



STUDENT LEADERSHIP GUIDE

Stritch School of Medicine Office of Student Life



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LOYOLA UNIVERSITY CHICAGO STRITCH SCHOOL OF MEDICINE
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University Nondiscrimination Policy

Loyola adheres to all applicable federal and state civil rights laws and regulations prohibiting discrimination in private institutions of higher education. Loyola does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, religion, sex, age, sexual orientation, gender identity or expression, national or ethnic origin, ancestry, disability, marital status, parental status, military/veteran status, or any other characteristic protected by applicable law.

This Nondiscrimination Policy prohibits discrimination in employment and in providing access to educational opportunities. Therefore, any member of the Loyola community who acts to deny, deprive, or limit the educational or employment benefits or opportunities of any student, employee, guest, or visitor on the basis of their actual or perceived membership in the protected classes listed above is in violation of the Nondiscrimination Policy.

This Nondiscrimination Policy also includes protections for those opposing discrimination or participating in any University resolution process or within the Equal Employment Opportunity Commission or other human rights agencies.

If you have questions about this Nondiscrimination Policy, Title IX, Title VI of the Civil Rights Act of 1964 ("Title VI"), Title VII of the Civil Rights Act of 1964 ("Title VII"), the Americans with Disabilities Act of 1990 ("ADA"), or Section 504 of the Rehabilitation Act of 1973 ("Section 504"), or if you believe you have been discriminated against based on your membership in a protected class, please contact Tim Love, Executive Director for Equity & Compliance, or another member of the [Office for Equity & Compliance](#), at (773) 508-7766 or equity@LUC.edu, and/or [submit a report online](#).

Disclaimer of Liability

Loyola University Chicago disclaims liability for any injuries to or property damages suffered by a student regardless of cause. This liability disclaimer applies to, but is not limited to, the following:

- Any injury or damage sustained on property owned by or under the control of the university, its subsidiaries, or affiliated institutions (such as classrooms, residential units, structures, buildings, public areas and grounds, vehicles, etc.).
- Any injury or damage incurred while attending a classroom or related activity, whether for credit or non-credit and regardless of cause.
- Any injury or damage suffered in an intercollegiate or intramural contest or event (athletic or otherwise) as a participant, spectator or other. This includes transit to or from events.
- Any injury or damage resulting from fire, theft, the elements or by other cause.
- Any injury or damage as a result of any act or omission by any university personnel (faculty, staff, employee, officer, trustee), student or contractor.
- Students accept the foregoing disclaimer and agree to be bound thereby upon admission, readmission or continued enrollment with Loyola University Chicago.

The relationship between Loyola University Chicago and its students is non-custodial in nature and nothing in this guide shall be construed to place Loyola University Chicago in the position of being a custodian, guardian or surrogate parent of any student or to otherwise establish any special relationship between the university and any student.

Rights Reserved

Loyola University Chicago reserves the right to change the policies and procedures announced in this guide, and to change the schedules, fees charged and regulations affecting students. It is the responsibility of each student to acquire an active knowledge of all policies and procedures set forth in this guide.

Electronic Mail

The university considers electronic mail, using the official e-mail that is provided by the university to every enrolled student, an official form of communication between the university and the student. Students are responsible for all communications sent by the administrative offices of the Stritch School of Medicine to their Loyola e-mail accounts.

TL; DR Version (a.k.a. Student Leadership Cliffs Notes!)

- Get a tax exempt letter because you won't be reimbursed for sales tax
- No contract signing
- Register your group by March 1 each year or you will forfeit MSU funds for fall
- Student org fair after first M1 exam
- You need permission to decorate, use the logo, blast music, etc.
- Reserve rooms in advance, check schedule for conflicts
- There are **LOTS of rules about alcohol**, on or off campus, please consult OSL
- Outside speakers need to be approved in advance
- Fundraisers must be approved in advance
- Consult with OSL before planning your event

INTRODUCTION

As a Jesuit, Catholic University, the education of the whole person is valued at Loyola. The Stritch School of Medicine therefore supports a wide array of student endeavors to enrich the educational experience. These include volunteer service opportunities, career development opportunities, registered student organizations, and class activities. Students can also participate in academic and non-academic committees such as M1 Orientation, Graduation, St. Luke's Week, St. Albert's Day, Spring Formal, etc.

The Office of Student Life (OSL) is responsible for assisting and monitoring all student co-curricular activities. The goal of co-curricular activities is to provide opportunities for personal and professional growth and development in a manner consistent with Loyola's mission. We seek to foster a culture of care and belonging through a diverse menu of opportunities for students both on- and off-campus. It is our belief that students are both able to contribute to and draw benefit from a campus environment that is rich in opportunities for leadership and collaboration.

STUDENT ORGANIZATION INFORMATION

Student Organization Policy Statement

Loyola University Chicago reserves the right to register groups of Loyola students who wish to create formal organizations. Loyola's policy is to encourage free discussion of moral issues as part of the educational process. Organized advocacy of a position violating the university's Catholic tradition is not endorsed or funded by the university. Registration of a student organization by Loyola University Chicago is an acknowledgment that the organization has complied with registration procedures.

