MAURER SCHOOL OF LAW
INDIANA UNIVERSITY

Student Organization Leaders HANDBOOK

2023-2024

The Leonard D. Fromm Office for Student Affairs of the IU Maurer School of Law oversees the creation, recognition and activities of law student organizations on the Bloomington campus. This handbook summarizes the policies and procedures associated with student group functions.

Prepared by:
Katie Beck, Director of Student Affairs
Jamil Ghazal, Associate Director for Student Life

Updated October 2023

Table of Contents

2023-2024 Student Organizations

Organization Name	Type	Faculty Advisor	23-24 President
Advocates for Life	SGSO	Daghe	Franklin Hunt-Gonzalez
American Constitution Society	LSO	Sanders	Allyson McBride
Asian Pacific American Law Student Association	SGSO	Krishnan	Srija Dutta
Black Law Student's Association	USO	Eaglin	Nashuba Hudson
Business & Law Society	SGSO	Need	Courtney Geiss
Christian Legal Society	LSO	Daghe	Bret Runyon
Cybersecurity & Privacy Law Association	LSO	Tomain	Tanner Wilburn
Disabled Law Students Association	LSO	L. Davis	Zoe Pettler
Environmental Law Society	SGSO	Fischman	Lakin Cuchetto
Family Law Society	LSO	Sanders	Casey Pav
Federalist Society	LSO	Scott	C. Eder / N. Clifford
Feminist Law Forum	SGSO	S. Williams	Annie Evans
First Generation Law Association	LSO	Gjerdingen	Barbara Bernal
Health Law Society	LSO	Madeira	TBD
If/When/How	LSO	S. Williams	Annie Evans
Ind. J. of Global Legal Studies	Program	Aman	Tyler Parrish
Ind. J. of Law and Social Equality	Program	Fuentes-Rohwer	Zion Miller
Indiana Law Journal	Program	Sanders	John Vastag
Incarcerated Individuals Legal Assistance Project	USO	Ausbrook	Nyssa Kruse
Intellectual Property Association	SGSO	Janis	Karlie Hinton
International Law Society	SGSO	Lubin	Aaron Hendryx
International Students Association	LSO	Davis/Ghazal	Chris Fu
IP Theory	Program	M. Mattioli	Nicole Scelta
Jewish Law Students Association	LSO	A. Orenstein	Lena Bradtke-Litwack
Journal of Constitutional Design	Program	S. & D. Williams	Sydney Darnell
Labor & Employment Law Society	SGSO	Dau-Schmidt	Alivia Benedict
Latinx Law Student Association	SGSO	Fuentes-Rohwer	Sarah Chavez
LGBTQ+ Project	USO	McFadden/Beck	Wenxi Lu
Life Experience, Then School	LSO	Gjerdingen	Taima Attal
MaurerPlus	LSO	Quintanilla	Ethan Dilks
Middle Eastern Law Students Association	LSO	TBD	Nathan Blair
National Lawyers Guild	SGSO	Thusi	Jack Goilo
OUTLaw	SGSO	Marinotti	Manya Patil
Outreach for Legal Literacy	USO	Geyh	Brieanna Newbury
Phi Alpha Delta	SGSO	TBD	Manya Patil
Protective Order Project	USO	Applegate	Sadie Rothrock
Public Interest Law Foundation	USO	McFadden/Beck	Brooke Hardin
Sherman Minton Advocacy Board	LSO	L. McFadden	Amani Khoury
Sports & Entertainment Law Society	SGSO	TBD	B. Gillard/S. Behrens
Student Animal Legal Defense Fund	SGSO	Fischman	Margaret Melchi

Student Bar Association	USO	Ghazal	Matthew Sheffield
Tax Law Society	LSO	Lederman	Kaija Herndon
Women's Law Caucus	SGSO	Widiss	Apurva Swami

Helpful Contacts

Name	Title	Email	How they can help
Jamil Ghazal	Associate Director for Student Life	jghazal@iu.edu	General questions and consultation, events and speakers, funding requests
Katie Beck	Director of Student Affairs	katbeck@indiana.edu	Emergencies, misconduct, assistance with group dynamics, general support
Sarah Portwood	Office of Student Affairs Coordinator	sportwoo@indiana.edu	Keys to locked bulletin boards, student org closet
Cassie Fitzwater	Room Scheduler/CLE Coordinator	lawrooms@indiana.edu/ lawcle@indiana.edu	Rooms, parking passes, questions about CLE event requirements
Anne Hohman	Career Services Office (CSO)	lcareers@indiana.edu	Career services inquiries
Chelsey Browning	Associate Director of Events and Communications	eventlaw@indiana.edu	Event management for USOs, UERC compliance
Steve Withem and Phil Poff	Facilities Management	lawbuild@iu.edu	Building issues, table set-up
Kyle Impini	Business Office Assistant	lawbiz@indiana.edu	Vendor registration and reimbursements (SGSOs); merchandise and supply orders (USOs)
Mary Edwards	Assistant Dean, Finance and Administration	maredwar@indiana.edu	Any revenue-generating activity for USOs
James Boyd	Senior Director of Communications	joboyd@indiana.edu	Updates to website, questions about marketing and branding
Marian Conaty	Support Technician	lawtech@indiana.edu	Setting up @iu.edu email accounts
Paul Styles	AV/Tech Support	lawav@indiana.edu	Recording presentations; technology set-up for events
Michael Theodore	Student Organization Coordinator, Student Involvement and Leadership Center	mitheo@iu.edu	Questions about IU policies related to student organizations, beINvolved, etc.

2023-2024 Student Organizations

Relevant Acronyms/Abbreviations

Name of Office or Phrase	Acronym
First-Year Law Student	1L
Second-Year Law Student	2L
Third-Year Law Student	3L
Office for Student Affairs	OSA
Career Services Office	CSO
University Student Organization	USO
Self-Governed Student Organization	SGSO
Law School Organization	LSO
University Event Registration Committee	UERC
Doctor of Jurisprudence	JD
Master of Laws	LLM
Doctor of Juridical Science	SJD
Practice Group	PG
Practice Group Assistant	PGA
Counseling and Psychological Services	CAPS
Judges and Lawyers Assistance Program	JLAP
On Campus Interviewing	OCI
Certified Legal Internship	CLI
Indiana Law Annotated	*ILA*
Continuing Legal Education	CLE
Indiana State Bar Association	ISBA
Multi-State Professional Responsibility Exam	MPRE
Editor-in-Chief	EIC
Executive Notes and Comments Editor	ENCE

Helpful Links

- [List of Maurer Student Organizations](#)
- [2023-2024 Maurer Academic Calendar](#)
- [Maurer Events Calendar](#)
- [Request an Event or Meeting Form](#) (for space reservation, technical support, etc.)
- [OSA Funding Request Form](#)
- [OSA Funding Reimbursement Form](#)

Helpful Resources

Student Org. Leaders 23-24 Canvas Page

All student organization presidents will be added to a Canvas page for student organization leaders at the start of the fall semester. Presidents are expected to accept the invitation to join the page "Maurer Student Organization Leaders 2023-2024" and pay attention to its resources, announcements, and assignments. If other organizational members wish to have access to this page, they may self-enroll in the course using this URL: https://iu.instructure.com/enroll/9PRN4W.

