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

Introduction:

Definition of an RSO
1. An RSO is a group, comprised primarily of, and led entirely by, 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 five MULS students who guide the direction of the RSO.
3. An RSO 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.
4. An RSO is considered affiliated with, but not an official unit of, MULS.

Responsibilities of an RSO
1. To comply with all RSO Policies and Procedures (SOPP), applicable MULS, Marquette University (MU), city, state, and federal laws, rules, and regulations.
2. To annually file a copy of the RSO’s application form, budget, and constitution/bylaws with the Director of Student Affairs.
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. An RSO may consider credits completed, courses completed, academic standing, or other legitimate limits necessary to fulfill its purpose and mission in determining membership or executive status.
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 team.
6. To communicate professionally and in a timely fashion with all MULS employees.
7. To provide fair and accurate elections of leadership in accordance with the RSO’s constitution, bylaws, and/or election rules.

Benefits of Being an RSO
1. RSOs can use the “Marquette University Law School” name as part of the official RSO name.
2. RSOs can utilize financial assistance commensurate with the MULS RSO Funding Policy.
3. RSOs can reserve available space in Eckstein Hall.
4. RSOs can promote events in accordance with the SOPP.
5. RSOs can participate in the Annual Organization Fair held in conjunction with New Student Orientation.
6. RSOs can invite speakers in accordance with the MULS Speaker Policy.
7. RSOs can utilize an RSO mailbox for correspondence.
8. RSOs can utilize space, storage, and supplies in Room 342, the 342 Conference Room, Room 336L, and the Galley.
9. RSOs can use Law School printers/copiers to make a reasonable number of copies, at no charge, for legitimate RSO purposes.
10. RSOs can utilize an individual webpage located on the Student Organization Section (Org. Webpage) of the MULS website.

Failure to Abide by Policies:

In the event that policies are not followed and/or the MULS administration and/or the Student Bar Association (SBA) determine that an RSO has violated policies in the SOPP, the MULS administration, subject to final approval by the Dean, may set forth sanctions that will remove any of the rights given to an RSO or an RSO’s designation as an RSO. Actions by individual RSO leaders that violate the Law School’s Academic Regulations will be handled in accordance with said Academic Regulations.

MULS Employee Contact Information
1. Director of Student Affairs, Andrew Faltin, Room 238A, 414-288-0636, andrew.faltin@marquette.edu
2. Director of Budget and Finance, Chris Monroe, Room 244D, christine.monroe@marquette.edu
3. Event Coordinator, Carol Dufek, Room 244B, 414-288-6452, carol.dufek@marquette.edu
4. Building Supervisor, Matt Aubart, Room 244B, 414-288-3250, matthew.aubart@marquette.edu
5. MULS Media and Technology Group, Room 218, 414-288-8000, mulawtech@marquette.edu
6. Assistant Dean for Students, Jane Casper, Room 236J, 414-288-1707, jane.casper@marquette.edu
RSO Application and Leader Training:

**RSO Application**

1. All RSOs, even continuing RSOs, must apply and be approved by the Director of Student Affairs before they can receive funding from MULS.
2. To fully register, an RSO must:
   a. Have at least five executive officers attend an in-person training session conducted by the Director of Student Affairs,
   b. Submit the application form found on the Org. Webpage,
   c. Provide a detailed budget (Attach a Word, Excel, or PDF document to the registration), and
   d. Provide a constitution or bylaws (Attach a Word document or PDF to the registration). A model is on the Org. Webpage.

