

Marquette University Law School (MULS) Registered Student Organization (RSO) Policies and Procedures

Amended November 2016

Definition of an RSO

1. An RSO is a group of currently enrolled MULS students, joined for a common purpose, which supports the mission and values of MULS.
2. An RSO has an executive board or leadership team of at least four (4) MULS students who guide the direction of the RSO.
3. An RSO often has a member of the MULS faculty, adjunct faculty, or administration serve as an advisor with whom the RSO leadership consults at least once each semester.

Responsibilities of an RSO

1. To comply with all RSO Policies and Procedures, as well as applicable MULS, Marquette University (MU), city, state, and federal policies, laws, rules, and regulations.
2. To register the organization each fall, following the steps set forth herein.
3. To accept members regardless of full-time or part-time status, race, color, gender, age, national origin, religion, disability, veteran status, or sexual orientation.
4. To follow the constitution and bylaws that have been established by the RSO.
5. To notify the Director of Student Affairs of any changes in the RSO's executive board.
6. To communicate professionally and in a timely fashion with all MULS employees.
7. To provide fair and accurate elections when applicable, in accordance with the RSO's constitution, bylaws, and/or election rules.

Online Resources

Several resources are available to students online, including links to various RSO policies, forms, registration information, and FAQ. Please visit:

<http://law.marquette.edu/student-organizations/student-organizations-management>.

Failure to Abide by Policies

In the event that the MULS administration determines that an RSO has violated a Law School or University policy (including, among others, those set forth herein), the MULS administration may set forth sanctions, may remove any of the rights given to an RSO, and/or may revoke an RSO's designation as an RSO. Actions by individual RSO leaders that violate the MULS Academic Regulations will be addressed as set forth in the [MULS Academic Regulations](#).

Administrative Contacts

- Anna Fodor, Director of Student Affairs, anna.fodor@marquette.edu
- Erin Chuzles, Student Services Coordinator, erin.chuzles@marquette.edu
- Jenny Chick, Building Supervisor, jenny.chick@marquette.edu
- Carol Dufek, Event Coordinator, carol.dufek@marquette.edu
- Chris Monroe, Budget and Finance Director, christine.monroe@marquette.edu

Registering a Student Organization

To receive funding and become eligible to hold events and meetings, each student organization must register at the beginning of each fall semester. Once registered, the organization will receive funding, as set forth in the [RSO Funding Policy](#). The registration process involves the following steps:

1. Complete the [Organization Application Form](#).
2. When submitting the Organization Application Form, upload a copy of (a) the organization's current constitution or bylaws, and (b) a detailed budget for the year describing how expected funding will be spent.
3. Each officer must attend a mandatory training session at the beginning of the academic year.

Event Planning:

Event and Meeting Basics

1. RSOs must register all on- and off-site meetings and events with the Law School by submitting the [Event Registration Form](#) at least two (2) weeks in advance of the planned event. A response will be provided within four (4) business days.
2. To receive reimbursement for event costs, RSOs must receive pre-approval of all event (and other) expenses greater than \$200. To request pre-approval, please include information about proposed expenditures when completing the [Event Registration Form](#). If an organization does not receive pre-approval of an expense greater than \$200 or spends more than the amount approved, the portion of the expenditure that was not approved will not be reimbursed.
3. Speaker events must be registered at least one (1) month in advance. Speakers must be approved as set forth in the [RSO Speakers Policy](#).
4. RSOs must clean up after all events and place extra food in the Student Kitchen.
5. All events with alcohol must comply with the [RSO Alcohol Policy](#).
6. RSOs are encouraged to accept RSVPs for all events.
7. RSOs may announce and promote events through [Law News](#) and, if they wish, social media. All advertising via social media must be supplementary to announcements submitted to Law News, as all students do not participate in social media. The event will also appear in the [MULS Events Calendar](#) once approved by the Law School's Event Coordinator.
8. RSOs are encouraged to co-sponsor events with other RSOs and may split the costs of events when doing so.
9. RSOs must follow instructions provided by the Law School's events and facilities team when serving food at their on-site events.
10. RSOs may screen a movie at an event if the organization has obtained the rights to do so or met the requirements provided below. An RSO may screen a movie without first obtaining the rights to do so if (1) a member of the organization owns the movie or rented it from the Marquette University library, *and* (2) the organization will not charge admission or collect *anything* of value at the event. Please note that organizations cannot show movies rented from Netflix or similar rental services at events without first obtaining the rental service's express permission.
11. RSOs must notify the Director of Student Affairs of all event cancelations. RSOs should cancel Zilber Forum table requests by notifying the Building Supervisor.

12. Any event may be moved or canceled as necessitated by institutional interests. The Director of Student Affairs has discretion to supervise the planning of, postpone, or cancel RSO events.

Zilber Forum Table Reservations

1. RSOs will be given a table in the Zilber Forum on a first-come, first-served basis.
2. Submit table requests [here](#) at least seven (7) days in advance. The Building Supervisor will respond to your request.
3. The Building Supervisor will arrange for the set up and take down of tables.
4. A sign indicating which table should be used by which RSO will be posted on the table. Please leave the sign on the table.
5. Special instructions will be provided to those RSOs serving food from their table.

