

MIAMILAW

2011-2012

STUDENT organization **HANDBOOK**

August 29, 2011

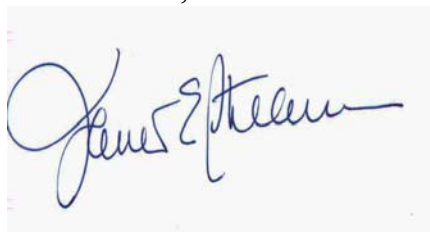
Dear Student Leaders,

Congratulations on your election as a leader of one of University of Miami School of Law student organizations. The quality and diversity of our student organizations is integral to the experience that we provide to all of our law students at UM Law. Your involvement is incredibly valuable as a learning experience in organizational leadership. Your leadership also serves to enrich our community for other law students as well as our faculty and administration. We appreciate and thank you in advance for your service.

We have written this Student Organization Guide in an effort to make this year run smoothly for all of us. The guides focuses on your organization and structure; event-planning, and budgetary concerns. It takes a village to put together a successful journal, meeting or banquet. We have tried to identify common areas of concern for all of our student leaders. We have asked for input from many administrative units of the Law School. We hope that the result is fairly comprehensive, but we welcome your suggestions on how to continue to improve this Guide for future generations of student leaders.

As the Dean of Students, I am happy to support you in any way possible in fulfilling your goals and dreams for this coming year. Please feel free to contact me to discuss your ideas and vision. We look forward to staying in close contact with you in the year ahead.

Best wishes,

A handwritten signature in blue ink, appearing to read "Janet Stearns", written in a cursive style.

Janet Stearns
Dean of Students

Chapter 1: Your Organization: Responsibilities and Resources

The University of Miami School of Law has adopted these rules and policies that apply to all of our approved student organizations. Each organization shall:

Comply with all University of Miami policies and procedures, including but not limited to, those detailed in the Student Handbook and Honor Code, as well as local, state, and federal law.

Adhere to the Organization's constitution and bylaws.

Keep the Organization's information current in the Dean of Students Office using the Organization Registration Form in this Handbook.

Be open to all currently enrolled University of Miami Law students who are in good academic standing.

Not discriminate on the basis of race, color, sex, age, disability, veteran status, religion, national origin, marital status, or sexual orientation in any of its policies, procedures, or practices.

Develop and maintain honest and open lines of communication with your advisor.

Sponsor and supervise programs in a safe and responsible manner, and ensure that they do not interfere with the normal operation of the University.

Utilize University facilities for the purpose that they were scheduled.

Reimburse the University for damage to property or facilities.

Comply with all University fiscal policies and Pay all bills and debts of the organization in a timely manner.

Provide the Dean of Students Office with the outcome of your organization's elections by April 15 by submitting the Organization Registration in this handbook.

Send a representative to the monthly meetings of the Inter-Club Council.

All inactive organizations, or those who have not provided their information for the current academic year, will be suspended and must reapply for organizational status. To verify that your organization is in compliance, please check with the Dean of Students Office at (305) 284-4551.

Registering a New Student Organization

Student(s) who wish to start a new student organization should set up an appointment with the Dean of Students to discuss their ideas. The student(s) should complete the New Organization Registration form and bring the meeting with the following:

1. Name of the organization.
2. Name of the Advisor, who must sign the New Organization Registration Form..
3. Names, addresses, e-mail addresses, and phone numbers of minimum 10 interested members on the Member Sign-Up Form.
4. Statement of Purpose of the organization.
5. Constitution and Bylaws.
6. Date for an informational meeting which must be publicized to the entire law student community.
7. Date for Elections of Board Officers.
8. A listing of any outside affiliations (national organizations, etc.).
9. Approval of the Dean of Students.

Advisor

Every Student Organization must have an advisor that is a full-time University of Miami School of Law administrator or faculty. The Dean of Students reserves the right to request that student organizations change their advisor when the advisor is unable to fulfill his/her duties or is not adhering to University of Miami policies and procedures. In some cases organizations have two advisors to ensure outreach to the faculty and alumni/employers in the community.

The purpose of the advisor is to assist the Organization on a regular basis. An advisor is expected to provide guidance and support, lend their expertise, share historical perspectives, and provide continuity. It is expected that advisors and Student Organization members will maintain open lines of communication. The advisor must stay informed of the Organization's activities, oversee all financial matters, and ensure that all University of Miami policies and procedures are followed.