Student Involvement and Leadership Center

Housed in the Indiana Memorial Union and a key part of the University's Division of Student Affairs commitment to supporting and enhancing the student experience beyond the classroom, the Student Involvement and Leadership Center connects all students at Indiana University to the campus, the community, and themselves. By providing, supporting, and promoting opportunities to foster growth and learning, the Center helps all students find meaningful ways to become engaged on campus, develop leadership skills, and find community.

Contact Information

Indiana Memorial Union, Suite 270   Email: sil@indiana.edu
900 East 7th Street   Phone: 812-855-4682
Bloomington, IN 47405

BeINvolved

beINvolved is an online platform used by Indiana University to help student organizations connect with potential members, share news and stories about their activities, maintain their roster, collect dues, administer elections, store documents, and track engagement. **All Law School USOs and SGSOs are required to maintain an active beINvolved page, which is ensured through annual re-registration with the Student Involvement and Leadership Center**. All USOs that collect dues must do so through the beINvolved platform, and therefore must ensure their rosters are up to date. Both USOs and SGSOs can choose the extent to which they use this platform otherwise.

Student Organization Classifications

Indiana University adopted a new policy on student organizations in 2016, effective in academic year 2018-2019. The policy, STU-01[1], clarifies that all student organizations operating at IU are designated and administered in one of three ways: as a University Student Organization (USO), a Self-Governed Student Organization (SGSO), or a non-registered student organization (in our case, these organizations are labeled LSO, law student organization).

Some details about each type of organization are below. Please review STU-01 for more information.

University Student Organization (USO)

USOs are treated as operating units or agencies of IU within the administrative and fiscal structure of Indiana University and are subject to all university policies and procedures. There are key differences for organizations designated as a USO:

- USOs may not have an outside bank account and must use IU accounts.
- Donations and gifts to the USO are counted as donations to Indiana University. Other revenue producing activities must follow the Establishing and Modifying Revenue Producing Activities (RPA) policy.
- USOs may not have outside employees: any employees must be IU employees.
- The affiliated IU campus, school, or department controls the funds, advising, risk mitigation, travel, and training for a USO.
- USOs must use the Indiana University name and marks as well as those of the affiliated campus, school, or department.

Maurer USOs are those organizations that relate to student governance (e.g., Student Bar Association), Scholarship or experiential learning (e.g., pro bono initiatives and non-credit projects supervised by faculty). Currently they also include organizations with substantial budgets.

The following law school student organizations are classified as **University Student Organizations (USOs)**:

Black Law Students Association
Outreach for Legal Literacy
Protective Order Project
Public Interest Law Foundation
Incarcerated Individuals Legal Assistance Project
Student Bar Association
LGBTQ+ Project

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[1] https://policies.iu.edu/policies/stu-01-student-organizations/index.html

Self-Governed Student Organization (SGSO)

Self-Governed Student Organizations are treated as separate organizations and must register annually with Indiana University and agree to and operate under the terms of the Self-Governed Student Organization Agreement ("SGSO Agreement")[2]. SGSOs may receive a range of benefits by registering with IU, including eligibility to apply for and receive student activity fee funding; priority use of university facilities and services; association with the Indiana University name through approved IU student organization branding elements; a network ID and email address; and access to an insurance policy for off-campus events.

The following law school student organizations registered with the law school are classified as **Self-Governed Student Organizations (SGSOs)**.

Asian Pacific American Law Student Association	LatinX Law Student Association
Business and Law Society	National Lawyers Guild
Environmental Law Society	OUTLaw
Feminist Law Forum	Phi Alpha Delta
Intellectual Property Society	Sports & Entertainment Law Society
International Law Society	Student Animal Legal Defense Fund
Labor & Employment Law Society	Women's Law Caucus

Law Student Organization (LSO)

Law School Organizations are non-registered student organizations under the Indiana University Policy on Student Organizations (STU-01)[3]. Non-registered student organizations will not receive the campus-level privileges and benefits accorded SGSOs or USOs. Organizations classified as LSO should **not** have a bank account or collect dues from their members. If your programs and activities necessitate the regular management of funds, please consult with the Associate Director for Student Life about the possibility of changing your organization's classification to SGSO (Self-Governed Student Organization).

The following organizations are registered with the law school (but not IU) and classified as **Law Student Organizations (LSOs).**

Advocates for Life	Federalist Society
American Constitution Society	Health Law Society
International Students Association	First Generation Law Association
Christian Legal Society	If/When/How
Disabled Law Students Association	Jewish Law Students Association
Cybersecurity and Privacy Law Association	Life Experience, Then School (LETS)
Family Law Society	MaurerPlus
Middle Eastern Law Students Association	Tax Law Society
Sherman Minton Moot Court Advocacy Board	

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[2] Indiana University. Self-Governed Student Organization Agreement. Retrieved from https://policies.iu.edu/doc/self-governed-student-organization-agreement.pdf.
[3] Id.

Programs of the Law School

Law School Organizations are non-registered student organizations under the Indiana University Policy on Student Organizations (STU-01)[4]. Non-registered student organizations will not receive the campus-level privileges and benefits accorded SGSOs or USOs. Organizations classified as LSO should **not** have a bank account or collect dues from their members. However, a budget for these will be held by the Office for Student Affairs and will be administered by the Associate Director for Student Life.

The following organizations are registered with the law school (but not IU) and classified as **Programs of the Law School**:

Indiana Law Journal	IP Theory
Indiana Journal of Global Legal Studies	Journal of Constitutional Design
Indiana Journal of Law and Social Equality	

Good Standing with the Office of Student Affairs

Student Organizations based at the Maurer School of Law (of all classifications) must maintain good standing with the Leonard D. Fromm Office of Student Affairs to continue operating and benefiting from the support of the law school. Some of these benefits include:

- Participation in the semi-annual student organization fair
- Ability to use the Law School's Zoom Webinar license
- Access to IU technology services such as email accounts
- Posting of organization information on the Maurer School of Law web site
- Access to bulletin board space and the *ILA* to promote events
- Ability to apply for funding from the Office for Student Affairs and Student Bar Association

To maintain good standing with the Leonard D. Fromm Office for Student Affairs, student organization leaders must:

- Attend a leadership training at the start of each semester
- Attend additional trainings and leadership development opportunities (as offered)
- Register annually with the Student Involvement and Leadership Center (USO and SGSO only)
- Submit a Compliance Report at the end of each academic year (see Compliance Reports on page 34)
- Adhere to all relevant policies governing student organizations

All student groups must comply with all Indiana University policies and regulations, as well as applicable federal, state, and local laws. A student group accused of violating any part of the Indiana University Code of Student Rights, Responsibilities, and Conduct may face Law School[5] and/or Bloomington Campus disciplinary procedures.

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[4] Id.

[5] See Law School Academic Regulations at https://www.law.indiana.edu/student-life/student-affairs/academic-regulations.shtml.

Failure to adhere to any of the above-described requisites for good standing may result in an organization's suspension. While suspended, all benefits will be restricted, and organizations may not host events.
Suspended organizations will be given the opportunity to work with the Director of Student Affairs and the Student Bar Association to rehabilitate their status.

Starting Student Organizations

Establishing a New Student Organization

Students at the Maurer School of Law may submit a request to create a recognized organization. The proposed organization must serve a legitimate interest of students and the law school community in general. The request will be reviewed jointly by the Associate Director of Student Life and the Student Bar Association (SBA).

