

STUDENT ORGANIZATION

HANDBOOK

2024 - 2025

MIAMILAW
UNIVERSITY OF MIAMI SCHOOL OF LAW



September 10, 2024

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. We appreciate and thank you in advance for your service.

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

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

Best wishes,

Janet Stearns
Dean of Students

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Chapter 1: Organization Priorities and 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.
- III. Be open to all currently enrolled University of Miami Law students who are in good academic standing without restrictions such as dues or applications.
- 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 diversity, equity and inclusion to maintain 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](#) prior to the New Leader Installation Ceremony in April.
- VII. Prepare and submit an annual [strategic plan](#) by July 8, 2024, which reflects a thorough and well considered outline of the organizations programming for the upcoming school year.
- VIII. Submit all approved events to [EMS](#) before the pertinent deadlines and designate a primary executive board member for doing so.
- IX. Send a representative to all meetings of the Inter-Club Council ("ICC").
- X. Use all communication platforms, including email, apps, websites, and social media, responsibly and professionally.
- XI. Develop and maintain honest and open lines of communication with their Faculty 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 and scheduled for.
- XIV. Reimburse the University for damage to property or facilities for which it was responsible.
- XV. Comply with all University fiscal policies and pay all bills and debts of the organization in a timely manner.

Student Leader Information Center

The [Student Leader Information Center](#) (“SLIC”) is an essential hub relevant to every student organization. All organization leaders will find themselves relying on the myriad forms, resources, and informational content available on this page.

Registering a New Student Organization

Student(s) who wish to establish a new student organization should first meet with an Associate Director of Student Life, then email studentorgs@law.miami.edu with a brief description of the proposed organization. Afterwards, they 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.
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).

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

Advisors

Every student organization must have an advisor that is a full-time University of Miami School of Law faculty member or Dean. Advisors are designated by the Dean of the Law School after consultation with organization leadership. The Dean reserves the right to request that student organizations change their advisor when the advisor is unable to fulfill their duties.

Organizations may sometimes work with members of the faculty and administration other than and in addition to their primary advisor to ensure effective outreach to faculty, alumni, and employers in the community.

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

The responsibilities of advisors to their student organization include, but are not limited to:

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

The responsibilities of student organizations to their advisor include, but are not limited to:

- Discussing expectations of the advisor and the role they play in the student organization
- Notifying the advisor of all meetings, activities, and programs
- Providing copies of the [strategic plan](#) and other important meeting minutes in a timely manner
- Meeting regularly with their advisor to discuss organizational matters
- Consulting the advisor prior to making significant changes to the structure or policy of the organization

Membership

Student organizations provide a vital role in providing engagement opportunities to current enrolled students during their law school experience. We work closely with organization leaders to ensure opportunities for member recruitment. To promote student membership in our varied organizations, the Inter-Club Council (“ICC”) organizes an organization Fair each fall, and again as needed during the school year.

Each organization must have current contact information available on the Law School’s web page and with the coordinator of student organizations. This is discussed in greater detail below.

Student organizations may not place any limits or restrictions on membership other than requiring that all members be currently enrolled University of Miami School of Law students.

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

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 is available [here](#) and bylaws are available [here](#). Those organizations with national affiliations can often obtain copies of constitutions and bylaws from their respective national headquarters.

Transitions

Each spring student organizations go through a transfer of leadership. The Student Affairs Team seeks 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.
- Attend New Leader Orientation in May.
- Attend an EMS and Master Calendar training session in July.
- Read this handbook and submit the certification on the final page.
- 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 retreat 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 any pending projects that were not completed in the previous year.
- Complete a strategic plan and submit it to studentorgs@law.miami.edu no later than July 8 at 5 PM. This plan should describe the organization's goals and priorities for the year so that the Student Affairs Team, the organization's advisor, and the organization itself are all in the best position possible to effectuate them.
- Consider a communications strategy with organization members, alumni, and the legal community, which includes event promotion, social media engagement, and recruitment.