The responsibilities of advisors to their Student Organization include, but are not limited to:

- Attending meetings, activities, and programs.
- Assisting in program planning.
- Assisting in officer transition and training.
- Sharing ideas and thoughts.
- Providing feedback.
- Helping to resolve inter-group conflict.
- Ensuring that organization records are properly maintained.

The responsibilities of Student Organizations to their advisor include, but are not limited to:

- Discussing expectations of the advisor and the role they play in the Student Organization.
- Notifying the advisor of all meetings, activities, and programs.
- Providing copies of meeting minutes in a timely manner.
- Meeting regularly with your advisor to discuss Organizational matters.
- Consulting the advisor prior to making significant changes to the structure or policy of the Organization.
- Allowing the advisor to share their thoughts and ideas.

Membership

The Dean of Students would like to promote student membership in our varied organizations.

We therefore organize an Organization Fair each fall, and again as needed during the school year. It is also important that your organization have current contact information available on the Law School's web page. This is discussed in greater detail below.

Constitution and Bylaws

The constitution must contain (but is not limited to) the following information:

1. Mission
2. Listing of Officer Positions

Each organization must have at least two officers: (1) A President or Chair who will serve as the liaison between the organization and the Dean of Students Office. This person will be the primary contact for all things relating to the student organization and (2) A Treasurer or financial officer who will be the primary contact for the organization's budget. This person will be responsible for signing all reimbursements and tracking the budget progress of the organization.

3. Method for electing officers
4. Process for amending the constitution

Sample constitutions are available from the Dean of Students. Those organizations with national affiliations can often obtain copies of constitutions and bylaws from their respective national headquarters.

Inter-Club Council:

The Inter-Club Council is your primary vehicle for communication with other organizations and the institution. The ICC is an advisory body to the Student Bar Association. The president of the SBA is the president of the ICC, and the secretary of the SBA is the ex officio presiding member. Attendance at the monthly meetings enables the fostering of a student community in a constructive manner. The Dean of

Students will attend these meetings and bring key University administrators to talk about the resources that they can bring to your organization. The ICC can also address issues of common concern to all organizations including space needs, computing needs, budget processes, event planning and website updates. We strive to make each meeting important. It is for that reason that attendance at the ICC meetings is a mandatory and essential part of your leadership.

Transitions:

Each spring our organizations go through a transfer of power. Our goal is to assist you in making this transition go as smoothly as possible. These are some things that you should do when you become the leader of one of our student organizations:

Go to www.law.miami.edu/studentorg and fill out the form called New Officers Election form with the name of each new officer of your organization, phone and email contact information.

Meet your Advisor as soon as possible and arrange to meet with them to discuss your plans for the coming year. Please note that the Faculty Advisors signature is required on LAFAC funding requests, and that the Deans may consult with the Advisors on other activities and events. Be sure that they know what you are doing!

Look at your organizational web page. The University of Miami School of Law provides websites for Student Organizations. These websites are hosted at the School of Law and maintained by the Dean of Student's Office and the Web Services Office..

- a. At any time, student organizations that would like to update information on their websites can email the Web Service Office at webupdates@law.miami.edu with the specific text, URL's and/or any graphics. In addition to the routine updating of contact information, please consider how your organization communicates with members. This is discussed in greater detail below.

-Become familiar with the resources available to your organization.

Staff: In a few cases, your organizations (mostly law reviews) have some staff that are assigned to you. If you do have staff, you should meet the staff person. You may also wish to meet Jorge Pineda, who is the Human Resources Director for the Law School so that you can may see a job description for the staff person, and become familiar with the appropriate responsibilities.

Budget: Where do you funds come from? In some cases, you have separate budgets, in some cases they are large and in others small. In some cases you submit annual requests to the Dean of Students or LAFAC or other administrative units to support your work; in some cases you may have funds generated by alumni. Review your prior budget and your process for accessing funds, and work with your executive board to prepare a budget of expenses and revenues for the next academic year.

Computers: Computers are intended for organizational business purposes. Any documents saved onto the hard drive are deemed to be organizational documents and should not be deleted without the express permission of the President, or the individual responsible for it. For computer problems, please contact the Help Desk for assistance at help@law.miami.edu or (305) 284-3000. Students are required to adhere to all University of Miami School of Law computer and internet use policies.

Copy Center: All student organizations have access to the Copy Center. The Copy Center has a computer for your use to do small projects including meeting agendas or flyers. There are mailboxes as well and basic office supplies. In addition, the Copy Center has in stock paper goods such as plates, napkins and cups for your regular meetings. You may go to the copy center to request these paper goods as needed. Should you be planning a large event (rather than a regular meeting) you should consult with the Events Department to ensure that we have an adequate supply of the paper goods that you need.