The SBA will inquire into the likelihood of sustained student interest in the group beyond the founding members, and will consider the anticipated contribution of the proposed group to the law school community. The Director of Student Affairs will facilitate the process to ensure compliance with both law school and IU policies and protocols. Only after final approval by SBA and the Leonard D. Fromm Office of Student Affairs, may a group recruit new members (beyond the founding members) and receive the benefits of formal recognition.

Law students wishing to form a new student organization must complete the following steps:

1. **Proposal**: Submit a proposal to the Student Bar Association.

    a. Name of proposed organization
    b. Mission and goals
    c. Brief description of at least two events the organization would like to sponsor
    d. Information on a national organization with similar mission (if any)
    e. List of similar organizations at other law schools
    f. Potential fundraising methods (including dues, if any)

2. **Preliminary Approval**: Meet with SBA President and Outreach Chair

3. **Advisor**: Confirm faculty advisor commitment with signed faculty advisor agreement

4. **Students**: Confirm sufficient student support (minimum of 5 members)

5. **Leadership**: Provide a brief description of each board position's duties, identify the new organization's initial leaders and describe the plan for electing remaining leadership positions

6. **Documents**: Draft a constitution (in accordance with relevant requirements)

7. **Check in with OSA**: Confirm completion of steps above; review process for IU registration

8. **Final Approval**: SBA board votes to approve (or requests additional information)

9. **Follow-Up**: At the end of the semester during which new student organization is activated, the leadership must check in with OSA to ensure all details are in order and talk about drafting by-laws

Reactivating an Existing Student Organization

Law Students wishing to reactivate an existing inactive student organization must complete the following steps:

1. **Advisor**: Confirm faculty advisor commitment with signed faculty advisor agreement

2. **Students**: Confirm sufficient student support (minimum of 5 members)

3. **Leadership**: Identify the new organization's initial leaders, and an election plan for remaining leadership roles

4. **Documents**: Draft or update constitution (in accordance with relevant requirements)

5. **Check in with OSA**: Confirm completion of steps above, review process for IU registration

6. **Follow Up**: At end of semester during which student org is reactivated, the leadership must check in with OSA to ensure all details are in order and talk about drafting bylaws

Recruiting New Members

Student Involvement Fair

The Office of Student Affairs will coordinate two student involvement fairs per year, within the first few weeks of each semester. Normally, the fairs are held throughout the day during breaks between 1L classes in the student lounge and other appropriate spaces. Representatives from each participating organization will have the opportunity to share information and resources with prospective new members.

Student organizations should submit their recruitment material via the Student Org Leader Canvas page by the deadlines set forth for the relevant semester. Any questions should be directed to Jamil Ghazal.

Call-Out Meetings

Most student organizations hold a callout meeting toward the beginning of the fall semester. **These callout meetings cannot be scheduled to occur before the student organization fair.** The Leonard D. Fromm Office of Student Affairs suggests organizations consider partnering to host joint callout meetings, particularly where interest areas and potential members overlap. The beginning of the fall semester is typically very busy, and it can be challenging for organizations to find an opportune time to host a callout meeting. OSA will aim to compile all the callout meeting information and communicate such information completely and cohesively to the student body.

Rosters

Each organization will be required to submit an updated roster through a Canvas assignment by a specified date in mid-to-late September. USOs that charge dues *must* ensure their rosters are updated on beINvolved before dues are charged to students' bursar accounts. Work with Mary Edwards in the Business Office to ensure she knows the amount and frequency of dues to be charged to your members.

Promotion and Communication

IU Maurer School of Law Website

Each student organization is represented on the Maurer School of Law website. Most organizations are listed on the Student Organizations page, while Pro Bono Projects and Journals are found on the Pro Bono and Law Journals pages, respectively. Student organizations may submit updates to their pages' information through the assignment on their Canvas page.

Email Accounts

All USO and SGSO groups may request an @iu.edu email address on behalf of the organization, if they do not already have one. Opening a group IU email account will also give you access to many other IU computing services, such as Microsoft Office, Google@IU (drive, calendar, gmail, etc.), online meetings through Zoom, etc. This account must be sponsored by a faculty or staff member who is ultimately responsible for the account and its use. For the purposes of the law school, the primary account administrator is Marian Conaty.

Learn more about IU computing accounts for groups here[6]. If you are unsure of whether your group already has an account, check with the Associate Director for Student Life. If you wish to open a new group account, contact the Associate Director for Student Life to get the process started.

Law School Events Calendar

The Maurer School of Law Master Calendar is accessible through the School of Law website (http://law.indiana.edu). The Calendar is a comprehensive record of events and activities that take place within the Law School or by affiliated organizations. Please be sure to complete the Request an Event or Meeting form online to ensure that your organization's event appears on the Law School Calendar. When filling out your event description, be as thorough as possible. This description will be used when publicizing the event on the law school web calendar.

Indiana Law Annotated

Indiana Law Annotated is published every Sunday while school is in session and is distributed via email. *ILA* contains news about the coming week (and, if requested, for the week after that). While requests for *ILA* should generally be submitted through the online request form, you may also send information and articles ila@indiana.edu. All submissions must be received by Thursday at noon for inclusion in Sunday's edition. Length of submission is limited to 150 words, unless otherwise approved. Entries may be edited to ensure consistent presentation. All schoolwide events and announcements should be published in the *ILA*. Events published in *ILA* may also appear on the digital screen in the main lobby, if requested.

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[6] Available at https://kb.iu.edu/d/acyi

Email Blasts

Each student organization* is permitted to send one email per semester to the entire student body through the Leonard D. Fromm Office of Student Affairs. The president should email the request to the Director of Student Affairs including the following information:

1. Date the email is to be sent to the student body;

2. Subject line;

3. Text of the email and;

4. Name and email address of organization contact person.

*The Sherman Minton Executive Advocacy Board and the Student Bar Association are exempt from this limitation.

Diversity and Inclusion Student Newsletter

The D&I Newsletter will be sent to all students every other week during the semester and will contain information about upcoming events, announcements, and resources specifically related to diversity and inclusion at Maurer. This is a dedicated space for amplifying programs and information related to diversity and inclusion but should not be considered the only promotional outlet for your events (keep sending it to the *ILA* and law school calendar). Additionally, it is a great location to recognize members of your group who are working to make Maurer an increasingly inclusive and welcoming community.

If you have any submissions, suggestions, or questions, please reach out to lawdei@indiana.edu. The requirements for event submissions are similar to the *ILA*: your event's name, date, and a short description if needed. Please submit your content no later than the Sunday before the newsletter's next distribution.

Social Media

Many student organizations already have vibrant and active social media accounts through which they communicate with their members and share information about their activities and student leaders. If you would like your content to be considered for the Law School's social media channels, contact James Boyd (joboyd@indiana.edu) with the information you would like to be shared. You may also tag or direct message the law school's social media channels (@IUMaurerLaw on Instagram and Twitter, @IUMaurerSchoolofLaw on Facebook) and we will repost your content when appropriate.

Organizations also need to be cognizant of how they post or repost to social media. If posts are made that reflect an assessment or opinion on a political topic, verdict or something similar, be sure to include language that highlights that your organization's views do not reflect or represent the Law School. You are not limited in frequency or subject matter, but it is important that the views expressed represent your organization and are not written as an official position of the Maurer School of Law.

Marks and Logos

All student organizations must comply with the university's [Licensing and Trademark Policy](#).

For USOs:

University Student Organizations (USOs) should work with the law school business office to make sure that they adhere to IU's brand guidelines[7].

