

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

Amended August 2025

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Section 1. General Information.

a) Definition of a Registered Student Organization (“RSO”).

- 1) An RSO is a group of currently enrolled Marquette University Law School (“MULS”) students that has—
 - A) submitted the required annual application outlined in section 2,
 - B) completed all required annual officer trainings, and
 - C) received the approval of MULS to be recognized as an RSO.
- 2) An RSO is a group of currently enrolled MULS students, joined for a common purpose, that supports the mission and values of Marquette University (“MU”) and MULS.
- 3) An RSO has an executive board or leadership team of at least four (4) MULS students who guide the direction of the RSO.
- 4) An RSO has a member of the MULS faculty or administration serve as an advisor with whom the RSO leadership regularly consults.
- 5) An RSO is an extracurricular entity, and students do not receive academic credit for participation.

b) General Authority of an RSO.

- 1) RSOs are the only extracurricular MULS student groups that are authorized to use law school facilities, funding, services, or other resources.
- 2) RSOs are the only extracurricular MULS student groups that are authorized to identify themselves directly or indirectly with MU or MULS’s name or credit.

c) Responsibilities of an RSO.

- 1) To comply with the Registered Student Organization Policies and Procedures, as well as applicable MULS, MU, city, state, and federal policies, laws, rules, and regulations.
- 2) To ensure that all RSO activities, events, and expenditures are pre-approved by MULS.
- 3) To activate the organization each fall, follow the steps set forth in section 2, and to maintain the RSO’s good standing.
- 4) To accept members regardless of full-time or part-time student status, actual or perceived race, color, national origin, religion, age, disability, sex, gender identity/expression, sexual orientation, marital status, pregnancy, predisposing genetic characteristic, or military status.

- 5) To accept attendees at approved events regardless of RSO member status, full-time or part-time student status, actual or perceived race, color, national origin, religion, age, disability, sex, gender identity/expression, sexual orientation, marital status, pregnancy, predisposing genetic characteristic, or military status.
- 6) To follow the constitution and bylaws established by the RSO.
- 7) To communicate professionally and in a timely fashion with all MULS employees.
- 8) To provide fair and accurate elections in accordance with the RSO's constitution, bylaws, or election rules.
- 9) To notify the Assistant Director of Student Affairs or the designated administrator ("Assistant Director") of any changes to the RSO's executive board.

d) Policy Violations.

- 1) If MULS determines that an RSO has violated an MU or MULS policy (including, among others, those set forth herein), MULS may impose sanctions, remove any of the authorities granted to an RSO, and revoke an organization's designation as an RSO.
- 2) Actions by individual RSO leaders that violate the MULS Academic Regulations will be addressed as set forth in the [MULS Academic Regulations](#).

e) Important Contacts.

- 1) The first point of contact for all RSOs is the Assistant Director.
- 2) Several online resources are available to students and RSOs. These resources include links to various RSO Policies and Procedures, RSO forms, registration information, and FAQs. To access, please visit <http://law.marquette.edu/student-organizations/student-organizations-management>.
- 3) Administrative Contacts
 - A) Sarah DiStefano, Assistant Director of Student Affairs, sarah.distefano@marquette.edu
 - B) Anna Fodor, Assistant Dean of Students, anna.fodor@marquette.edu
 - C) Ben Manske, Manager of Building Operations, benjamin.manske@marquette.edu
 - D) Chad Wheeler, Event Planner, chad.wheeler@marquette.edu

- E) Philip Plestina, Director of Academic Business Affairs,
philip.plestina@marquette.edu

Sec. 2. Applying for RSO Recognition and Annual RSO Activation.

- a) To receive funding and become eligible to hold events and meetings, each student organization must apply for recognition as an RSO at the beginning of each academic year.
- b) When applying for recognition as an RSO, the majority of executive-board officers, including the president, are required to have earned at least 27 law credits and be in good academic standing, as defined in the MULS Academic Regulations.
- c) The application process involves the following steps:
 - 1) For new organizations, student leaders must meet with the Assistant Director to gain approval for any potential recruiting efforts before completing the steps below.
 - 2) Complete the [Organization Application Form](#).
 - 3) When submitting the Organization Application Form, upload—
 - A) the group's proposed constitution or bylaws,
 - B) a detailed budget for the year describing how expected funding will be spent, and
 - C) the [Advisor Acceptance Form](#).
 - 4) Each officer must complete the mandatory training requirements and the [Officer Training Form](#).
 - A) First-year representatives appointed to an RSO board must complete the mandatory training video and Officer Training Form.
 - 5) At the end of the spring semester, an outgoing board must complete the [End of Year Transition Form](#).
- d) MULS reserves the right not to approve an RSO application. Considerations for denial of approval include:
 - 1) If the proposed RSO will not meet the definition of an RSO as outlined in section 1(a).
 - 2) The proposed RSO has the same or substantially similar purposes as an existing recognized student organization.
 - 3) The proposed RSO is attempting to form for commercial purpose or primarily for the financial benefit of an external corporation or organization.

- 4) The proposed RSO is attempting to form for the purpose of sponsoring a singular campus event.

Sec. 3. Event Planning and Procedures.

a) Registration Requests.

