



Office of Student Services

STUDENT ORGANIZATION HANDBOOK

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Introduction

This handbook is written with both practical considerations and general best practices in mind. While not designed to be *exhaustive*, we hope that organization leaders find this information to be *comprehensive*. Though it may not seem like it from day to day or week to week, a year in law school goes very quickly. Familiarizing yourself with this handbook early in your tenure as a leader will help guide you in this leadership role and the year to run smoothly for all.

Our hope is that these guidelines outlined in this handbook will lead to better understanding among individual organizations as well as developing the all-important lawyerly skills of creativity, communication and collaboration.

While leaders have a unique burden for the organizations they serve, remember that you are not alone in this work. At Mitchell Hamline, we practice a culture of not only self-care, but mutual care. All of us in Student Services are here to support you in these endeavors. Please note that these guidelines may be updated at any time. Substantive changes will be communicated with registered student organization board members.

If you have any questions or suggestions regarding this handbook, please do not hesitate to reach out. Thank you for contributing to our community through leading your organization well. Here's to your great success!

Best wishes,

The Office of Student Services

Chapter 1: General Information

Purpose

The intent of forming a student organization is to **build community**: provide opportunities for students to meet, interact, develop friendships, promote discussion, volunteer, engage in leadership development and service, and support a campus atmosphere for learning and achievement, student engagement, cultural or issue awareness.

Student Organization Responsibilities

Mitchell Hamline School of Law (“the School”) has adopted these guidelines that apply to all our approved student organizations. In order to be recognized by the School, each organization and its officers shall:

- I. Agree to comply with all Mitchell Hamline policies, procedures, and directives of the school’s administration, including but not limited to, those detailed in the [Student Code of Conduct](#), [Catalog](#), [Policy Repository](#), and the Student Organization Handbook, and all applicable laws.
- II. Adhere to the organization’s constitution and bylaws.
- III. Be open to all currently enrolled Mitchell Hamline students.
- IV. Ensure that there is no discrimination on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, status with regard to public assistance, sexual orientation, or disability, or fail to ensure physical and program access for disabled persons in any of its policies, procedures, or practices.
- V. Provide the Office of Student Services with the outcome of annual organization elections by submitting the [Officer Transition Form](#) on the Student Organization Resources website no later than July 1 of the upcoming academic year.
- VI. Prepare and submit an annual strategic plan by August 1 of the beginning of the academic year, which reflects a thorough and well considered outline of the organization’s programming for the upcoming school year.
- VII. Submit all event proposals to Student Services before the pertinent deadlines and designate a primary executive board member for doing so.
- VIII. Send a representative to all meetings of the Student Leadership Council.
- IX. Use all communication platforms, including email, apps, websites, and [social media](#), responsibly and professionally.
- X. Dedicate themselves to fostering communication.
- XI. Develop and maintain honest and open lines of communication with their faculty or staff advisor.
- XII. Sponsor and supervise their organization’s event programming in a safe and responsible manner to ensure that they do not interfere with the normal operation of the School or the ability of students to learn and study.

- XIII. Utilize School facilities for the purposes that they are intended and scheduled for.
- XIV. Comply with all fiscal policies established for student organizations and submit requests for purchases and/or receipts for reimbursement in a timely manner.
- XV. Officers must have and maintain a minimum 2.2 cumulative GPA and may not be on academic or disciplinary probation.

Registering a New Student Organization

Student(s) who wish to establish a new student organization should first meet with a member of the Student Services team to discuss the proposal.

To formally register a new organization, they will need to complete the [Register Your Student Organization](#) form on the Student Organization Resources site. The registration must include:

- I. Name of the proposed organization
- II. Name of the advisor (faculty or staff)
- III. The category (e.g. Academic, Affinity, etc.) of the proposed organization
- IV. Statement of purpose of the proposed organization
- V. Constitution and bylaws of the proposed organization.
 - a. Review the [Guidelines for Drafting Your Constitution and Bylaws](#) document for assistance with this process.
- VI. Disclosure, if applicable, of any affiliated national/state organizations.

Once approval is given by the Dean of Students, the organization is officially registered and may begin operation in accordance with this Handbook. Student(s) will receive further information from the Office of Student Services once the organization is approved.

Guidelines for Drafting Your Constitution and Bylaws

Constitution

The constitution of a club or an organization contains the fundamental principles which govern its operation. The by-laws establish the specific rules of guidance by which the group is to function. All but the most informal groups should have their basic structure and methods of operation in writing.