The university grants all rights and privileges accorded to every registered organization. Registration of a student organization implies that the university approves the organization's constitution and bylaws. Registration does not indicate or imply that the university endorses the views of the organization's membership or the views expressed at meetings. The individuals involved are solely responsible for any views held or expressed. Only student organizations which maintain good standing as officially registered Loyola University Chicago student organizations by following all applicable policies and procedures are authorized to use university facilities or services, or be permitted to identify themselves, directly or indirectly, with the university name or credit. The university reserves the right to review the activities of student organizations and to monitor compliance with university policies.

The authority to officially register student organizations at the Stritch School of Medicine is delegated by the President of the University to the OSL. All student organizations are directly responsible to the Senior Associate Dean of Student Affairs and the Director of Student Life

Definition of Registered Student Organizations

A Registered Student Organization (RSO) shall be defined as a group of Loyola students joined together in the pursuit of a common purpose under the purview of the Medical Student Union (MSU). Student organizations are open to all students without regard to race, religion, color, gender, age, sexual orientation, national or ethnic origin or disability. Once registered, the RSO becomes eligible for certain privileges and access to University facilities. The Office of Student Life is responsible for disseminating information regarding eligibility requirements, financial regulations, and registration procedures for student organizations. All student organizations are subject to the rules and regulations governing student organizations; it is vital that all student leaders and student organizations are familiar with the policies, as they will be held accountable.

In order to be eligible to become an RSO, your group must:

- Be controlled and managed by students
- Abide by Federal, State, City, and University nondiscrimination laws and policies
- Be a not-for-profit group
- Be related to student life on campus
- Identify at least 5 LUC registered students as members of the organization
- Must have at least 2 student officers, i.e., president, vice-president and secretary/treasurer in addition to the 5 previously mentioned students
- Provide OSL with the information required on the registration form/Statement of Purpose
- Have a Faculty/Staff Liaison/Advisor
- Abide by financial and all other regulations specified in the Student Handbook and this Leadership Guide

The University reserves the right to limit the number of organizations with duplicate purposes.

Definition of Sponsored Student Organizations

A Sponsored Student Organization (SSO) abides by the same rules stated above for RSO's, but instead of being overseen and funded by MSU, they are overseen and funded by a university department (i.e., CCGH, ODEI, Admissions, etc.).

Liaisons' Roles in Advising Student Organizations

All student organizations must have at least one liaison who is a member of University faculty or full-time administrative staff. Liaisons serve for a year term and must be renewed yearly. There is no limit to how many consecutive years a liaison may serve. In selecting a liaison, the group should seek someone who shares with them the interests around

which their organization is formed. The liaison's leadership and guidance is both welcome and expected for all activities and events. A group may choose to have more than one liaison but must designate only one liaison as the primary for the group. If the primary liaison resigns, the organization has the responsibility to find a new liaison within two months. The liaison's name should be submitted to the OSL for review prior to the potential liaison being contacted by the student group. Student orgs must confirm their liaison is active in working with the board annually. Liaisons should be invited to all meetings/events held by the org.

Liaisons are to serve as role models and as resources to their student organization. Their role is to help facilitate the growth and development of students by challenging, supporting, and guiding them throughout their involvement in the organization. Additionally, they are to provide advice and counsel by sharing expertise, insights and ideas, and make recommendations when appropriate to help the organization reach their goals.

It is important to note that there are many different ways to advise, and some advisors choose to be more hands on than others. When deciding to serve as an advisor, one should be an active participant and strong resource for the student organization.

Advisor Position Responsibilities:

- **Be visible** – make a strong effort to attend events and meetings hosted by the organization.
 - Assist in student organization leadership transition following student organization elections
 - Take an active part in helping the student organization form bylaws, guiding principles, and/or constitutional updates.
 - Meet regularly with the organization's president to discuss organizational matters and to relay and update information.
 - Review any student-created designs to for use on any organization merchandise.
 - Assist in the planning and implementation of events held by the organization.
 - Serve as a liaison to connect the organization with campus and community resources.
 - Communicate when necessary, with Office of Student Life staff on behalf of the organization.
 - Be knowledgeable.
 - Read and understand University policies relevant to organizations and communicate these to the organization leadership.
 - Be abreast of all paid and unpaid contracts for performance or service agreements; ensure that such agreements are getting proper review and signature.
 - Be aware of important deadlines and paperwork that the organization needs to turn in to the Office of Student Life.
- **Be a mentor** – Work with students to help them discover their strengths and talents and find ways to put those talents into action.
 - Assist in the development of leadership skills among members by providing guidance in issues regarding time management, budgeting, and assertiveness. Encourage all members of the organization to be involved.
 - Nominate qualifying student leaders and the student organization for various recognition awards.
 - Please utilize these opportunities as leadership development and teachable moments for our students.
- **Be helpful** – Provide advice and counsel by sharing expertise, insights and ideas, and making recommendations when appropriate to help the organization reach their goals.
 - Discuss and establish expectations of both the advisor and the student organization membership.
 - Supervise the organization's planning and events to make every effort to ensure that these activities are in line with all University policies, as well as federal, state and local laws.
 - Complete the Advisor Registration Form during the annual student organization renewal
 - Provide continuity and stability over time and help the organization communicate consistent goals and values.
 - Assist new officers in order to build on history and develop long-term plans for the future of the organization.

All student organizations must coordinate with the OSL for events and endeavors. This is to ensure compliance with university policies and efficient coordination of the calendar (to avoid conflicting events to the greatest extent possible).