- 1) RSOs must register all on-site, off-site, virtual meetings and events with the Law School by submitting the [Event Request Form](#) by the deadlines listed in this section.
- 2) Meeting and Event Request Timing.
 - A) RSO meetings and events are limited to specific date ranges each fall and spring semester.
 - i) The Assistant Director will inform RSOs by email of these dates each semester, and the dates are also listed on the Student Organization Management website under the Event Request Form.
 - ii) RSOs may not hold any events or meetings outside of the set date range provided each semester.
 - B) For proposed meetings and events that do not host speakers, an RSO must submit its Event Request Form at least two (2) weeks in advance of the proposed meeting date.
 - C) For proposed events that host any speakers—and prior to extending a formal invitation to any speaker—an RSO must secure the approval of the Assistant Director at least one (1) month in advance of the event. RSOs must receive approval before providing available dates to potential speakers.
 - i) RSOs may request approval either by submitting the Event Request Form or by sending an email to the Assistant Director.
 - ii) If an RSO receives approval by email, the RSO must then submit the Event Request Form at least two (2) weeks in advance of the proposed event date.
 - D) RSOs will receive a response within four (4) business days of submitting the Event Request Form.
 - E) The timing listed in this paragraph applies to virtual, in-person, and off-campus events and meetings.

b) Approved RSO Events.

- 1) Once an RSO receives MULS approval for its event or meeting, the event or meeting is considered an approved RSO event.
- 2) Approved RSO events shall—
 - A) be listed on the Law School website’s event calendar;
 - B) receive an appropriate room reservation, if necessary, as determined by the Assistant Director; and
 - C) at the discretion of MULS, receive promotion on one or more of the Law School’s official social media accounts.
- 3) For approved RSO events, RSOs may—
 - A) advertise on official channels, including *Law News*—*Law News* content is moderated, and submissions may be edited or published on a different date than requested subject to the discretion of the Law School;
 - B) announce and promote events through the RSO’s social media account (see section 9)—all advertising via social media must be supplementary to announcements submitted to *Law News*, as all students do not participate in social media;
 - C) request and accept RSVPs;
 - D) co-sponsor events with other RSOs and split the costs of events when doing so;
 - E) screen a movie at an event so long as the RSO has obtained the appropriate rights and permissions to do so;
 - i) RSOs may not show movies streamed from Netflix or similar streaming services at events without first obtaining the service’s express permission.
 - ii) RSOs must obtain copyright permission first before any movie screening, even if a member of the RSO owns a personal copy of the movie or has checked out a copy from the library.
 - F) spend RSO funds on approved expenses for the event;
 - G) receive reimbursement for approved event costs.
- c) RSO Event and Meeting Responsibilities.
 - 1) RSOs must clean up after all events and meetings and place any extra food in one of the two Eckstein Hall Student Kitchens.
 - 2) RSOs must follow instructions provided in the Assistant Director’s confirmation email when serving food at their on-site events.

- 3) RSOs must notify the Assistant Director of all event cancelations. RSOs wishing to cancel Zilber Forum Table Requests must notify the Manager of Building Operations.
 - 4) All RSO events with alcohol must comply with the alcohol policies set forth in section 5.
- d) RSO Events Featuring Speakers—Policies and Procedures.
- 1) RSOs are encouraged to invite non-Marquette University (University) speakers to MULS to address the RSOs' membership or other interested members of the MULS community. Speakers may validly contribute to MULS's fulfillment of the University's mission, even if their positions are unpopular or troubling to members of the Law School Community. The presence of a visiting speaker at MULS does not imply approval or endorsement by MULS or the University of the views expressed by the visiting speaker or by anyone present at the event.
 - A) All external organizations or employers seeking to host an event for law students in Eckstein Hall must be sponsored and hosted by an RSO and are subject to all policies and procedures listed in this manual. In this case, the student leaders are the required point of contact and final decision makers for all such events.
 - i) In this case, the student leaders are the required point of contact and final decision makers for all such events.
 - B) Notwithstanding (A), the Law School may partner with external organizations or employers to host an event for law students without RSO sponsorship.
 - 2) All approved RSO events with speakers are subject to the following policies:
 - A) The following disclaimer must be unambiguously displayed or read aloud by an RSO officer at the start of all approved RSO events that feature a speaker: "The views expressed here today are those solely of the individual speaker and not of Marquette University. The use of Marquette's facilities does not constitute an endorsement of the views expressed. Marquette University does not endorse any candidate for public office, political party, or referendum matters and no fundraising for these activities can take place at this event."
 - B) The RSO must ensure that it is responsive and professional in all of its dealings and communications with the speaker(s) or his/her representatives.