A written constitution will clarify your purpose and outline your basic structure and give members and potential members a better understanding of what the club or organization is all about and how it functions on campus.

The following is an outline of the standard information that should be included in a constitution:

Article I The name of the organization

Article II Affiliation with other groups (local, state, national, etc.)

Article III Purpose of the organization

- How do you define your organization?
- What are your proposed goals
- How will your organization enhance the Mitchell Hamline campus?
- Is there an academic department you can or will be affiliated with?
- In which category below does your group belong?
 - o Academic/Professional/Area of Law
 - o Awareness/Political Activism
 - o Health/Wellness/Sports and Recreation
 - o Legal Fraternity/Honorary
 - o Multicultural/Affinity
 - o Religious/Spiritual

Article IV Membership

- What makes your group unique?

Article V Officers

- Designations
- Terms
- Elections (how and when)

Article VI Faculty or Staff Advisor (selection process)

Article VII Meetings

- Frequency of scheduled meetings
- Special meetings (who may call)

Article VIII Quorum (number of members required to transact business)

Article IX Amendments

Article X Ratification (requirements for adopting this constitution)

Bylaws

Bylaws generally contain specific information on the following topics:

Membership	Selection requirements, resignations, discipline/expulsion, rights and duties
Duties of Officers	Responsibilities defined
Executive Board	Structure, composition, powers
Committees	Standing and/or special, how formed, meetings, duties
Order of Business	Agenda for meetings

Parliamentary Authority	Provisions for rules of order
Amendment Procedures	Means of proposal, notice required, voting requirement
Other	Polices and procedures unique to your organization

Membership Affirmations

In order to comply with the general membership policy contained in this handbook, each organization must expressly affirm the policy in their organizational documents, using the following language:

Membership in [name of student organization] is open to all currently enrolled Mitchell Hamline School of Law students. Regardless of membership, all students are welcome to attend any and all meetings and event programming.

[Name of student organization] does not discriminate on the basis of race, religion, national origin, ethnicity, age, sex, gender, gender identity, marital status, citizenship, or disability.

Discipline of Members

Each organization must include language in their bylaws to expressly state **grounds for disciplinary action** and establish a **clear process** by which a member may be removed. The following is suggested language that may be used in the Membership section:

A student may be removed from a student organization upon a finding of a violation of any applicable Mitchell Hamline policy. All complaints alleging violations of any Mitchell Hamline policies, including the Student Code of Conduct, shall be investigated through the disciplinary proceeding process as provided for in the applicable Mitchell Hamline policy (e.g. Student Conduct Policy; the Sex Discrimination, Sexual Harassment, and Sexual Misconduct Policy; the Non-Discrimination and Non-Harassment Policy).

Leadership Selection and Removal

While any student can join an organization under the general “open to all” membership policy, each organization shall have the autonomy to choose its leaders. The bylaws should not only provide a process for appointing/electing officers, but include a clear procedure for removing officers (from their positions, not from the group itself) who are unwilling or unable to fulfill their responsibilities.

Additional Considerations

- Constitutions usually require a **two-thirds** vote of the membership for adoption; bylaws only require a **simple majority** for passage.
- Remember that the needs of your group may change over time, and as such, it is important that the Constitution and Bylaws are kept up-to-date to reflect the

current state of affairs. At minimum, these documents must be reviewed and updated by the organization's Board every year and submitted with their officer transition form as part of the annual changeover.

- Make sure that all members have a copy of these documents. Saving them in the OneDrive for your group is a great place to start.

Adapted from Minneapolis Community and Technical College Student Life Manual.

Advisors

Every student organization must have an advisor who is a full-time Mitchell Hamline faculty or staff member. As stated above, the student(s) registering the organization must have an advisor for the organization at the time of incorporation. Students are responsible to arrange for a faculty or staff member to serve as their organization's advisor; however, the Office of Student Services can assist with this process.

The role of an advisor is to provide assistance, guidance and mentorship to the organization on a regular basis. Depending on the type of organization, the type of assistance and guidance provided may vary. At minimum, advisors should:

- Attend and actively participate in organization meetings, activities, and programs
- Provide feedback on organizational communication
- Assist in transitions and training
- Support the organization in event planning by identifying guest speakers (alumni or otherwise) to speak at lecture/panel events.

A reasonable expectation would be for advisors to meet with their organizations at least once a semester during the academic year.