Some organizations with substantial printing needs (mostly Law Reviews and Moot Court Boards) will receive additional UPrint allocations. Other organizations with sporadic printing needs should make use of the UM Copy Centers. Andrea Tejera (atejera@law.miami.edu) oversees the UPrint allocations to student organizations. She will require an approval from the Dean of Students before making supplemental allocations to student organizations.

Lockers: The Law School has purchased a group of large lockers that are available for storage by our Student Organizations. The SBA Secretary will oversee the allocation of these lockers to those organizations who have storage needs.

Gloria Garcia (ggarcia@law.miami.edu) serves as Coordinator of Student Organizations. She can be reached at (305) 284-8542 and now sits in room G463 located in the Law Library. She will coordinate closely with the Dean of Students on all issues relating to Student Organizations.

Chapter 2: Events and Activities

The planning of an event, be it an organizational meeting or an end-of-the-year banquet, is an important task requiring careful organization and follow-through. Collaboration and careful planning can equal a successful program, while missed details and communication problems can spell disaster. An essential component of successful programming is planning and budgeting early.

Event Submission Deadlines:

September 15, 2011	For All Events during the Fall Semester
November 15, 2011	For all Events in January and February, 2012
January 25	For all Events in the Spring Semester, 2012

Master Calendar:

The Law School has a Master Calendar which serves several key functions. All law school rooms are booked through the Master Calendar system; key law school events off-campus are created through this system. At the time of creating an event, the system will ask a number of questions about the nature of the event and the resources and people (including the Dean) who may be required for an event. Please note that requesting a room/event on the Master Calendar system is not the same as requesting approval for the event itself. In other words, in accordance with the policy below, there are categories of events that must be approved by the Dean of Students or Dean White in advance.

Because the Master Calendar will be organizing faculty, alumni and student events, students will have an option of the category of event. These will include:

- Student Meeting
- Student Event
- Publication Meeting
- Publication Event

The Publication Meeting and Events relates to our approved law reviews. All other student organizations should either use “Student Meeting” for routine organizational meetings that do not include any outside speaker or special arrangements; and “Student Event” for all other types of Events.

Each student organization will be required to have one of its officers trained on the Master Calendar system in order to have direct access to scheduling events. In order to arrange for a training of the Master Calendar system, you should email:

Calendar@law.miami.edu.

This Master Calendar system will have many wonderful features. This will link to the website as well as television screens located in several locations (student lounge, student recruitment, law library). You will also be able to export events to your Outlook calendar. Therefore, it is very important that when creating an event that you properly identify the sponsoring organization, and featured speakers.

Approvals for Events and Activities:

Regular Club Meetings: You may request a room through the Master Calendar and no notification to Events or the Dean of Students is required. Please note that no food expenses will be covered or reimbursed for these regular club meetings. They should either be brown bag luncheons or funds should be collected in cash at the meeting to cover any food purchased. Please do not contact the Events office to order food for regular meetings.

Club meeting with outside speaker:

Each Student Organization may host up to 3 outside speakers per academic year. These events require notice to the Events Department in advance through the Master Calendar. The Dean will fund meals for these three events per year in an amount not to exceed \$10 per person. The Events Department will give the organization leader several choices of approved catering within this budget and will arrange for the food for the meeting. These may be lunches or evening receptions depending upon the needs of your organization. Any organization that would like to plan more than 3 sponsored events in a year must have permission of the Dean of Students.

Alumni networking/Fundraising Event – requires approval from Dean of Students and notification to Events Office to clear the date, whether the event is on campus or off campus. Once the event is approved, student organizations are encouraged to submit proposals to LAFAC for funding. Other sources of funding should also be considered, including charging guests for admission, registration fees, etc. No outside solicitation of funds is permitted without Dean's approval and in consultation with the Law Alumni Office (305) 284-3470. However, these proposals will not be considered unless the event has first been approved by the Dean of Students. Please note that our policy is to discourage requesting small contributions from alumni to support these student networking events.

Symposiums/Academic Conferences (Public Events) - requires approval from Dean White and notification to Events Office.

A symposium is an academic conference in connection with a law review which leads to published papers. Please note that we are branding our UMLaw Symposia very carefully. Thus all law reviews with proposals for a symposium should submit these early for Dean White's review.

