



THE UNIVERSITY OF
MEMPHIS®

Cecil C. Humphreys School of Law

**LAW SCHOOL STUDENT
ORGANIZATION
HANDBOOK
2018 – 2019**

TABLE OF CONTENTS

1	INTRODUCTION	5
2	STUDENT ORGANIZATIONS: AN OVERVIEW	6
3	HOW TO BECOME A STUDENT ORGANIZATION	7
	BECOMING A LAW SCHOOL STUDENT ORGANIZATION	7
	BECOMING A UNIVERSITY OF MEMPHIS REGISTERED STUDENT ORGANIZATION	7
	STARTING A NEW STUDENT ORGANIZATION	7
4	BUILDING LOGISTICS	8
	LOCKERS	8
	MAILBOXES	8
	OFFICE KEYS	8
	PROMOTIONAL TABLES	8
5	PLANNING AN EVENT	8
	PLANNING	8
	COMMUNICATION WITH LAW FIRMS, GUESTS, AND OTHER PROFESSIONALS	8
	DISTINGUISHED GUEST APPROVAL PROCESS	9
	POLITICAL ACTIVITIES	9
	EVENT LOGISTICS	10
	ALCOHOL	10
	ATTENDEES	10
	CANCELING OR RESCHEDULING AN EVENT	10
	FACILITIES REQUESTS	10
	FOOD	10
	FOOD/CATERING EXPENSE REQUEST FORM	11
	THE PARKING PASSES	11
	ROOM CLEANUP	11
	ROOM RESERVATIONS	11
	TECHNOLOGY REQUESTS	12
6	PUBLICIZING YOUR EVENT	12
	ROLE OF THE PUBLIC RELATIONS REPRESENTATIVE	12
	INTERNAL PUBLICITY	12
	ON LEGAL GROUNDS	12

LAW SCHOOL STUDENTS CALENDAR	12
MONITORS	13
CLASS FACEBOOK PAGES	13
BULLETIN BOARDS	13
RESTRICTIONS ON INTERNAL PUBLICITY	13
EXTERNAL PUBLICITY	13
LOGO USAGE & PROFESSIONAL DESIGN	13
MEDIA REQUESTS	14
SOCIAL MEDIA	14
WEBSITE	14
PHOTOGRAPHY	14
CAMERA CHECKOUT PROCEDURE	14
 <u>7</u> <u>MANAGING A STUDENT ORGANIZATION</u>	 <u>15</u>
 TIGERZONE	 15
ONLINE VOTING	15
MEMBERSHIP AND ROSTER MANAGEMENT	15
DOCUMENT/FORM MANAGEMENT	16
ATTENDANCE MANAGEMENT	16
 <u>8</u> <u>FINANCES</u>	 <u>16</u>
 CONTACT INFORMATION FOR FINANCIAL MATTERS	 16
BANK ACCOUNTS	16
FUNDRAISING	16
HANDLING MONEY	17
REIMBURSEMENT	18
SOURCES OF FUNDING	18
OPERATIONAL ASSISTANCE FUNDING	18
STUDENT EVENT ALLOCATION FUNDING	18
STUDENT TRAVEL FUNDING	19
OFFICE OF DIVERSITY FUNDING	19
TAX-EXEMPT STATUS	19
 <u>9</u> <u>CONTRACTS</u>	 <u>19</u>
 <u>10</u> <u>LIBRARY LIAISON</u>	 <u>19</u>
 <u>11</u> <u>FUNDRAISING</u>	 <u>19</u>
 CONTACT INFORMATION FOR FUNDRAISING	 19
OBTAINING APPROVAL TO SOLICIT FUNDS	20
THE ROLE OF THE DEVELOPMENT OFFICE	20
MONEY AND REIMBURSEMENT OF EXPENDITURES	20

<u>12</u>	<u>TRANSITIONING YOUR ORGANIZATION</u>	<u>21</u>
<u>13</u>	<u>HELPFUL LAW SCHOOL CONTACTS</u>	<u>22</u>
<u>14</u>	<u>APPENDICES</u>	<u>23</u>
	APPENDIX A – SAMPLE EMAIL INVITATION TO SPEAKER	23
	APPENDIX B – SAMPLE LOGISTICS EMAIL FOR SPEAKER	23
	APPENDIX C – SAMPLE THANK YOU EMAIL TO SPEAKER	24
	APPENDIX D	25

1 INTRODUCTION

Dear Student Leaders,

Much of the strength, richness and diversity of the Memphis Law experience is due to the leadership, hard work and thoughtful programming of our student organizations. The Law School Faculty and Staff and I are here to support your work in as many ways as possible – from assistance with event planning and room reservations to thinking through fundraising to publicity to helping you manage your finances. We work to marshal the many resources of the Law School and the University on your behalf. This Handbook is a guide to the policies and resources of the Law School and the University of Memphis as a whole. We eagerly look forward to working with you and your groups to make your time at Memphis Law the meaningful, vibrant, and fun experience we hope it will be.

Fondly,

A handwritten signature in blue ink that reads "Meredith Aden". The signature is fluid and cursive, with the first name "Meredith" being more prominent than the last name "Aden".