Inactive Organizations

Failure to complete any of the steps in the preceding section on transitions may result in an organization being deemed "inactive" for the current academic year.

Inactive organizations must reapply for organizational status. If approved, the organization will be considered active again for the following academic year.

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

Elections

This handbook does not provide an exhaustive guide on election procedure because student organization elections are governed mostly by your organization's bylaws. Leaders looking to revise their election procedure should consult the sample bylaws available on the Student Leader Information Center and consult with the student affairs team.

While organizations have wide latitude to craft their own bylaws and election procedures, student organization elections should comply with the following best practices:

- Voting must be done anonymously. In some cases, depending upon whether the election is in-person, by Zoom, or by electronic ballot, the voting will be done on a paper ballot or a Qualtrics or other online voting system that protects anonymity.
- Members must be notified of elections at least a week in advance with the opportunity to learn about the candidates running.
- No restrictions may be placed on member participation in elections either as voters or candidates (See page 9 for more on membership).
- All candidates for any given position must be given equal 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.
- In the event of an uncontested election (or an uncontested position on an executive board) some of these rules may be unanimously waived by those who are eligible to vote.

Each organization must deliver its [report of election results](#) to studentorgs@law.miami.edu. If there is a question about the fairness of the election, the Dean of Students may request the involvement of the Honor Council to administer a new election in accordance with this handbook and the organization's bylaws.

Limitation on Number of Student Leadership Roles

Student leaders are strongly encouraged to commit to no more than two major leadership roles. Leading a student organization is a significant commitment. It is also an invaluable opportunity that can be leveraged in many ways. Often, when students take on multiple commitments at once, they are not able to fully reap the benefits of the experience. In some cases, this also impacts students' wellbeing and, in the case of 3Ls, their ability to enter their period of intense bar study feeling balanced and focused.

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. The Dean of Students will attend these meetings and invite administrators to 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.

Inclusive Leadership

Miami Law is committed to creating a culture of belonging where all students feel valued and have the opportunity to be actively engaged in the intellectual and social life of the Law School. Student leaders bear the important responsibility of helping to cultivate and maintain 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.

Student organizations are encouraged to prioritize diversity when planning events to be sure our programs and learning environment are enriched by the participation of individuals with varying perspectives and life and professional experiences. This includes, but is not limited to, race, religion, color, sex (including pregnancy), age, disability, sexual orientation, gender identity or expression, veteran status, national origin, and political affiliation.

Event co-sponsorship is an excellent way to promote inclusivity within organizations and our law school community.

University Freedom of Expression and Outside Speakers Policy

The University of Miami is committed to providing a forum for free and open expression of divergent points of view. Use of University facilities by outside speakers is not an endorsement by the University of any speakers' views. 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. 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](#).

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) For any public events outside of the law school, e.g., at The Rock or by Lake Osceola, the student organization must submit a Demonstration Request & Registration Form (attached to this Handbook) and signed by the organization's faculty advisor. The University will then do a security assessment and the costs of security will be borne by the student organization(s).

Constructive Use of Social Media

Constructive use of social media platforms can help organizations foster professional relationships and jumpstart the legal careers of its members.

Members of the Miami Law community are expected to conduct themselves in ways that will reflect credit upon themselves, the Law School, the University, and the legal profession. This includes utilizing all communication platforms, including email, apps, websites, and social media, responsibly. Student leaders are expected to comply with Miami Law's [Social Media](#)

[Policy](#) and [Honor Code](#) at all times.

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.

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.

Organizations are strongly discouraged from using any private drives to store important organizational documents such as contact lists. Any organization that does utilize such a drive, should transfer its contents to a UM Box folder prior to the next leadership transition.

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.

Copy Center and Printing

All student organizations have access to the Copy Center for their basic office supply needs. In addition, the Copy Center has paper goods such as plates, napkins and cups for regular organizational meetings. For large events, please consult with the Events Office (at events@law.miami.edu) to ensure that we have an adequate supply of the paper goods that will be needed.

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.