Many student organizations are asking to sponsor “symposia” that are really conferences or workshops or panels and should be marketed as such.

The budgets and proposals for these symposia and conferences will be reviewed carefully in advance of approval. Students should have a clearly identified program and agenda and should submit these initially to the Dean of Students for review. In most cases, conferences or workshops will be half-day program, with either a hosted luncheon or small closing reception but not both.

Once the Symposium or Conference has been approved, student organizations may submit requests to LAFAC for funding that is consistent with the LAFAC guidelines. Note that LAFAC will presently only cover travel and hotel for 5 speakers and does not cover food and beverage. Please note that arrangements for speakers dinners or receptions will be reviewed carefully by Dean White and the Events Department and will only be approved in certain instances.

Major Events (events that the entire law school attend)

Major Events will require approval by Dean White and Dean Stearns and notification to the Events Office. These include events such as the Barrister’s Ball, Equity Playhouse, Dean’s Cup and major SBA events that include the entire law school community. There may be other events that will also fall into this category that require advance approval as determined case by case. Once approved, these events should seek all appropriate funding from LAFAC. The Dean will determine how much supplemental funding will be provided by the Law School or to what extent Alumni Development will seek sponsorships.

Charitable Events:

Many of our student organizations organize parties or dances to support charitable causes in our community. While the Law School encourages our student leaders to contribute to the community wherever possible, our Events Office is not able to support these events. You may list them on the Master Calendar for the awareness of the law school community, but they must be organized and financed independently.

Co-Sponsoring Events – Co-sponsoring events is a good alternative because it combines the resources of existing groups and/or departments, and it generally benefits all co-sponsoring organizations, as well as the general student population. The most successful co-sponsorship arrangement consists of the following components:

- A) A proposal early in the planning stages that two or more groups combine resources in order to carry out a successful program or service.
- B) Involvement of all co-sponsoring organizations in the planning, marketing and execution of the event.
- C) A written agreement of which organizations will carry out which part of a program or service. Written agreements should list the time and date of the program, the agreed upon responsibilities of all co-sponsoring parties, and the signatures of all co-sponsoring parties.

- D) Recognition of all co-sponsoring organizations or departments in advertising and promotion campaigns, and during or following the event.

Law School Classroom Reservations

All Law School classrooms will be allocated through the Master Calendar System. Note that we are presently trying to limit the use of the Student Lounge to receptions that can take place without disrupting the furniture and other new amenities in that location. Be respectful of those who use the classroom after you. Allocate the last 15 minutes of the reserved time to cleanup and vacate the room so that other events/classes are not kept waiting. The Faculty Meeting Room and the Learning Center 170 classroom will also be part of the Master Calendar System. Note that the Faculty Meeting Room is typically only used for special events such as outside speakers and requires the approval of the Dean's Office.

Other University Locations (including the Rathskeller)

Some student organizations will seek to reserve venues on campus but outside of the law school. The University has different venues you may reserve on the campus including the Storer Auditorium, the Gusman Theater, the Cosford Theater, and other locations. In many instances your organization will be responsible for a charge for the use of these spaces. For information on the different venues, please see their webpage at: <http://www.miami.edu/eventsmanagement/>

The University Rathskeller is available for use by all student organizations that are registered with the Dean of Students' Office. The Hours for the Rathskeller are 11:00 am until 10:00 pm, M-F; Closed Saturdays and Sundays (except for NFL Sundays when open 12noon-7:00pm). Events may be held until 2:00 am on Fridays after approval of **the Rathskeller Advisory Board** management. There is no charge for student organizations to use the Rathskeller, unless the facility needs to remain open past regular operating hours or is opened especially for an event*. In order to schedule an event, an organization member must submit a Special Event Request Form, along with a **\$275** refundable deposit, to the Rathskeller Advisor Board (RAB), located in 209 University Center, at least three weeks prior to the date of the program. After submission, the RAB Vice-Chair will contact the organization to review the proposal before presenting it to the committee. The organization may be asked to present the proposal if the proposed event occurs outside of normal operating hours. Organizations will be notified of RAB's decision in two weeks. * **\$400 fee for student organizations**. All fees must be paid at least 72 hours in advance of the event or the event will be canceled. The Rathskeller only accepts cash, checks, **MC/VISA/AMEX** or IDRs.