Meredith Aden, J.D., LL.M.
Assistant Dean for Law Student Affairs
University of Memphis, Cecil C. Humphreys School of Law

2 STUDENT ORGANIZATIONS: AN OVERVIEW

Student Organizations at Memphis Law are among the most important drivers of students' lives and experiences during their time at the Law School. Student Organizations are shaping the public conversation, providing social spaces, mentoring and guiding students, and creating communities. This is important work that requires a real dedication of time, effort, and energy.

Managing a Student Organization is akin to managing a small not-for-profit organization, and like managing a not-for-profit, requires a combination of vision, dedication, financial oversight, flexibility, and the ability to plan and then execute those plans.

As you think about the upcoming year, the questions below might serve as a helpful guide for you to implement your vision. Sit down as a board and consider some of the following:

WHAT ARE OUR GOALS FOR THIS YEAR?

What would we like to achieve and how would we like to make our mark on Memphis Law? What is our vision for our organization? Why did we choose to dedicate our free time to this organization?

WHAT ARE THE EVENTS THAT WE WOULD LIKE TO HOLD?

Do we want to plan a major event? Should we stick with smaller events only? How does planning for a major event differ from planning for a smaller event? How should we schedule our events over the course of the year? Are there other groups who might be a natural partner for any of these events? Should an event be social, academic, professional, or some combination of the above? How much will a given event cost? What faculty members might be invited to participate in a given event? What outside speakers? What are the logistics of inviting outside speakers to an event? How should responsibility for an event be allocated within the organization?

HOW WILL WE MANAGE THE FINANCES OF OUR ORGANIZATION?

What is the estimated total cost of our events for the year? How will we get funds? Will we seek funding from the Student Government Association, or will we fundraise from outside sources, or hold internal fundraisers such as a bake sale? Will we be selling tickets to events, or charging membership dues? Who will be in charge of finances? How will we keep up with our reporting responsibilities and track money spent or deposited?

HOW WILL WE MANAGE THE ORGANIZATION?

How should responsibility be allocated within the board? How should tasks be delegated to the membership? How should we attract and involve 1Ls? How can we create structure within the organization to help manage things?

3 HOW TO BECOME A STUDENT ORGANIZATION

BECOMING A LAW SCHOOL STUDENT ORGANIZATION

To become a Law School Student Organization:

1. Update the 2018-2019 [Student Organization Directory](#) with any changes to your officers for the organization including name, title, and email address for each.
2. Provide a copy of your Student Organization constitution and office number to the Dean of Students' Office. Attend mandatory a Student Organization Training for law Student Organizations.
3. Designate a [Student Organization PR Representative](#) for your organization.

Upon completing these requirements, the Public Relations Representative for your organization will be provided with a login and password to post events and announcements for [ON LEGAL GROUNDS](#) on behalf of your organization.

BECOMING A UNIVERSITY OF MEMPHIS REGISTERED STUDENT ORGANIZATION

In addition, each year all Student Organizations must register or re-register with main campus's Registered Student Organization (RSO) website in order to be recognized by the University.

Note: you must re-register each year even if your organization has previously registered and received approval. You can register [here](#).

The benefits of registering include access to Student Government Association Funding and access to [TigerZone's](#) electronic voting and organization management tools.

Please review the registration checklist [here](#) before registering to ensure that you have all the information you need to complete the process. Keep this information handy to pass along to next year's officers for registration.

In addition, you must have the organization's constitution/bylaws available for upload to complete the registration process.

You must also complete and submit the Advisor Verification Form to finish the registration process. You can access the form [here](#).

Finally, you must attend a separate, required training for RSOs conducted by the main University of Memphis Office of Student Leadership and Involvement in order to be eligible for any funding from the university.

STARTING A NEW STUDENT ORGANIZATION

You can find useful information about starting a new Student Organization [here](#), including information about creating a constitution and bylaws.

4 BUILDING LOGISTICS

LOCKERS

If your student organization does not have a designated office space but needs some secure storage space, you may request a locker from the Assistant Dean for Student Affairs' Office. Lockers for student organizations are free, but must be cleaned out and re-requested each year.

MAILBOXES

Each student organization has a designated mailbox in the student mailbox area of the basement. Mail received for your organization will be placed in your organization's mailbox once it is received.

Please designate someone from your organization to check your organizations mailbox each week.

OFFICE KEYS

If your organization has a designated office space, you must check out keys at the beginning of each academic year and return them at the end of the academic year. (This does not include Law Review or Moot Court).

Organizations should also clean out old papers and materials each academic year to avoid an excess of old paperwork.

PROMOTIONAL TABLES

Registered Law Student Organizations may conduct table sits outside of the Student Lounge. Please be sure to remove your belongings each day and to leave the space as you found it. Please be sure to use the rolling tables in the lobby, but ensure that you pick the tables up to move them, as dragging them and chairs can cause damage to the floors in the lobby.

