



UNIVERSITY OF MEMPHIS CECIL C. HUMPHREYS SCHOOL OF LAW

LAW STUDENT ORGANIZATION TRAINING
FALL 2022



REGISTERING YOUR ORGANIZATION

DEAN MEREDITH ADEN
ASSISTANT DEAN FOR STUDENT AFFAIRS

REGISTRATION

- Mandatory for law student organizations
- TigerZone Registration form
 - Designate required & optional officers
 - President
 - PR Rep
 - Financial Officer
 - Scheduler
 - Complete Student Organization & Resources Directory
 - Submit Constitution and/or Bylaws
 - Complete mandatory training/quiz



REGISTER TO ACCESS



- **Internal Publicity**

- Room reservations
- TigerZone events calendar
- On Legal Grounds blog
- Digital monitors
- Class Facebook pages

- **University funding resources**

- Operational Assistance Funding
- Student Event Allocation
- Student Travel Funding
- Office of Diversity Funding

- **TigerZone**

- Voting
- Organization Management



INFORMATION & RESOURCES

MEREDITH ADEN
ASSISTANT DEAN FOR STUDENT AFFAIRS

General Resources

- TigerZone
 - Organization management
 - Events
 - Elections
- Student Organization Handbook
- Student Organization website
- Dean Aden
- Stephanie Hope
- Organization Faculty Advisor



DIVERSITY RESOURCES

- Demetria Frank, Assistant Dean of Diversity & Inclusion
- Amber Campbell, Diversity, Equity, & Inclusion Fellow
- Diversity & Inclusion Committee
- [Diversity TWEN Page](#)
- [Diversity Facebook Page](#)
- Diversity Funding
 - Priority in funding for:
 - Events co-sponsored with other organizations, and
 - Events that are related to the mission of law school diversity and inclusion
 - Application
 - Will open in August
 - Will be due in early September
 - Contact Amber Campbell for more information





EVENT LOGISTICS

ANN ONIDAS
ASSISTANT TO THE DEAN

ROOM RESERVATIONS

- EMS online room reservation system
 - UofM login
- First check events on the day(s) you are considering
 - **Avoid conflicts possible, and especially with**
 - Meetings with law administrators
 - Other organizations
 - Religious/other holidays
- Instructions to request / view space [here](#)
 - Not reserved until you receive confirmation
- Must have first designated a scheduler in TigerZone



WORK ORDERS | FURNITURE



- Work order required
 - if you need furniture rearranged or
 - for events that require maintenance staff to work after hours or on weekends
- 14 days advance notice
- Ann Onidas can help
- Don't move furniture yourself

WORK ORDERS | CUSTODIAL STAFF



- Custodial staff leave at 2:00 p.m. M- F
- Events requiring custodial staff after these hours
 - Will incur an extra cost for your organization
 - Contact Ann Onidas for Fee Schedule
 - Will require a work order
- 14 days advance notice
- Ann Onidas can help with arrangements

ATTENDEES | VIPS | PARKING

I'm Attending!



Attendees

Provide a list of outside attendees to the security desk in advance

Parking

Contact Ann Onidas to arrange parking for VIPS and speakers



VIPS

Contact Ann Onidas with information about your event if VIPS will be attending



ALCOHOL

- No alcohol on law campus
- Waivers required/rarely granted
- U of M alcohol/drug policy
- Cannot reimburse for alcohol in contracts at off-campus events



FOOD



- Responsible for own ordering & payment
- Do not order using law school vendor accounts unless authorized by the Business Officer; these orders will be made by Stephanie Hope
- Submit [Law School Student Organization Expense Pre-Approval](#) to Chris Whitehead 10 business days beforehand when requesting payment/reimbursement from a university account
- Submit [Law School Student Organization Expense Pre-Approval](#) to Chris Whitehead 30 days in advance if food expense requires a contract
- Keep list of attendees, documentation about the event, and receipts for reimbursement
- Arrange clean-up after with custodial staff

AUDIO-VISUAL REQUESTS

- Submit [helpdesk ticket](#) for technology requests:
 - Microphones
 - Panels
 - A/V equipment
- Select:
 - Use self-service portal
 - Classroom & computer lab support
 - Smart classroom
 - PC-Mac or other hardware
 - Law Campus - ***to ensure the ticket gets routed to Law IT***
- Include Event Logistics
 - date, time, room, organization
 - Event A/V needs description
- Contact Andrew Hughes or LaVaire Lockhart with questions via lawit@memphis.edu



VIRTUAL MEETINGS | SECURITY

- The University has two options for student organizations who want to host virtual events or meetings
 - [Zoom](#)
 - [Microsoft Teams](#)



- Be sure to [enable security features](#) to avoid “Zoomboming”
- Microsoft Teams can be used for collaboration



