



**Rules, Policies and Procedures  
for Law Student Organizations**

**2024-2025**



### 1. Purpose of Law Student Organizations

The University of Kansas School of Law recognizes that learning is accomplished beyond the classroom through involvement in student organizations. The Law School supports student organizations and acknowledges that they are important drivers of students' lives and experiences during their time at KU Law. Members of student organizations shape public conversation, mentor and guide fellow students, and provide focus for service, social activities and professional development. In light of the value that student organizations can bring to the law school experience, the Law School has adopted the following rules, policies and procedures to govern law student organizations.

### 2. Student Organizations

Officially recognized student organizations of the University of Kansas School of Law must meet the following requirements:

- a. Be non-profit in nature and established for legal purposes consistent with the broad educational aims of the Law school and the University and in accord with regulations, guidelines and policies of the University, the City of Lawrence, and the State of Kansas and agree to abide by the Regents Policy on Organization Membership and the Equal Opportunity Statement of the University of Kansas.
- b. Foster the success of its student members within the context of the Law School, and as future members of the legal profession, by supporting academic success, professionalism, and a commitment to service to the profession and the public.
- c. Satisfy all registration requirements established by the Law School and by the [Student Involvement and Leadership Center \(SILC\)](#). Organization requirements can be found on the SILC resources page: <https://silc.ku.edu/student-organization-resources>

Organizations that fail to meet these requirements will not be recognized by the Law School, entitled to operate within the Law School, nor avail themselves of any privileges, rights or resources noted herein or otherwise made available to officially recognized/registered organizations by the Law School or the University.

### 3. Registration Process

- a. Student organizations must annually complete and submit the [new officer form](#) along with a copy of the organization's constitution and/or bylaws to the Assistant Director of Academic & Student Affairs.
- b. Student organizations must register or annually renew registration (beginning July 1 of each year) with SILC through Rock Chalk Central <https://rockchalkcentral.ku.edu/>. All information requested must be provided and/or updated annually with Rock Chalk Central.
- c. Benefits of SILC registration include the use of the University name, use of campus facilities and services and the eligibility to request general Student Senate funding. Student organizations will also have an active link on the Law School website <http://www.law.ku.edu/student-life>. The link connects to the organization's Rock Chalk Central page, which contains the organization's contact information, list of officers, website link, etc.

### 4. Organization Governance

- a. The Assistant Director of Academic & Student Affairs provides guidance and general oversight for student organizations in the Law School, although all organizations are required to have an advisor. The

Student Bar Association serves as the student governing body, but student organizations are free to govern themselves independently of the SBA.

- b. Student organizations shall govern themselves and their elections in accordance with their Constitutions and Bylaws. The Constitution and Bylaws of a student organization must be available, on request, to all members of the student organization, the student organization's advisor, and the senior administration of the school.
- c. Student organizations shall provide the Law School and SILC with updated copies of documents within 15 days of when changes are made to Constitutions or Bylaws.
- d. Before a student group makes a significant change to its Constitution or Bylaws, the student group must distribute a copy of the Constitution and Bylaws, with all proposed changes indicated in redline form, for review by the organization's members at least 14 days prior to any requested publication date or vote, whichever occurs first.
- e. Elections for student organizations will be governed by and conducted consistent with the student organization's Constitution and Bylaws.
- f. Within 15 days after elections, the student organizations must submit a completed *Student Organizations - New Officer Form*.
- g. The principal officers of a student organization must attend a student organization leader orientation, as arranged by the Dean.

## SERVICE PROJECTS AND EVENTS

### 5. Organization Service Projects

- a. The Law School encourages all student organizations to adopt a service project that the group can complete during the academic year. The principal beneficiaries of a service commitment should be outside the student organization's membership, and, ideally, outside the Law School. Student organizations may combine their service commitment efforts.
- b. Fundraising efforts can help provide needed resources to particular groups of individuals, but student organizations should not focus too heavily on fundraising efforts to the exclusion of making a meaningful effort to volunteer their time and effort.

### 6. Organization Events

- a. A student organization event includes any activity, event, or function affiliated with, or promoted by, a student organization.
- b. Events must support and be consistent with the objectives set forth in item 2.
- c. Where an event will include the consumption of alcohol, the student organization must receive approval as set forth in the Alcohol Policy in item 9 prior to any formal affiliation of the student organization with an event or the promotion of an event.
- d. Student organizations must be non-profit in nature and therefore any funds raised, including through donations, in excess of the cost of the event or in excess of reasonable ongoing operational expenses,

should be donated to the student organization's designated charity. The Law School acknowledges the need on the part of the SBA to retain funds to facilitate merchandise sales and to host other events.