5 PLANNING AN EVENT

PLANNING

Communication with Law Firms, Guests, and other Professionals

Remember that students represent the Law School in dealings with attorneys, judges, alumni, law firms, and other professionals. Keep in mind that working professionals are accustomed to prompt responses to correspondence, so it is important to make sure that members respond to email correspondence as soon as is reasonably possible, even if simply to acknowledge that the message has been received and will follow up with a more detailed response at a later date.

In addition, please remember to use a respectful and courteous tone in all written correspondence. Specifically, use salutations (Dear, To Whom It May Concern, etc.), titles (Professor, Judge, Ms., Mr., etc.), and closings (Sincerely, Best Regards, etc.). Also make sure that any outgoing correspondence is carefully

proofread before it is sent out. Sloppily written emails can leave a guest or law firm with a negative impression of the writer and the Law School. For a sample email invitation to a guest speaker, please see Appendix A.

Once a guest accepts an invitation to the Law School, remember to confirm the event with the speaker again at least 10-14 days prior to the date of the event. In that confirmation, be sure to inform the guest of any necessary logistical details (driving directions, where to meet a Student Organization's members, parking arrangements, food accommodations, etc.). For a sample guest speaker logistics email, please see Appendix B.

Finally, be sure to send the guest a written thank you after the event. For a sample thank you email, please see Appendix C.

Failure to adhere to these communication guidelines not only may reflect poorly on the Law School and law students, but also may jeopardize opportunities for the Law School and/or Student Organizations to work with a guest, law firm, or organization in the future.

Distinguished Guest Approval Process

Student Organizations wishing to invite Judges or other dignitaries to the Law School for events should request permission or a letter of invitation from Interim Dean Schaffzin prior to contacting the prospective attendee.

Political Activities

As a tax-exempt organization under Section 501(c)(3) of the tax code, the University is prohibited from participating in political campaign activities. Although the University may, consistent with its purposes, engage in and sponsor debate and discussion of political issues, the support of individual candidates, campaigns or political parties is prohibited.

The University may not endorse any candidates, make donations to any politician's campaign, issue statements for or against any candidate, or engage in any activity that would either support or oppose any candidate for public office. Furthermore, no political fundraising may occur on the University's campus, in the name of the University, or through the use of University e-mail accounts. These prohibitions apply to all campaigns, including those at the federal, state, and local levels.

During election years, it is particularly important that Student Organizations be mindful of the University's policy regarding political campaign-related activities. If a Student Organization plans an event focusing on an election or working with an individual currently running for political office, please discuss it ahead of time with the Assistant Dean for Student Affairs.

EVENT LOGISTICS

Alcohol

The University of Memphis prohibits the use of drugs or alcohol by students on all campuses, including the Law School campus. You can find more information about this policy [here](#). Students are advised not to plan events at the Law School at which alcoholic beverages will be served or consumed.

Attendees

For events involving those not in our Law School community, you must provide a list of attendees and information about the event (date, time, organization, description of event) to the security desk *before* the beginning of the event.

Canceling or Rescheduling an Event

Please notify Ann Onidas as soon as possible if you cancel an event and no longer need the space to be reserved so we can make the space available to others.

Facilities Requests

If you need assistance with classroom setup or building logistics, please contact [Ms. Onidas](#). Please provide Ann with detailed information regarding your event at least a week before the scheduled begin date. She can help you coordinate with physical plant to create a work order if you need to rearrange furniture, etc. Please do not move any furniture on your own!

Work orders must be entered in advance for all Law School events that require custodial or maintenance personnel to move furniture during setup or breakdown. A work order must also be entered for all events that require custodial or maintenance staff to work after 4:30pm weekdays or to work weekends.

Food

The University has a contract with Aramark, a catering service, and you are required to use Aramark to cater events.

There are two routinely used exceptions to this policy that apply to Student Organizations:

1. If the cost of food (including donations) for the individual event is less than \$500, you can order from an outside vendor (such as Panera, Chick fil A, etc.).
2. If you order pizza. (There is no limit to the dollar value of pizza and accompanying sides you can order).

If you need to place an order for more than \$500 and do not want to order pizza, you need to use Aramark. You can find a link to the website where you can order food from Aramark [here](#). Please note that there is always an additional fee of \$50 for delivery to the Law School. It is possible to seek an exception to

the Aramark contract, but these are rarely granted, and there is as formal review process. You can apply for an exception [here](#).

Please make sure you alert the security desk when you have a food order being delivered to the Law School for an event or meeting. All Student Organizations must have a representative available when the food is delivered. The security desk is not responsible for finding students when food is delivered.

If you have questions or need assistance with ordering food, contact [Ann Onidas](#).

Food/Catering Expense Request Form

[This form](#) is only required if you are seeking reimbursement from the Law School for your food expenses. If you are using your own student organization accounts to purchase the food, you do not need to submit this form.

Student organizations should use this form to request funding for the purchase of meals or food items for all Law School supported programs, activities, and meetings. Request forms must be submitted ten (10) business days in advance of the event. If the event requires a contract, they should submit this form along with the contract thirty (30) business days in advance of the event. If this form is not submitted according to these guidelines, availability of funds cannot be guaranteed.

The requestor and advisor will receive email notification as to whether the request was approved or denied within 24 hours of submission of the form.