CLE Credits

The Events Department coordinates requests for CLE credits for appropriate programs or conferences. To get credits, you must provide the CLE office with: (1) biographies of all speakers; (2) two paragraphs describing speaker topic in as much detail as possible; (3) date, time, and location of event; (4) beginning/ending time for each speaker (i.e. a program or agenda). CLE credits are assigned by the Florida Bar based upon a 50-minute hour and take 30 business days for approval. Please have all necessary documents to the Office of Events and Conferences 45 days PRIOR to event date to ensure timely process. You can email or call them at cle@law.miami.edu or call them at (305) 284-6276.

Tabling on the Bricks

Tabling outside the Student Lounge is a good way to generate interest in student events. Tables are available on a first-come, first-served basis. If there are more groups than tables, please share the tables.

If you are planning a major event and would like to invite alumni, contact the Alumni and Development Office at (305) 284-3470. The Alumni and Development Office is able to provide downloads and labels of alumni who were involved in specific student organizations and have reported that involvement to the Alumni Relations Office. Not all organizations are coded, so at times this may be a difficult task. The student organization must allow at least one week for the download/labels. Therefore, student organizations should submit a request for a download at least six weeks prior to the event to allow time for mailing and responses.

Clean-Up

Organizations are responsible for clean up after each event. If you will need extra garbage pick-up or assistance, please place a request with the Facilities Help Desk at (305) 284-2525 prior to the event. Organizations that fail to leave a room in the proper condition may lose their campus programming benefits and be assessed a cleaning fee. Leftover food may be dropped off in the Dean of Students Office or the Student Lounge to be offered to other students. Do not leave food unattended in the classrooms or on the Bricks.

Facilities

The Events Department will coordinate with facilities for all set up needs as specified in your initial events request. For any additional questions relating to facilities, you may contact them at facilities@law.miami.edu.

Audio-Visual and Production Services

The Audio-Visual and Productions Services office makes the following services available to student organizations (1) training and support in the use of installed equipment in the classrooms; (2) providing portable equipment for classrooms without installed technology and (3) providing podium and microphone.

The events department will coordinate with AV for the equipment which you specify that you need at the time that you create your event. However, to request supplemental media equipment or services, send an e-mail to Audio Visual Services: av@law.miami.edu, call (305) 284-3801 or fill out the form online at <http://www.law.miami.edu/it/> under “audio visual services.”

Catering for Special Events

In most cases, the Events Department will be coordinating with caterers directly. If you have dietary preferences, you should communicate those to the Events Department at the time that you schedule your event.

Alcohol

You must receive permission to serve alcohol at school events from the Dean of Students. In general, providing alcohol will be limited to beer and wine unless previously authorized by the Dean of Students.

If you will be serving alcohol at your event, you must notify the Dean of Students Office for guidelines and procedures. Any organization failing to adhere to University guidelines may lose campus-programming privileges. The Dean of the Law School reserves the right to oversee the manner in which alcohol will be made available to the Law School community at all law school sponsored events. In general, it is our policy to discourage Open Bars that are not regulated by drink tickets or some other manner of controlling consumption.

An organization consuming/serving alcoholic beverages or permitting the same should employ means to be assured that only persons of legal drinking age are being served. In accordance with the Florida Statute, it is unlawful to sell, give, serve, or permit to be served, alcoholic beverages to persons who are under 21 years of age. The decision as to whether a person is of age must be made at the place of service of the alcoholic beverage. The server must carefully check one of the following forms of identification: Driver’s License; State of Florida identification card issued under the Fla. Statute section 322.051, or a valid passport. It is unlawful for any person under the age of 21 years to have in his/her possession any alcoholic beverage either on or off campus. Public intoxication in any University controlled building, area, or at any University event, is prohibited. Public intoxicated students maybe subject to disciplinary action.

In some instances, the organizations are able to provide their own alcohol that is purchased or donated in order to save funds. The Alumni & Development Office sometimes obtains donations of beer and wine for alumni events, and is able to make some of this beer and wine available when requested by student organizations (and approved in advance by the Dean). The University requires that a bartender be paid to serve this beer and wine.

Many student organizations host Happy Hours or Networking Social Events in South Florida. Student’s leaders, even when off campus, should ensure professional behavior at these events. Publicity of these events should avoid mention of discounted drink specials that could detract from the professional networking environment.

Gifts and Recognitions:

If you have invited an outside speaker to campus and wish to have a small token of appreciation, please consult with the Events Office. They will stock some UM gifts for these purposes.