Responsibilities of Liaisons and the OSL

Liaison	Office of Student Life
Attend meetings as needed	Assist with building reservations
Assist in planning events	Assist with financial management & fundraising logistics
Provide direction, leads, resources, and connections to identify speakers and expertise	Ensure compliance with university policies for alcohol, travel, logo use, building use, etc.
Assist with events, fundraising, and activities	Register organizations
Plan approved travel	Approve speakers
Invite approved speakers	Organize conferences
Encourage compliance with OSL and university policies	Organize & approve travel as needed

Liability and Risk:

In the event that a claim arising from the organization's activities is brought by a third, outside party against a recognized student organization's advisor, the advisor may be covered under the University's General Liability policy so long as they are acting at the direction of the University. They must be performing services on behalf and with the express direction of Loyola University Chicago to be covered. Actual coverage determinations will take into consideration the facts and circumstances of the claim and the relevant insurance policy terms and conditions.

Privileges of Registered/Sponsored Student Organizations

Registered and Sponsored Student Organizations benefit by receiving access to University facilities and services not available to non-registered groups or to the general public.

1. Use of university's name in association with the organization's activities.
2. Use of university facilities in accordance with all applicable policies for meetings and activities.
3. Solicitation of membership on campus under the organization's name.
4. Access to funds and the engagement in fundraising activities on campus under the organization's name, subject to the approval of the OSL and in compliance with the campus solicitation policies.
5. Listing of the organization in official publications of the university.
6. Use of campus bulletin boards and other designated posting areas.
7. Access to campus services such as audio-visual equipment, inter-campus mail, room reservations, etc.
8. Expertise of a faculty/staff advisor, and access to the staff, resources, and services of the OSL.
9. The right to actively promote the goals, purpose, identity, programs, and activities of the organization. Active promotion may be regarded as wearing organizational clothing or accessories, displaying organization paraphernalia, display and/or distribution of written publicity for the organization of an event, public announcements at a Loyola event or any visible sign that intimates or articulates promotion. Promotion includes letters or any symbols that could be associated with the group. This applies to any on-campus and off-campus Loyola associated event.
10. Eligibility to request funding from the Medical Student Union (RSO's only).

Responsibilities of Registered and Sponsored Student Organizations

Student organizations are expected to adhere to all applicable institutional regulations. The university reserves the right to determine the appropriate time, place, content, and manner for conducting activities, and posting and distribution of materials on any of its campuses. Consequently, the university may deny or restrict the activities of student organizations. Student organizations are expected to exercise good judgment in planning and promoting their activities. Failure to do so may result in disciplinary action being initiated against the organization; consequently, policies, procedures and sanctions set forth within the [Student Handbook](#) apply to student organizations collectively as well as to individual students. Officers of student organizations are responsible for assuring compliance with regulations and representing the organization when disciplinary proceedings are initiated.

Student organizations are prohibited from hosting any events or programs during University breaks, holidays, or finals. The final permitted programming date for any given semester is the Sunday after the last day of classes. Student organizations are expected to exercise good judgment in planning and promoting their activities. The University may deny or restrict the activities of student organizations. Officers of student organizations are responsible for assuring compliance with procedures and policies as outlined in this handbook and the [Community Standards](#). The University prohibits the following types of activities: Eating contests, raffles, date auctions, fundraising at (or with) a bar or tavern, and other events at the discretion of OSL staff.

A student organization accepts responsibility for a member's behavior when a) he/she is acting as a member of the organization, with or without official sanction, rather than as an individual student; b) an event is held, officially or unofficially, in the name of the organization; or c) the association between, or the action of the individual(s) is under circumstances which draw attention to the organization rather than to themselves as individuals.

The liability of an organization for the behavior of its members and guests includes the responsibility for making certain that members do not violate university regulations while associated with the organization. Group sanctions may include, but are not limited to, written warning, restitution for damages, suspension of fund-raising or solicitation activities, loss of campus posting privileges, loss/suspension of campus programs sponsored by the organization, loss and/or restricted use of campus facilities, loss/suspension of funding, probationary status, or loss and/or suspension of registration.

Organizations may not give up their registered status or allow it to lapse in order to circumvent sanctions or pending disciplinary action. Organizations in good standing with the university, which allow their registration to lapse or voluntarily withdraw from the university, are denied all rights and privileges accorded student organizations and should not operate on the university campuses. Repeated attempts to operate without university registration could result in disciplinary action against the individual students involved.

Suspension means that the group has no legal basis for operating on campus or at off-campus sponsored university events, recruiting members, or promoting the organization or its identity (wearing or displaying organization clothing or insignia). Additional conditions may be imposed requiring the organization to perform or refrain from certain actions. Organizations that have been suspended must adhere to the stated conditions of the suspension or face additional delay of reinstatement or possible permanent loss of registration.

Loss of registration is an action by the university indicating a total and permanent separation of the group from the university. This includes total prohibition for the organization and its members or supporters to conduct any activity on the campuses of the university or at off-campus university associated events that in any way promote the goals, purposes, identity, programs, or activities of the organization.

New Student Organization Application

To create a new student org on campus, email Catherine Jardien (cjardien@luc.edu) to set up a meeting and get the new student org application.