The Parking Passes

Email [Ann Onidas](#) to request a parking pass for your visitor. Please include the name of the event, the organization(s) sponsoring the event, and the date(s) and time(s) you need parking passes.

Room Cleanup

Students are expected to leave rooms in the good condition, and to contact the maintenance staff make arrangements to dispose of or remove extra food, etc.

Room Reservations

Use the Law School's internal room reservation calendar to find a date for your event and to request a room. You can access the internal calendar (Virtual EMS) [here](#). You can also access this calendar via the calendar link on the lower left side of the Law School home page.

See instructions for using EMS to view room availability and for requesting space [here](#).

All events taking place in any room at the Law School must be requested via EMS. Even if your event is in a large space such as the Reading Room (4th floor) or the Student Lounge, you must request use of this space via the EMS system or by emailing [Ann Onidas](#) directly. If you are having an event that is not listed on

the EMS calendar (off campus, for example), please ensure that there is information on On Legal Grounds about it or please provide information about it to Ann Onidas in Dean Schaffzin's office.

Technology Requests

For assistance with technology requests (microphones, audio-visual equipment, etc.) contact [Andrew Hughes](#) *at least three days prior* to the event with your request. Be sure to include specifics about what you need, and when, and where).

6 PUBLICIZING YOUR EVENT

ROLE OF THE PUBLIC RELATIONS REPRESENTATIVE

Each organization should designate an officer to serve as the organization's Public Relations Representative. This officer is responsible for internal and external publicity and will be the official publicity account holder for purposes of that student organization.

Student Organizations will not have access to [ON LEGAL GROUNDS](#), the monitors around the building, or the class Facebook pages until officially registered according to the instructions in this Handbook.

Options for internal publicity include:

INTERNAL PUBLICITY

ON LEGAL GROUNDS

ON LEGAL GROUNDS is the Law School's internal events and announcements blog, and is the primary method of communicating information about events and activities to students.

Each Student Organization's Public Relations Representative will be given access to [ON LEGAL GROUNDS](#) upon Registration. PR Representatives will be provided with [BLOG POSTING GUIDELINES](#) and are responsible for ensuring that any postings are compliant with the guidelines. Student Organizations who violate the [BLOG POSTING GUIDELINES](#) may have their access to internal publicity suspended.

Law School Students Calendar

Once your room is booked and event details are entered into the EMS calendar system your event will be publicized on the [Law School Students Calendar](#). Make sure to only select Law School Students Calendar and unselect UofM Main Calendar and Cecil C. Humphreys School of Law Calendar when viewing this calendar.

You must select "Law School Student Activities" as the event type when making your EMS room reservation request for your event to be displayed on this

calendar. Please see Event Logistics section of this handbook for more information.

Monitors

Once your organization is registered, you may submit slides to be included on the monitors around the building. To submit a slide to be displayed on the monitors please follow the instructions [here](#).

Class Facebook Pages

The Public Relations Representative for your Student Organizations may ask for access to post on the Law School's class Facebook pages. To receive access, contact [Penny Rogers](#) in the Office of Admissions.

Please note that only the official Public Relations Representative for each organization will be given access to the class Facebook pages.

Bulletin Boards

SBA, Moot Court, and Law Review have their own bulletin boards in the lobby. In the elevator lobby on the South side of the building, there is another bulletin board that is available for other Student Organizations to use for publicity.

Abby Gardner in Room 262 has the key to all the bulletin boards should you need to change or update the content. Please return the key immediately upon making changes to the bulletin boards.

Restrictions on Internal Publicity

Students and Student Organizations may only post flyers around the building in designated locations. Designated locations are limited to the official bulletin boards, unofficial boards in the basement near the lockers and mailboxes, and the student lounge. Students and Student Organizations may not post flyers in other locations, including in and on walls or classroom doors.

EXTERNAL PUBLICITY

External publicity inquiries should be directed to the Law School's Director of Communications, [Ryan Jones](#) in Room 268.

Logo Usage & Professional Design

Any use of the University or Law School logos must be approved by Ryan Jones.

Student Organizations are to utilize Tiger Copy and Graphics if they want professional design services. They do charge a fee. The product will still need to be approved by Ryan Jones or the main campus Office of Marketing and Communications.

There are existing templates for branded marketing materials that can be used if an RSO member has design capabilities. They can be found [here](#).

Media Requests

Student Organizations are to notify Ryan Jones of any press or media inquiries that they receive. Students can utilize any existing personal relationships with reporters that they may have but they still need to notify Ryan Jones when doing so. Additionally, they should not reach out to the media as representatives of the Law School or University.

Students are not allowed to invite members of the media on to campus. If any media representatives do arrive at an event unannounced, they cannot film or record in the building without the permission from [Ryan Jones](#) or the main campus Office of Marketing and Communications.

Social Media

Student Organizations that would like to have their event information shared via the Law School's social media channels should send the information to Ryan Jones, formatted and grammatically correct upon submission, along with any photos, flyers or invitations that go along with the announcement. This should be done at least 24 hours prior to the event.

