

Marquette University Law School

Policy for Student Organizations

Formation of a Student Organization

1. **Purpose.** The following policies and procedures govern the formation and official recognition of all student organizations at Marquette University Law School. They insure that student organizations affiliated with the Law School will receive proper recognition and support. The following guidelines also insure that each student organization contributes in a positive manner to the mission of the Law School and Marquette University.
2. **Registration.** Annual registration is required of all student organizations. Registration is satisfied by:
 - 2.1. Reading and assenting to the policies and procedures contained herein;
 - 2.2. Submitting a completed Student Organization Registration Form to the Director of Student Services;
 - 2.3. If choosing to “bank” with MU, submitting an Intent Form, which includes a basic budget for the current academic year, submitted to the Director;
 - 2.4. Drafting a constitution or set of bylaws for the organization, which must be submitted to the Director along with the Registration Form, and updated annually as needed to reflect changes in the organization;
 - 2.5. If applicable, submitting letters of support from the appropriate governing body of the national organization.
3. **Benefits and Privileges.** All student organizations officially recognized by the Law School are entitled to the following benefits and privileges:
 - 3.1. Use the Law School name as part of the organization name;
 - 3.2. Receive support, guidance, and assistance from the Director, including leadership training opportunities and archiving of organization records.
 - 3.3. Receive up to \$500 reimbursement money for normal organization operating expenses (see <http://law.marquette.edu/cgi-bin/site.pl?2130&pageID=384>) or Additional Funding for Student Activities (see <http://law.marquette.edu/cgi-bin/site.pl?2130&pageID=987>);
 - 3.4. Reserve rooms and equipment in Sensenbrenner Hall and in other University facilities with reserveable space;
 - 3.5. Have events promoted by the Law School through its web calendar, broadcast email messages and AXIS-TV announcements (see <http://law.marquette.edu/s3/site/images/current/pdfs/postingGuidelines.pdf>), free-standing standards or bulletin boards;
 - 3.6. Post signs and flyers in the Student Lounge or distribute information through the in-house mail system (mail folders for students and mail boxes for faculty and staff);
 - 3.7. Invite a visiting speaker to campus (see URL?);
 - 3.8. Receive a mail box, voice-mail, and email address;
 - 3.9. Have a Law School faculty member or administrator serve as organization advisor;
 - 3.10. Participate in the annual Organizations Fair.
4. **Responsibilities.** All student organizations recognized by the Law School agree to conduct their activities in accordance with the regulations and goals of the Law School as well as the principles stated in the organization's approved constitution. All officers and members of a student organization are responsible for:

- 4.1. Observing Law School and University regulations, and civil laws and regulations governing the various activities of the group as well as applicable parts of the Rules of Professional Conduct for the State of Wisconsin;
 - 4.2. Observing all Law School and University policies;
 - 4.3. Registering their organization each year with the Law School's Director of Student Services;
 - 4.4. Informing the Director of any changes in the organization, such as new officers or advisor, that occur during the course of the academic year;
5. **Executive Board.** All student organizations must form and maintain an executive board to direct organization business and maintain group continuity from one year to the next. An executive board is typically composed of the following officers: president; vice president; secretary; and treasurer.
6. **Membership.** All full- and part-time law students are eligible for membership in any student organization in accordance with the standards, academic or otherwise, established by each organization. Any student organization which selects its membership on the basis of restrictive clauses dealing with race, color, gender, age, national origin, religion, disability or veteran status will be considered to be operating in conflict with Law School and University policy.
7. **Eligibility.** The officers of all student organizations must be in good standing with the Law School at the time of their election or appointment and throughout their terms of office.
8. **Editorial Sanction.** Student organization requests for distribution of literature (see #9 below), the sponsorship of visiting speakers (see # 10 below) and public performers and the screening of films will be considered in light of the educational purposes and the religious identity of the Law School and Marquette University. The Law School has final discretion in decisions regarding the distribution of literature, the sponsorship of visiting speakers and public performances, and screening of films.
9. **Distribution of Literature.** The Law School permits student organizations to distribute non-academic literature to fellow law students. The following guidelines apply:
- 9.1. Only literature deemed appropriate by registered student organizations and the Law School administration may be distributed;
 - 9.2. Only members of the sponsoring organization may distribute approved literature;
 - 9.3. The literature shall clearly identify the student organization responsible for the literature;
 - 9.4. The material is to state that the views presented in the literature are not necessarily those of the Law School or Marquette University;
 - 9.5. In order to gain approval, a copy of the literature, along with an explanation of the date, time, and place of distribution, must be provided to the Law School's Director of Student Services not less than 48 hours in advance of the planned distribution.
10. **Sponsorship of Visiting Speakers.** Only student organizations recognized by the Law School may invite visiting — that is, non-University — speakers to the Law School. Speakers may validly contribute to the school's fulfillment of the University's mission even if their positions are unpopular or troubling. At the same time, the presence of a visiting speaker at the Law School does not imply approval or endorsement by the Law School (or Marquette University) of the views expressed by the visiting speaker or by anyone else present at the event.

The Law School retains plenary authority over events associated with it. For example, the Dean of the Law School may cancel an event, rescind any invitation or require that it be withdrawn, or prohibit the use of the school's name in relation to an event (the occasion for such extraordinary action would be rare and has not presented itself in recent memory). Similarly, where the Law School considers it appropriate, it may impose conditions such as the following (these being merely examples):

- 10.1. That the meeting or event be chaired by a person specifically approved by the Law School;
- 10.2. That the visiting speaker's message be delivered in the context of a debate or panel presentation so as to ensure fair expression of alternate or opposing views.

Additionally, the following guidelines are meant to assist registered student organizations in issuing invitations to visiting speakers.

- 10.3. Registered student organizations may invite a visiting speaker either to address their own membership or other interested members of the law school community.
 - 10.4. Prior to extending a formal invitation to a speaker, student organizations must consult with their advisor and secure her/his approval.
 - 10.5. Student organizations must inform the Director of Student Services about a visiting speaker at least five business days in advance of the event by submitting a Notification of Visiting Speaker form, found on the Law School's web site (<http://law.marquette.edu/cgi-bin/site.pl?8&template=visitingSpeaker.html>).
11. **Programs and Events.** In order to enhance the quality of life at the Law School, student organizations are encouraged to sponsor a wide range of programs that are socially, recreationally, educationally, and culturally diverse. While programs are generally provided for the members of the Law School community, others may be invited to participate in activities in an effort both to improve the law school community and strengthen ties with outside constituents. On the occasion when admission fees are charged for an organization event, the funds raised should be used to defray the costs of the event and support the sponsoring organization's activities. If alcoholic beverages are to be served at an organization event held on campus, both the alcohol and the bar tender(s) must be obtained from Marriott Catering. For the purpose of maintaining a more complete archive of organization activity, a completed Student Organization Program Report should be submitted to the OSS for each program or activity undertaken.
 12. **Facility and Events.** Student organizations should avail themselves of the services of Carol Dufek, the Law School's Facility and Events Coordinator, for reserving space on- or off-campus and for planning the details of their special events (catering, parking, security, etc.). Carol can be reached by phone, (414-288-6452) or in person (Sensenbrenner Hall, #240A), Monday through Friday.