For USGOs:

SGSOs are free to design their own wordmarks and logos for but are not permitted to use Indiana University's trademarks, symbols, logos, mottoes, or depictions of campus buildings and landmarks. SGSOs may use the official [SGSO mark](#) indicating that the organization is part of IU[8].

SGSOs may only indicate an association with IU or with any specific IU unit in a locational sense (i.e., "Club at Indiana University"). "The Indiana University Club" or any similar use of other university marks (for example, "IU Club" or "Indiana Club") is not acceptable and can never be used in any form, including as part of a top-level domain name or email address.

All goods and services, including those used as a fundraiser, or promotional products bearing university trademarks, *including the IU-approved student organization branding elements*, must be produced by a university licensee and submitted to the Office of Licensing and Trademarks for review and approval.

- Suggested vendor: [Underground Printing](#). They have a licensing agreement with IU and have an IU discount in place.
- See "Promotional Guidelines" at https://studentaffairs.indiana.edu/get-involved/student-organizations/manage-organization/policies/index.html

Law School Facilities

Student Organization Offices

Organizations have formerly stored items in the storage closet underneath the stairs on the ground floor. These items have all been moved to Room 004, which is newly repurposed as a general-use student organizations office. This space may be used for general storage of organizational items and for ad hoc meetings. Please do not store any food in this room unless it is sealed in a solid plastic or glass container.

Other spaces on the ground floor have been defined for use by the Journals (009), affinity groups (019), Protective Order Project (010) and Incarcerated Individuals Legal Assistance Project (005), and the Student Bar Association (Student Lounge "fishbowl").

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[7] https://www.iu.edu/brand/brand-expression/visual-language/logo-and-marks/index.html
[8] Download SGSO marks here: https://policies.iu.edu/doc/student-organization-marks.zip

Tabling

Student organizations may table in the main lobby without prior approval. Tables are stored in the law library and are available on a first-come first-serve basis. Please see the circulation desk attendant for access to the tables.

Supplies

Reasonable supply requests may be able to be fulfilled by the law school with materials we have on hand, or we may be able to place an order on your behalf. Please see the Office for Student Affairs to describe your need.

Bulletin Boards

Each student organization has a designated bulletin board space located in the hallway outside the student lounge on the ground floor of Baier Hall (Board No. 20). These bulletin boards will be cleared each semester by the Associate Director for Student Life. Each organization should use these boards as it sees fit and should ensure that outdated material is removed in a timely fashion.

Flyers and/or posters for any student organization events may be posted in the law school only in designated locations. Please remove all flyers after the event has been held. Student organization flyers should not be posted on department bulletin boards without prior approval, or they will be removed. **Do not post flyers on doors, walls or windows of the Maurer School of Law**.

Bulletin Board Assignments

No.	Location	Purpose
1	North door downstairs	Student Affairs
2	North door downstairs	Bar Exam, Graduation, Orientation
3	Career Services	Career Services
4	Lockers - locked end case	Student FAQ/Reminders
5	Lockers - locked end case	OSA Programs
6	Lockers - locked end case	Wellness Resources
7	Lockers	Student Classifieds
8	Next to Room 10	Pro Bono
9	Room 11 adjacent	Law Journals
10	Room 11 adjacent	Law Journals
11	Room 11 adjacent	Law Journals
12	Room 11 adjacent	Moot Court Exec Board
13	Room 10 adjacent	POP
14	Room 8 adjacent	DEI
15	Room 4 adjacent glass case	Student Org Leadership
16	Library door	Internal Use
17	Library door	SBA to specify use and maintain
18	Room 5 adjacent	SBA / OSA

19	Across from room 4	SBA / OSA
20	Outside student lounge	Student Organizations
21	Student Lounge	SBA / OSA
22	Mailroom Mail Pillar (West)	SBA / OSA
23	Mailroom Mail Pillar (North)	SBA / OSA
24	Mailroom Mail Pillar (East)	SBA / OSA
25	Mailroom Mail Pillar (South)	SBA / OSA

Budgets and Finances

Law students must exercise caution and good judgment, avoiding any self-dealing, misappropriation, other misuse of group funds, or even the appearance of financial impropriety. Bar examiners specifically ask about the use of such funds in character and fitness applications.

Funding Sources

Organizational Dues

USO   In most cases, dues will be collected directly through beINvolved and can be paid by credit card or bursar. USOs must be sure their rosters in beINvolved are accurate for purposes of dues collection each semester. Dues for members studying abroad or elsewhere are at the discretion of the organization charging them.

SGSO   The collection of dues is allowed and must be administered directly by the organization. The funds should be deposited into the organizational bank account and managed by the group's treasurer. Dues for members studying abroad or elsewhere are at the discretion of the organization charging them.

LSO   Dues collection is not permitted for LSOs.

Fundraising

If you plan to be in contact with employers or alumni for purposes of fundraising, you **must** inform the Career Services Office and the Alumni and Development Offices of your proposed outreach and communications. See the "Helpful Contacts" section for contact information. USOs (with the exception of PILF) do not fundraise.

Indiana University Funding Board and Other IU Grant Opportunities

USOs and SGSOs may apply for funding each semester through Indiana University Funding Board, which provides up to $7,500 in funding to student organizations each semester. Visit fundiu.indiana.edu for more information. Your organization may also be eligible to apply for grants through Indiana University. Grants and additional information can be found here.[9]

OSA Student Organizations Funding

OSA Funding Request Form.

All law school student organizations are eligible to receive a limited amount of financial support from the Office of Student Affairs.

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[9] https://studentaffairs.indiana.edu/get-involved/student-organizations/manage-organization/funding.html

Funding requests are received on a rolling basis. **Please submit a funding request for each event or item for which you are requesting support from the Office for Student Affairs**. Jamil Ghazal will respond to your request confirming the amount that is pre-approved and to clarify any details about disbursement.

- The standard maximum allotment for food for public-facing events is $100.

- The standard maximum allotment for large-scale student-run events (i.e. Barristers Ball or Lunar New Year) is $500.

- We do not generally approve funding for food for internal org. meetings.

- We do not approve funding for alcohol.

USO Funding from the Office for Student Affairs will be charged by the business office to the OSA account.

SGSO Funding requests will be distributed directly to the SGSO's bank account. To qualify for financial support, an SGSO must:

- Be active and registered with the university's Division of Student Affairs;

- Have a valid federal Employer Identification Number (EIN);

- Have an active bank account in the name of, and under the EIN of, the SGSO; and

- Be established as a supplier accepting ACH payments in the university's procure-to-pay system, BUY.IU[10].

LSO Funding from the Office for Student Affairs will be provided via reimbursement only.

Note: Groups that have a speaker come to Maurer do not pay the speaker to come. Organizations may help cover costs associated with travel, but cannot pay or give gifts to speakers.

Requesting Reimbursement

[OSA Funding Reimbursement Form](#)
For LSOs and SGSOs: You must submit original itemized receipts to the Associate Director of Student Affairs to be reimbursed *up to* the amount that received final approval. No reimbursement will be possible, even for an approved expense, if you do not have an original receipt that details the items and amounts covered by the total listed on the receipt. If the expense involves specific individuals, they must be named.