It is expected that student leaders in the organization should **take the lead** when it comes to engaging with their advisor by:

- Being proactive in communicating meeting and activity information
- Clearly sharing expectations and needs of the organization
- Scheduling regular meetings with the advisor to discuss the business of the organization

Officers

Each organization must contain, at minimum, an executive (e.g. President or Chair) and a Treasurer. The list of elected officers and their contact information (i.e. email address) is maintained on the organization's individual listing in the [Active Student Organizations](#) list on the Mitchell Hamline website. This listing is originally updated when the organization submits the Officer Transition Form. In the event of a vacancy, the organization must notify Student.Services@mitchellhamline.edu of the change in order to keep records current. Affinity groups must also include the Office of Culture and Inclusion of any officer changes.

Membership

Membership in a student organization is open to all currently enrolled Mitchell Hamline School of Law students. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, age, sex, gender, gender identity, marital status, citizenship, or disability.

Regardless of membership, all students are welcome to attend any and all meetings and event programming. The following statement must be included the organization bylaws:

Membership in [name of student organization] is open to all currently enrolled Mitchell Hamline School of Law students. Regardless of membership, all students are welcome to attend any and all meetings and event programming.

[Name of student organization] does not discriminate on the basis of race, religion, national origin, ethnicity, age, sex, gender, gender identity, marital status, citizenship, or disability.

Member rolls must be maintained by the organization and must be provided to Student Services and the Office of Culture and Inclusion upon request.

Transitions

Student organizations transfer leadership at the end of each academic year. The Student Services and Culture & Inclusion offices seek to partner with outgoing and incoming organizational leadership to ensure these transitions are as smooth as possible. To assist with planning, organizations should use the following timeline as a guide:

<i>Timeframe</i>	<i>Event</i>
<i>Mid-April</i>	Organization elections held
<i>Mid-May</i>	Installation ceremony for new leaders
<i>Early June</i>	New student leader orientation
<i>July 1</i>	Transition items (revised Constitution and Bylaws and Officer Transition Form) due
<i>Mid-July</i>	Officer training retreat
<i>July-August</i>	Complete online training and verification in Canvas course
<i>August 1</i>	Annual strategic plan due
<i>August 10</i>	Budget requests due to SBA Treasurer
<i>First week of fall term</i>	Student Organization Fair

Organizational Leadership Resources

Additional resources, including a training course in Canvas, will be available at a later date.

Inactive Organizations

If a leadership transition does not take place prior to July 1, that organization will be moved to inactive status. Inactive organizations must reapply for organizational status. If approved, the organization will be moved back to active status immediately.

Inclusive Leadership

Mitchell Hamline School of Law is committed to creating a culture of belonging where all students feel valued and have the opportunity to be actively engaged in the intellectual and social life of the School.

Student leaders bear the important responsibility of helping to cultivate and maintain the health and strength of our community. This includes providing students with opportunities to engage in dialogue to enhance their leadership development and multicultural competency. In doing so, student leaders are called upon to continually assess the degree to which they are empowering and respecting their members as well as the members of other organizations who represent a diverse selection of backgrounds and identities. Indeed, everyone at Mitchell Hamline – students, faculty, and staff – share responsibility in this important aspect of training future lawyers and leaders.

Student organizations are encouraged to prioritize diversity when planning events to be sure our programs and learning environment are enriched by the participation of individuals with varying perspectives and life and professional experiences. This includes, but is not limited to, race, color, creed, religion, national origin, sex, gender identity, age, marital status, political affiliation, status with regard to public assistance, sexual orientation, or disability. The Office of Culture and Inclusion can advise organizations on any questions related to this process.

Event co-sponsorship is an excellent way to promote inclusivity within organizations and our law school community.

Document Preservation

All documents for the organization should be saved to the appropriate organization folder in [OneDrive](#), which is part of the Microsoft 365 system of applications used by Mitchell Hamline. You should receive an invitation to your organization's folder from Student Services; please email Student.Services@mitchellhamline.edu with questions on locating this storage.

Organizations are strongly discouraged from utilizing personal cloud storage for important organizational documents (e.g. membership rolls). Personal cloud storage should be reserved for class-related items, not organizational documents. Student

Services can assist with any questions on transferring documents to the group folder.

Folder access is transferred during the transition period after an election has occurred.

Document Service Center

The Document Service Center, located just outside the Library by the loading dock, supports Mitchell Hamline student organizations with larger print jobs. They offer a wide variety of services including color copies, folding and cutting, among other things.

For larger print jobs, email the file(s) to DSC@mitchellhamline.edu and be sure to reference your organization's cost center. This is very important to make sure the print job is charged correctly. If you don't know the cost center, you can [find it here](#).