Website

If you would like to update your Student Organization's page on the Law School website, please contact Ryan Jones with the changes you would like to make. Please ensure that any text is formatted and grammatically correct upon submission, along with any photos or other attachments that need to be added to the page.

PHOTOGRAPHY

The Office of the Dean now maintains a professional-grade digital camera available to checkout at no cost to faculty, staff and Student Organizations. The primary purpose of this equipment checkout is to enhance and document Law School-related events and activities to build relationships, provide content for social media or marketing efforts or historical documentation. The specific organization hosting an event or setting up a photoshoot is responsible for checking out and using the equipment, as well as returning it in a timely fashion and in working order. The Student Organization is also responsible for noting the specific photos that correspond to their event and relaying the name of that event and the date it occurred on the checkout log.

Camera Checkout Procedure

1. The camera and its accessories will reside with the Ann Onidas, the Dean's Assistant. To check out the camera for an event, you must sign it out in the "Camera check-out log." This will be kept in a binder in the Ann Onidas' office.
2. Maximum length of checkout is 48 hours, and in the case of a weekend event, the camera must be returned the following Monday before Noon.

Only a Law School faculty or staff member, or a Student Organization leader or designated member of that organization, may checkout and use the camera.

3. The camera is preset to its full AUTO settings, so please do not change the settings unless you know how to restore them to their preset condition. There is a full instruction manual in the binder with tabs noting the preset AUTO features and instructions to set them.
4. The camera may only be used for Law School-related events and activities; it is not for personal use.
5. You will need to record your name, your Student Organization, the event name and date, and the estimated length of checkout when filling out the checkout form. MAKE NOTE: Upon checking the camera back in, you will need to note on the form the photo range for the photos from your event (i.e. Photo 001 – 035) and the name of your event on the form.
6. Ann Onidas will transfer the photos from the camera onto a shareable platform ONCE PER WEEK. The Communications Director will then screen those photos and upload them to the Law School's official Flickr account and send the necessary party a shareable link. You will then be able to download any photos or share them with anyone you like.

This checkout policy is subject to change or adaptation as we test things out. Please let us know if you see areas for improvement.

7 MANAGING A STUDENT ORGANIZATION

TIGERZONE

[TigerZone](#) is the University of Memphis's official Registered Student Organization management site. Registration through [TigerZone](#) (and RSO training) is required in order for Student Organizations to be officially registered with the University of Memphis and to be eligible for financial support through the Student Government Association. It also contains many helpful features to manage your Student Organization including:

Online Voting

Students are encouraged to use [TigerZone](#) to conduct secure, online elections.

Membership and Roster Management

Students can manage their membership and rosters via [TigerZone](#). They can set up email groups for various constituencies.

Interested students can also join organizations via [TigerZone](#).

Document/Form Management

Student Organizations can preserve important information and documents on [TigerZone](#) to provide access to important information and forms to members and to ensure the smooth transition of the organization from year-to-year.

Attendance Management

Student Organizations can track attendance using the Event Check-In App. Instructions are available [here](#).

8 FINANCES

CONTACT INFORMATION FOR FINANCIAL MATTERS

The contact for fiscal procedures for Law School RSOs is [Chris Whitehead](#), Business Officer, Room 267, 901-678-1657.

Contact Chris Whitehead for the following:

1. Anything related to purchases from Student Organization accounts.
2. Reimbursements from the school to the Student Organizations.
3. Where appropriate, when Student Organizations have questions regarding travel-related assistance/reimbursement.
4. MUST have ANY contract approved by Chris.

BANK ACCOUNTS

Organizations may pursue any of the following in regards to managing organization funds:

1. Set up an account with an off-campus financial institution such as First South Credit Union – University of Memphis branch
 - a. Organizations using this option should take precautions to employ proper financial management procedures
 - b. RSO Advisors should not be listed as signatories on the accounts, though they may be reviewers.
2. Work with the Bursar's office to use Marketplace [an on-line system that will allow members to pay dues or deposit any other organization revenue with a credit or debit card]. Please note that an on campus account is required for Marketplace.
3. Work with the Business Officer, Chris Whitehead, to set up an on-campus account

FUNDRAISING

Students seeking to raise money for their organizations should seek approval from the Law School's Director of Development, [Archie Shelton](#), before undertaking any fundraising efforts.

See Fundraising information below for more information.