- e. At any event where merchandise is sold or admission charged, sales tax must be collected and remitted to the State through the Comptroller's Office.
- f. Organizations should check with the Assistant Director of Academic & Student Affairs before scheduling major activities and annual events (even those held outside of Green Hall) to help avoid conflicts with other major Law School events.

## 7. Event Scheduling and Room Reservations

- a. Officially registered student organizations may reserve classroom space for regular meetings and special events at 12:30pm on Tuesdays and Thursdays. The room request book is in the main administrative office. Make sure there is an available timeslot before reserving classroom space. Events scheduled outside of the set aside times must be approved by the academic dean. A compelling reason will be required, and approval granted sparingly to avoid conflicts with classes and make-up sessions.
- b. To reserve a speaker/program timeslot student organizations must identify the event and include the name(s) of any speakers or presenters. Student organizations shall not schedule more than three programs per semester. Time slots cannot be reserved without identifying a specific program or prospective speaker. Room availability must be confirmed before officially confirming/inviting a speaker.
- c. The Law School administration reserves the right to move any student organization events scheduled in the Law School should space be required for academic or other Law School purposes.
- d. Classrooms must be returned to their original condition following any meeting or event. This includes picking up any trash, returning chairs and tables to their original position, etc. If you have food or drink in the classroom, food trash should be taken to the outside dumpster. Do not pile up pizza boxes on the floor by the nearest trash can. Food is not permitted in the courtroom.
- e. Addition approvals and/or registration may be required for events held on campus. For more information, please consult the following University resources and approval forms:

Food Policy Exception Form - <https://deptsec.ku.edu/~policy/forms/form/4>

University Wide Events: <https://eventmanagement.ku.edu/>

Student Organization Resources: <https://silc.ku.edu/student-organization-resources>

## 8. Publicity - Weekly Email, Events Calendar and Display Screen Postings

- a. Student organizations may submit event announcements for posting in the Law School's weekly email, display screens and events calendar on the website. Submit announcements to Associate Dean Mai in the **following format** by noon on Fridays to be included in the following week's email and display/website postings:
  - Event Title**
  - Day, Date
  - Time, Location
  - Brief description of the event
- b. Student organizations may post flyers in the appropriate section of the large bulletin board in the first-floor commons or the area by the student mailboxes. Please use tacks or pushpins on the bulletin

boards – not staples. Flyers may not be posted on any metal, wood, painted or glass surfaces; in the library, restrooms, elevators, or on bulletin boards reserved for administrative use. Do not leave flyers laying tables throughout the building. Include the date posted on all flyers. Approved “hang-time” is two weeks, unless the Associate Dean grants permission for a longer period. Please remove all flyers once the event has concluded or the two-week period has expired.

- c. Student organizations may “table” in the first-floor commons to publicize their organization or to publicize an upcoming event or activity. There are a limited number of folding tables available on a first come, first served basis. Student organizations are responsible for setting up and taking down the tables. Please check with the staff in the main office, room 202, for access to the closet housing the tables.

## 9. Alcohol Policy

The Law School strives to promote a healthy and safe educational and professional environment. The problem of alcohol and substance abuse is an important issue that warrants the attention of the Law School, the University, and the legal profession. The Law School claims no authority to regulate the consumption of alcohol privately purchased by students at events that would not lead a reasonable third party to believe the event is formally affiliated with the Law School. However, given the obligations of the legal profession regarding the determination of character and fitness for the practice of law, the Law School has adopted the following alcohol policy to which student organizations must adhere.

- a. A student organization may coordinate, plan, and sponsor an event at which alcoholic beverages are served and use Law School resources for the limited purpose of promoting an event, subject to the following conditions:
  - 1) Submit a completed [alcohol approval request form](#) within **4 weeks** of the event to Assistant Director of Academic & Student Affairs.
  - 2) All participants at the event must purchase alcoholic beverages from a third-party licensed vendor. Student organizations may not supply, purchase, or otherwise provide alcohol for attendees at the event.
  - 3) Organizations must promote responsible behavior by, for example, displaying posters warning about the dangers of overconsumption of alcohol.
  - 4) No event will be held for the sole purpose of consuming alcohol. The consumption of alcohol should not be promoted as the event’s focus.
- b. Failure to comply with the alcohol policy, or to fully disclose all information relevant and necessary to assess the approval of a proposed event, may result in sanctions against the student organization and its representatives, and will be based on the severity and frequency of violations, as determined by the Dean. Sanctions may include, but are not limited to:
  - 1) The loss of Law School funding for the student organization;
  - 2) Barring the student organization from hosting events for a specific or indefinite period, at the Dean’s discretion;
  - 3) Loss of status as a Law School official student organization; and
  - 4) Referral to the appropriate authority within or outside the Law School with reference to any violation of law, the Kansas Codes of Professional Responsibility and Conduct, or a possible

violation of the Law School’s honor code, rules or policies, for investigation and possible sanction.