**Event Planning:**

**Event and Meeting Basics**

1. All events and meetings must be registered by submitting an online form, located on the Org. Webpage.
   a. **Within four business days after submission**, the RSO will be directed to a member of the MULS Facilities and Events Team to continue planning the event.
   b. All reservation confirmations will be put on the MULS web calendar automatically.
2. No RSO events will be scheduled until one week after the first day of classes each semester, during the week before final exams, and during final exams.
3. All events with speakers must be planned in accordance with the **MULS Speakers Policy**.
4. All events without speakers MUST be scheduled, with an appropriate room secured, no less than two weeks in advance.
5. RSOs must clean up after all events and put all extra food in the Student Kitchen, Room 159. RSOs that need additional trash capacity should contact the Building Supervisor in Room 244B.
6. All events with alcohol must be planned in accordance with the **MULS Alcohol Policy**.
7. RSOs should avoid holding events on religious holidays and should consult the MULS Academic Calendar to plan accordingly.
8. RSOs that organize poorly planned or executed events may be restricted from having future events.
9. Any event hosting 50 or more attendees that includes food/beverages will require RSVPs for guests.

**RSO Area**

1. Room 342, the 342 Conference Room, Room 336L, and the Galley are devoted primarily to RSOs and law reviews.
2. The 342 Conference Room may be reserved on a first-come-first-served basis using the online form on the Org. Webpage.
   a. No food or beverages are allowed in the 342 Conference Room.
3. The Galley is the area between Room 342 and the Boden Suite. RSOs and Boden Suite residents may use the Galley refrigerator.
4. SBA, PILS, and each group that maintains an office in the Boden Suite will be responsible for cleaning the Galley and the Galley refrigerator at least once each semester. The cleaning schedule will be posted in the Galley at the beginning every semester.
5. Each RSO will have a mailbox in the Galley; it should be checked regularly.

**Zilber Forum Table Reservations**

1. RSOs will be given a table east of the Tory Hill Café on a first-come, first-served basis.
2. Submit table reservations using the Org. Webpage at least one week in advance.
3. The Building Supervisor will set up and take down RSO 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. RSOs cannot have a table for more than four hours on any given day and three days in any given week.
6. SBA will have access to a table on the north side of the Zilber Forum, near the Library Circulation Desk.

**Other Event Polices**

1. Any event may be moved or canceled if it conflicts with any activity that is academic in nature.
2. If all previously scheduled events on a particular day expect a total audience of more than 125 students, additional events will not be scheduled on that day, unless permitted by the Director of Student Affairs and the Event Coordinator.
3. Events held in conjunction with an outside organization may not be considered an RSO event if it is determined that its primary purpose is not to benefit MULS students. If that is the case, the event will be referred to the Events Coordinator and handled as all other events held in Eckstein Hall by an external organization.
4. Lunchtime events cannot be held before 12:10 p.m.
Event/Meeting/Zilber Forum Table Cancellations
1. When an event is canceled, all reasonable efforts must be taken to inform all potential attendees and speakers in a timely fashion.
2. RSOs should notify the primary event contact and the Director of Student Affairs immediately if an event will be canceled.
3. Events canceled less than 48 hours in advance may be subject to a financial penalty.
4. RSOs must inform the Building Supervisor within 48 hours of the time of the reservation if the table will not be needed.
5. If an RSO cancels an event, charges may be incurred due to food preparation or equipment rental.
   a. Cancellations made less than 48 hours in advance of the scheduled event time may be subject to incur 50% of estimated charges for food and beverage.
   b. Cancellations made less than 24 hours in advance of the scheduled event time may be subject to incur 100% of estimated charges for food and beverage.

Event Promotion and Posting:

Biweekly Email “Bundled” Announcements
1. Bundled Announcements are sent out Monday and Wednesday mornings and are an RSO’s primary mode of communication.
2. To submit an announcement, fill out the announcement request form found on the Org. Webpage. by noon on Sunday or Tuesday to get that announcement in the next Bundled Announcements.