As soon as possible after the expense has been incurred, bring your receipt to the Office for Student Affairs. The Associate Director will assist you in filling out a reimbursement form and will then make two copies of the completed form and the itemized receipt. One copy will be given to the student submitting the reimbursement request, and one copy will be filed by the Associate Director for Student Life. The

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[10] If you are an SGSO and have not already done so, work with OSA and the Business Office to register as a supplier within BUY.IU.

original form and receipt will be given to the Business Office for processing. Please do not submit anything to the Business Office directly – it all needs to go through Student Affairs.

For USOs: All receipts should be turned in to the Business Office for processing. The exception would be if a group is working with Chelsey in the Events Office to coordinate the event, then receipts would be submitted to the Events Office.

Meetings and Events

The Leonard D. Fromm Office for Student Affairs must be aware of all activities and will help minimize scheduling conflicts with other activities and events. USOs wishing to host large-scale events must also connect with the Events Office early in the planning process and prior to confirming any arrangements.

Any event involving the service of alcohol or invited outside speakers will be evaluated by the Director of Student Affairs for compliance with relevant policies.

See the event planning checklist in this handbook for additional guidance.

University Guidance

For the 2023-2024 academic year, student organizations must follow the University Event Guidance and Registration. These guidelines and best practice recommendations have been put in place to help promote safe and healthy student organization activity. They are subject to change and will be updated as necessary by IU. They also include guidance for events involving 50+ people. When necessary, notice will be provided to student organizations in order to provide sufficient opportunity to comply.

University Event Registration Committee (UERC) Approval

All non-academic events on and off campus with 50 or more planned attendees must be submitted to the University Event Request Committee (UERC) no less than 10 working days prior to the proposed event date for official campus review. All events must be confirmed by the UERC prior to taking place and only tentative arrangements are permissible prior to the review process. All student organizations must comply with this process.

Events are considered gatherings among members and guests for activities outside of routine day-to-day operations. Examples include social events, athletic or gaming tournaments, performances, fairs or festivals, philanthropy or fundraising events, and recruitment events. Regular business meetings and hour-long scholarly talks are not considered events and do not require campus approval.

The events office oversees the UERC submission process for all law school-sponsored events and those hosted by its student organizations. They are responsible for determining the need for UERC approval and for making the final submission to campus. Please work with them as far in advance of your event as possible to seek this approval, if needed.

Student Involvement and Leadership Center

Student organization activity includes meetings, events, travel, tabling, and gatherings with food. See this page for more information and resources. Additional guidance on student organization events, including space reservation processes and approval timelines, can be found on the Division of Student Affairs webpage.

Planning Meetings and Events

Online Request Form

To propose an event or reserve private space for a meeting inside the law school building, please complete and submit the Request an Event or Meeting Form located on the law school website. This form will allow you to indicate room or venue preference, add your event to the law school calendar or *ILA*, request logistical support, and more. The request form will also enable you to share Zoom information about your event, if applicable.

When filling out your event description, please provide as much information as possible, especially if you are requesting that the event be publicized. If you have information the form does not capture or have questions, you may email lawrooms@indiana.edu to inquire or confirm.

Request submissions are managed by the Room Scheduler in consultation with the Events Office and Office for Student Affairs. You will receive confirmation of your room reservation and/or calendar posting after the request has been processed and will be contacted by the appropriate parties if more information is needed.

Student organization leaders may submit event requests on a rolling basis but scheduling as early as possible will ensure confirmation of your desired event date. **Please note that a request form is required for every event a student organization plans to host, regardless of proposed event location or format and MUST be submitted before any initial planning occurs.**

If funding (USO or SGSO) or reimbursement (SGSO or LSO) are requested, an event request and a funding request must be submitted for the event that requires funds from OSA.

Virtual Events

Organizations must decide whether to host entirely in person or online; hybrid events are no longer permissible. When submitting a virtual event via the online request form, please indicate its intended format: meeting or webinar.

For meetings, the form will ask for the registration link. As a best practice, please always require registration so the link can be shared publicly on the law school calendar and on other public-facing platforms without compromising the security of your activity. You may share the meeting ID and password directly with your student members, and/or ask them to register using the link on the law school calendar. For security purposes, please do **not** share Meeting ID/Password information publicly on social media channels or elsewhere.

The law school has one webinar license that can be used by student organizations for their events on a first-come, first-serve basis. Based on the date indicated in the online request form, the room scheduler will either confirm the webinar's availability or suggest alternative times if it is already booked. Once confirmed, the student organizing will provide additional information about the webinar's needs. The technology team will then provide the webinar's unique access link to be used for promotional purposes. The Events or IT teams may provide training on the use of webinar controls to students who request it.

Event Publicity

When submitting an event request, organization leaders should indicate if the event is to be publicized in the *Indiana Law Annotated* and/or on the Law School web calendar. Please provide as much information as possible in the event description section of the form and confirm all event details before advertising an event.

Certain schoolwide events and announcements are eligible for additional publicity on the digital screen in the first-floor lobby. When submitting your event request, please indicate in the online form if you wish to promote your event on the digital display. When possible, students are encouraged to design their own graphics and submit to eventlaw@indiana.edu for upload. Check with the events office for the appropriate dimensions.

USOs should work with the events office when designing promotional materials (posters, flyers, programs, etc.) to ensure they comply with university and law school branding guidelines. Please indicate in the online event request if promotional print materials are required.

Additionally, the Office of Student Affairs has acquired a limited number of subscriptions to Canva, an online graphic design program. They are available on a first-come, first-serve basis. If you need access to a subscription, please contact Jamil Ghazal.

SGSOs and LSOs are responsible for designing and printing their own promotional event materials.

Continuing Legal Education

Organizers may apply for Continuing Legal Education (CLE) status for both in-person and virtual events. Applications for general credit must be submitted to the CLE Commission no fewer than 30 days before the event. Applications for other types of credit require additional documentation and should be prepared and submitted at least 45 days ahead of the event to ensure time is allowed for revisions and resubmission.

Once the application is finalized, please send to lawcle@indiana.edu for official review and submission to the CLE commission. Applications submitted after the deadline are subject to a late fee.

A complete CLE credit application includes the following:

- A timed agenda, including start and end times for each speaker or panel (if applicable)
- A course description
- A speaker biography

- A completed application form, detailing the course date, title, delivery method and location, and an explanation of the relevance of the topic to law professionals

The CLE Commission requires sponsors to collect proof of attendance. Please work with Cassie Fitzwater to arrange to pick up your sign-in sheet for in-person events and attendance code requirements for virtual events. Proof of attendance should be returned to the dean's office soon after the event concludes for official submission to the CLE commission on the organizer's behalf. This includes sign-in sheets or attendance reports generated in Zoom for virtual events.

Restrictions on Student Events

Student groups are not permitted to host events from 12:00pm to 1:00pm on Wednesdays of each week. The Wednesday noon hour is reserved for official law school programming, such as programs from the Dean's Office, Office for Student Affairs and Career Services.

Student groups are not permitted to hold events at Baier Hall during the two weeks of finals in the fall and spring, as well as graduation week in the spring.

Audio-Video Support and Table Set-Up

Requests for AV or facilities support should generally be requested through the "Request an Event or Meeting" form[11]. You may also send requests for AV services to lawav@indiana.edu, being sure to include the name of your group and the e-mail address of the contact person, a description of what you want to do, and the date, location, starting time, and duration of the event. Requests must be made at least 48 hours in advance and will be confirmed by e-mail.