In your email, include the specifics of your request:

- paper weight
- number of copies
- duplexing (one or two-sided)
- stapled/non-stapled
- color or B&W
- if anything needs to be folded or cut

If anything is missing, their staff will respond asking for clarification. They will deliver the print jobs to Student Services in room 119 and email you back when complete.

Organizations should consider how much they plan to print when putting together their budget.

Lockers

Mitchell Hamline has a group of lockers that are available for student organizations and individual student use. These lockers are located on the Lower Level next to the bookstore.

Lockers are available on a first-come, first-served basis. Organizations that do not have a locker may request one by filling out the [Locker Request form](#). The student filling out the form on behalf of the organization will be listed as the official point of contact for the locker. Once registered, a sign will be placed on the front of the locker to identify the organization currently reserving the locker.

It is recommended that organizations secure their lockers. Padlocks are not provided. If a locker is locked, the combination shall be provided to Student Services upon request.

Student organization lockers must be emptied each year before June 1.

Commencement Recognitions

The School provides various cords for academic honors and recognitions, including military service, to be worn as part of one's regalia at the commencement ceremony.

Participation in [affinity groups](#) is recognized at a special graduation reception sponsored by the Office of Culture and Inclusion prior to commencement wherein graduates are presented with a stole recognizing their participation.

Stoles for affinity groups are provided by the Office of Culture and Inclusion. Affinity groups must meet with the Office of Culture and Inclusion to design and order stoles for graduation. To ensure enough time for placing orders, organizations should have stole designs finalized by no later than April 1.

Other student organizations who wish to provide stoles for graduating members will be responsible for coordinating this process, including ordering and payment, and should plan accordingly in their budget requests. Student organizations should confirm their plans with the Program Coordinator prior to ordering to ensure consistency and that the overall design meets standards established by the Office of Marketing and Communications. Designs that do not meet the School standards may be rejected or approved with modifications.

Chapter 2: Event Planning

General Guidance

Student Services encourages you to review this checklist before planning your events. The checklist is designed to help you navigate the event planning process at Mitchell Hamline School of Law. It should help you identify common event planning tasks and start you on the path of running successful events. Although this guide is intended primarily for student groups, the information should be helpful to any person or group planning an event at Mitchell Hamline.

Depending on the size and scale of the event, this timeline can (and likely will be) shortened, yet the core principle is the same: we encourage you to *start planning as far out as possible* to ensure you have access to the appropriate space and campus resources. From previous experience, it often takes at least three months of preparation to execute a well-planned, successful event.

Mitchell Hamline does not have strict limitations on the number of events that can be held per month. However, there are several offices that regularly host events on campus, including Culture and Inclusion and Career and Professional Development. Student organizations are encouraged to be mindful of the many events happening on campus so as to avoid over-scheduling. The Office of Student Services reserves the right to modify the timing of events if necessary.

Before beginning the planning process, please review this event planning guide in full so you are aware of the considerations of each planning stage. Please do not hesitate to contact Student Services if you have any questions or concerns regarding any of the steps.

Co-Sponsoring Events

Student organizations are highly encouraged to consider co-sponsoring events, as it allows organization resources to go further than they would alone, and the opportunities for collaboration generally benefit all organizations involved.

It is recommended that all co-sponsoring organizations be involved in planning, promotion, and execution of the event – and that they be recognized as such during or following the event. The co-sponsoring organizations should agree in writing on which portions of the event or program will be carried out by whom.

Collaboration Across Law Schools

Student organizations are encouraged to develop connections and relationships with students in their organization's chapter at other law schools. The same principles included in the above paragraph on **Co-Sponsoring** apply here. The Twin Cities is home to three law schools: Mitchell Hamline, the University of St. Thomas, and the University of Minnesota. By fostering relationships across schools, student organizations may be able to make use of a larger network that will benefit their organization's chapters at each school. For example, a speaker that would be

considered “out of reach” for one school may be available to present to multiple schools. Contact Student Services if you have questions or would like assistance in making these cross-school connections.

Parking Reservations

Similar to classroom reservations, parking spaces are regularly in high demand, especially during popular event times such as Capstone weeks. Mitchell Hamline has a number of reservable parking spaces. The Security team handles these reservations, and organizations are strongly encouraged to give their team as much advance notice as possible for the reservation.

Email [Student.Services](#) with the number of spaces and the names of your guest(s). Placards will be printed and Security will affix them to the reserved spaces, which are located next to the front entrance in the row closest to Summit Avenue.