**FINANCIAL ISSUES AND FUNDING OPTIONS**

**10. Banking, Sales Tax and Other Financial Matters**

Student organizations are responsible for managing their own finances and should implement best practices to ensure that their resources are used and maintained properly. Student organizations are encouraged to use University services for banking purposes.

- a. Student organizations may request a SOFAS (Student Organization Financial Accounting System) account through the University Comptroller’s Office. If your group has a SOFAS account, you must update signature cards each year.

Jessie Hamm, SOFAS Office Coordinator  
 Payables, Room 20, Carruth O’Leary Hall  
 (785) 864-1539, [sofas@ku.edu](mailto:sofas@ku.edu)

- b. Sales tax must be assessed, collected and reported for all sales of goods and services to students, faculty and the general public. Student organizations should submit a sales tax itemization form available at the KU Student Organizations Financial Accounting System [[SOFAS](#)] website and sales tax payment to the Comptroller’s Office. Additional information can be found in the SOFAS Handbook.

Type of Sale	Comment
1. Meals, concessions, vending machines, banquets	Taxable if open to the general public
2. Supplies - medical, art, school, industrial, office, other	Taxable
3. Books - class discussion materials, yearbooks, annuals, programs, periodicals, newspapers	Taxable
4. Rentals - books, towels, musical instruments, locks	Taxable
5. Admission fees - plays, musicals, concerts, athletic events, movies, museums	Taxable
6. Uniforms, Sporting goods, T-shirts, Shoes	Taxable even if considered part of tuition
7. Photocopies, reproduction of printed material	Taxable
<b>Donations Received</b>	
1. Any requested “donation” for a specific amount of money is <u>not</u> a donation.	Taxable
2. Donations for unstated amounts	Not taxable However, you must make receipts available for all donations upon request. If the organization offers goods or services for any donation, the organization must accept any amount offered.

- c. If your organization is accepting donations for public interest stipends, please consult with Associate Dean Mai, or Jessica Brown, Director of Finance, to ensure that checks are made payable to the appropriate party.

**11. Funding Options**

- a. Law School Event Funds:

- 1) A limited amount of funding may be available to student organizations for programs that directly benefit and enhance the educational mission of the Law School and are open to the entire student body. Funding is available to provide support for speaker parking, travel or accommodation. Funding may not be used to purchase food, drink, refreshments or alcohol.
- 2) Funds allocated to student organizations must comply with specific guidelines. No expenditure should be made without first meeting with Associate Dean Mai to review the appropriate procedures. Failure to meet with Associate Dean Mai could jeopardize any direct payments or reimbursements to speakers.

b. Student Senate Funds:

The Student Senate has limited general funds available for student organization events. More information is available at <https://studentsenate.ku.edu/apply>

c. Law School Travel Funds:

Limited funds are available to cover the costs of student travel to events that will promote the Law School's mission and the student's education.

- 1) Funding is limited to \$400 per student per event, and the Law School can only fund 10 trips per academic year. Only one student may attend any given event. Students should represent a KU Law student organization at the event. If students are aware of an event that the Law School should be represented at, but are not sure which student will travel, the student organization may request funding.
- 2) To obtain funding, interested students/organizations must e-mail Associate Dean Leah Terranova, [leah@ku.edu](mailto:leah@ku.edu) and provide the following information: 1) event the student/student organization would like to attend; 2) name, year, and contact information of the student who will attend the event (if known); 3) a description of the event; and, 4) an explanation of how the event will advance the mission of the Law School. Please direct any additional questions regarding application requirements or deadlines to Associate Dean Terranova.

d. <https://diversity.ku.edu/funding-requests>

e. <https://silc.ku.edu/pepsi-program>

f. <https://suaevents.ku.edu/>

## NONCOMPLIANCE AND DEFINITIONS

### 12. Noncompliance with Rules, Policies and Procedures

- a. Any student organization that fails to fully comply with the rules, policies and procedures set forth herein may be prohibited from using Law School resources and promoting any affiliation with the school.
- b. Any organization or group of law students, not otherwise officially recognized, who may be perceived to be formally affiliated with the Law School whether implied or explicit through communications, terminology, or the use of Law School imagery and/or logos will be subject to sanctions under the terms of these rules, policies and procedures, the Honor Code, or other University policies or regulations.

