to any new student organization. The funds may be used at the organization's discretion for the purpose of recruiting new members. Funds may not be used for the purchase of alcohol.

SPECIAL EVENTS, FOOD AND BEVERAGES & PROMOTIONAL MATERIALS

XIII. LAFAC does not cover food or drink for organizational meetings. It may allocate funds, at its discretion with a two-thirds vote, for food or drink for the welfare of the entire law school student body.

XIV. LAFAC will <u>not</u> allocate funds for the purchase of alcoholic beverages. LAFAC also will not fund any supervision or bartenders relating to the consumption/distribution of alcoholic beverages.

XV. If an event is funded by LAFAC, all UM Law students have the right to pay the same admission fee (if any) regardless of membership status in the sponsoring organization or club.

XVI. LAFAC will <u>not</u> fund individual student organization's banquets for any reason. LAFAC may subsidize law students' tickets for the Barrister's Ball.

XVII. LAFAC will not fund or subsidize apparel for any event or student organization. However, it may fund activities such as Race Judicata and Dean's Cup which include an allocation for team t-shirts by a two-thirds vote.

XVIII. LAFAC may fund the purchase of banners, but this allocation may not exceed $250.00.

HONORARIA AND GUEST/SPEAKER GIFTS

XIX. All funding requests for honoraria for speakers must be pre-approved by the Dean of Students Office. Funding for individual guest/speaker gifts is not available. LAFAC will make an allocation at the beginning of each school year for a standard speaker gift to be given to all law school guest or speakers.

RECOGNITION

XX. All allocations made by LAFAC must be recognized by the receiving party so that law students will know where their activity fees were used. All recipients of LAFAC funds shall write an article for the UM Website about the event, take pictures of all events and travel, and credit LAFAC for its funding. LAFAC will consider an organization's prior adherence to this clause when considering that organization's subsequent LAFAC requests.

STUDENT AND GUEST SPEAKER TRAVEL

XXI. All students, funded by LAFAC, traveling to conventions or events, shall pay for their own food while attending such conventions or events, unless the Committee votes otherwise on a case-by-case basis. Any allocation for reasonable food expenses must be included in the student's initial proposal. LAFAC will not fund "per diem" requests.

XXII. LAFAC will not fund job/career fairs or students' attendance to a job/career fair.

XXIII. LAFAC will not fund any event or project where from the student will earn credits. This includes, but is not limited to, study programs or exchange programs.

LAFAC may, by a two-thirds vote, agree to fund travel for up to two students for travel to any activity or event, so long as it furthers the purpose and goals of LAFAC.

Students are directed to refer to the official Travel Memorandum for comprehensive details regarding university travel policies.

XXIV. LAFAC may, by a two-thirds vote, agree to fund up to 10 students or $1,000.00, whichever value is lowest, for the purpose of attending any virtual gathering, including virtual events, academic competitions, or conferences, so long as such a virtual gathering furthers the purpose and goals of LAFAC.

XXV. LAFAC will fund up to three (3) speakers/guests participating in any Event/symposium on the UM campus for air travel, hotel, and related expenses. In accordance with university policy, only hotels approved by the university may be utilized to accommodate speakers and guests visiting the campus.

XXVI. No individual student may receive over $1,500.00 from LAFAC per academic year.

XXVII. When allocating funds, LAFAC does not determine the amount each individual or student organization should spend per item of the proposal provided the overall allocation is only spent on approved expenses.

XXVIII. LAFAC will only fund students and/or a student organization whose representatives will be actively enrolled students at the time of the event.

XXIX: LAFAC will fund up to two (2) students for Alternative Fall/Spring break trips. In no event will LAFAC fund more than $3,000.00 for any specific trip. The deadline for submission of such proposals shall be September 15 for the Alternative Fall Break and February 1 for the Alternative Spring Break. Those Alternative Break proposals within the State of Florida shall receive priority. These applications shall be heard at the earliest meeting following the submission. For purposes of this section, Alternative Fall/Spring break is a trip which enables law students to serve the community through public service including but not limited to environmental and disaster relief, social (children, hunger, homeless) or civil rights/ immigrant rights.

COMMUNITY AND WELLNESS EVENTS

XXX: Student organizations wishing to hold an event that promotes "Community" and/or "Wellness" may request funding from LAFAC to do so. Organizations will be eligible for up to $500.00 per approved event. These funds do not count against any other "per academic year" funding limits imposed by the LAFAC Constitution and Standing Rules. All events must be open to the entire law school student body. Food can be purchased with funding from this grant, notwithstanding Rule XIII above. All other rules applicable to student organization events and funding for such events apply as normal. Although in-person events are preferred to remote events, student organizations must be mindful of and abide by the most up-to-date University guidance on social distancing and mask usage (coronavirus.miami.edu). Events that promote "Community" and "Wellness" include but are not limited to:

A. walks, runs, yoga, and other events centered on personal fitness;
B. scavenger hunts, trivia, video gaming nights and tabletop gaming nights;
C. recreational sporting events;
D. community music nights, karaoke, and jam sessions;
E. beach cleanups, park cleanups, and other environmental or community centric events.

The list included in the previous section is non-exhaustive. Student organizations are strongly encouraged to think creatively about how their unique identity, resources, and mission statement can best be incorporated into efforts to promote a sense of "Community" and "Wellness" at the Law School.

Approved, this _____ day of _____, 2024 by:

_____

Skylar Pollock, Chairperson

_____

Janet E. Stearns, Law School Dean of Students

_____

Dr. Patricia Whitely

Senior Vice President for Student Affairs and Alumni Engagement