- C) The RSO is expected to meet any visiting speaker(s) in the Eckstein Hall Welcome Lobby and escort the speaker(s) to the event location.
 - i) Speakers not affiliated with Marquette may receive complimentary parking in the Eckstein Hall parking structure for their attendance at an event. The Assistant Director's event confirmation email will include instructions for registering guests and requesting parking validation.
 - D) The RSO must ensure that the event is well-planned and that the RSO keeps the Assistant Director and any other relevant individuals apprised of updates to the event.
 - E) The RSO must ensure that the event be well-attended, with at least a 15-person audience for the event.
- 3) Recording. If an RSO wishes to record an event with a speaker, the RSO shall—
- A) secure permission in writing from all speakers before recording the event, and
 - B) inform everyone in the audience that the event will be recorded.
- 4) Speakers on Job-search Topics. Before coordinating with any speaker who is discussing the job-search process, an RSO must contact the Career Planning Center (CPC) for approval.
- 5) Networking Events.
- A) Networking events are considered speaker events.
 - B) An RSO must coordinate with the Assistant Director before agreeing to host an event in conjunction with any bar association or other professional organization.
- 6) Political Candidate Events and Speakers.
- A) In compliance with all MU and MULS policies, RSOs may sponsor on-campus, non-campaign-related events, such as speeches, forums, debates, and other activities at which political candidates for public office may offer insights on issues that affect the electorate and society. MU as an institution is not permitted to sponsor campaign events for candidates for public office.
 - B) The candidate (or designee) must always be escorted by a student member of the RSO.
 - C) No political fundraising is permitted at RSO events.

- D) RSOs are under no obligation to offer “equal time” to opposing candidates; MU, however, is obligated to offer comparable opportunities to opposing candidates to express their views.
- 7) Events with non-law school students
 - A) RSOs are permitted, and encouraged, to attend other Marquette or student organization programs and events.
 - B) RSOs are permitted to invite non-MULS Marquette students to RSO-sponsored events, provided the following:
 - i) If RSO funds or Eckstein Hall facilities are being used for the event, the majority of attendees must be currently enrolled MULS students, and a board member of the sponsoring RSO will submit a roster of attendees to the Assistant Director.
 - ii) All other event policies remain in effect.
- e) Virtual Events.
 - 1) RSOs are authorized to use Microsoft Teams to host approved events and speakers. Recording options are available, pending approval by the speaker(s) and notification to the attendees. Zoom meetings may be available when conducting a networking event with external guests.
 - 2) All requirements for RSO meeting and events listed in this section, including RSO completion of the Event Request Form and adherence to request deadlines, apply to virtual meetings and events.
- f) MULS Authority.
 - 1) MULS reserves the right to cancel, modify, or not approve an RSO event that conflicts with MU’s mission and values, as discussed in the [Marquette University Mission-Based Free Expression Statement](#).
 - 2) MULS reserves the right to cancel or not approve an RSO event if the sponsoring RSO violates an event policy.
 - 3) MULS reserves the right to move, reschedule, or postpone an RSO event, as necessitated by institutional interests.
 - 4) MULS reserves the right to prohibit the use of the MULS name in relation to an RSO event.

Sec. 4. Zilber Forum Table Requests.

- a) RSOs may request to host a table in the Zilber Forum. Requests will be granted on a first-come, first-served basis.

- b) To request to host a table in the Zilber Forum, an RSO must submit the [Zilber Forum Table Request Form](#) at least seven (7) days in advance. The Manager of Building Operations will respond to the RSO request. The request will automatically be denied if the request does not meet this timing requirement.
- c) The Manager of Building Operations will arrange for the set up and take down of tables and will provide the RSO with additional instructions in a confirmation email.
- d) MULS will post a sign on the table indicating which table should be used by which RSO. RSOs may not remove or move this sign.
- e) MULS will provide special instructions to those RSOs serving food from their table.

Sec. 5. Alcohol Policy.

- a) All RSO events where alcohol is served shall be limited to attendees at least 21 years of age.
- b) Under no circumstances may MULS students or their guests bring or otherwise supply their own alcohol at an RSO, SBA, or other MULS event.
- c) MULS may place restrictions on the location of any SBA or RSO event at which alcohol is served.
- d) The SBA may host and finance no more than one off-campus community-building event per semester in which alcohol is served, subject to the following restrictions:
 - 1) All alcohol must be served by a third-party licensed bartender.
 - 2) No alcohol other than wine, beer, cider, or seltzer may be served.
 - 3) No more than two (2) drink tickets per person may be provided.
 - 4) If alcohol is served, non-alcoholic beverages and food must be provided free of charge.
- e) RSOs may host and finance no more than one event per semester in which alcohol is served on-campus, subject to the following restrictions:
 - 1) RSOs may only finance alcohol at a designated professional networking event on Marquette's campus.
 - 2) No more than one (1) drink ticket per person may be provided.
 - 3) All restrictions listed in subsections (d)(1), (d)(2), and (d)(4) also apply to RSOs.
 - 4) In addition to subsection (d)(1), the licensed bartender must be provided from on-campus catering services.

- f) The policies stated in this section also apply if MULS approves an RSO or the SBA to partner with an external professional organization or bar association that will be financing the event.
- g) RSOs may host approved off-campus events—such as happy hours, socials, and mixers—at licensed establishments where alcohol may be served to individuals of legal age. RSOs may not use MULS funding or receive reimbursement for any alcohol purchased at these approved off-campus events.
- h) RSOs are to conduct their activities in the spirit of social responsibility and professionalism.

Sec. 6. Funding Policies and Procedures.