Additional Print Allocations

Some organizations with substantial printing needs (mostly Law Reviews and Moot Court Boards) will receive additional UPrint allocations. All requests for UPrint allocation are coordinated through the Dean of Students Office by emailing studentorgs@law.miami.edu. 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. Other organizations with sporadic printing needs should make use of the UM Copy Centers.

(See Chapter 4 for additional information on flyers and event advertising).

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.

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. Student organizations wishing to order stoles for their members are suggested to contact Herff Jones at 305.271.6769 / www.herffjones.com.

Chapter 2: Events & Conferences

The planning of an event, be it an organizational meeting, panel, lecture, or workshop, is an important task requiring careful organization and follow-through.

The first step in the event organizing process is the [strategic plan](#). Organizations receive a template for their strategic plan by the end of May. Organization officers should work with their faculty advisor to prepare and submit a plan that highlights the organization's major events and goals for the coming academic year. We use the strategic plans to help us outreach to alumni engagement, and to allocate resources including funding for the academic year. Following the submission of your strategic plan, a member of the student affairs team will reach out to discuss questions and concerns. Organizations are expected to follow their strategic plan as best as possible.

Public Health Considerations

The University of Miami is continually evaluating its public health guidelines and protocols for the 2024-2025 school year. We will communicate any updates to the University's Events policies via the ICC.

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

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

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 has been properly submitted and “Approved” on EMS, the Events Office will add it to the Law School Events Calendar.

EMS Submission Guidelines

(Not including major symposia and academic conferences which must be submitted earlier)
Miami Law supports many student, faculty and alumni events. As a result, space as well as available dates can be booked well in advance. We strongly encourage our student leaders to plan in advance and submit requests for events early in the semester in accordance with the guidelines below:

September 13, 2024 For all Events in the Fall Semester

November 22, 2024 For all Events in January and February 2025

January 31, 2025 For all Events in the remainder of the Spring 2025 Semester

Consistent with University of Miami guidelines, we will accept event requests with a minimum of 10 working days notice, but cannot ensure that there will be availability of dates, times or venues for your event to be scheduled.

Approvals for Events and Conferences

Regular Club Meetings

Organizations may request a room for in-person meetings through EMS without having to notify the Dean of Students or the Events Office. Funding for food at these types of meetings will not be approved. It is recommended for these types of meetings that brown bag luncheons are organized or cash collected at the meeting to cover the cost of food.

Events which Require Prior Notification and/or Approval

1. Events with an Outside Speaker

Each Student organization may host up to **FOUR (4)** events that feature outside speakers, such as lectures or panels, **per academic year**. These events are subject to approval and should be included in the organization’s [strategic plan](#).

2. Off Campus Events

Many student organizations host off campus events, including networking events with local attorneys and alumni. In most cases, these events will be either self-funded (i.e., cash bar at a local restaurant) or hosted by alumni in homes or law firms. These events should be placed on EMS and Localist, and the pertinent request should clarify if faculty or administration presence is requested. Organizations seeking a host or sponsor should contact the Dean of Students

who will coordinate as appropriate with the law school alumni engagement and development offices. The Honor Code applies to off-campus events and professionalism is expected at all times.

3. 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 faculty advisor responsible for coordinating and organizing the conference or symposium;
- Nature and purpose of the conference or symposium;
- Proposed date(s);
- Proposed participants and attendees;
- Proposed source(s) of funding and the amount of funding, if any, requested from Miami Law;
- How funding will be spent (e.g., travel/hotel expenses, speakers' dinners, receptions, 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, a project manager will be assigned to work with the group in planning the logistics for the event. **Please note:** LAFAC will presently only cover travel and hotel for three (3) speakers and does not cover food and beverage.

4. 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 SBA events that include the entire law school community. Once approved, these events should seek all appropriate funding from LAFAC. The Dean will determine how much supplemental funding will be provided by the Law School.

5. Charitable Events

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

Other University Locations (including the Rathskeller)

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, contracts, etc. 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.