- New student orgs must be markedly different than an already existing org.
- Must register with at least 2 leadership members and 5 active, non-board members.
- M1 students may not hold leadership positions until after January of their M1 year.

Organization Registration consists of the following:

- An official application form which includes the proposed name of the organization, a statement of purpose and the name and signature of a member of the full-time Loyola University faculty or professional staff member who is willing to serve as the group's liaison. The OSL may consider faculty and professional staff who are associated with an LUHS affiliation as an advisor.
- A list of officers and members for the proposed organization. A group must have a minimum of two officers. The maximum number of allowable officers for a group is five. A membership list of 5 or more Loyola University Chicago HSC students, in addition to the proposed officers (at least two) shall be submitted with the initial application.
- All student groups use a standard constitution and set of by-laws. Please review and acknowledge them.
- If the organization is affiliated with a local, regional, national, or international organization, a copy of the "parent" organization's information is required to be submitted with the application.

Annual Registration of Student Organizations

All student organizations are required to register with OSL in order to maintain their status as a student organization. This annual registration process requires the organization's leadership to submit:

- Updated officer list (outgoing leader)
- Updated liaison form (outgoing leader)
- Bylaws agreement acknowledgment (incoming leader)
- Leadership guide acknowledgment (incoming leader)

All of the preceding items must be submitted to OSL by March 1st. Failure to comply with the registration deadline will result in loss of eligibility for MSU funding (or other source of Stritch funding/sponsorship) until July 1st of the following

year for that organization. Organizations that are 'inactive' will remain on the master list (and MSU website) designated as inactive. To activate them, student leaders simply need to submit the required registration documents to the Director of Student Life.

Changes to leadership or liaison of a student organization during the academic year must be sent to OSL in writing. Organizations making changes to purpose must submit those changes to OSL for final approval. An evaluation will be made annually to ensure compliance with University policies.

Financial Obligations and Responsibilities of Student Organizations

Any organization that financially obligates itself, whether through a member or officer, for services, merchandise or facilities, does so in the name of the organization and its members. The University is not responsible in any way for debts incurred by an organization without appropriate administrative authorization. All organizations must provide a financial report annually for review during the registration process.

No student organization member or officer is allowed to financially obligate Loyola University without the clear consent (preferably written) of a Loyola University administrator. Students and/or liaisons may NOT sign contracts on behalf of the university. If an organization needs to have a contract signed, they need to have the Director of Student Life send the contract to the Provost's office for a signature. A minimum of one month's notice is required for contract approval.

Financial Resources Available to Registered Student Organizations

A University wide student development fee is assessed all full-time Health Sciences Campus students. The student government administers the large majority of this fee. The remaining portion of the fee is administered by the Office of Student Life for student activities and related programs.

- **Student Governments:** The two student governments on the Health Sciences Campus (medical and graduate schools) are known as the Medical Student Union and the Graduate Student Council, respectively. Each of these organizations receives a portion of the student development fee to subsidize their function and operation. The Medical Student Union provides limited funding for certain medical school events. In the medical school, the government receives approximately \$50.00 per student per year. These fees serve as the operating budget of the government as well as to provide financial support and assistance for many activities directed by the MSU and other student organizations. Both of the governments have their budgets supervised by professional staff members known as budget administrators. Budget administrators should approve and sign off on all purchases. Please contact MSU or GSC for additional information.
- A Funding Request Form is available from the officers of MSU. Funding requests are intended to focus on activities and events that directly benefit the Stritch student body. Personal or group funding to attend conferences, provide service in the community, or fundraise for charity are not appropriate for MSU funds derived from the student activity fee. For personal or group conference travel sponsorship, or community partnership related requests, please contact Ministry, the Center for Community and Global Health, the Office of Diversity, Equity, and Inclusion, Student Affairs, and/or Student Life.
- **Fund Raising Efforts** such as clothing sales, initiation, and membership dues may be implemented to help offset an organization's operating expenses. If an organization requires dues, ALL members must pay them. (Officers or senior students may not be exempt.) ***OSL must first approve all fundraisers.***
- Student organizations and class boards are not permitted to hold bank accounts or to deposit funds in any individual student's bank account. Any money an organization or class board has received from fund raising efforts, parent organizations, donors, etc. must be deposited into an agency account with OSL. Student orgs/class boards may utilize those funds in conjunction with OSL.

Other Resources Available to Registered Student Organizations

- **Food/Catering**

HandCut Foods operates the food service areas on campus. HandCut Foods can provide special catered meals for meetings or programs. A full selection of catered items can be chosen from the catering brochure found here: <https://loyolahsd.catertrax.com/>. Delivery as well as pick up service may be arranged through the catering manager. All orders must be placed through [CaterTrax](#) at least **one** week in advance.

Student organizations may order food from restaurants or catering operations outside of the HSC. Each building has their own policy concerning such off-campus providers. In the SSOM, student organizations may use any

food service provider. If a student organization brings in food, they must clean up everything from the food service. No food or paper supplies can be left behind in rooms. If garbage in the room is insufficient, please contact Geronimo Arizmendi (housekeeping) to arrange for trash removal at garizmendi@luc.edu. Groups leaving behind messes may be fined if campus facilities requires additional personnel for cleaning.

If alcohol is requested at any event on campus, special regulations apply. Please see special information section below.