Similarly, you may contact lawbuild@indiana.edu if you need a podium for your event. Please note that events serving food (if allowed) in the Moot Court Room may require tables. Tables are stored in the law library and are available on a first-come, first-serve basis. Please see the circulation desk attendant for access to the tables.

Please note priority will be given to groups who follow appropriate procedures and request services in a timely manner.

Parking

Visitors to the Maurer School of Law should park at the Henderson Garage on Fess Avenue between Atwater Avenue and Third Street. Parking fees do apply so please check rates with IU Parking Operations. If an SGSO would like to make parking arrangements for a guest in advance, please contact the Office for Student Affairs to arrange for a visitor parking pass (fees will apply). Visitors for Law School programs or events (journal conferences, Moot Court, etc.) generally work with the events office for these passes.

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[11] www.law.indiana.edu/calendar/events/request.shtml

Accountability

Individuals and/or student organizations will be held accountable under the Code of Student Rights, Responsibilities, and Conduct for failure to comply with the guidelines set forth by the Student Involvement and Leadership Center. Depending on the nature and occurrence of the violation, failure to comply with these guidelines may include: a written reprimand letter from SILC/OSFL with steps that must be completed to be able to host a meeting/event again, charges under the Code of Student Rights, Responsibilities, and Conduct, loss of privileges, and/or Suspension from the University.

The Law School and the University may discipline a student organization and responsible individual students, whether the misconduct at a law school student organization event occurs *on or off* University property. Such misconduct includes, but is not limited to: harassment of a student or outside guest, sexual assault, hazing, bias because of race, religion, ethnicity, gender or gender identification, threats, battery, use or possession of any drug or controlled substance contrary to law, physical force to restrict the freedom of movement, or verbal behavior that involves an expressed or implied threat to interfere with an individual's personal safety or participation in the event. (See Indiana University's Code of Student Rights, Responsibilities, and Conduct.)

All law students attending events, especially parties involving alcohol, should adhere to their professional obligations and bear in mind the professional repercussions resulting from unacceptable behavior, which includes mandatory reporting to the bar concerning law student misconduct. (See State Board of Law Examiners Character and Fitness evaluation and see Section 9 of the Academic Regulations).

Other Policies and Considerations

Disruption or Protest of Events

[Add condensed text and information here]

Catering Service Criteria and Reduction of Food Waste

The law school does not provide food for student organizations' internal meetings, including executive board meetings. Catering services are limited at informal, small-scale call outs and non-academic activities across all USOs. Eligibility is dependent on attendance size, event time, and purpose of event. Catering that is part of large-scale annual and formal events is not affected.

USOs may use dues—if agreed upon by all organization members—to pay for food and drink at activities that do not qualify for law school catering services. Work directly with the business office for reimbursement requests following the event. Journals will work with OSA regarding food purchases for their events.

LSOs and SGSOs are exempt from criteria qualification. These groups may manage their own food provision and corresponding payment by virtue of their classification type, but are still required to adhere to other university and law school guidelines.

Vendor Registration and Payment (USOs)

Any USO seeking to pay or reimburse an individual or business in exchange for a proposed service on behalf of the organization (i.e. speaker, caterer, band, etc.) must contact the events office to confirm their vendor status before making any arrangements. If necessary, Kyle Impini in the Business Office will arrange for that service provider to be added to the IU Vendor System. Times vary depending on the expediency of the proposed service provider so allow at least one month for this process to occur.

Event-related vendor expenses must go through the Events Office for processing, unless specified otherwise. Please note that the law school does not cover speaking fees but will help cover reasonable travel expenses if approved by the dean.

Presentation Agreements and Copyright Releases

If your group invites a speaker not affiliated with IU and plans to record or broadcast their presentation, they may need to complete a Presentation Agreement Waiver for Recordings. Please indicate this when completing the Event and Meeting Request Form and someone from the law school will follow up with you.

Creating Accessible Content

Visit this page for guidelines and resources that will help you create content that is accessible to everyone (e.g. closed captioning, transcripts, social media, multimedia).

Collaboration and Co-Sponsorship

Student organizations are strongly encouraged to co-sponsor events with other student organizations within the Maurer School of Law and IU. This ensures better attendance and makes the organizations' dollars go further. Funding requests for activities co-sponsored by multiple student organizations will be given priority.

Networking and Career-Related Events

When planning networking and career-related events, student leaders should consult with the Office of Career Services and the Office of Alumni and Development (see 'Helpful Contacts' on page 4 of this handbook).

Food Sales

SGSOs and LSOs may sell pre-purchased baked goods to raise funds. Homemade baked goods may be given away but not sold.

If a Student Organization chooses to host events with food, it must follow Environmental Health & Safety guidance for temporary food events.

For any event offering food to the public on IU properties, secure Temporary Food Service Event approval from Environmental Health & Safety, as described at https://ehs.iu.edu/public-health/food-protection/temporary-events.html..

Programs Involving Children

Student organizations oftentimes host or are involved in activities that include minors (i.e. individuals under age 18). If your organization is working with children, please consult the Programs Involving Children website and associated policy. Anyone associated with the program who works with children must have a background check at least every five years (including staff, temporary/hourly employees, students, academic, faculty and volunteers).

You **MUST** notify the Leonard D. Fromm Office of Student Affairs as early as possible if your activity involves children, who will connect you with Dean Edwards in the Business Office to complete the online registration form to provide information about the program. This must be done at least 14 days prior to the start of a new program. The form can be found by searching "Programs Involving Children" in one.iu.edu. It is important that program information be re-entered or updated annually in the 'event aspects' of the program change.

Contests, Drawings, Games and Prizes

University units, including University Student Organizations (USOs), may conduct contests, drawings, or games for prizes to encourage attendance at or participation in events or activities, if the total value of all prizes offered at any event does not exceed $5,000. Vendors participating in a university event are also subject to the prize limit. Academic contests are exempt from the $5,000 prize limit. In rare circumstances, a request may be made to award prizes with values that exceed the amounts identified here. However, tax and financial aid implications for prizes are still applicable.

Raffles (i.e. the selling of tickets or chances to win a prize awarded through a random drawing) are prohibited. Bingo and poker and other similar games are prohibited if any prizes are awarded.

In limited cases, some Self-Governed Student Organizations (SGSOs) may be eligible to conduct a legal gaming event in Indiana, which are regulated by the State and require a gaming license or exemption, as well as post-event reporting. Raffles are not allowed on University Property. See the Indiana Gaming Commission[12] for more information.

Read the full policy on drawings, games and prizes.[13]

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[12] https://www.in.gov/igc/2339.htm
[13] https://policies.iu.edu/policies/fin-acc-640-contests-drawings-games-prizes/index.html

Event Planning Checklist

Event planning takes a lot of organization, clarity, communication, and timed execution of outlined tasks whether your event is in-person or remote. This non-exhaustive checklist can help you think through the many considerations of hosting an event. The Office for Student Affairs is always happy to help you think through your event ideas, and you can contact Associate Director for Student Life Jamil Ghazal or Director Katie Beck for support.

Please remember, USOs must work directly with the events office when planning events.

General
- ☐ What do you hope to accomplish with this event?
- ☐ Does this event reflect your group's mission?
- ☐ Does this event serve an unmet need? Is someone else already doing something similar?
- ☐ Have you notified the Office for Student Affairs about your event?