### 13. Definitions

- a. "Student group" includes:
  - 1) University-registered law student organizations;
  - 2) University-registered student organizations that include both law students and other university students, if the organization includes any references in its communications that would lead a reasonable third party to believe the organization formally affiliated with the Law School;
  - 3) Currently organizing, but not yet fully university-registered, law student organizations; or
  - 4) Any group or organization, including those not formally registered with the Law School or University, comprised in whole or part of students at the Law School that, based on their communications, would be perceived by a reasonable third party as being affiliated with the Law School.
- b. Perceived affiliation with the Law School may be established by various means, including but not limited to:
  - 1) The implied or explicit textual content of any communications;
  - 2) The use of the terms like University of Kansas or School of Law; or
  - 3) The use of imagery associated with the University of Kansas or the Law School, including, for example, images of Green Hall, the Tai Chi sculpture in front of Green Hall, the Dean James Wood Green Memorial sculpture, and university or Law School logos.
  - 4) While the use of language explicitly disclaiming any affiliation with the Law School may mitigate the risk of perceived affiliation, it will not cure communication that otherwise violates this policy.
- c. "Purchasing" includes:
  - 1) Transferring of student-group funds in exchange for alcoholic beverages, regardless of the source of the funds;
  - 2) Transferring of student-group funds in exchange for alcoholic beverages for which the student group is reimbursed, regardless of the source of the funds or source of the reimbursement;
  - 3) Transferring of student-group individual member's funds in exchange for alcoholic beverages, if a reasonable third party would conclude that the exchange was made on behalf of the student group;
  - 4) Transferring of third-party funds in exchange for alcoholic beverages, if a reasonable third party would conclude that the exchange was made on behalf of the student group;
  - 5) Subsidizing or discounting the cost of alcoholic beverages; regardless of the source of the funds; or
  - 6) Gifting of alcoholic beverages.
- d. "Serving" includes:
  - 1) Distributing of alcoholic beverages by student-group members or law students to other law students;
  - 2) Distributing of alcoholic beverages by third parties to law students;



- 3) Distributing alcoholic beverages to law students on a “help yourself” basis; or
- 4) “Bring your own beverage” distribution of alcoholic beverages.

e. “Law School resources” includes:

- 1) Websites and social media controlled by the Law School or owned by the Law School, which specifically includes student-group websites and social media;
- 2) Displaying posters, flyers, or other printed items within or proximate to Green Hall;
- 3) Law School-created or official student-group email distribution lists;
- 4) All other means of communication officially affiliated with the Law School; or
- 5) All other means of communication that would lead a reasonable third party to believe the communication formally affiliated with the Law School.

## MISCELLANEOUS

### **Mailboxes**

Student organization mailboxes are limited. Organizations will be notified if space becomes available.

### **Office Space**

The limited student organization office space in the building is already allocated. Assignment of office space will be reviewed periodically to determine whether changes to space allocations are warranted. Office keys will be issued (for the academic year) to presidents and temporarily checked out (a few hours at a time) to other officers for those organizations that currently have office space. Keys are available at the Main Office (room 202), or the library. Storage space for files and organizational materials is available in the closet adjacent to the SBA office. Please make arrangements with the SBA office to access the storage space.

### **Student Involvement & Leadership Center (SILC)**

(785) 864-4861

<http://www.silc.ku.edu/>

### **Rock Chalk Central**

<https://rockchalkcentral.ku.edu/>

### **KU Trademark Licensing Information**

<https://brand.ku.edu/trademark-licensing>.

Organizations must have permission to use any University insignia, including the Jayhawk, University seal, and the title "University of Kansas" (i.e., on T-shirts, etc.) Contact Paul Vander Tuig to secure approval and include Julie Francisco, director of external affairs for the law school, in your correspondence.

### **KU Law and KU Logo Use**

Organizations should not use the KU Law or University of Kansas logo on event advertisements, unless the law school, a law school office or the university is an official co-sponsor of your event. This helps prevent confusion between student organization-hosted events and law school-hosted events.

### **Marketing and Branding Resources**

All KU students have access to [Adobe Creative Express](#) (previously Adobe Spark), a resource that offers marketing templates for posters, social media posts, etc. Log in with your KU credentials.

Paul Vander Tuig, Trademark Licensing Director  
(785) 864-4650 | [pvt@ku.edu](mailto:pvt@ku.edu)

Julie Francisco, Director of External Affairs, KU Law  
205A, Green Hall  
(785) 864-9205 | [juliefrancisco@ku.edu](mailto:juliefrancisco@ku.edu)

## OTHER LAW SCHOOL CONTACTS

### **Law School Administrative Office**

Room 202, Green Hall  
(785) 864-4550

Janette Roundy, Faculty Support/Admin Assistant  
[janetteroundy@ku.edu](mailto:janetteroundy@ku.edu)

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