Individual RSO Webpages
1. A list of all RSOs with a brief description of each will be located on the Student Organization section of the MULS website and will be maintained by the Director of Student Affairs.
2. Each RSO on that list will link to an individual page for that RSO, which is password-protected and only accessible to individuals who have logged into the MULS website.
3. Changes to the RSO webpages on the MULS website will be the responsibility of the RSO. If a page is not well maintained, the link will be removed from the list of RSOs. However, the RSO will remain on the list maintained by the Director of Student Affairs.
4. If the RSO would like to make changes to its page on the MULS website, an RSO representative should contact the Director of Student Affairs for more information.
5. RSOs may maintain web pages, separate from the one provided by the MULS, under the following conditions:
   a. The external webpage is well-maintained,
   b. The external webpage states on its first page that it is not maintained by MULS nor is it an official extension of MULS,
   c. The person maintaining the website is clearly identified on the RSO Registration Form, and
   d. The external webpage adheres to the highest standard of professionalism.

Posting and Communication
1. Other than flyers posted and removed by MULS employees, NO MESSAGES may be posted or distributed in Eckstein Hall.
2. RSO fliers should be brought to Room 238 for posting in the Student Kitchen, the RSO area, and the Fitness Center.
3. All events registered with the Director of Student Affairs will automatically be placed on the MULS web calendar.
4. Events posted in the Bundled Announcements will also be posted on the cardio equipment screens in the Fitness Center and on the bulletin boards located in larger classrooms.
5. RSOs will not be provided access to email listservs that will go to all MULS faculty, staff, alumni, and/or students.
6. RSOs may not request time immediately before or during class to promote an event.
7. RSOs may be permitted to promote events on the displays in the Zilber Forum if it is an SBA event, an event with an expected attendance of 50 or more students, or if three or more RSOs are cosponsoring the 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 Director of Student Affairs.
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 in the SOPP will be the responsibility of the individual(s) incurring the expenses.
Deposits
1. Use the “Deposit Form”, which can be found on the Org. Webpage or in Room 238 of the Law School.
2. Bring the completed form and monies to the Director of Student Affairs or the Director of Budget and Finance.
3. All funds from fundraisers, ticket sales, etc. must be deposited within two business days of the end of such event.
4. It is the RSO’s responsibility to deposit funds after the event is concluded, even if the money is stored in the Room 238 vault.
5. All checks should be written payable to Marquette University (not Marquette University Law School).
6. Credit cards cannot be used to make deposits to an RSO. Only cash or checks are permitted.

Reimbursements
1. Use the “Reimbursement Form”, which is found on the Org. Webpage or in Room 238 of the Law School.
2. Attach original receipts to the form.
3. Any expense requires an original receipt.
4. RSO members who spent the money and will receive the reimbursement should submit and sign the Reimbursement Form.
5. Return the Form to Room 238 or the Director of Budget and Finance.
6. RSO members can be reimbursed for reasonable mileage driven to an event outside of Milwaukee. Contact the Director of Student Affairs to confirm that such a reimbursement is possible.
7. Reimbursements will be distributed using the following process:
   a. If the reimbursement is for $250 or less, a form will be placed in the student’s mail folder approximately three weeks after reimbursement submission. That paperwork can be taken to MU Central, Zilber Hall, First Floor, for a cash reimbursement. Students must have their MU-ID with them, in order to claim their cash reimbursement.
   b. If the reimbursement is for more than $250, a check will be issued by MU and forwarded to MULS approximately three weeks after reimbursement submission. There are two options for students to receive these checks:
      i. An email will be sent to reimbursement recipients from the Student Services Office, Room 238, informing them that the check is in Room 238.
      ii. A check can be mailed directly to the reimbursement recipient if that person provides his or her address on the Reimbursement Form.
   c. If the reimbursement has not been received three weeks after it was submitted, email the Director of Budget and Finance.

Funding Restrictions
1. No reimbursements will be provided for plates, cups, utensils, napkins, large prizes, or gifts for MULS employees.
2. Funds cannot be donated to charity in a quantity exceeding the amount of funds deposited in the RSO account.
3. Funds cannot be transferred to another RSO unless the event is being cosponsored by the transferring RSO.
4. Prizes for events or raffles must be exceedingly low in cost, and the cost must be reasonably de minimus.
5. Any amount spent on behalf of an RSO that exceeds the amount available to the RSO will be entirely the responsibility of the individual(s) incurring the costs.