Budget
- ☐ What are your anticipated expenses?
- ☐ What are your anticipated sources of income?
- ☐ Have you received estimates or quotes from service providers?
- ☐ Have you submitted a funding request to the Office for Student Affairs?
- ☐ Have you submitted an application to the IU Funding Board?
- ☐ If the event is related to Diversity and Inclusion, have you requested funding from SBA?
- ☐ If it is a fundraising event, do you expect to yield a desirable profit?
- ☐ Are there other groups or departments that could collaborate to share expenses?
- ☐ Are there any grants available, and do you have enough time to apply?
- ☐ If USO, have you worked with Mary Edwards to ensure funding and compliance?

In-Person and Virtual Formats
- ☐ How long will your event last?
- ☐ How many people do you expect to attend? What audience(s)?
- ☐ Do you have / need a detailed agenda?
- ☐ Do you have / need a prepared presentation, remarks or introduction?
- ☐ Is your virtual event better suited to the webinar format? If so, you may be able to use the Law School's Zoom Webinar license. If you are unsure about the differences in format or which would be better suited to your event, contact eventlaw@indiana.edu with your inquiry.
- ☐ Will you require use of the Law School's webinar license?
- ☐ Will any of your participants require real-time Closed Captioning?
- ☐ Do you need any other technical support? If so, email lawtech@indiana.edu with details about your event and the technical support you are seeking. Please copy Jamil Ghazal on the email.

Publicity

- ☐ Is your event published on the law school calendar?
- ☐ Have you submitted your event for publication in the *ILA* (ila@indiana.edu)?
- ☐ What method(s) will you use to advertise the event?
- ☐ When will you start advertising?
- ☐ Who is responsible for promotion?

Logistics
- ☐ Have you notified the Office for Student Affairs about your event?
- ☐ Have you posted the event to the law school calendar?
- ☐ Will the event take place in the law school or offsite at an external venue?
  - o If inside the law school, have you reserved the room(s) via lawrooms@indiana.edu
  - o If external, have you booked the event space or contacted the events office to book the event space (USO only)?
- ☐ Does your event involve a guest speaker?
  - o Do you need to sign a contract or presentation agreement?
  - o Do you plan to pay them or cover travel? If USO, work with the events office. If SGSO or LSO, consult with Director Beck.
- ☐ Are you showing a film?
  - o Do you need / have rights to the film?
  - o Do you have access to the film?
- ☐ Are you recording the event?
  - o Have you had any external presenters sign the recording waiver?
  - o Have you determined how you want the recording to be distributed?
- ☐ Does your event involve contests, drawings, games or prizes? See IU Policy FIN-ACC-640.
- ☐ Have you delegated and assigned tasks? Be clear about timelines and responsibilities

Day of Event
- ☐ Does everyone know their roles and responsibilities?
- ☐ For virtual events, what time should people connect? Will you open the meeting early to allow your audience to mingle?
- ☐ Are there any ground rules or expectations you want to share with your audience?
- ☐ For virtual events, consider putting up a welcome screen for people to see when they log in.

Follow-Up
- ☐ Evaluate your event and take notes for future improvements. Consider hosting a debrief session with the team involved in putting the event together. Distribute results as appropriate.
- ☐ Reconcile all financial records.
  - o Submit reimbursement form(s) to the Office of Student Affairs (if applicable).
  - o Complete paperwork required of grants or funders.
  - o Update your event budget to reflect actual income and expenses.
- ☐ Record any information relevant for your end-of-year compliance report.
- ☐ Send thank you cards or emails to appropriate parties.

Elections

Encouraging Next Year's Leaders

During the year, student leaders may delegate responsibilities to members of the organization and may even elect 1L representatives. It is important to identify and encourage members who seem to perform well in various aspects of leadership to consider running for an elected position.

Current student leaders can help members decide if an executive board position is right for them by:

1. Encouraging potential leaders to learn as much as possible about the position from as many sources as possible.
   a. What is the nature of the position and what are the time commitments?
   b. How does the position relate to the organization as a whole?
   c. Are there training opportunities for new leaders?

2. Encouraging potential leaders to evaluate their own personal qualities, interests, and skills for the position.
   a. Are they a good candidate for the position?
   b. Do they have the necessary skills for the position?
   c. Will they have the time required by the position?

3. Encouraging the potential leader to read the position description, the organization's constitution, and review relevant files. The more information they can gather, the better they will be able to make a good decision.

Running an Election

Most student groups will hold elections sometime in the middle of the spring semester, and will complete a leadership transition process shortly thereafter. The exact timing and format of your elections is up to each organization, but they should be coordinated to comply with any deadlines set forth by the Office of Student Affairs.

For timelines and deadlines related to elections, transitions, and compliance reports, please refer to the current year's Student Organization Leaders Canvas page.

Steps to a Successful Election:

1. Consult your organization's constitution and/or bylaws to clarify election procedures.

2. Schedule your election to occur before the deadline.

3. Notify your members about the election meeting date and provide information about nomination procedures. This should be sent out 4-6 weeks before your election (mid-February at the latest). You should also invite your faculty advisor.

4. Consider establishing an impartial election committee / chairperson to oversee the election. This committee could be comprised of current officers not running for re-election and should

determine guidelines for the election meeting and absentee voting. The Student Bar Association may be able to help other student organizations by offering elections support.

5. Provide ample time for nominations and publicize the opportunities available to those eligible. It is helpful to share job descriptions and/or host an informational meeting with current officers talking about their positions' responsibilities and commitments.

6. During the election meeting:
    a. Someone should ensure that only voting members are allowed in the room or given a ballot.
    b. If the nomination period ends prior to the election, prepare preprinted ballots with the names of the candidates under each position. If self-nomination is an option, include a blank line to write in a name.
    c. Allow each candidate to give a brief speech about their qualifications and interest in the club and the position.
    d. After voting, the election committee counts the votes.
    e. Follow procedures in your constitution for breaking a tie vote.
    f. Notify all members of the club and your faculty advisor of the election results within 24 hours.

In the absence of defined election procedures in the constitution:

If your constitution and bylaws are silent on the issue of elections, consider amending them to include guidance as to how your organization should proceed. You might consider one of two widely used voting systems:

1. The "One Vote" system: organization members will select only one candidate for each position up for election. The candidate with the most votes is elected.

2. The "Ranked Voting" system: organization members rank each candidate numerically in order of their preference (e.g. 1 is their first preference). The candidate with the most first preference votes is elected. In case of a tie, the second preference votes are counted and checked for a majority.

3. Update your constitution to address voting. If you need assistance, contact the Associate Director for Student Life.

Running Elections on beINvolved:

All USOs and SGSOs have the option of using the beINvolved system to hold their annual elections[14]. To create an organization-based election, follow the instructions below.

Sign in to beINvolved and head to the Action Center for your organization, and then click on Elections in the organization tool drawer. If you do not see this tool, either you do not have access to manage this tool for your organization, or the tool has been disabled by your campus administrators. From here, click the *Create Election* button. Identify the Name of the election, if it should include instructions, and any additional (custom) instructions that should be included.

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[14] Instructions available at https://engagesupport.campuslabs.com/hc/en-us/articles/204033084-Creating-an-Organization-Election

Officer Transitions

It is very important that you think through the steps you will take for a successful and smooth transition of leadership from one executive board to the next. This process is inevitably time-strapped as it typically occurs when everyone is quite busy with classes and academics.

The end of the year tends to sneak up on people, which is even more reason to have a clear plan in place and a pre-scheduled opportunity to carefully hand over the information and institutional knowledge that the incoming leaders will need to hit the ground running.