- **Room Reservation Information**

The University allows registered student organizations to reserve certain rooms for the purposes of holding meetings, staging events, or bringing in speakers. Individuals may not reserve a room, nor may an organization or department reserve a room for purposes beyond or outside of their scope or purpose. Please check appropriate calendars for existing/conflicting events before reserving rooms.

Reservations with specific requests are best accommodated with 10 working days advance notice due to housekeeping and setup coordination. A/V support requests for weekends require a minimum of three weeks' notice and may incur additional charge.

The university does not staff SSOM with a security guard on the evenings/weekends. For evening/weekend events, event planners should factor in a cost of \$35/hour for a security guard to their budget. It is mandatory to have a security guard present during any evening/weekend events. All weekend event requests must be approved by the Director of Student Life before any rooms may be requested.

To request use of any rooms, please indicate which room(s) on the Program Request Form. Student Life will confirm if that space is available and reserve it for you.

The CTRE, Library, and Quiet Study Room (in the Nursing School) are prohibited for use as student event space.

For regular board meetings that don't require a Program Request form on file, you may request a room through the Room Scheduler, which can be found on [Loyola Wired](#). Note: You must be on campus in order to use the Room Scheduler. There are two methods of requesting space, and the directions for each are explained below. After completing the room request, you will receive two emails: the first is to tell you that you've submitted a request, and the second will confirm whether or not the request was fulfilled. Please note: **Unless you get a SECOND confirmation email, your room request has not been fulfilled.** If you're not sure if your room request has been confirmed, please email ssom-studentlife@luc.edu.

Program Request

The [Program Request Form](#) is a tool to help you plan your organization's event or activity. It provides all the details of your program to the Office of Student Life so that the proper university departments can be notified of your needs.

- Your organization **MUST** fill out a Program Request Form to hold an event/activity.
- The Office of Student Life will review your request and notify you if it's been approved within 72 business hours.
- Program requests **MUST** be submitted **at least 10 calendar days** prior to your event/activity.
 - Any requests submitted after 10 calendar days will be reviewed and approved at the discretion of the Office of Student Life.
- All Facilities requests should be entered on the Program Request Form. Please include a sketch of how you would like the space arranged.
- General meetings and executive board meetings for your student organization do not require an event request form, however please be sure to reserve space for your meeting. Please see the "Campus Room Requests" section below to learn how to reserve campus space.

The Program Request Form can be found on the MSU website, or by clicking [here](#).

Booking a Room

- <https://portal.luhs.org>
- Log in with your UVID (email)
- Click on Room Scheduler
- Schedule a Room OR Recurring Scheduler
 - Schedule a Room – best if you're not sure which room you want
 - Recurring Scheduler – best if you know which room you want

- Include Sabrina Bynum's (sbynum) name for Contact Person (At Loyola)

- **Miller Meadow Forest Preserve**

Student organizations may wish to hold an event in the forest preserve. Miller Meadow is the name of the grove on the east side of First Avenue. Individual groves within the preserve are available by reservation (permit), which would ensure the exclusive use of the grove. Large groups (over 25) are required to have a permit by the Forest Preserve District. Without a permit your event cannot be guaranteed. Please visit the Forest Preserve District requirements and link for permits at www.fpdcc.com. Student users must follow all Cook County Forest Preserve District rules and regulations.

SPECIAL INFORMATION

During the course of the year a student organization will develop an idea for an event that seems like a wonderful concept as a fundraiser. Unfortunately some of these ideas are either difficult to execute, may be against policy, or might even be illegal. The items listed below are subjects often raised by student organizations. Further information is available in the OSL. Please consult with OSL during your planning stages to avoid pitfalls and roadblocks.

Alcohol Service

If alcohol is requested at any event on campus, special regulations apply. Students must indicate on the Program Request Form that they want to serve alcohol at their event. OSL will review the request for compliance with university policies prior to approving the event. At HSC, alcohol may only be served by HandCut Foods. Alcohol may only be served in limited locations in SSOM and is generally not to be served prior to 5:00 p.m. The approval to serve alcohol is very limited. Under no circumstances may alcohol be served by non-licensed entities. Student organizations may not sell alcohol or coupons/vouchers for alcohol (aka 'drink tickets').

This policy is under the jurisdiction of OSL and applies to all events at the Health Sciences Campus where alcohol is served by a student organization.