Tabling in the Breezeway

Tabling in the Breezeway outside Hachey Commons is a great way to promote your organization and generate interest in an event or program. Tables are available on a first-come, first-served basis and must be reserved with the [Event Request](#) form. If your organization has a tabling reservation that you are not able to use, please notify Student Services as soon as possible.

Once tables are set up by Facilities they should not be moved or switched around without first discussing with a member of the Student Services team.

Clean-Up

Your organization is responsible for clean-up at the end of an event. Our Facilities team is small but mighty – they work very hard to accommodate as many events as possible, and we want to respect their time! If your organization does not leave a room in good condition, organizations may be subject to further action, including the lack of ability to provide food at future events or the ability to host events for a certain time.

Leftover food can be delivered to Hachey Commons to be offered to other students. Non-perishable snacks and drinks should be brought to Student Services in room 119 for use in future events.

Events Checklist

Step 1: Brainstorming Concept for Your Event

Two to three months in advance

Goals & Outcome

What goals do you have for your event? How do these goals relate to the mission of your organization and Mitchell Hamline?

Consult with your faculty or staff advisor to discuss the event.

Consult with [Dan Nimlos](#), Program Coordinator in Student Services.

Affinity groups, please include the Office of Culture and Inclusion when you reach out to Dan.

Event Accessibility

How can you plan your event so that they are fully accessible for persons with disabilities?

Keep accessibility and inclusion in mind throughout the planning process.

Is the chosen venue accessible to all?

Are the promotional and meeting materials accessible to all?

Are all digital components of the event accessible to all?

Does the presentation or panel format create an event that is accessible to everyone?

Have you thought through the accessibility of any social component of the event?

For a comprehensive checklist for event accessibility, please refer to the ABA Commission on Disability Rights document “[Planning Accessible Meeting and Events: A Toolkit](#).”

If you have any questions or concerns regarding event accessibility, please contact [Student Services](#).

Speakers & Panelists

Consider working with your faculty advisor, Career and Professional Development, or the Alumni Office to brainstorm speaker and panelist ideas.

Affinity groups can also discuss potential speakers with the Office of Culture and Inclusion.

Before securing your speakers, please provide the name(s) of your desired speaker(s) and panelists to [Student Services](#) to ensure the same person is not asked by multiple groups in the same term.

Students cannot sign contracts for speakers. Please work with [Student Services](#) to have contracts signed on behalf of Mitchell Hamline.

Create a budget and secure funding

SBA approves budgets for student organization events at the beginning of each term.

Contact the [SBA Treasurer](#) with any questions or to request funding outside of their approval timeline.

Note for affinity groups: supplemental support and funding from the Office of Culture and Inclusion may be available for events. You can request that your event be considered for this funding when filling out the [Register Your Event](#) form.

Step 2: Select a Date and Space

One to three months out

Select a Date

- What other events are happening that day? Will any scheduled events conflict with your organization's event?
 - Check calendar.mitchellhamline.edu or the Student Events calendar in Outlook
- Are there holidays or observances that conflict with your selected date?
- Check the [SBA Bylaws](#) to ensure you avoid blackout dates

Select a Time

- Will food be provided at your event? If not, we recommend keeping the event to 30 minutes and/or avoiding typical mealtimes to ensure your participants will be able to eat prior to or after your event.
- Be mindful of building hours as they may change from week to week.

Select a Space (physical or virtual)

- Will an in-person, virtual, or HyFlex event best meet your event goals?
- If in-person: what is your *ideal space* – and is it available?
- If virtual or HyFlex, what format would work best to meet your goals?

Speaker Arrangements

- Have you agreed upon and confirmed the date, time, and location in writing?

Guest Arrangements

- Consider asking guests to register for the event as having a headcount is helpful when planning for food in particular.
 - If registration is required, create an RSVP in [Microsoft Forms](#)
- Does your event have a limit to the number of attendees? How will you track attendance?
- Is your event open to the public, or is it private to the Mitchell Hamline community?
- What can you do to ensure that your event is accessible? Have you considered the needs of your guests with accessibility in mind?

Promotion

- How will you promote this event? We encourage you to develop a marketing plan and timeline.
- Remember to include the complete event information in your advertisements:
 - Who is invited? Who is speaking or presenting?
 - What is the topic?
 - Where is the event (room number and/or Zoom link)
 - When does the event start? When does it end?
 - Why should someone attend?
 - How does someone find more information?
 - Note: It is helpful to have one person designated to be the point person for the event.
- Advertising for most events can begin two weeks out from the event. For more complex, larger events, we advise you consider starting a few months out by sending a “Save the Date” to your intended audience.