Transition Timelines

Most student organizations operate on an academic calendar, meaning that leadership terms last for the fall and spring semesters of one academic year. Organizations are also able to consider a calendar year timeline, that would have leadership in place for consecutive spring and fall semesters. This arrangement would most likely see leadership serving during the spring of their 2L and fall of their 3L. Some advantages of this timeline include more engagement by the 3L class, smoother transitions between leadership teams, and avoidance of asking 2Ls to take on student organization leadership positions during the fall semester, which is traditionally the busiest semester for many students.

Please speak with OSA if your organization is interested in switching to a calendar year leadership timeline.

Suggested Transition Steps

1. **Exiting officers update and forward important documents**
Update constitution, bylaws, job description, and any other relevant documents that have changed since being in office. Consider creating/updating transition binders (physical or digital) for all positions, which may include:

- Contact information for alumni, partners, advisors, and community organizers
- History of organization and organizational chart
- Constitution and bylaws
- Funding, financial documents, and other sources of income
- Job descriptions and expectations of each position
- List of goals - accomplished and unaccomplished
- Past meeting agendas/minutes/reports
- Calendars of previous and future events
- Previous flyers, materials, logos, templates, photos, etc.
- Event debriefs/assessments
- Leadership resources and handouts

2. Hold a transition meeting between exiting and incoming officers

Sample Transition Meeting agenda:

I. Introductions

II. General policies & procedures

III. Incoming/outgoing officer one-on-one

1. Job description & expectations

2. Review budget & funding

3. Share resources (reserving space, beINvolved, advertising events, etc.)

4. Share all accounts and passwords (work with Marian Conaty if you have an IU group account to transition Duo device login)

5. Share previous projects, evaluations, and advice

6. Discuss ongoing projects

IV. Group and Individual Goal Setting

1. Focus on SMART Goals (Specific, Measurable, Attainable, Relevant and Timely)

2. How do we reach our goals?

3. What benchmarks can we set to ensure we get there?

4. How will we know we have been successful?

3. Incoming officers prepare for term

☐ The outgoing President should introduce the incoming President to the group's advisor. If an SGSO or USO, have the advisor sign a new advisor agreement (found on beINvolved). You will need this for re-registration on beINvolved.

☐ Re-register your organization on beINvolved (re-registration opens in mid-late March)
   o All USOs and SGSOs *must* re-register and upload newest versions of constitutions and advisor agreements.

   o Enter incoming officer information to update your roster. Other members will be added to the roster in the fall after call-out meetings.

   o As part of the re-registration, SGSOs will also sign the SGSO agreement (found here: https://policies.iu.edu/doc/2019-self-governed-students-organization-agreement.pdf)

4. Outgoing officers prepare and submit annual compliance report (due mid-April; see page 34 of this handbook).

Compliance Reports

To maintain good standing with the Leonard D. Fromm Office for Student Affairs, all student organizations will be asked to submit a compliance report at the end of the academic year. This report not only supplies the law school with important information about your organization's leadership and activities, but also serves as a critical tool for a smooth transition of leadership from one year to the next.

The outline below contains the information that will be requested of your organization. The Associate Director for Student Life will share a fillable form that you will complete and submit by the deadline listed on your Student Organization Leader Canvas page.

1. Group information
    i. Group name
    ii. Classification
    iii. Group email
    iv. Faculty advisor name and email
    v. Outgoing and Incoming Executive Board Information (title, name, class year, email)
2. Web Presence (links to websites and social media accounts)
3. Financial information
    i. Amount/frequency of dues
    ii. Amount requested from OSA
    iii. Amount received from OSA
    iv. Amount fundraised
    v. Total spending
4. Bank Account Information (SGSO Only)
    i. EIN
    ii. Name of banking institution
    iii. Name of organization as it appears on account
    iv. Name(s) of people currently authorized on account
    v. Mailing address associated with account
    vi. Are you registered as a vendor with Buy.IU?
5. Cash on Hand (LSO only)
6. National / Outside Affiliation
7. Faculty Advisor Involvement
8. Alumni or employer involvement
9. Re-Registration with SILC (USO and SGSO only)
10. End-of-Year Transition Plan: date of election and description of meetings
11. Annual Event Information: frequency of Executive Board and general body meetings; marketing; list of all 2019-2020 events and activities (date, title, type, attendance, cost)
12. Updates: Maurer website; Advisor; Other
13. Attachments: constitution; bylaws; membership list (names, emails, leadership positions)
14. Certification: President and Faculty Advisor

Appendix

Alcohol Policy for Law Student Organizations and Participants

1. **On Campus**. Alcoholic beverages cannot be served or provided by student organizations of any classification at events at the law school or on university property. On very rare occasions, exceptions may be made with prior approval of the Office of Student Affairs.

2. **Off Campus**. Student organizations may serve alcoholic beverages at their events at third-party vendor locations where licensed bartenders or servers provide the alcohol. Student organization leaders or event planners must provide notice to the Office of Student Affairs before the events is scheduled or advertised.

   a. **Cost**. Student organizations are allowed to offer alcoholic beverages with paid admission to the event (i.e. drink tickets) or by separate payment by the attendee (i.e. cash bar). Alcoholic beverages may not be provided free to students in unlimited quantities (i.e. open bar).

   b. **Non-alcoholic alternatives**. Student groups must provide water, non-alcoholic drinks, and food at no charge to students at events where alcohol is provided.

3. **Student Organization Classifications.** This policy, in addition to other governing law school policies, shall apply to all law school-affiliated student groups (LSO, SGSO, USO). Student groups should consult the guidelines and rules governing their particular organization status for further guidance and possible additional restrictions on providing alcohol at an event they plan to hold.

   a. **Law Student Organizations (LSO).** LSOs must act in accordance with this policy, in addition to other governing law school policies.

   b. Self-Governed Student Organization (SGSO)

      i. In addition to this policy and other governing law school policies, SGSOs must act in accordance with:

         1. Indiana University's policy on the Student Organizations, STU-01;[15]

         2. The "Self-Governed Student Organization" agreement between the organization and the Trustees of Indiana University

      ii. The Office of the General Counsel does not view SGSOs as official agents or representatives of the university; therefore, university liability insurance does not cover SGSO events.

      iii. Officers or members planning and hosting the event would be individually liable for any violations of law or injuries resulting from potential alcohol use.

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[15] Available at https://policies.iu.edu/policies/stu-01-student-organizations/index.html

iv. SGSOs are encouraged to consult available University resources for insurance and to mitigate liability. Limited insurance coverage may be available through the Student Involvement and Leadership Center.

c. **University Student Organizations (USO)**

i. In addition to this policy and other governing law school policies, USOs must act in accordance with Indiana University's policy on the service of alcohol, FIN-INS-10[16].

4. **Student Conduct**. All student conduct is governed by the Code of Student Rights, Responsibilities and Conduct[17], and the law school's Academic Regulations[18], in addition to expectations of professional conduct for admission to the bar.

5. Reimbursement. The cost of alcohol at events cannot be reimbursed by the School, the Office for Student Affairs or by the Student Bar Association.

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[16] Available at https://policies.iu.edu/policies/fin-ins-10-service-alcohol/index.html
[17] Available at https://studentcode.iu.edu/
[18] Available at https://www.law.indiana.edu/student-life/student-affairs/assets/academic-regulations.pdf