- a) This section does not apply to any costs from RSO participation in intramural competitions. All requests for intramural activity must be approved by the RSO's faculty advisor(s) and the Law School's Associate Dean for Academic Affairs.
- b) Funding Basics.
 - 1) All expenses incurred by an RSO must be directly and clearly related to the stated mission of the RSO and must be for the benefit of currently enrolled MULS students.
 - 2) RSO expenses of \$200 or more must be pre-approved by the Assistant Director.
 - 3) Expenditures that do not follow policies set forth in this manual will be the responsibility of the individual(s) incurring the expenses.
 - 4) All RSO funds must be deposited and withdrawn from an RSO's MULS account. Once in the account, MULS financial policies apply to those funds.
 - 5) RSOs holding fundraisers or collecting dues may accept payment via cash, checks made payable to "Marquette University Law School," or via digital means such as CashApp or Venmo.
 - 6) If collecting dues, an RSO must maintain an accompanying roster for record-keeping purposes.
 - 7) All cash or check funds collected by an RSO must be brought to suite 238 immediately for deposit in the RSO's MULS account.
 - 8) Prizes or incentives for events must be exceedingly low in cost, essentially *de minimis*, and must be approved in advance by the Assistant Director. For any potential raffle or fundraiser, the activity must comply with [Wisconsin gaming rules](#), which can be found on the Student Organization Management website.

- 9) RSOs may not use RSO funds to purchase gifts or awards for speakers, faculty, or others. RSOs may stop by suite 238 in advance of the event date to request thank you cards or small tokens of appreciation, if available, for speakers.
- c) Funding Allocations.
- 1) MULS contributes \$400 at the beginning of the academic school year to each active RSO's account.
 - A) This contribution may be used for supplies and programming expenses, in accordance with other RSO and MULS policies.
 - B) The contribution will be applied to cover RSO expenses before other funds (e.g., deposits, matching funds, carryover) will be used.
 - C) Any unused portion of this \$400 contribution will not carry over to the next academic school year.
 - 2) MULS will contribute up to \$300 in matching funds for collected deposits from member dues and fundraising sales placed in an RSO account.
 - A) Matching funds will be used for expenses after the initial \$400 has been expended.
 - B) After the matching funds have been expended, deposited funds will be used to cover expenses.
 - C) Any unused portion of the matching funds will not carry over to the next academic year.
 - D) Any unused, deposited funds will carry over and thus remain on deposit with MU indefinitely until used by the RSO.
 - 3) RSOs may apply for one or more grants from the Office of Student Affairs during the academic year. See subsection (d).
 - 4) Expenses of \$200 or more.
 - A) Event-related expenses of \$200 or more should be submitted for approval at least two weeks prior to the event via the [Event Request Form](#).
 - B) Expenses of \$200 or more that are not related to events shall be submitted for approval to the Assistant Director via the [Expenses Preapproval Form](#). The Assistant Director will respond to expense requests within seven (7) business days.
 - C) If an organization does not receive pre-approval of an expense greater than \$200 or spends more than the amount approved,

MULS will not reimburse the RSO for the unapproved portion expense.

- 5) Any unfunded RSO cost that remains at the end of the budget year (June 30) will be reduced from the MULS's initial \$400 contribution to the RSO for the next academic year.
 - 6) Funds provided by MULS may not be transferred from one RSO to another.
 - A) If co-sponsoring an event, reimbursements for supplies can be split between the RSOs sponsoring the event.
 - B) An RSO may not contribute its funds to another RSO's fundraising event.
 - 7) Funds provided by MULS may not be used for charitable contributions or political donations.
- d) Grant Funding.
- 1) To apply for a grant listed in this subsection, a representative of an RSO must submit the [Grant Application Form](#), in accordance with the following requirements:
 - A) All grant applications must provide detailed information explaining the purpose of the proposed expenditure and the expected costs.
 - B) RSOs should rely on the funds already available in their MULS accounts before seeking additional funding.
 - C) MULS will evaluate grant applications based on, among other criteria, whether the purpose of the RSO is furthered by the proposed expenditure and whether the proposed expenditure would benefit the RSO, and, potentially, the whole MULS community.
 - D) Grant applications must be submitted at least one (1) month prior to the requested event, conference, or trip.
 - 2) Conference Grant.
 - A) RSOs seeking to travel to a relevant legal conference that will enrich the RSO and its membership may apply for this funding grant.
 - B) The total amount granted to any RSO will not exceed \$1000 per academic year for travel-related expenses.
 - C) To receive grant funding, within two weeks of the trip's completion, all participating RSO members must agree to send the Assistant Director—
 - i) photographs from the event, and

- ii) a 400-word report describing:
 - I) the work completed,
 - II) the professional competencies developed, and
 - III) how the trip has benefitted or may benefit others in the RSO or larger MULS community.
 - D) If two or fewer RSO members will use funding for travel-related purposes, the majority of the RSO executive board must approve the grant request.
- 3) Inclusion Event Grant.
 - A) RSOs seeking to host an event highlighting diverse and inclusive perspectives in the legal community may apply for this funding grant.
 - B) If a single RSO is hosting the event, the grant will not exceed \$100 for the event. If two or more RSOs are collaborating, the grant will not exceed \$200 for the event.
 - C) The total amount granted from this funding program to any RSO will not exceed \$500 per academic year.
 - D) To receive grant funding, within two weeks of the event's completion, all participating organizations must agree to send the Assistant Director—
 - i) photographs from the event, and
 - ii) a 400-word report describing—
 - I) summary of the event,
 - II) notes and observations regarding the planning of the event, and
 - III) a reflection on the student experience of the event.
- 4) Domestic Service-Trip Grant.
 - A) RSOs seeking to host a domestic service trip may apply for this funding grant.
 - B) The RSO president must contact the Assistant Director to discuss the proposal before submitting the RSO's grant application or finalizing any plans.
 - C) If an RSO would like to receive a grant from the Office of Student Affairs to support a domestic service trip, the trip must meet MULS's pro bono requirements and receive additional approval from the Office of Public Service. In other words, the work must be:

