COLLEGE OF LAW POLICIES FOR EVENTS AND MEETINGS

Student organizations are fully recognized and supported by Loyola; for example, student organizations are granted the tax-exempt status of the institution and are able to conduct events on campus in the same manner as departments. Loyola seeks to give student leaders as much autonomy and responsibility as possible in order to create a dynamic learning environment for student leaders and participants. Student organizations are meant to serve and be led by current Loyola College of Law students. While they are encouraged to seek advice, ideas, and guidance from other members of the community, student organizations are created and managed by students.

The organization approval process runs through faculty advisors and the College of Law Dean's office. We have prepared the guidelines below to allow student organizations to safely meet and enjoy community with one another, while also furthering the goals of health and safety.

Student Organization Standards

• In accordance with the Loyola’s policy of equal opportunity, the organization may not, on the basis of personal beliefs or characteristics such as political views, religion, national or ethnic origin, race, color, sex, sexual orientation, gender identity or expression, age, marital status, veteran status, or disability unrelated to program requirements, exclude persons from participation in, deny person the benefit of, or subject persons to discrimination under any of its educational programs or activities.

• While the mission of some student organizations may be very specific or cater to the interest of certain groups of students, membership in all organizations recognized by the Office of Student Life must pertain to the law and be open to all students.

• Student organizations are not permitted to investigate or adjudicate alleged misconduct in place of university disciplinary processes. Allegations of misconduct or policy violations should be reported to the Office of Student Life.

• Student organizations may not, on the basis of alleged misconduct or alleged policy violations, exclude persons from participation in, deny persons the benefit of, or subject persons to discrimination under any of its programs or activities. Student leaders involved in situations such as these are strongly encouraged to communicate with the Office of Student Life.

• Student organizations are strongly encouraged to make all events and activities open to the student body.

• Student organizations may have connections with external (non-University) organizations, but such connections do not extend any of the privileges of a recognized student organization to the external organization. Students may share opportunities sponsored by non-University groups, but in doing so must be explicit that they are separate and independent of both the student group and the University.
• Actions that threaten or endanger in any way the personal safety or security of others will be regarded as serious offenses. These actions, conducted on campus or while off campus on official student activity business, are strictly prohibited.

• When conducting business with Loyola staff, students are expected to represent honestly the intentions of their organization. These expectations apply to all communications, both formal and informal, among student leaders and University offices.

• At Loyola University New Orleans, College of Law academics should be every student’s foremost priority. Involvement in student organization activity does not supersede academic commitments. Students will never be “excused” from class or coursework even for approved organization events or travel. However, Loyola can verify or confirm a student’s involvement in approved student organization events or travel if such confirmation is required. Professors or advisers who would like to verify this information should contact Director Lauren Sapp.

• All events are subject to the University’s public health guidance for events on campus. This policy is subject to revision based on changes to University, local, state and federal public health guidance.

Student Organization Policies

1. **All Loyola affiliated student org events must be approved via the Office of Student Life, Director Lauren Sapp.** Each student organization must fill out a Student Organization Events Form to begin the calendar planning and approval process. One form per event is required. The Student Organization Events form MUST be completed at least one week (7 days) prior to the event. Each organization is encouraged to plan a maximum of three events for the Fall semester and two events for the Spring semester, not including elections. **No student org events will be held after March 31st, 2023.**

2. **Intent to Charter**
   a. All student organizations must:
      i. Have a faculty advisor. Every registered student organization at Loyola University New Orleans College of Law is required to have an advisor who is a current faculty member. Advisors serve as mentors, counselors, allies, liaisons, and friends. They play key roles in the development and continuation of student organizations both to the students as individuals and to the organization as a whole.
      ii. Complete the Intent to Charter Student Org Form.
      iii. Register their organizations on HowlConnect.

3. **Student Org Support & Budgeting**
   a. Student orgs are funded from a common pool of funds. These funds support student life. These funds are not utilized to purchase individualized items for student orgs (shirts, office supplies etc.).
b. Office of Student Life can assist with planning, advertising and food purchases for your on or off campus event. Purchases such as decorations, lighting, alcohol, activities, entertainment, staff, etc. must be covered by the student organization.

4. Reimbursements
   a. Reimbursements will be approved on a case by case basis. Do not buy supplies, food, etc. for an event expecting to be reimbursed. If you wish to be reimbursed please get the items approved by Lauren Sapp before purchasing. Keep your receipts and turn them into Lauren Sapp within 60 days of purchase. Financial affairs does not allow reimbursements over 60 days.

   b. Each Treasurer of each organization is responsible for keeping an itemized spreadsheet of all purchases for events. Student Org treasurers must also include a budget sheet containing what donations their org has received (if any) and what each student in their organization is spending from donated funds.

5. Membership Dues
   a. Loyola does not require that orgs utilize any dues system. The College of Law encourages all orgs to be open to students without cost. If your org is connected to a national organization with required dues, contact Ms. Shelly before collecting any funds for assistance.

6. Event Speakers
   a. All speakers must be approved by the faculty advisor and Director of Student Life, Lauren Sapp (lesapp@loyno.edu). Please complete the speaker approval form.

   b. Please add the number of speakers and include speaker names in the Student Organization Events Form.

   c. Speakers will not be financially compensated. If your organization would like to give an outside speaker a Loyola related gift, please see Director Lauren Sapp.

7. Food and Beverage Service
   a. To order food and/or beverages, please complete Student Organization Events Form. Please provide the attendance count, the venue, menu options and potential cost at least 7 days before the event.

   b. To have food and beverages at off-campus events, please provide an invoice and W-9 from the vendor so Loyola can provide the appropriate amount of funding.

   c. Student Org Events with 30 guests or fewer have a food budget of $200.00. Student Org Events with more than 30 guests have a food budget of $300.00.

8. Alcohol
Loyola does not provide funding for alcohol. Only beer or wine are allowed for on-campus student-led events. If alcohol is served at your on or off-campus event, all participants must be over the age of 21. If you plan to have alcohol at your on or off campus event, please get it approved with Director Lauren Sapp.

9. Room Reservations
   a. Once your event is approved, Director Lauren Sapp will reserve your room on campus via Ad Astra. Once the room reservation is complete, the event contact person will receive an email of the room location.

10. Travel
    a. Any Loyola-sponsored travel must be approved by the Office of Student Life.

11. Security for On-Campus Events
    a. Security is required anytime the public is invited, more than 50 people are expected, money will be collected, alcohol is served or there will be a controversial speaker or topic. Please consult with Director of Student Life, Lauren Sapp, if needed.

12. Charitable Events/Donations
    a. Please contact Lauren Sapp (lesapp@loyno.edu) if your student organization would like to fundraise for an event. The Office of Student Life will arrange for a storefront on your organization’s webpage for electronic donations. Donations to Loyola student organizations should not be made into students’ personal accounts.

13. Publicizing Org Events
    a. To post on the electronic boards throughout campus, e-mail Lauren Sapp at lesapp@loyno.edu at least one week prior to the event. Please email Lauren a jpeg image no larger than 1920 x 1080 pixels, preferably in landscape format. Please do not send scans of hard copied flyers. If you would like your event to be featured in the newsletter please submit it to e-mail Lauren Sapp at lesapp@loyno.edu by 12:00pm on Fridays.

14. Keep Attendance
    a. For every event held by your organization, you must create and submit an attendance sheet to sba@loyno.edu no later than one week after the event.