INTERNAL & EXTERNAL PUBLICITY

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PR REPRESENTATIVE

- TigerZone Events
- **On Legal Grounds**
- Carousel (digital signs)
- Facebook pages
 - Request from Penny Rogers in Admissions
- Room reservations
 - Others in your org can also do this
- Website updates
 - Send to Stephanie Hope
- No flyers except on authorized bulletin boards
- No emails to entire class



TIGERZONE

- [Law Events Calendar](#)
- Organization management
- Primary source for events
- PR Rep primarily responsible, but others can create and manage events



ON LEGAL GROUNDS

- Announcements blog
- Primary source of internal communications other than events
- Can promote events there (in addition to TigerZone)
- PR Rep will have a username and password to post
 - Dean Aden will send
- [Blog Posting Guidelines](#)



CAROUSEL | DIGITAL SIGNS

- Digital signs around the building
- PR Rep will have a username and password
 - LaVaire Lockhart will send
- Use the scheduling feature so slides will go off after the event/date
- Instructions are available [here](#)



BUILDING RULES



- Can only post on designated bulletin boards
- No postings on doors, windows, walls
- Can write on classroom whiteboards
 - Don't obstruct professors' use
- Clean up after yourselves

EXTERNAL PUBLICITY

- Contact Ryan Jones, Director of Communications for help with:
 - Publicity for major events (only)
 - Use of official logo must be approved
 - Media requests must be approved
 - Provide information on interesting events for publication on website or law school Facebook page



University of Memphis Cecil C. Humphreys School of Law

Yesterday at 10:35 AM · 🌐





FINANCIAL INFORMATION & CONTRACTS

CHRIS WHITEHEAD
BUSINESS OFFICER

TRAVEL FUNDING

- Main campus partially funds some student travel
 - Priority deadlines:
 - Fall: **September 17, 2022**
 - Spring: **February 11, 2023**
 - **Students seeking reimbursement for travel must first seek funding from the travel fund before seeking funding from the law school**
 - Students on travel teams should apply for funding before the priority deadlines
 - **The law school will not reimburse for travel unless students first seek travel funding from main campus**
 - Information is available [here](#)



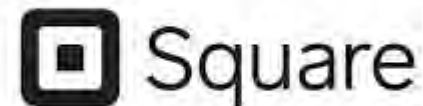
BANK ACCOUNTS

- **Advisors must be a signatory on all student org bank accounts**
- Three bank account options
 - Off-campus Account
 - Employ proper financial management procedures
 - On-campus account
 - Work with Chris Whitehead to set up
 - 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
 - An-campus account is required for Marketplace



HANDLING MONEY

- Use an electronic means of transfer that can be tracked
- **Avoid using cash if at all possible**
 - Follow safe cash-handling guidelines in Student Org Handbook if you must use cash



CONTRACTS

- Student orgs & officers can't sign contracts without approval
- Submit the [Law School Student Organization Expense Pre-Approval](#) form to Chris Whitehead 30 days in advance if an expense requires a contract
 - Requires University approval process, including review by UofM legal department





FUNDRAISING INFORMATION

JOHNELL GOINS
DIRECTOR OF DEVELOPMENT

THE UNIVERSITY OF
MEMPHIS

FUNDRAISING

- Before you start:
 - Complete [Solicitation of Funds by a Student Organization Pre-Event Form](#) Form
 - May be contacted by with Johnell Goins with questions, advice, and/or support
- After the event:
 - Complete the [Solicitation of Funds Post-Event Form](#)
 - All money must be deposited into a U of M Foundation account
 - 5% service fee on money raised
- [MomentUM](#) crowdfunding (service fee applies)





STATEMENTS OF SUPPORT

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STATEMENTS OF SUPPORT

- Student organizations may wish to make statements of support or political statements for an organization
 - Prior to making or endorsing a statement, the organization should develop and codify a process for making political statements or statements of support
 - The process should include information about who decides and agrees on the content of the statement
 - Once adopted, student organization should follow the adopted process before adopting statements on behalf of the organization



STORAGE SPACE

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STORAGE SPACES



- Shared storage space
 - Based on needs and availability
 - No keys
 - Not private offices
- Clean out & re-request each year from Dean Aden





TRANSITION PLAN

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STUDENT ORGANIZATION TRANSITION

- Outgoing president/designee must complete:
 - Outgoing Student Organization Transition Survey
 - Updated officer information after elections
 - Shared organization accounts and passwords
 - Cleaned out/up storage/locker spaces
 - Shared documents and financial information

STUDENT ORGANIZATION TRANSITION

- Incoming president/designee must complete:
 - Incoming Student Organization Registration
 - Transition
 - Updated officer information after elections
 - Received organization accounts and passwords
 - Received documents and financial information
 - Clean out/up storage/locker spaces
 - Requests for new office/storage space