Step 3: Submit Your Service Orders

One month in advance, no fewer than 10 business days/two weeks

Register your Event / Reserve a Room (link)

- Please complete this form for **all your events**, including in-person on campus events, in-person off campus events, HyFlex events, virtual events, donation drives, etc.
- You will receive a response in two business days from a member of the Student Services team.
- Student Services will make every effort to reserve a preferred room; however, in the event a room is unavailable, alternatives will be suggested.

Technology Request (link)

- Are you hosting a HyFlex event? Will you need the event live streamed, or a recording of the event? Will you need any microphones or speakers?
- Zoom meetings using a **webinar** format, where guests are not on camera but can ask questions via chat, are available through IT through Mitchell Hamline’s webinar license.
- In addition to filling out the form above, email [IT Help](#) to set up a meeting to discuss your event needs.

Facilities

- Contact facilities@mitchellhamline.edu for setup needs, including:
 - Check-in tables
 - Room setup
 - Coat racks

Marketing

- **Docket:** [Submit an Announcement](#)
 - See **The Docket** for more information about this service.

- **Mitchell Hamline social media:** Contact Ally Roeker, who oversees the Mitchell Hamline social media pages. Her role is not to create the advertisements for you, but to promote what you have created using our official channels
- **Digital Posters:** [Submit a poster for display](#) on the digital screens around campus.
- **Your organization's social media (if applicable):** Don't forget to utilize your own social media accounts. Create flyers to advertise the event.
 - Remember to adhere to our [Social Media Policy](#). If you haven't already, make sure you share your account handles with [Student Services](#).

Food/Catering

- Will you be placing individual orders (e.g. Jimmy John's, Chipotle) or a larger catering order?
- Do your attendees or speakers have dietary restrictions? Have you planned for common dietary needs (vegetarian, vegan, gluten free)?
- Will the speaker/panelists need water or snacks?
- Remember paper products when ordering food: paper plates, silverware, napkins, serving utensils. Either confirm they are included in the food order or make a separate plan for these
 - If serving coffee, you'll need creamer, sugar, stir sticks. Student Services may be able to assist with this.
- To order food and beverages, see "Making Payments" below.

Supplies

- What supplies do you need for the event? (Name tags, pens, tape, markers, wayfinding signs, scissors, etc.)
- If you are providing food, will you need plates, napkins, silverware, etc.? You can receive these supplies through the SBA.
- To purchase supplies, please see "Making Payments" below.

Compensating Speakers

- There are three methods to ensure that your speaker and panelists are compensated for their time and expertise. **Mitchell Hamline faculty and staff cannot receive monetary compensation** for speaking events.
 - Request a Check
 - Finance will need the speaker's SSN or W-9 for their business; an invoice that includes mailing address, fee amount, and speaking event name. Allow for 2-3 weeks to process the check.
 - Gift Cards
 - Please note that a small activation fee is associated with VISA Cards, so plan accordingly if you choose this option.
 - Gift
- Provide a gift (such as a MHSL sweatshirt or mug) To compensate your speaker, see "Making Payments" below.
 - **Note:** For a Check Request, use the [Reimbursement Form](#) and submit the Invoice. **You will need to provide the speaker's SSN or W-9.**

Making Payments

- To purchase food and water, pay your speaker, or order supplies, determine which option you will be using - a Student Services purchasing card or reimbursement - and make arrangements well in advance.
 - [Purchasing Card Use Form](#)
 - [Reimbursement Form](#)

Step 4: Getting Organized

One to two weeks out

Double Check

- Do a quick run through of this checklist and confirm that you have completed all the necessary tasks.

Gather supplies

- Collect all supplies for the event in one place so that you do not forget anything.

Meet with Student Services (optional)

- Staff in Student Services can help with name tags, table tents, pens/Sharpies, etc.
- If you are serving beverages, Student Services can assist with coolers and ice. Please let us know in advance so we can plan accordingly.
- If you have any additional questions or concerns, please reach out to [Student Services](#). (Affinity groups, you can also reach out to the Office of Culture and Inclusion). We know students are coming in with a wide range of past experience with coordinating events; whatever your comfort level, we're here to help!

Step 5: Finalize Plans & Carry Out Event

Two days before and the day of the event

Confirm

- Confirm everything in writing for your event at least two days in advance by contacting vendors and making sure everyone is on the same page (time, location, parking, directions, day-of contact)

Event Resume

- Create a "play-by-play" list of what needs to be done (when and by who) leading up to your event. There are a number of different tools you can use, but we recommend Planner, which is included with Microsoft Teams. You can access it by going to the Teams app and selecting Apps > Planner from the sidebar.