- 1) The University does not have a license for the sale of alcoholic beverages. Consequently, the serving of alcohol is permitted on a "host" basis only. Alcohol cannot be sold or donations accepted in lieu of payment for alcoholic beverages. To host a function where alcohol is served, the host (student organization) purchases the alcohol and serves these beverages to eligible guests at no cost.
- 2) All student organizations are required to complete an alcohol application form that will be reviewed for approval by the Senior Associate Dean of Student Affairs. Applications are available in the OSL and must be submitted to the Director of Student Life for final approval at least 10 business days prior to the proposed event.
- 3) The Senior Associate Dean will have discretion in approving the type, amount, and service of alcoholic beverages at the event based on the age of the guests, expected attendance, time, location, and management of the event. Neither hard liquor nor kegs of beer will be approved.
- 4) Prior to approval, the student organization president must meet with the Senior Associate Dean for Student Affairs and/or the Director of Student Life to review the event and the organization's responsibilities, damage fees, Illinois state law, assurance that no alcohol will be sold, review of campus resources available during the event, limitation of service to guests and termination of alcohol service.
- 5) In compliance with state and municipal laws, only persons 21 years or older may consume or possess alcoholic beverages. The sponsoring group is responsible to check for age identification.
- 6) Alcohol may not be the main focus of the event.
- 7) Non-alcoholic beverages and food must be available at all events where alcoholic beverages are served. Non-alcoholic beverages and food should be featured as prominently as alcoholic beverages.
- 8) Service and consumption of alcohol is restricted to the approved area.
- 9) Admission to the event is restricted to the Loyola University Chicago community and their invited guests.
- 10) Student organizations are required to have an advisor present the entire time alcohol is being served.
- 11) At least one bartender is required, self-service is not permitted. Alcohol should not be served to persons who appear to be intoxicated.
- 12) There will be established time limits for the serving of alcohol at any event. Service of alcohol must cease at least ½ hour prior to the scheduled conclusion of the event.
- 13) Security personnel may be required due to the size, type, and hours of the event.
- 14) The Senior Associate Dean, liaison, security personnel or any other individual representing the University/School may terminate the service of alcohol or the event for any reason.
- 15) Fees may be assessed to the sponsoring group for additional maintenance or damages incurred.

- 16) All infractions must be reported to the Senior Associate Dean of Student Affairs who will take appropriate action.
- 17) Behaviors that will result in disciplinary action include, but are not limited to, those listed below:
 - behaviors that disturb others, cause embarrassment, personal injury, or property damage
 - any effort to induce or force a student to drink against his/her expressed desire
 - serving alcohol to minors or intoxicated persons
 - any sale of alcoholic beverages or dispensing of alcohol without proper license
 - failure to observe closing hours
- 18) Student groups may not sponsor events serving alcohol before 5:00 p.m.
- 19) The Provost's Office must approve all events on campus where alcohol is being served.

Casino Nights

The University has very strict policies regarding Casino Nights on any campus. As of this time Casino Nights are not allowed on the Health Sciences Campus.

Contract Signings and Their Implications

Student organizations may be in a position to deal with a contract, whether it is for the use of a facility for an event or for the entertainers or speakers whom you are presenting. Since contracts are legal documents, it is important that you understand exactly what a contract is, the legal ramifications of signing one, and the options available in negotiations.

Contracts are legal documents that bind either the University, when signed by an authorized person, or the person who signs. Do not put yourself in a position of legal liability before the contract has been reviewed. **No one should sign the contract until a professional staff member in the OSL has reviewed it.** Contracts must be forwarded to Catherine Jardien for approval and must be signed by the Provost in order to be valid. Loyola contracts are preferred.

Logo Usage and University Name

The signature, or logo, is the combination of our mark with our name: LOYOLA UNIVERSITY CHICAGO or LOYOLA UNIVERSITY CHICAGO STRITCH SCHOOL OF MEDICINE. These elements appear in an unchangeable fixed relationship and should not be separated. Any desired usage of the logo must be approved by University Marketing and Communications (UMC). Altering the colors and/or proportions of the lettering and shield in the logo is not allowed.

Gambling (Raffles) Policy

Gambling, raffles, and unauthorized games or contests of chance are prohibited when associated with a registered or sponsored student organization. "Raffle" means any event requiring a fee for, or to increase, a chance to win a prize. For more specifics on the gambling policy, please see the [Community Standards](#).

Speaker Policy

Loyola University is committed to its role as an academic institution in which a variety of ideas can be responsibly presented and critically examined. As a hallmark of its Jesuit and Catholic heritage, the University exists to preserve, extend, and transmit knowledge and to deepen understanding of the human person, the universe, and God. To this end, Loyola values freedom of inquiry and the pursuit of truth, characteristics of St. Ignatius Loyola. The existence of rational debate and controversy, the free exchange of divergent opinions, and the orderly expression of ideas are considered indications of the University's intellectual vitality and social awareness.

Student organizations are encouraged to sponsor speakers who will contribute to the role of the University as a forum for intellectual discussion, debate, or artistic expression. Speakers may validly contribute to this forum regardless of whether their ideas or positions are accepted by a majority or a minority public opinion internal or external to the University community. The use of the University as a forum, however, in no way implies University approval or endorsement of the views expressed by a speaker.

Student organizations may invite speakers who are not members of the Loyola academic or administrative departments to address their own membership in a closed forum presentation or to address the Loyola University community in an open forum presentation. Individuals may not sponsor speakers.

Loyola University, as a not-for-profit institution, is obliged to comply with federal and state regulations which prohibit the support of political candidates, political parties or political positions pending before legislative bodies. The University must refrain from sponsoring programs designed to raise funds for political candidates, parties, or positions.

Registered student organizations, however, may sponsor candidates for political office. Students involved in campaigns, canvassing activities, and voter registration drives must follow all applicable University policies. Students should refrain

from inviting political officials, dignitaries, and/or celebrities without prior approval.