Many organizations will want to have plaques or other gifts for organization members to recognize special efforts. To order plaques, gavels or graduation medals, here are two suggested locations:

Jostens College Division
148 East Broadway
Owatonna, MN 55060
1-800-488-2173 (phone)
1-800-655-5725 (fax)

Campus.services.south@jostens.com
www.jostens.com

L&M Engraving & Trophy, Inc.
9465 Miller Drive
Miami, FL 33165
305-273-7607 (phone)
305-273-0912 (Fax)
lmengrav@aol.com

Donation Containers in Library Lobby:

If you wish to leave a container for people to drop off donations (for example, books or clothing) in the law library lobby, you must notify either Robin Schard (rschard@law.miami.edu) or Bill Latham (blatham@law.miami.edu). Such notification must include how long the container will be left in the lobby, as well as the name and contact information of the person responsible for the project. The donations must not impede the flow of traffic into the library and the containers must be emptied as they become full.

Parking

Parking is a challenge on the Coral Gables campus for all of us. If you are you planning an event, you need to think about the best way to direct your guests to park. Often events on Friday afternoons or weekends are better from this perspective. The Dean's office has a few reserved parking spaces that are generally used for visitors coming to meet with the Dean or for special events. Sometimes it is possible to get a reserved parking space for a guest speaker coming to campus during the lunchtime hour. You should contact Carolina Morris in the Vice Dean's office to determine the availability of these passes since they are in very high demand.

Chapter 3: Budgets and Financial Matters

Overview:

The Law School is part of a complex financial structure that supports the University of Miami, a 501(c)(3) organization. As a result, the Law School's budget office serves a conduit between our student organizations and this larger administration structure. We are presently working with outside accountants on streamlining many of our systems so that we can improve our support to our student organizations. In the interim, we are implementing some policies that we hope will lead to a successful year.

Please note that during the summer of 2010, the Budget Office moved to the Gables 1 Building on Dixie Highway to permit other programs to expand at the Law School. The Budget office may be reached by phone at 305-284-1339. The University has moved almost entirely to paperless systems for purchasing and reimbursement. The Events Department and Gloria Garcia are available to help advise you on the processes. We have a drop box where students may deliver forms that must be submitted to the Budget Office it is located in the Copy Center. You may submit paperwork in these boxes which are delivered twice daily by inter-office mail. Inter – Office mail address is Gables 1 Tower, Ste.# 731M Locator:2971

Planning:

It is critical that students planning any event, whether a regular meeting, reception, or major event, consider the financial impacts of these events. Once events have been approved, we should endeavor to the maximum extent possible to use vendors that bill the University directly.

Please read carefully the guidelines in Chapter 2 regarding event categories.

Regular Meetings: We will no longer be reimbursing or allocating funds for regular student meetings. The number of organizational meetings is now exceeding our staff capacity and therefore we have adopted this policy.

Major Events, Symposia, and Club Meetings with Outside Speakers: The Events Department will be ensuring that approved vendors are used and that the appropriate law school accounts are billed. Please do not spend your personal funds on these events.

Student Travel: All Moot Court and International Moot Court student travel will be booked by the appropriate staff to minimize students spending their personal funds. Reimbursements should be kept to a minimum for incidental travel expenses that were previously budgeted and approved. Any other students who require travel should consult in advance with Gloria Garcia.

Alumni Networking Events/ Charitable Events:

Networking or charitable events that are held at venues other than UM should be organized on a cash only basis. Student/Alumni can pay for their own food and beverage. We will be not funding or reimbursing for these events. Similarly, charitable events at outside venues should be organized so that contributions are made directly to the outside charity; the law school cannot serve as a conduit for the funds for these events.

Bank accounts: *No Student Organization may maintain any account outside of the University.* All accounts are handled through the University. All organizations will need to have their President and Treasurer sign a signature card, which will enable them to conduct financial business on behalf of the organization. The Law School Budget Office will coordinate with the Dean of Students office concerning the student organization accounts. In some instances, major organizations will have separate accounts.

Law Activity Fee Allocation Committee (LAFAC) - The Law Activity Fee Allocation Committee is a group of law students who have jurisdiction over the activity fees paid by law students. LAFAC evaluates proposals submitted by various student organizations and individuals and allocates funds to meritorious projects. In order to request funding, you must download and submit a Request for Funding from the LAFAC website <http://www.law.miami.edu/studentorg/lafac.php>. LAFAC will meet every two weeks during the fall and spring semester ***so long as it has funds available to distribute.*** Note that LAFAC has a number of rules and regulations which have been adopted by the students to ensure the fair distribution of the student activity fee.

Gloria Garcia in the Dean of Students office serves as the coordinator of LAFAC and receives applications on behalf of the committee. The Dean of Students serves as an advisor to LAFAC but does not vote on the applications.