- Consider creating a form to collect event feedback from attendees. Microsoft Forms has [templated forms](#) to help you with this process.
- If you have catering or parking reservations, identify the person(s) on your team who will be meeting the vendor or guests at the door to sign them in.
- Confirm who is responsible in your organization to take photos during the event.

Promotion

- Advertise: Do a last round of advertisements for the event!
- Put out wayfinding signs the day of the event. Student Services can help with these.

Space Check

- For in-person events, check the space an hour before to make sure that everything is set up.
- For online events, sign in thirty (30) minutes early to make sure technology is running correctly.

Clean-Up

- Make sure to leave the space cleaner than how you found it.

Step 6: Follow Up

Week following the event

Debrief

- Here are some debriefing questions you may want to ask as an organization or board:
 - What went well? What can be done differently next time?
 - What is something unexpected that happened that you handled well?
 - Is there any interest in a follow-up event or discussion?
 - Are you satisfied with the number of attendees? If so, why do you think so many people attended? If not, what could have been done to increase the attendance?
 - Did the event meet your goals?
- Document your debriefing (and form responses, if applicable) for future events. While there is always room for improvement, your successors will be grateful to not have to start from scratch when it comes to planning *their* next successful event.

Review Budget

- Review the budget to make sure all bills have been paid.

Thank-Yous

- Reach out to your planning partners, guest speaker or panelists, outside vendors, and partnering Mitchell Hamline groups or departments, and **thank them!**

Chapter 3: Communication

Strategic Considerations

Every year, part of your strategic planning for your organization should be to consider your communication strategy. Think through your event promotion, social media engagement, and recruitment. What sort of connections do you have with alumni and the broader legal community and how might those serve your organization's goals?

Advertising and Promotion

The long-term health and sustainability of a student organization depends on publicity and advertising. Even the best of programming can still fall flat if it is not advertised early and consistently.

Student leaders should always be looking for opportunities to advertise both the organization and its upcoming events. This means taking photos of organization activities, sharing them on social media, making flyers, posting announcements in The Docket, advertising on the digital signage, making sure events are listed on the master calendar, and more.

The Docket

[Submitting an announcement in The Docket](#) is a great way to promote your organization. You can use this forum to notify students about events, publications, elections, or other information about your organization.

Docket posts are reviewed and approved by Student Services.

Event Photography

At every organization event, there should be at least one member of the organization present who has agreed to take photos. Event photos are one of the most powerful tools in driving future engagement and demonstrating the vibrancy of the organization. Event photos should be shared on social media and with Ally.Roeker@mitchellhamline.edu.

Creating Promotional Materials

There are a number of tools that organizations may use to create promotional materials (e.g. flyers). The Mitchell Hamline School of Law Marketing department can assist as their schedule allows with creation of digital posters.

For organizations that prefer to do the work themselves, one of the most popular tools currently is [Canva](#). A paid license is required to utilize the service.

The Marketing department has created several design templates for digital posters, which are available [here](#). Marketing has some specific requirements for poster size

to ensure things look right on the digital monitors. [View the requirements here](#) prior to creating posters, and submit your design on that page when ready.

Restrictions on Printed Materials

The [Poster and Distribution Policy](#) has specific restrictions on where posters can be placed at the School, specifically: “*Notices, posters, or any other signage are not allowed on painted, glass, or wallpapered surfaces or on windows or doors.*” Event promotion or directional signage must be contained in sign holders available in Student Services.

The type and location of any posters or notices must be approved by the Office of the Dean of Students prior to posting. Under no circumstances should this material be posted on campus for more than two weeks.

Printed materials may be distributed at approved events, including tabling in the Breezeway. Upon the conclusion of the event, all printed materials, including event signage, flyers, etc., must be removed from sign holders, tables and other horizontal surfaces.

Additional limitations apply to campaign materials during the SBA Election Period. Those limitations are detailed in the Elections packet disseminated via email by the Student Bar Association.

Organization Statements

Statements regarding current or global events are much more appropriately issued by *individuals* rather than *organizations*. Per the policy on [Freedom or Limitation of Expression](#), the only student speech or expressive conduct that is prohibited is that specified in [Student Conduct Section B.4.](#), the [Hate Crimes Policy](#), [Use of Space Policy](#) and the [Non-Discrimination and Non-Harassment Policy](#).