Co-Sponsoring Events

Co-sponsoring events is highly encouraged because it combines the resources of existing groups and/or departments, and it generally benefits all involved parties. 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 written agreement describing which organizations will carry out each part of a program or service.
- 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.

Co-Sponsoring Events with Other Departments

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

If a student organization will be requesting funding of any kind for an event, they must be the **lead organization** for the event, which means inputting the reservation onto EMS and communicating with the Student Affairs Team.

Alumni at Student Events

Alumni as Guest Speakers

Student organizations must submit all outside speakers; names, including alumni, at least 10 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). For example, "Mia Micanes, J.D. '93".

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 lead contact information.

CLE Credits

The Events Office coordinates requests for CLE credits for appropriate events or conferences. CLE fees range from \$45 - \$150. 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 and need to be reserved via EMS. Once a table is set up by the Facilities Department it should not be moved or switched around. If a properly reserved table is on 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.

Organizations that wish to set up a table on the Bricks must submit their reservation to EMS at least 72 hours in advance.

Clean-Up

Organizations are responsible for clean-up after each event. 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.

All lunch events should end by 1:45 PM so that classrooms can be cleaned in time for 2:00 PM classes to start promptly.

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 wellbeing. 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

Typically, 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. In some special cases, if a small token of thank you is needed, please consult with the Coordinator of Student Organizations as they have a supply of UM Law branded gifts funded by LAFAC.

As a general matter, neither the Dean of Students nor LAFAC will approve the purchase of 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 deanofstudents@law.miami.edu the following information:

- 1) Name of Visitor
- 2) Purpose of Visit
- 3) Date of Visit
- 4) 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.

Chapter 3: Organization Funding

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 administration structure.

Where do organization funds come from? In most cases, organizations are funded by the Dean of Students from our general student events budget. Dean's funding is discussed in more detail on page 15 of this handbook. Each student organization will be required to have one of its officers trained on usage of the Dean's Funded Event Request in order to request funds from the Dean of Students. This training consists of a video available on demand at the Student Leader Information Center. After an officer has viewed the video, they may begin scheduling events through EMS and requesting funding using the Dean's Funded Event Request.

In addition to the Dean of Students Office, the Law Activity Fee Allocation Committee ("LAFAC") is another funding source for student organizations. LAFAC is a student run body responsible for distributing funds paid by students in the form of their "activity fee." Information about applying for LAFAC funds is found on the [Student Leader Information Center](#). Review page 21 of this handbook. for specifics on applying to LAFAC for funding.

Solicitations of contributions from alumni, the legal community, or other sources outside the School of Law must be approved in advance by the Dean of Students Office and the Executive Director of Development.

Planning

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

Please carefully read the guidelines in Chapter 2 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 and International Moot Court student travel will be booked by the appropriate staff to minimize students spending their personal funds. Reimbursements should be kept to a minimum for incidental travel expenses that were previously budgeted and approved.

[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.

Alumni Networking Events/ Charitable Events

Networking or charitable events that are held at venues other than UM should be organized on a cash only basis. Attendees can 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.

Dean's Funded Events

The Dean provides funding to cover the cost of food and beverage for **TWO (2)** events 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 by the Dean of Students.

Student Organizations focused on shared cultural identities, including race/ethnicity, gender identity, sexual orientation, religious affiliation, age/parental status, and/or disability or veteran status may be eligible for an additional Dean funded event in the form of a welcome reception occurring early in the Fall semester. Organizations wishing to hold a Dean-funded welcome event must include that event in their timely submitted strategic plan. Organizations that submit their strategic plan after the deadline will not be eligible for a Dean funded welcome event.

When an EMS submission is received which requests Dean-funded catering, the Events Office will give the requesting organization several choices of approved catering within this budget and will arrange for the food to be delivered to the event. 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 funds from the Dean be used to purchase alcohol. Once a request is made and approved, the requesting organization must assign a student to accept the food, set it up, and clean up after the event.

Organizations which require event funding apart from or in addition to the Dean funding described above may apply to LAFAC for funding. LAFAC and its procedures are described more thoroughly in Chapter 3 of this Handbook.