Please note that when LAFAC allocates funds to a particular event or project, the funds remain in the LAFAC budget until approved expenses are allocated to these funds. The funds are not transferred to the individual student accounts.

Dues – In August, 2011 Dean White announced that no student organization may collect dues unless it has received prior approval from the Dean of Students. Permission has been granted to certain law reviews, the Moot Court Board, Bar & Gavel, and those organizations that must pay national dues to affiliated organizations. It is our goal that the balance of our students organizations will have their events either paid by the Law School (through the event categories described above) or that they will cover costs for networking events on a cash only basis.

If your group has received permission to charge UM dues, be sure that they make their checks out the “University of Miami School of Law”. All funds, cash or check should be deposited in the organization’s university account on the day that they are collected using the Departmental Transmittal Deposit/Payment form. Do not wait until you collect large amounts; you will be responsible for any lost or stolen dues. Take your deposits directly to the Cashiers Office in the Ashe Building. You will need to confirm the correct budget department code with the Budget Office for your deposit to post correctly to your account.

If your group is collecting dues to national organizations, checks should be made payable directly to that organization.

Donations/Sponsorships – Some organizations will generate funds in accordance with their own by-laws and with University and law school policy. **Any solicitations of contributions from alumni, the legal community or other sources outside the School of Law must be approved in advance by the Office of Development and Alumni Relations at (305) 284-3470.** In some instances, the Dean will determine that we will fund your event or project internally rather than solicit support from alumni. If you are seeking donations from alumni, fill out the Request for Assistance, available in the Law Alumni and Development Office (Room C320).

Purchasing, Contracts, Travel and Outside Vendors:

In most instances, either the Events Office or staff working with you will determine whether you will be purchasing items from vendors outside of the University of Miami. For example, the University has contracts for reduced price office supplies, paper goods, and catering. Students should not be signing any contracts, such as hotels or restaurants. If your event requires this type of support, you will want to speak with the Events Office first.

For information on hotels and airlines that offer UM discounts, please see www.miami.edu/travel. In most cases you can arrange to have the University billed directly for authorized use and thereby minimize the need to process reimbursements.

For more information on the University of Miami’s purchasing policy, please see their webpage at <http://www.miami.edu/purchasing/>.

Sales Tax Exemption

As a 501 (c)(3) organization, the University of Miami is exempt from paying state sales tax. Student organizations utilizing UM funds – such as the funds from LAFAC may use the University’s tax-exempt certificate. The purchases must be made through the University system, such as through Purchasing. If the funds come from other sources, please check with the Budget office at 305-284-5994 in advance to determine if your organization is eligible to use the sales tax exemption. If you pay personally and then submit for reimbursements, or pay with other third party funds, you will not be eligible to apply the sales tax exemption. For access to our sales tax exemption certificate, please see their webpage at <http://www.miami.edu/purchasing/> under forms.

Reimbursements:

Under the IRS Accountable Plan Rules expenses are required to meet two conditions: (1) There must be a legitimate business purpose – explanation of the business conducted and (2) Expenses must be substantiated i.e. original receipts, date, place and amount of the expense. Reimbursements will not be processed without receipts.

University Forms:

While it is our goal to minimize student funding of events, you may need to be aware of these four major forms utilized by the University: Business Expense Reimbursement Forms, Interdepartmental Requisition Forms, Check Requisition Forms and Departmental Transmittal Deposit Form.

Business Expense Reimbursement Forms (BERF)

The first form is the Business Expense Reimbursement Form. The BERF is used to reimburse students who have spent personal funds on behalf of the student organization for business purposes. Original receipts, a copy of the receipt, as well as an explanation of the expenditure such as a flyer for the event or a copy of the organization's budget, must be stapled to the back of the Business Expense Reimbursement Form. (Note that if your organization has a provision for students traveling out of town to receive a per diem, no receipt is necessary, however, you should attach a copy of the bylaw that allows per diems).

Interdepartmental Requisition Forms (IDR)

Interdepartmental Requisition Forms (commonly known as "IDR's") are used for transferring funds between University Accounts. They may be used to pay for banners purchased in the Undergraduate University Center, copies in the University Center Copy Center, or for events held at the Rathskeller.

Check Requisition Forms (Check Req.)