HANDLING MONEY

1. Law School Student Organizations are strongly discouraged from collecting cash or checks. It is preferable to use an electronic means of transfer that can be tracked.
2. RSOs intending to collect money should obtain the following: a safe/cash deposit box, deposit bags for large types of money, a register/pre-numbered receipt book, counterfeit money detector, a change fund, if necessary, a check endorsement stamp, if necessary
3. Determine the plan for transportation of money to/from location of event. Make an approved list of people who will be handling the cash/currency.
 - a. First South has a dropbox at their current Highland location.
4. Student Organizations should prepare a collection process when receiving/handling cash at events. These items should be considered in the process:
 - a. Only one person per cash box/register
 - b. Check all dollar bill denominations \$20 and over with counterfeit pen.
 - c. Log every transaction via the receipt book.
 - d. Keep cash on hand to a minimum.
5. If collecting checks:
 - i. Be sure name on check matches customer's ID
 - ii. Endorse back of the check immediately with "For Deposit Only"
 - iii. Keep a log of all checks collected
 - iv. Be sure the written amount on the check matches the number amount on check.
6. Reconciling: RSOs should ensure that the amount of money on hand is equal to the total sales of items/donations collected.
 - a. The cash box/register should be reconciled against the receipts for that shift in order to identify any discrepancies.
 - b. Should have at least one independent person count the total cash collected prior to making any deposits.
 - c. Cash should be counted out of sight in a secure location.
7. Depositing: RSOs should deposit any funds that are received into the Student Organization's banking account.
 - a. Make your deposits as quickly as possible. Do not wait to deposit money.
 - b. Be sure to transport cash in a discrete, non-see through bag.
 - c. Should always walk/travel in a group when making a deposit.
 - d. If depositing funds into a University account, advance arrangements/set-ups must be established with the Business Officer, Chris Whitehead.

REIMBURSEMENT

Students who need to be reimbursed for expenditures should contact [Chris Whitehead](#) about reimbursement. Please check with him before you spend any money to make sure the expense you are considering can be reimbursed and how.

Students seeking reimbursement for food/catering expenses need to timely submit the [Food/Catering Expense Request Form](#).

SOURCES OF FUNDING

The Law School does not have funds available to support Student Organizations. Funding is available from the main campus via the following procedures.

Operational Assistance Funding

The University provides up to \$400 each semester (Fall and Spring) in operational funding for registered Student Organizations. The funding is available on a first-come, first-served basis until that semester's fund is depleted. Therefore, it's to your organization's advantage to submit any requests for operational funding as early in the semester as possible to ensure funds are still available.

Funds can be used for the following:

1. Placing ads in the Daily Helmsman (student newspaper)
2. Making copies, signs, banners, etc. at Tiger Copy and Graphics
3. Using mail services (for sending mail only, not for stamps);
4. Business cards; and
5. Buying office supplies for the organization in the campus bookstore.

Funds cannot be used for the following:

1. Food;
2. Gifts;
3. Off-campus vendors; and
4. Reimbursement of money you have already spent.

You can apply for Operational Assistance Funding [here](#).

Student Event Allocation Funding

Registered Student Organizations can also apply for funding for special events and speakers. There is a proposal process that the organization must complete, and proposals must be submitted a semester in advance of the event. A selection committee decides which events to fund.

You can find out more information about the proposal and selection process for student event allocations [here](#).

Student Travel Funding

Funds are also available from the SGA for travel to conferences and conventions.

You can find the current applicable deadlines and apply for SGA Travel Funding [here](#).

Please note that there is a priority deadline early in each semester. Applying by the priority deadline creates the best opportunity to receive maximum funding. Applications for travel funding must be submitted at least 14 days in advance to be considered for funding.

Requests to the Law School for travel funding will receive only partial funding if a request has not been submitted first to the Student Government Association.

Office of Diversity Funding

The Office of Diversity has a limited budget to support Student Organizations with diversity-related missions or with diversity-related programming. You can find more information about Diversity Resources [here](#).

Contact [Professor Demetria Frank](#), Director of Diversity, for more information about the requirements and application process.

TAX-EXEMPT STATUS

All official University-recognized LSSOs (including RSOs) qualify as tax-exempt organizations under Section 501(c)(3) of the tax code. Contact [Chris Whitehead](#) to obtain a copy of the letter required by most establishments to demonstrate proof of tax-exempt status at the time of purchase.

9 CONTRACTS

Student Organizations are extensions of the University of Memphis. Student Organizations their student members may not enter into any contracts on behalf of their organization without approval. If your organization needs to sign a contract for a venue or other services, please contact [Chris Whitehead](#) well in advance of your event so that he can obtain the necessary approvals – including the Office of University Counsel – on campus.

10 LIBRARY LIAISON

[Steve Richardson](#) is the Library's Liaison for Student Organizations. Contact Steve if you need help with research for a panel or presentation your organization is preparing or for other library/research needs you may have.

11 FUNDRAISING

CONTACT INFORMATION FOR FUNDRAISING

The contact for student fundraising at the Law School is [Archie Shelton](#), Director of Development, Room 270, 901-678-4726.

The Cecil C. Humphreys School of Law at The University of Memphis understands that Student Organizations may wish to seek external funds to support initiatives related to their work and studies at the Law School.

The School of Law benefits greatly from the financial support of many of our alums, law firms, and Corporate Sponsors in the Greater Memphis Community, as well as other areas around the state and throughout the country. Therefore, all fundraising initiatives must be coordinated with the Director of Development of the Law School.

This document outlines the policies and procedures our Student Organizations must follow to solicit prospective donors for financial support.

OBTAINING APPROVAL TO SOLICIT FUNDS

Anytime your organization has a fundraiser, ticket sales, charity events, or anything that money is taken for, you must complete two forms. This includes dues collection & any sort of t-shirt sales.

