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

**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 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*, and 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 here.
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 Assistant Dean for Students of any changes in the RSO’s executive team.
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 student organization policies, forms, registration information, and a FAQ.

**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 here), 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 Law School’s *Academic Regulations* will be addressed as set forth in the *Academic Regulations*.

**Administrative Contacts**

Jenny Chick, Building Supervisor, jenny.chick@marquette.edu  
Carol Dufek, Event Coordinator, carol.dufek@marquette.edu  
Casey Manders, Student Services Coordinator, casey.manders@marquette.edu  
Chris Monroe, Budget and Finance Director, christine.monroe@marquette.edu  
Dean Rogan-Mehta, Assistant Dean for Students, amy.rogan-mehta@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 *Student Organization 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. Student organizations must register all on- and off-site meetings and events with the Law School by submitting the Event Registration Form. A response will be provided within four business days.

2. To receive reimbursement for event costs, student organizations 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 two weeks in advance, although to hold a successful event, planning generally needs to start earlier than two weeks before the event. Speakers must be approved as set forth in the Student Organization Speakers Policy.

4. Student organizations must clean up after all events and place extra food in the Student Kitchen.

5. All events with alcohol must comply with the Student Organization Alcohol Policy.

6. Student organizations are encouraged to accept RSVPs for all events.

7. Student organizations may announce and promote events through Law News and Events and, if they wish, social media. All advertising via social media must be supplementary to announcements submitted to Law News and Events, as all students do not participate in social media.

8. Organizations are encouraged to co-sponsor events with other student organizations and may split the costs of events when doing so.

9. Student organizations must follow instructions provided by the Law School’s events and facilities team when serving food at their on-site events.

10. Student organizations may show a movie at an event, if the organization has obtained the rights to do so or met the requirements provided below. A student organization may screen a movie during its event without first obtaining permission 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 that rental service’s express permission.

11. Student organizations must notify the Assistant Dean for Students of all event cancellations. Student organizations 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 Assistant Dean for Students has discretion to supervise the planning of, postpone, or cancel student organization 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 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 organizations serving food from their table.
Event Promotion:

Law News and Events

1. Announcements are sent out on Monday and Wednesday mornings. Law News and Events 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).

Individual RSO Webpages

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 webpage is well-maintained and adheres to the highest standard of professionalism;
2. The external webpage 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 website is clearly identified on the RSO Registration Form; and
4. Any member of the Law School community who requests access to view the webpage 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.
4. RSOs may not request time immediately before or during class to promote an event.

Organization Financing and Supplies:

Funding Basics

1. Funding of RSOs will be provided in accordance with the MULS RSO Funding Policy.
2. RSO expenses and events that may exceed $200 in cost MUST be preapproved by the Assistant Dean for Students. More information about pre-approval, spending, and reimbursement can be found here.
3. All expenses incurred by an RSO must be directly and clearly related to the stated mission of the RSO.
4. All RSO funds must be deposited and withdrawn from its MULS account.
5. Expenditures that do not follow policies set forth in this document, the Funding Policy, or Student Organizations FAQ will be the responsibility of the individual(s) incurring the expenses.
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 suite 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 in to 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 Assistant Dean for Students.
10. RSOs may not use RSO funds to purchase gifts or awards for speakers, faculty or others. RSOs may stop by 238 well in advance of the event date to request small tokens of appreciation for speakers.

Approved Vendors

RSOs should consult with the Assistant Dean for Students or the Director of Budget and Finance to ensure it is using an approved vendor when purchasing items (e.g., t-shirts, mugs, etc).
Contracts

All contracts MUST be submitted to the Assistant Dean for Students and approved by the MU General Counsel’s Office. Contract approval and check distribution can take as long as six 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) Suite 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 Assistant Dean for Students 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 Assistant Dean for Students.
2. RSOs may use the MULS official logo with the permission of the Assistant Dean for Students.

Charitable Donations and Activities

1. RSOs need to contact the Assistant Dean for Students prior to the planning of any charitable event or activity. All charitable events and RSO fundraisers must be completely planned at least two 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 Dean Rogan-Mehta with any questions about the policies listed above.