- i) primarily legal in nature,
 - ii) volunteer and not for credit or compensation,
 - iii) supervised by a licensed attorney or law faculty, and
 - iv) for the benefit of persons who are indigent or otherwise lack access to justice, or for a nonprofit organization whose mission is to serve the same.
 - D) To receive grant funding, within two weeks of the trip's completion, all participating RSO members must agree to send the Assistant Director—
 - i) photographs from the event, and
 - ii) a 400-word report describing—
 - I) the work completed,
 - II) the professional competencies developed, and
 - III) how the trip has benefitted or may benefit others in the RSO or larger MULS community.
 - E) If two or fewer RSO members will use funding for travel-related purposes, the majority of the RSO executive board must approve the grant request.
- e) Reimbursements.
 - 1) Reimbursement Policies.
 - A) Reimbursements may be submitted online with the [Reimbursement Form](#).
 - B) To receive a reimbursement for approved RSO expenses, an RSO member must be able to provide all **ORIGINAL, ITEMIZED RECEIPTS**. All receipts should clearly have the following information listed:
 - i) vendor name,
 - ii) individual items purchased, and
 - iii) payment method must be clearly stated; if the receipt lists a purchase as "ordered" but not "paid," MULS may request additional documentation to confirm that the RSO member provided payment.
 - C) Reimbursements can only be made to currently enrolled MULS students.
 - D) For event catering, a sign-in sheet of event attendees may be required when submitting a reimbursement form.

- 2) Cash Reimbursement Procedure.
 - A) For all approved reimbursements under \$500, RSO officers will receive a cash reimbursement.
 - B) A cash reimbursement can take up to 7–10 business days to approve and is the quickest method of reimbursement.
 - C) Once an RSO officer completes the Reimbursement Form, the officer will receive an approval email from the Director of Academic Business Affairs with a form.
 - D) The officer must print the form described in (C), gather all ORIGINAL, ITEMIZED RECEIPTS, and bring both to the MU Bursar's Office in Zilber Hall.
 - i) These receipts can be paper copies from a vendor or, if an item was purchased online, printed receipts.
 - ii) The Bursar's Office will then provide the RSO member with the cash reimbursement directly.
 - iii) The Bursar's Office can be found in Marquette Central, which is on the first floor of Zilber Hall (1250 W. Wisconsin Ave). The hours for the office are 8 a.m. to 4:30 p.m. Monday through Friday. [Additional information about Marquette Central can be found here.](#)
- 3) Reimbursements for approved expenses over \$500.
 - A) This paragraph primarily applies to any reimbursements for approved travel-related expenses.
 - B) RSO officers have the option of receiving a mailed check or direct deposit for approved expenses over \$500.
 - C) A mailed check could take 6–10 weeks to arrive and is mailed to the address provided by the officer on the Reimbursement Form.
 - D) For direct deposit, there is an additional form that an RSO member may attach to the Reimbursement Form to set up direct deposit.
 - i) It can take 7–10 business days after approval to receive the reimbursement.
 - ii) For questions regarding this, please reach out to the Assistant Director.
- 4) All reimbursements requests must be submitted and all reimbursements picked up—if received via cash or check—prior to May 15 of each academic year.

f) Deposits.

- 1) Funds may be deposited into an RSO's MULS account in three different ways. MULS encourages RSO treasurers to serve as the single point of collection. RSO treasurers are responsible for maintaining accurate records, which MULS may request at any time.
- 2) Credit or Debit Card Deposit.
 - A) An RSO may deposit dues or other fundraised monies online via credit or debit card with the [Online Deposit Form](#).
 - B) The submitted form must include a detailed explanation, including, at minimum, the RSO name. Failure to include this information could result in the funds not arriving in the correct RSO account.
 - C) This option is recommended if collecting dues or funds via Venmo, CashApp, or other reputable digital means.
- 3) Check Deposit.
 - A) We recommend using this option when depositing dues or other larger funds.
 - B) An RSO must submit the check and the Deposit Form, which can be found in the Office of Student Affairs.
 - C) Checks must be made payable to "Marquette University Law School" with the memo line listing the RSO and reason for the deposit.
 - D) This can be deposited in person in suite 238 or mailed to the following address: Marquette University Law School; Philip Plestina, Budget Director; 1215 W. Michigan St.; Milwaukee, WI 53233
- 4) Cash Deposit.
 - A) An RSO may deposit cash by bringing it to suite 238 and completing a Deposit Form.
 - B) This is the least secure option, and RSOs are therefore strongly encouraged to make cash deposits as soon as possible, preferably within one to two business days of receiving the funds.

Sec. 7. Merchandise.

- a) The term "merchandise" includes but is not limited to branded items such as apparel, mugs, and office supplies.
- b) RSOs may purchase and/or sell merchandise that include the RSO's name.