1. Complete the [AUTHORIZATION REQUEST FOR SOLICITATION OF FUNDS BY A STUDENT ORGANIZATION FORM](#) and submit that to the Director of Development at the Law School, [Archie Shelton](#).
 - a. This form must be completed before taking any money.
 - b. Schedule a meeting with the Director of Development at the Law School, and bring the completed Authorization Request to the Director of Development, [Archie Shelton](#).
 - c. Please make sure you have the correct information, that it aligns with the strategic plan of the Law School, and that you contact the Director of Development with updates or relevant information about our donors in the Memphis community.
2. After your event, complete the [SOLICITATION OF FUNDS – FINANCIAL STATEMENT](#) and submit it to the Director of Development, [Archie Shelton](#). This form should show the total dollar amount raised.

THE ROLE OF THE DEVELOPMENT OFFICE

1. Oversee all fundraising operations and develop strategic plans to raise funds.
2. Ensure that we take a donor-centered approach in all fundraising initiatives.
3. Ensure that money raised is solely for the benefit of the Law School.
4. Ensure proper communication of message to donors.
5. Ensure that you are contacting the right person, and for the correct amount.
6. Provide an understanding of how donors can make a gift to the Law School.
7. Provide information on how to work with Annual Giving on any crowdfunding initiatives.

MONEY AND REIMBURSEMENT OF EXPENDITURES

1. All money raised must be deposited into a University of Memphis Foundation Account.

2. If your Student Organization does not have a Foundation Fund Account, we will establish one for you.
3. Money from this fund must:
 - a. Be used for the means and purposes established in the fund agreement
 - b. Be paid for in advance with reimbursement given for the exact amount of receipt.
 - c. Be for a vendor that will invoice the University of Memphis Foundation for the needs of the Student Organization.
4. You must turn in all receipts into the Business Officer of the Law School, [Chris Whitehead](#), for reimbursement.

Please note that the Office of Development will not be an active participant in your fundraising initiatives, but we are happy to provide support and guidance in a way that will assist in your success.

12 TRANSITIONING YOUR ORGANIZATION

You should begin planning for the transition of your organization as soon as you assume office. Keep detailed notes and records, and organize them so that you can pass them along to the student who takes over for you next year.

You can find a [STUDENT ORGANIZATION TRANSITION GUIDE](#) in Appendix D.

13 HELPFUL LAW SCHOOL CONTACTS

Contact	Title	Areas of Support	Office
DEAN ADEN	ASSISTANT DEAN FOR STUDENT AFFAIRS	Internal publicity & general support	258
ANN ONIDAS	ASSISTANT TO DEAN SCHAFFZIN	Room reservations, building logistics, and parking passes	275
ARCHIE SHELTON	DIRECTOR OF DEVELOPMENT	Fundraising	270
ANDREW HUGHES	AUDIO-VISUAL SERVICES COORDINATOR	A/V assistance	218
LAVAIRE LOCKHART	DIRECTOR OF INFORMATION TECHNOLOGY	IT assistance	207
ABBY GARDNER	ASSISTANT TO DEAN ADEN	Registration & monitors	262
PROFESSOR DEMETRIA FRANK	DIRECTOR OF DIVERSITY	Diversity programming & diverse Student Organizations	368
CHRIS WHITEHEAD	BUSINESS OFFICER	Financial assistance, food request forms, reimbursement, travel, & accounts	267
RYAN JONES	DIRECTOR OF COMMUNICATIONS	External PR, logo usage, social media, & website	268
STEVE RICHARDSON	LIBRARY LIAISON	Library/Research	111B
PENNY ROGERS	ADMISSIONS ASSISTANT	Access to class Facebook pages	252

If you are not sure where to go with a question, please ask Dean Aden or Abby Gardner and they will be able to point you in the right direction if they can't assist you themselves.

14 APPENDICES

APPENDIX A – SAMPLE EMAIL INVITATION TO SPEAKER

Dear Mr./Ms./Professor/Judge [LAST NAME],

On behalf of the University of Memphis School of Law chapter of [name of organization], I would like to invite you to the Law School to speak on [topic/panel]. Our organization would like to host a program on [topic] on [X date or dates] at [time], and given your expertise in that subject matter, we hope that you will be able to join us for the event.

We would be honored if you would accept this invitation to join us for this event. Please let me know at your convenience if you will be able to join us for the event, and please do not hesitate to contact me via this email address or at [phone number] if you have any questions about the event.

Sincerely,

Name

Title (President, IPLS, etc.)

APPENDIX B – SAMPLE LOGISTICS EMAIL FOR SPEAKER

(TO BE SENT 10-14 DAYS IN ADVANCE OF THE PROGRAM)

Dear Mr./Ms./Professor/Judge [LAST NAME],

We look forward to hosting you here at the University of Memphis School of Law soon. Below, please find information on your talk on [Day], [Date].

I have attached a parking pass for you to use during the event.

Please let me know if you have any questions, whether you have any objections to the proposed title, and the answers to the questions below.

We are very much looking forward to having you speak at the Law School!