The following guidelines exist to assist student organizations in issuing invitations to speakers. These guidelines do not apply to University departments:

1. Student organizations sponsoring a speaker who is not a member of the Loyola academic or administrative community must complete the [Program Request Form including the speaker section](#). Prior to extending a formal invitation to a speaker, student organizations should consult with their organization's advisor and secure her/his approval.
2. Filling out the speaker section is not necessary if the speaker is a member of the academic or administrative community of Loyola University Chicago.
3. The OSL will review the completed form. Final confirmation of and publicity for the speaker is not permitted until the Senior Associate Dean of Student Affairs grants approval.
4. The OSL may consult with appropriate individuals and organizations concerning the qualifications and suitability of the proposed speaker. The likelihood of disruption and the potential for personal injury or property damage will be considered prior to authorization of the event. If the sponsoring organization wishes to appeal the decision of the OSL, a written appeal may be directed to the Dean of the school.
5. The OSL must review any contract or honorarium relating to the appearance of the speaker. Contracts require a minimum of 30 days' notice prior to the event taking place.
6. An individual or group wishing to protest at an event may do so as long as the speaker can continue to speak and the audience can continue to see and hear the speaker.

Fundraising: Stritch School of Medicine

Fundraising Efforts such as clothing sales, initiation and membership dues may be implemented to help offset an organization's operating expenses. If an organization requires dues, ALL members must pay them. (Officers or senior students may not be exempt.) OSL must first approve all fundraisers.

Online Fundraising

Student organizations may be approved for online fundraising for charitable/non-profit organization if they meet the following guidelines:

- Charitable/non-profit organization provides online portal for fundraising.
- Funds go directly to the charitable/non-profit organization, and students do not have access to funds.
- Donation pages may not use the LUC logo, crest, or other trademarks.
- Organization is consistent with Loyola University Chicago's Mission.
- Sponsoring department approves request prior to engaging in fundraising.

Outside Bank Accounts

Student organizations are not permitted to hold an outside bank account, Paypal account, Bill Highway account, or any similar external fund management service. It is in the best interest of the student organization to utilize their sponsoring department or MSU for all organizational banking needs. Under no circumstances are graduate student organizations authorized to associate Loyola University Chicago with an outside bank account in any manner (name, identification numbers, and tax-exempt numbers). An account of this type is not under the control of and is not the responsibility of Loyola University Chicago.

The only exception to this University policy includes nationally recognized organizations with 501(c) (3) status; in those cases, the bank account must be in the name of the national organization. No organization can open a bank account under the Loyola University Chicago name.

Any student who opens a sponsored student organization account with an external bank is not only in violation of University policy, but also assumes personal risk and responsibility associated with that account.

Fund Management Violations

Violation of OSL policies is a serious matter. Failure to follow policy or procedures or to follow through on expectations and requirements by an organization or its members reflects poorly on the group and disrupts the University community.

Accountability measures may include, but are not limited to:

- Temporary expenditure freezing of the MSU spending account
- Denial of Room Reservation permissions for the semester or year
- Rescinding of active RSO or SSO status
- Mandated training or workshops
- Participation in appropriate conflict resolution processes through the OSCCR

At the discretion of for serious or repeated violations, the organization and/or its members and officers may be referred to the Office of Student Conduct and Conflict Resolution (OSCCR) for failure to comply with University policy. Officers in elected positions may be held personally responsible for the actions of the membership. Please refer to the [Community Standards](#) for additional information about University policies.

Illinois Sales & Use Tax Guidelines

All student organizations are liable for the collection of sales and use tax on the sales of tangible personal property. Tangible personal property which Illinois sales tax applies to include apparel, food and beverage items, and books as well as other items. The current Illinois sales tax rate is 9.25% for purchases made in Chicago (Water Tower and Lake Shore Campus). The tax rates vary for HSC and LUREC, please contact the General Accounting office for tax rates at those locations.

Examples of fundraisers/sales subject to IL sales and use tax:

- T-shirts sold by a student organization
- Ticket sales for events which include food and beverages
- Examples of fundraisers/sales exempt from IL sales and use tax:
- Bake sales that take place annually or a small number of times within a year
- Small items (value not to exceed \$10.00) given as a token of a donation to an organization

Tax Exempt Number and Status

Loyola as a not-for-profit, religious organization has been granted tax-exempt status by the Illinois Department of Revenue. The University therefore has been granted a tax-exempt number. University policy allows that the Loyola tax-exempt number may be used if the purchase benefits the Stritch School of Medicine, a large percentage of its student body, and that the event/purchase is for an approved Loyola sponsored function. Under Illinois law, the number issued to Loyola is to be used only for purchases by and for the benefit of Loyola University Chicago, which are primarily for the purposes of education and health care. A copy of the tax-exempt letter is available in OSL or from members of the MSU board. If you are purchasing goods or services on behalf of your group using university funds, you will NOT be reimbursed for tax. Be advised that this applies to only in-state purchases. If purchasing online, please consult the OSL.

Film Licensing Policy

In accordance with federal law, student organizations who wish to screen films must obtain the screening rights for the film. This can be done through the LUC library system.

If the library does not hold the screening rights to a film, those rights can be purchased online through www.colleges.swankmp.com.

Officers/Membership of Student Organizations

Student members must be currently enrolled at Loyola University Chicago. Groups may offer membership to Loyola University faculty, administration, alumni, and staff on an "associate or honorary" basis. Associate or honorary members may not vote or hold office.