Law Activity Fee Allocation Committee (LAFAC)

The Law Activity Fee Allocation Committee is a group 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 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 by the Coordinator of Student Organizations.

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 twenty one (21) days before the relevant event/conference takes place and at least seven 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 students 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.

Alumni Engagement

The Office of Alumni and Community Relations is a resource for alumni contact lists, sponsorships (from alumni, law firms, corporations or foundations), and guest speakers as well as coordination with the Law Alumni Association, Young Alumni Committee, and bar associations.

To request assistance from the Alumni Office, organization leaders must first confer with the Student Affairs Office to assess which department is best situated to provide the requested assistance.

Organization leaders should not contact the alumni office with requests for funding.

Organizations seeking assistance from the alumni office are required to complete a confidentiality agreement. The agreement must be submitted ten business days in advance of the requested assistance.

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 Coordinator 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**. All funds received, cash or check, should be deposited in the organization’s university account on the day that they are collected using the Cashier’s Office-Departmental Transmittal Form (linked below). The Coordinator of Student Organizations can confirm the correct budget Revenue/Expense Category and Driver Worktag to ensure that deposits are posted to the correct account. Take deposits and the completed form directly to the Cashiers Office at Canes Central.

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. 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.

Chapter 4: Communications

We all benefit from good publicity of law student events. To that end, we strive to promote professional and positive communications amongst 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 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. 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

The long-term health and sustainability of a student organization depends on publicity and advertising. Even the best of programming can still fall flat if it is not advertised early and consistently.

Student leaders should always be looking for opportunities to advertise both the organization and its upcoming events. This means taking photos of organization activities, sharing them on social media, making flyers, utilizing our Communications Office, making sure events are listed on the master calendar, and more.

Office of Communications

The Office of Communications (“OC”) can assist organizations with the following:

- Flyer templates.
- Facebook, Instagram, Twitter, and LinkedIn postings on our official social media pages
- Media relations and publicity

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

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 with social@law.miami.edu.

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. This ensures that the organization will never 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 contactstudentorgs@law.miami.edu.

Global Emails

Global emails are emails sent by the SBA Secretary to address a desired student audience (whether school-wide or just one specific graduating class). Because the Secretary is one of the only student figures with the authority to access a school-wide Listserv, student leaders may submit global email requests to them to reach a large audience and publicize events. To avoid overwhelming students with emails and thereby diminishing the effectiveness of global emails, each organization is entitled to one global email per semester.

All requests for global emails must be sent to the SBA Secretary one week in advance. Requests to publicize events must include all relevant information including title, date, time, location, description, registration information (including Zoom link, if applicable), etc. An event must be listed on EMS to be publicized via global email.

Flyers

Create your own flyer, using a template found on the [SLIC](#). Ensure it is professional and conforms to the templates on the website. The Copy Center is available to produce paper copies of flyers which can be posted on the various bulletin boards around the law campus. Flyers may not be posted on office windows, library stairwells, classroom doors, or in bathroom stalls.

Flyers that do not conform to the approved templates are subject to removal from public places without further notice.

Social Media

To bring a social post to OC's attention, tag @MiamiLaw 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 OC 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](#) to be posted on socials by the OC.

Please note that an organization's privacy settings on Facebook and LinkedIn may prevent the OC from sharing posted content. For example, it is possible to share content from your organization's pages, but not from private groups. In these cases, please email the OC.

Student organizations should follow the Law School's official channels at @MiamiLawSchool on [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](#).

Logos

Student organizations and the OC are prohibited from creating logos of any kind, according to the [official University of Miami identity policy](#). However, the design team may provide organizations with a Miami Law sub-brand upon request. Specific usage policies apply and are included with delivery of the sub-brand files. Contact the Communications Office at lawcommunications@law.miami.edu to request a sub-brand.

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. The Student Affairs Office will relay the requested changes to the Communications team.

STUDENT LEADER CERTIFICATION

Each student leader for the 2024-2025 Academic Year **must read, sign, and submit the [certification available here](#)**.



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