Sincerely,

Name

Title (President/Secretary, Name of Organization)

Questions

Panelist Information

[In the event that there is more than one speaker, list the names and affiliations of all of the speakers, including the moderator]

Topic Outline

[In the event that there is more than one speaker, list talking points that may come up during the discussion]

Timing

The preceding class ends at 11:50, so your talk will begin at about 12:00. The next class begins at 1:00, and we try to end lunch programs by about 12:50 to avoid a mass exodus as students get anxious about having time to run to their lockers, use the restroom, and make it to class. Wrapping up your remarks by 12:40 or 12:45 would be ideal to allow time for questions.

Phone numbers

My cell phone number: [insert].

The name and cell phone number of the representative of our organization who will meet you when you arrive: [insert].

Parking Pass

When you arrive, please park (INSERT INSTRUCTIONS ABOUT WHERE TO PARK BASED ON THE AVAILABLE PARKING PASS EITHER IN A VISITOR SPOT OR AT METRO 67).

Location

The Law School is located at 1 North Front Street, Memphis, Tennessee 38103. The room you are going to is Room [X]. As you enter, you will need to check in with the security desk.

APPENDIX C – SAMPLE THANK YOU EMAIL TO SPEAKER

(TO BE SENT WITHIN TWO BUSINESS DAYS OF PROGRAM)

Dear Mr./Ms./Professor/Judge [LAST NAME],

On behalf of [the name of the organization], I wanted to thank you again for coming to the Law School for the [date of program] [title of program]. We greatly appreciate the time you took out of your busy schedule to speak with the Law School community on the topic of [name of topic], and we hope to have you back at the Law School again soon.

Thank you again for your support of the University of Memphis School of Law, and please do not hesitate to contact [the name of the organization] should you have any questions or suggestions about the program.

Sincerely,

Name

Title (President/Secretary, Name of Organization)

APPENDIX D



STUDENT ORGANIZATION OFFICER TRANSITION GUIDE

TIPS FOR A SUCCESSFUL TRANSITION

- ☐ When new officers have been elected, orient them together as a group with all of the outgoing officers. Include the organization's advisor in this process as well. Outgoing officers should openly share what they believe went well and what they would change if they could do over again.
- ☐ Make introductions to resources. Schedule time to introduce incoming officers to Faculty Advisors and relevant staff (Dean of Student Affairs, Business Officers, etc.).
- ☐ Recognize your outgoing officers (certificates, gifts, thank-you cards, etc.).
- ☐ Be available for consultation or questions even after you are gone.

THE BASICS

- ☐ Organize all binders, handbooks, files, and electronic documents (including the Student Org Directory and Constitution and by-laws).
- ☐ Update the electronic Student Organization Directory to reflect the new officers.
- ☐ Give access and instructions to any online platforms, such as:
 - ☐ Organization Emails
 - ☐ Membership Rosters
 - ☐ Social Media Accounts like Facebook
 - ☐ Website/Blog
 - ☐ Online document storage (such as Dropbox or Google Drive)
 - ☐ National affiliation website login information/passwords
 - ☐ Any other communication tool your organization may utilize
 - ☐ Tiger Zone
- ☐ Clean out/organize your organization's mailboxes, locker, or office space. Return office keys to the Assistant Dean of Student Affairs' assistant. Show new officers where these are located.
- ☐ Pass along the Student Organization Handbook and instructions for the EMS calendar.
- ☐ Finish all necessary correspondence and transfer any ongoing projects to incoming officers.

FINANCES

- ☐ Discuss the financial status of the organization
- ☐ Share from where your organization receives money
- ☐ If your organization received student organization funding, share information and budget
- ☐ Discuss any fundraising plans or goals
- ☐ Documents to share: Budget spreadsheet, past student organization funding applications, any approved budgets

SHARE ANY AND ALL DOCUMENTS

Share all documents electronically and any hardcopies you might have.

Below are ideas of what to include:

- ☐ Mission, philosophy, goals and/or purpose of the organization
- ☐ Constitution/By-Laws
- ☐ Budgets/Financial reports
- ☐ Meeting agendas and minutes
- ☐ Calendar of events and deadlines
- ☐ Officer position descriptions
- ☐ Election process and timeline
- ☐ Membership recruitment information and timeline
- ☐ List of members and their contact information (e-mail, phone number).
- ☐ Past Correspondence (and E-mails to the chapter/organization if applicable)
- ☐ Event planning guide/checklist for any past events or programs
- ☐ Contacts
 - ☐ Professional contacts in the area, Chapter/Organization specific contacts
- ☐ Marketing
 - ☐ Logos (organization logos, past events, etc.), past print publications, press releases, photos, marketing/branding policy set by your organization

PASS ALONG YOUR WISDOM!

You have learned important things along the way that can help future leaders. Mistakes, tips, tricks, ideas and successes are all important things to share.

Think: What would you have wanted to know when you took office?

- ☐ Review the organization's constitution, by-laws, written material, and goals and outline any areas needing attention or revision.
- ☐ Culture of the group
- ☐ Tips for running an effective meeting
- ☐ Ideas for improvement

- ☐ Prepare and share end-of-the-year activity report incorporating the organization's goals, activities, and accomplishments
- ☐ Recruitment ideas
- ☐ Fundraising ideas/projects