- 1) Any RSO merchandise design must be pre-approved by the Assistant Director prior to purchase and promotion.
 - 2) RSOs must use the [Expenses Preapproval Form](#) to request approval for merchandise design and expenses.
- c) Approved Vendors.
- 1) An approved vendor is one that has already been vetted by MU for quality and service, has a licensing agreement to use official MULS and MU logos, designs, and names, and is setup in the payment system to be paid directly from RSO account, instead of via reimbursement.
 - 2) RSOs are required to use an approved vendor if using any official MU or MULS logos or names on the proposed items.
 - 3) Current vendor contact information is listed below. The best practice is to directly reach out to the specific contact email for optimal pricing and options.
 - A) [Olive Promotions](#); Contact: Patti Bohne, patti@olivepromotions.com
 - B) [Overture Promotions](#); Contact: Sarah Hoffmann, marquette@overturepromo.com
 - C) [Piranha Promotions](#); Contact: Greg Monfre, greg@piranhapromotions.com
 - D) [SomethingInked](#); Contact: Whitney Copeland, whitneys@somethinginked.com
- d) If an RSO does not plan to use any MU or MULS official logos, names, or marks and the RSO does not want to use an approved vendor, the RSO must provide additional documentation and proof that a vendor of its choice can provide the same service and items at a less expensive rate than all the vendors listed above. Direct MULS payment to a non-approved vendor may not be available, so an RSO member will have to pay and request reimbursement.
- e) Logo and Name Usage.
- 1) RSOs may use the MULS official logo and name only with the express permission of the Assistant Director.
 - 2) Any other MU official logos, names, and marks may require additional approvals or may not be of use for MULS RSOs. For example, neither the MU Athletics logo nor the University seal is allowed to be used, per MU branding guidelines.
 - 3) The use of official MU and MULS logos must comply with all applicable trademark and copyright laws.

- 4) RSOs may not purchase stationery or envelopes or have the RSO's or MULS's name or letterhead printed on any such items.
 - 5) RSOs and RSO members and officers may not create or procure 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 MU or MULS, or use the MU, MULS, or RSO logo.
- f) Merchandise Order Procedure.
- 1) The RSO must:
 - A) Use the [Expenses Preapproval Form](#) to submit the design for approval and attach an official quote, sales order, proforma, or order acknowledgement from the approved vendor listing only items you want to order on it.
 - B) The Assistant Director will send the quote to the Director of Academic Business Affairs for approval to generate a purchase order ("PO").
 - C) The Director of Academic Business Affairs will send the PO to the listed RSO officer, who can then share the PO with the vendor to begin the payment process.
 - D) The RSO must receive a final invoice from the vendor after the merchandise is delivered. The RSO must forward this invoice to the Assistant Director and the Director of Academic Business Affairs to process for final payment. The vendor may submit the final invoice directly to the Coupa payment system.
 - 2) Shipping and Delivery.
 - A) RSOs can use the following MULS shipping address for merchandise purchases: Marquette University Law School; ATTN: [RSO name OR Office of Student Affairs]; 1215 W. Michigan Street; Milwaukee, WI 53233
 - B) The Office of Student Affairs will contact the relevant RSO officers with pick-up instructions when the shipment arrives.

Sec. 8. Contracts.

- a) RSOs must submit all contracts to the Assistant Director for MULS approval.
- b) If approved by MULS, the Assistant Director will submit the contract to the Office of General Counsel for MU approval.

- c) Contract approval and check distribution can take, at minimum, six (6) weeks for processing. RSOs must allow appropriate time.

Sec. 9. RSO Social Media Accounts; Other Communication and Publicity.

- a) RSOs may maintain social media pages (including Facebook, LinkedIn, Instagram, and other similar pages), under the following conditions:
 - 1) The external page is well-maintained and adheres to the highest standard of professionalism.
 - 2) The external page states on its first page or in its bio section the following: "This account is not maintained by nor is an official extension of MULS and does not reflect the views of Marquette University or MULS."
 - 3) The person maintaining the page is clearly identified on the [Organization Application Form](#).
 - 4) The RSO provides access to any member of the MULS community who requests access to view the page.
 - 5) Only currently enrolled MULS students post from the RSO account.
 - 6) RSO accounts may not be used for campaigning purposes.
- b) External Communication. MULS may have relationships with local or national firms, organizations, or groups that RSOs should be aware of. Therefore, before RSOs communicate with any external firms, organization, or group regarding speaking engagements, fundraising, events, or any other matters, the RSO must receive approval by the Assistant Director.
- c) Internal Communications.
 - 1) Other than flyers posted and distributed by MULS employees, no messages or flyers of any kind may be posted or distributed in Eckstein Hall.
 - 2) Approved RSO flyers should be brought to suite 238 for posting in the First-floor Student Kitchen and the Student Organizations Suite (342). RSOs must request approval from the Assistant Director.
 - 3) RSOs may not use the MULS email listservs that go to all MULS faculty, staff, alumni, and/or students. Communications to the entire community must be routed through *Law News*.
 - 4) RSOs may request printing from the Office of Student Affairs for organization-related promotions and events. Please fill out the [Student Organization Printing Request Form](#) at least two (2) business days before the materials are needed.