Approved Vendors
1. RSOs should consult the Director of Budget and Finance to ensure it is using an approved vendor when purchasing items.

Contracts
1. All contracts MUST be approved by the MU General Counsel’s Office.
2. Contract approval and check distribution can take as long as six weeks (three for contract approval, three for check issuance).

Payments Issued to Non-Vendors
1. Payments to charitable organizations on behalf of RSOs require that RSOs provide the Director of Budget and Finance a letter addressed to the charity’s office, containing the charity’s name, the reason for the donation, and the amount of the donation.
2. Payments for registration fees for members of an RSO require that the RSO provide the Director of Budget and Finance the completed registration form.
3. Payments for national dues require that the RSO provide the Director of Budget and Finance the completed registration form.
Competition Expenditures
1. Participation in any competition must be approved by the Moot Court Board and/or the Associate Dean for Academic Affairs.

RSO Supplies
1. Plates, cups, utensils, and napkins will be stored in the Galley. Do not purchase these items!
2. Pens, dry-erase markers, art supplies, colored paper, and other equipment can be found in Room 336L.
3. If additional supplies are needed, please contact the Building Supervisor. Do not purchase these items!
4. RSOs may not purchase gifts or awards for MULS employees using RSO funds.
5. Official MULS stationery and envelopes may be obtained for official RSO purposes by contacting the Building Supervisor.
6. RSOs may not purchase stationery or envelopes with the RSO’s name or letterhead using RSO funds.
7. RSOs requiring a cashbox to store funds from fundraisers, ticket sales, etc. must check one out from and return it to Room 238.
8. RSOs and RSO leaders cannot make official 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.

RSO Copies
1. RSOs may designate two members on their annual registration who will receive copy rights for Law School printers/copiers at no cost. This access will be given by the Building Supervisor.

RSO Mail
1. RSOs are permitted to send a reasonable amount of letters or other documents utilizing the MULS mail system at no cost. For more information, contact the Director of Student Affairs.
2. RSOs utilizing parcel services, like UPS or FedEx, will require students to purchase the services and request reimbursement.

Miscellaneous Organization Policies:

Minors Policy
1. RSOs hosting events with minors may be required to follow additional MU and MULS policies.

Undergraduate Membership
1. Undergraduates may serve as ad hoc members of an RSO, so long as the undergraduate members:
   a. Do not serve as executive officers of the RSO, and
   b. Do not comprise a majority of the total membership of the RSO.

Apparel
1. RSOs may sponsor (or hold) one clothing sale (a shirt or other apparel item) per year.
2. The apparel item must be approved by the Director of Student Affairs or the Assistant Dean for Students.
3. Apparel must contain the RSO’s name.
4. Approved apparel may use the name “Marquette University Law School”.
5. RSO members may not wear additional regalia at graduation denoting RSO membership, unless approved by the Director of Student Affairs or the Assistant Dean for Students.

Use of the MULS Logo
1. RSOs may use the MULS official logo with the permission of the Assistant Dean for Students.

Charitable Donations and Activities
1. The Director of Student Affairs must be contacted prior to the planning of any such event or activity.
2. Similar charitable activities may be combined into cosponsored activities to maximize success.
   a. Examples include: blood drives, clothing drives, school supply drives, and holiday gift collections.
      i. This does not include bake sales raising funds for the RSO itself.
      ii. Bake sales raising money for charity are highly encouraged to utilize cosponsors.
   b. These events will be coordinated by SBA.
3. Each RSO is entirely responsible for the setup and cleanup of its donation collection.
4. All bake sales and food sales must be completely planned two weeks in advance.