Event Promotion:

Law News

1. Announcements are sent out on Monday and Wednesday mornings. Law News is an RSO's primary vehicle for communicating with students and faculty.
2. To submit an announcement, fill out the announcement request form found [here](#) by noon on Friday (for inclusion in Monday's announcements) or noon on Tuesday (for inclusion in Wednesday's announcements).
3. Law News content is moderated, and submissions may be edited.

Individual RSO Web Pages

RSOs may maintain web pages (including Facebook, LinkedIn, and other similar pages), separate from the one provided by MULS, under the following conditions:

1. The external web page is well-maintained and adheres to the highest standard of professionalism;
2. The external web page states on its first page that it is not maintained by MULS nor is it an official extension of MULS;
3. The person maintaining the web page is clearly identified on the [Organization Application Form](#); and
4. Any member of the Law School community who requests access to view the web page is given access.

Posting and Communication

1. Other than fliers posted and removed by MULS employees, *no messages or fliers of any kind* may be posted or distributed in Eckstein Hall.
2. RSO fliers should be brought to Room 238 for posting in the Student Kitchen and the Student Organizations Suite (Room 342).
3. RSOs will not be provided access to email listservs that go to all MULS faculty, staff, alumni, and/or students.

Organization Financing and Supplies:

Funding Basics

1. Funding of RSOs will be provided in accordance with the [RSO Funding Policy](#).
2. RSO expenses and events that exceed \$200 in cost MUST be preapproved by the Director of Student Affairs.
3. Expenditures that do not follow policies set forth in this document, the [RSO Funding Policy](#), or [Student Organizations FAQ](#) will be the responsibility of the individual(s) incurring the expenses.
4. All expenses incurred by an RSO must be directly and clearly related to the stated mission of the RSO.
5. All RSO funds must be deposited and withdrawn from its MULS account.
6. RSOs holding fundraisers or collecting dues may accept only cash or checks made payable to "Marquette University."
7. All funds collected by an RSO must be brought to Room 238 immediately for deposit in the RSO's account; students should not leave Eckstein Hall with RSO funds or deposit them in their personal accounts.
8. Funds donated to charity may not exceed the RSO's student contributions/deposits into the RSO's account.
9. Prizes/incentives for events must be exceedingly low in cost, essentially de minimus, and must be approved in advance by the Director of Student Affairs.
10. RSOs may not use RSO funds to purchase gifts or awards for speakers, faculty or others. RSOs may stop by Room 238 in advance of the event date to request small tokens of appreciation for speakers.

Approved Vendors

RSOs should consult with the Director of Student Affairs and the Director of Budget and Finance to ensure it is using an approved vendor when purchasing items (e.g., t-shirts, mugs, etc.). Any item design must be pre-approved by the Director of Student Affairs.

Contracts

All contracts MUST be submitted to the Director of Student Affairs and approved by the MU General Counsel's Office. Contract approval and check distribution can take up to six (6) weeks.

Competition Expenditures

RSO participation in any competition must be approved in advance by the Associate Dean for Academic Affairs.

RSO Supplies

1. When ordering food from a vendor/restaurant, please ask the vendor to provide utensils, plates, and napkins. If those items are not available from the vendor, plastic utensils can be found in the kitchen area of Room 342. Plates and napkins may be available upon request from the Building Supervisor. Please contact the Building Supervisor before purchasing these items.

2. RSOs may use the office supplies found in Room 336L. If additional supplies are needed, please contact the Building Supervisor.
3. RSOs may not purchase stationery or envelopes or have the RSO's or MULS's name or letterhead printed on any such items.
4. RSOs requiring a cashbox to store funds from fundraisers, ticket sales, etc. must check one out from (and return it to) Room 238.
5. RSOs and RSO leaders cannot make business cards using the MULS name or logo. Individuals are permitted to make and design their own business cards so long as they do not appear to be a product of MULS or use the MULS (or RSO) logo.

Miscellaneous Organization Policies:

Minors Policy

RSOs hosting events with minors (children ages 17 or younger) are required to follow additional MU and MULS policies. RSOs must contact the Director of Student Affairs to discuss any plans to include minors in an RSO event.

Apparel

1. RSOs may purchase and/or sell apparel items that include the RSO's name. The apparel item design must be pre-approved by the Director of Student Affairs.
2. RSOs may use the MULS official logo with the permission of the Director of Student Affairs.

Charitable Donations and Activities

1. RSOs need to contact the Director of Student Affairs prior to the planning of any charitable event or activity. All charitable events and RSO fundraisers must be completely planned at least two (2) weeks in advance.
2. The Law School may require RSOs to combine similar charitable activities that benefit third-party organizations into a cosponsored event/activity to maximize success (e.g., blood drives, clothing drives, school supply drives, and holiday gift collections).
3. Each RSO is entirely responsible for the setup and cleanup of its donation collection and must collaborate with the Building Supervisor when planning and running a charitable drive in Eckstein Hall.

Please contact the Director of Student Affairs with any questions about the policies listed above.