If an organization wishes to issue a statement on global or current events, it must follow an established procedure in its bylaws for doing so. Any such procedure must, at a minimum, call for a majority vote of the organization’s executive board but may also require a majority vote of the membership. If an organization does not have an established procedure in its bylaws, it may not issue any such statements.

Student organizations are prohibited from making any statements that claim to speak on behalf of the School or to express an official position of the School. If Organizations issue statements, they must disclose that the views expressed do not reflect the views of the School.

All printed and digital materials must comply with these policies as well.

Data Requests

Requests for student directory information are considered on a case-by-case basis and must come from the executive (president or chair) of the organization or committee. Executives should direct their requests for data to Student.Services@mitchellhamline.edu for consideration.

Students who have requested their directory information be withheld will not be listed on any reports.

Email Standards

Emails from the student organization should be sent only to subscribers and/or organization members. Unsolicited emails are not allowed.

All emails must include an option for recipients to unsubscribe at any time.

When emailing a group, use the BCC (Blind Carbon Copy) address line to ensure data privacy and protect recipient information.

Email Addresses for Organizations

Every organization should have a dedicated **mitchellhamline.edu** email address for the purposes of connecting with the group. If the organization does not currently have an email address created for the group, an executive from the organization should email Student.Services@mitchellhamline.edu with the request.

Email Groups (Sections)

SBA Section Representatives should contact the SBA President to request a copy of the student list for their section. Upon receipt, the representative shall email a copy of this list to Student.Services@mitchellhamline.edu and request an email list be created for their group.

Logos / Sub-Brands

Student organizations are permitted to create logos to represent their organization to internal and external audiences. Any logo or sub-brand must receive approval from Marketing prior to use. Organizations should email Student Services with their proposed design and the Student Services team will work with Marketing to secure approval.

Social Media

Social media accounts for student organizations are permitted. Organizations are prohibited from any social media use that claims to speak on behalf of the School or to express an official position of the School. Organizations must disclose in their social media presence that the views expressed do not reflect the views of the School. Organizations shall supply the credentials for social media accounts to Student Services upon request. The primary reasons for providing these credentials are to facilitate a smooth transition from one executive board to the next and to prevent the account from going “stale,” which often does more harm than a nonexistent account. Mitchell Hamline student leaders should take care to ensure that all posts on their own social media accounts and that of their organizations respect guidelines of professionalism. Content is regularly reviewed by future employers and the Bar as an indication of the character and fitness to practice law.

Microsoft Teams

Microsoft Teams is the primary platform for communication, collaboration, and file-sharing within student organizations at Mitchell Hamline.

- **Creating Teams Channels:** Each organization is encouraged to create a dedicated channel for their members to organize meetings, share resources, and manage tasks. [Email Dan Nimlos](#), the Program Coordinator for Student Services, with your request.
- **File Sharing:** Teams allows for seamless file storage and sharing. Keep important documents, meeting minutes and notes, and forms organized in a centralized location.
- **Messaging and Video Calls:** Use the chat and video call features to hold virtual meetings, check in on project progress, and facilitate better communication among members.

Canvas > Teams Transition

Prior to the 2024-25 academic year, student organizations relied on Canvas courses for internal collaboration. When Mitchell Hamline implemented Teams in early 2024 for students, faculty, and staff, Student Services made the decision to transition away from utilizing Canvas courses and into Microsoft Teams. In an effort to minimize disruption, we expect that organizations will transition to Teams as a part of the leadership transition at the end of the 2024-25 academic year.

Chapter 4. Organization Funding

Funding Sources

Funding for the Student Bar Association and student organizations is primarily derived from the Student Bar Association Fee, which is applied to accounts in fall and spring semesters.

For more information about funding, see the [SBA Bylaws](#) and [Budget and Funding Guidelines](#).

Fundraising

Options for fundraising include:

- Restaurant events, where a portion of total sales during a specific timeframe goes to support an organization
- Merchandise sales
- Sponsored events

Student organizations are required to seek approval from the Dean of Students prior to beginning any fundraising mechanism for their organization. Depending on

the scenario, additional input from the VP of Finance as well as the Office of Development may also be required.

Supplemental Affinity Group Funding

Student organizations that fall under the umbrella of [Affinity, Diversity and Multicultural](#) groups receive an additional budget supplement from the Office of Culture and Inclusion.

The Diversity Reception is an additional event funded by the Office of Culture and Inclusion to support and recognize the many affinity organizations at Mitchell Hamline.

References

[Policy Repository for Students](#)

[Student Bar Association Bylaws](#)

[Student Organization Resources Page](#)

[Student Organization Leadership Training Course in Canvas](#)