Check Requisition Forms (commonly known as "Check Req's") are used when you are sending a check to someone who is not being reimbursed for an expense to an outside entity. Examples of when to use a Check Req. are when your organization has taken donations for a charitable organization or when you wish to pay someone for performing a service (such as a band or a DJ playing during an organization's event). Once the Budget Office has the completed form, it usually takes 2 weeks for the Budget Office to send the check. Note that any check requisitions for services to an individual or to pay for a hotel requires a W-9 from the payee.

Departmental Transmittal Deposits/Payments Form

Departmental Transmittal Deposits/Payments Form is used when you receive dues or funds that need to be deposited in your university account. Take your funds and form to the Ashe Building for deposit once you have confirmed the account number with the Budget Office.

Chapter 4: Communications

We all benefit from good publicity of our law student events. We want to ensure communication to your organization's members, other members of the law school community, prospective students, and the larger community of alumni and lawyers. We want to develop an appropriate strategy that will allow us to highlight large events and symposia as well as traditional UM Law activities. We also want to ensure that you have open lines of communication with your members.

We have all observed that the emails from UM have been overused to the point where they are frequently ignored. To that end, we want to encourage the law school community to move away from Global Emails wherever feasible. Instead, we would encourage you to create distribution lists for your members' organizations, either through UM or through gmail or facebook. These communications can target your core group with regular updates; student can choose to opt in or out of your distribution lists as appropriate.

Your organization may have or want an organizational email address that will facilitate communication with members and permit responses to events. If you do not have one, please contact the Help Desk at help@law.miami.edu. If so, please coordinate with last year's officers concerning the transfer of password information.

The SBA Secretary (sba_secretary@law.miami.edu) is responsible for sending global emails as set by the ICC Global Email Policy which is available on the website. You can email her with your event information to post on the Student Event Calendar (include the nature of your event, time, date, place and name of your organization.) This Global Email Policy may be revised in light of the many new features of the Master Calendar system. The SBA President now also has access to streaming announcements on one of the television screens in the Student Lounge. This is another means of delivering information to our student body.

Law School Publicity & Communications

Contact Nick Madigan, Executive Director of Communications, email nmadigan@law.miami.edu, for help with publicity. Nick heads the Communications Office that includes our web development department, our graphics designers and writers. He can also help create a strategy for University and community press releases for major events and activities.

Here are some of the resources that we have for publicity about your organization and your activities:

Website:

For information to be posted on the website, you may write to webupdates@law.miami.edu. It will help if the text is ready for posting with all of the details (and any relevant photos) about your upcoming events. Gloria Garcia has worked with the webmaster to ensure that each active organization has a website and that your officers are current. If you see any corrections, please advise her.

Master Calendar:

The new Master Calendar system will enable all student events to be automatically posted and viewed on the television screens in the Student Lounge, Student Recruitment and soon in the Law Library. This is a wonderful resource. You should be sure that your entries to the Master Calendar are accurate for purposes of this publicity.

Twitter: The Postgraduate Student Service Fellows are maintaining a Twitter Account from the AskUs email address to our student body. These can be used occasionally for email reminders on events.

Posters and Flyers: In our current world, many students are not looking at print posters and flyers. We need to consider carefully whether a particular event or activity really needs to be publicized in print given all of the other resources.

PLEASE NOTE THAT YOU MAY NOT POST FLYERS OR POSTERS ON OFFICE WINDOWS, THE LIBRARY STAIRWELL, CLASSROOM DOORS AND OTHER LOCATIONS THAT ARE NOT APPROVED FOR POSTING. WHEN IN DOUBT, CONSULT WITH THE DEAN OF STUDENTS.

If you want a general banner or table skirt for your student organization, contact the Communications Office in the spring for delivery in the fall for use throughout the year. The phone for Communications is: 305-284-3385.

Tabling outside the Student Lounge is a good way to generate interest in student events. Tables are available on a first-come, first-served basis.

Some organizations will order banners for major events. We want to ensure that the Bricks do not become overrun with too many banners, and therefore we will be monitoring that the Banners are only used for major events, and that they will only remain on the Bricks for no more than one week. Often the Communications Department will work on ordering banners for you, or you can consult with Gloria Garcia for more information.

If you are planning a major event and would like to invite alumni, contact the Alumni and Development Office at (305) 284-3470. The Alumni and Development Office is able to provide downloads and labels of alumni who were involved in specific student organizations and have reported that involvement to the Alumni Relations Office. Not all organizations are coded, so at times this may be a difficult task. The student organization must allow at least one week for the download/labels. Therefore, student organizations should submit a request for a download at least six weeks prior to the event to allow time for mailing and responses.