Sec. 10. RSO Resources and Supplies.

- a) Electronic RSO Resources.
 - 1) Each RSO has access to a SharePoint folder with organizational documents and account tracking information that is shared with incoming officers each summer.
 - 2) Account Trackers are view-only and reflect the official documented record of RSO budget and spending.
 - 3) All students have access to the full Office365 suite of software for organizational management. Students may find Teams and Microsoft Forms especially useful.
- b) Physical RSO Supplies and Spaces.
 - 1) There are meeting rooms, a kitchen area, and storage shelves available on the third floor in the Student Organization Suite (342). RSOs are expected to keep all spaces neat and tidy. Please note that spaces are not secure.
 - 2) RSOs may use the supplies in the general-use bins found in Room 336L.
 - 3) RSOs requiring a cashbox to store funds from fundraisers, ticket sales, etc. may check out a cashbox from (and return it to) suite 238.
 - 4) Blank thank you cards for speakers may be requested from the Assistant Director.
 - 5) When ordering food from a vendor/restaurant, RSOs must ask the vendor to provide utensils, plates, and napkins or purchase them elsewhere prior to the event.
 - A) If those items are not available from the vendor, plastic utensils may be found in the "general use" bins in 336L.
 - B) RSOs may not steal items from Tory Hill Café for your event.

Sec. 11. Charitable Donations and Activities.

- a) RSOs need to contact the Assistant Director prior to the planning of any charitable event or activity.
- b) The proposed recipient of a charitable event or activity must be an IRS-recognized 501(c)(3) organization. A copy of the IRS determination letter verifying this status must be submitted to the Assistant Director prior to approval.
- c) All commercial or political activities or organizations as well as unorganized or unrecognized public groups irrespective of their avowed aims or purposes are strictly excluded as recipients of an RSO charitable donation, drive, or other activity.

- d) All charitable drives and events and RSO fundraisers must be completely planned at least one (1) month in advance.
- e) MULS may require RSOs to combine similar charitable activities that benefit third-party organizations into a cosponsored event/activity to maximize success and minimize the requests made of students (e.g., blood drives, clothing drives, school supply drives, and holiday gift collections).
- f) Charitable Drives.
 - a. To make sure charitable drives are successful, MULS reserves the right to limit the number of RSO charitable drives to two (2) per semester.
 - b. Each drive must be planned out at least one (1) month in advance using the [Event Request Form](#).
 - c. Each RSO is entirely responsible for the setup and cleanup of its donation collection and must collaborate with the Assistant Director and the Manager of Building Operations when planning and running a charitable drive in Eckstein Hall.
- g) Charitable Donations.
 - a. Funds donated to charity may not exceed the RSO's student contributions or deposits into the RSO's account.
 - b. Funds collected for a charitable donation are not eligible to receive the MULS matching funds.
 - c. Funds provided by MULS may not be used for charitable contributions or political donations.

Sec. 12. Minors Policy.

- a) RSOs hosting events with minors (individuals age 17 or younger) must contact the Assistant Director for approval and additional procedures prior to inviting minors or publicizing the event.
- b) All RSO events or activities involving minors are governed by [University Policies and Procedures 4-26: Working with Minors](#).

Sec. 13. Policy Interpretation and Changes.

- a) The RSO Policies and Procedures do not apply to law reviews, moot court teams, legal clinics, or to any other MULS academic programs. For policies and procedures relevant to those activities, students are encouraged to contact the program's faculty advisor(s).

- b) MULS reserves the right to adjust these policies as deemed appropriate at any time. If changes are made, MULS will post the updated Policies and Procedures on the MULS website.
- c) Exclusion of a restriction does not authorize an activity or conduct. If you have questions about a practice or policy not listed in this manual, please contact the Assistant Director.

Appendix A: Room Setup Options

Standard Student Organization event setup includes:

- 1-6ft table with disposable tablecloth in back of the room for food setup
 - For events with 50 or more people expected, a second table may be added depending on location.
- 1-event trash can near door of the room
- Technology already available in the room which includes smart podium, computer, laptop hookups, ceiling projector, and lavalier microphone. [Please visit this web page](#) for a list of standard classroom technology per room.

Panel setup options:

- Panel tables - [Example photo](#).
 - Blue linen tablecloth covered table(s) placed in the front of the room.
 - One 6-ft table can accommodate 2-3 panelists. One 8-ft table or two 6-ft tables are usually requested for 3-5 panelists.
 - These are a bit more accessible so can be a bit more comfortable for older, disabled, or any other guests.
 - Panel tables can only be used in rooms: 246, 263, 363, 444 as they have enough space in the front of the room to accommodate this setup.
- OTI Stools - [Example photo](#).
 - These are the taller chairs that we typically use for “On the Issues” programs hosted by the Lubar Center. They provide a bit more of a “conversational” option and can be spaced out a bit more if that is a concern for your guests.
 - OTI Stools can be used in any classroom but must be used in rooms 257, 267, 357, and 367 due to classroom setup.
 - Please note, RSOs should let panelists know ahead of time if they will use the OTI stools for the event set-up. The stools may not suit individuals with disabilities (MULS can provide an alternative seating accommodation if this is the case) or the panelists may want to give special thought to their sartorial choices.

Available rooms for student organization meetings, speaker events, and panels include:

- First Floor: 155
- Second Floor: 226, 246, 255, 257, 263, 267

- Third Floor: 342, 355, 357, 363, 367
- Fourth Floor: 444, 455
- The Student Organizations Suite 342 and room 336L are open spaces available to use without a reservation. Please note that 336L must be able to be accessed at any time given that student organization equipment is stored there.

For networking or non-classroom event requests, the following spaces may be available:

- Tory Hill Café and Patio (events required to begin no earlier than 5:30 p.m.)
- Room 433 (only with additional permissions)

The Lubar Center (room 144) and Zilber Forum are not available for standard RSO requests. The Café will be the primary space for networking events with additional considerations needed to use 433.

Appendix B: Confirmation Email Templates

Eckstein Hall Event Confirmation:

Your in-person event for the XXX Meeting on day, month date, year has been approved under the current guidelines. We have reserved the Room Location from start time – end time. Please be aware that class in this room starts/ends at XX:XX time.

You can have no more than the listed capacity and cannot move or reconfigure any of the furniture in the room. Please make sure all attendees are aware that food will be served. If you have a guest, the Welcome Desk confirmation email will be forwarded to you shortly.

All classrooms are equipped with the basic technology needs [listed here](#).

It is your responsibility as the Event Organizer to share this confirmation email with the person that you have designated to coordinate the food for your event/meeting. Please review the following important points:

- The serving of food is not permitted on classroom tables. For your convenience the Law School facility staff will have a table(s) set up in the back of the room for your event.
- If your food is being delivered to Eckstein Hall, a member of your organization must meet the food vendor in the lobby of Eckstein Hall to receive the order.

- When ordering food from vendor/restaurant, please ask the vendor to provide utensils, plates, and napkins or purchase them yourselves. Please make sure that you have plenty of serving utensils. Do not request supplies from Tory Hill Café if you did not use their catering. If you do need anything extra, check the Student Org. Suite 342.
- Delivery personnel are not permitted beyond the lobby of Eckstein Hall and their vehicle cannot be parked in front of Eckstein Hall for a prolonged length of time. If you need assistance to bring food to your room, ask for a cart in the Student Affairs Office in 238.
- The use of sternos to heat or keep food warm is prohibited in Eckstein Hall (this is a fire hazard).
- Your group is responsible for making sure that the room is in the same condition as when you entered it, this means that there are no plates, cups, etc. on the classroom tables, that all food is removed from the room, either disposed of in the large trash (not the classroom) container provided or taken to the student kitchen.

If your food plans change, you must notify me as soon as possible, but no later than 24 hours before the event. Please note that changing the food to be served may necessitate a new room assignment or even the rescheduling of the event. The event and facility team will make every attempt to accommodate your requests and changes when communicated in a timely manner.

Please review this confirmation and let me know if you have any questions or a change in your event.

Virtual or Off-campus Event Confirmation:

Thank you for your request. Your event for the XXX Event via/at PLATFORM/VENUE on day, month date, year from start time – end time is approved and has been added to the Event Calendar. You are now able to promote and share your event via official channels.

Please respond to this email with the link to join the virtual meeting so it can also be included during promotions// You are approved/not approved to purchase food at your event, so please make sure you keep all itemized receipts to submit for Reimbursement.

Networking Event Planning Email:

Thank you for your request of the BLANK EVENT on Day of Week, Date, Year, in the Tory Hill Cafe. To get started with planning, I have attached two orders from a similar event from this year to get an idea of setup and cost.

In addition, I am also attaching our catering guide. Some guideposts for you, p.36-39 will have the appetizer options you'll probably want to focus on. p.30-31 also has platter options too. As you already know, per our university policies with student organizations, the bar must be limited to one drink ticket and beer/wine/seltzer options only. You are always welcome to skip the bar entirely if you'd prefer an alcohol-free event, p. 39 has some great alternatives there.

Below would be the deadlines I would need to know the following information:

- TWO WEEKS BEFORE DATE: Final menu selections and setups
- WEEK BEFORE DATE: Guest numbers, and names for attorneys and students to set up parking (for attorneys) and create nametags
 - Parking is complimentary for the guest attorneys and costs nothing. We just need their names in order to set aside the correct number of parking spots and validation passes. They will be able to park as a "visitor" and pull a visitor ticket but will just check-in at the Welcome Desk to receive the validation ticket.

You mentioned that the Bar Section is generously willing to pay for this event, which is awesome. Quite a few of the bar sections do this and our typical procedure is to send you the invoice to pass along, and they can make a check or credit card payment to Marquette University Law School directly after the event.

Usually collecting RSVPs are good for this event so we can make nametags and get a more accurate estimate for catering. Typically, our student leaders collect RSVPs from our students and the Bar Section provides our student leaders with the RSVP list for the attorneys. All you will need to do is provide me with an Excel spreadsheet of the names of attendees and any other information you would like printed on the nametags by the date above (examples have included class year for students, pronouns, or maybe job title/firm of attorneys, etc.). If we cannot get that information in time, we can always provide blank nametags and markers for guests to create their own at registration. We also always provide a few extra "blank" nametags for unexpected or late registering guests if needed.

**Director of Academic Business Affairs
Marquette Law School
414-288-5368**