The officers of all student organizations must have passed or successfully remediated all courses prior to starting the position and not be on disciplinary probation at the time of their election or appointment and throughout their term of office. A student who has failed a course and not successfully remediated it or who is on disciplinary probation may be removed from office and/or from group membership. Students facing academic difficulty must meet with the Senior Associate Dean of Student Affairs and/or Director of Student Life to discuss student group membership on a case-by-case basis. Students may hold a maximum of 2 leadership positions concurrently, one of which may be as a President. Students may petition OSL to hold a third leadership position if the position is as an MSU Representative. No other requests will be considered. The University does not recognize the right of any organization external to the University to decide questions of membership or policy. **At the medical school, first year students may not become elected officers until after January 1. Student group leadership changes hands no earlier than February 1 and no later than May 1** unless granted an exception by the Office of Student Life. Class board positions are held for the entirety of an academic year. Although elections happen in the winter/spring, newly elected members do not take office until the start of the following academic year. Transitions for newly elected class board members occur in summer.

All student organizations are required to maintain a roster of members in their LoyolaLinked group. This roster should be updated annually and existing members should have the opportunity to opt-out of their membership annually.

Student Organization Leadership Responsibilities

The following are suggested student organization leader responsibilities. Each organization has different needs, so a more complete list should be developed by each organization.

Summer/Fall To-Do List

1. Get organized to participate in the Student Organization Fair. The fair is typically held following the first M1 exam.
2. Schedule meeting times and locations for the semester. Make sure the on-line Room Reservation forms have been completed early in the semester. Use the following website address to reserve rooms in Stritch: <https://portal.luhs.org/template/dean/ssom/roomcal/frames.cfm>. Please note that you must be on campus in order to access the Room Scheduler. Regular board/member meetings do not require a Program Request Form to be on file and student leaders are responsible for reserving their own rooms for these meetings.
3. Conduct a recruitment meeting to invite membership.
4. Plan activities to help your members get acquainted with each other.
5. Put together materials for each member including: your organization's statement or purpose; a membership list; a schedule of dues for the year (if appropriate), a list of goals and objectives, a calendar of meeting times and locations, and any set dates for projects or special events.
6. Publish your group's updated materials on the MSU page under your group's link by contacting the MSU secretary.
7. Schedule regular meetings for the executive board and the liaison.
8. Create a budget. Review last year's actual income and expenses. This will help you determine when/if you may want to apply to MSU for specific funding for events. Does the group need to plan any fundraising activities? Start planning now.
9. Set goals and objectives for the year.
10. Confirm all officer positions have been filled and the Org Registration form has been updated with any changes (if needed).

Winter/Spring To-Do List

1. Schedule meeting times and locations for the semester. Make sure the on-line Room Reservation forms have been completed early in the semester. Also, don't forget to schedule regular meetings for the executive board and the liaison.
2. Prepare for officer election early in the semester. New officers should be elected no earlier than February 1st and no later than March 1st to give them enough time to fill out the Org Registration form.
3. Evaluate the relationship with the organization's faculty liaison. Seek out a successor if deemed necessary. An organization may not remain active for more than 2 months without an active faculty/staff liaison.
4. Make sure to spend ample time preparing the budget for the coming year.
5. Submit Annual Registration information to OSL by March 1st. Any changes to the purpose statement for the organization, budget, or primary liaison should be submitted at this time.
6. Outgoing officers should train newly elected officers and pass along all documentation.
7. Write an annual report summarizing the group's activities, successes and failures. Make recommendations for following years. This is very useful for the new leadership and it provides historical information for the files.
8. Meet with the new board to hand over necessary information.
9. Update your org's profile on LoyolaLinked.

Decorating/Postings Policy for Campus Buildings

Students must ask in advance to post anything on the walls or in walkways. Please contact the OSL for permission, as this may need to be coordinated with facilities and other offices holding events. Posters and signage may be posted on bulletin boards in communities or other designated posting areas. Posters may not be taped to walls, elevators, columns, etc. Digital announcements can be coordinated through the HSC Office of Communications Associate Director Denise Jones (djones9@luc.edu).

If given permission to decorate, students must use ONLY painter's tape for walls, finished surfaces or glass surfaces indoors. Absolutely no scotch tape, packing tape, or duct tape on any walls or ceilings. Duct tape is only permitted outdoors on the sidewalk. NO GLITTER OR CONFETTI is allowed. No thumb tacks, nails, screws, or other damaging hardware is allowed. Command removable adhesive hooks are only allowed on glass with advanced permission. Decorations may not disturb or alter existing decorations and fixtures. Latex balloons are restricted from patient areas and walkways. Helium balloons are not allowed. Sidewalk chalk is allowed with prior approval ONLY. Chalk may ONLY be allowed on pavement, never on walls or ledges, even if those surfaces are concrete/brick/pavers. Decorations or postings in the building without permission will be removed without notice.

When given permission to decorate a space for an event, decorations must be taken down as soon as possible after the

event ends (same day or day after), and the decorated space must be reserved for set-up and tear-down times for decorations. If you would like decorations to stay up longer, these must be approved through OSL prior to decorating taking place.

Audio Visual Equipment

If your event requires special set up in any room of screen, projector, sound equipment or additional microphones, please contact the OSL to ensure your requirements are feasible. Most A/V is handled by Classroom Technology Services (CTS). For A/V requests **at least** 1-week notice is required. If you anticipate using the atrium or another common space and wish to have sound (music playing, etc.) you must receive clearance from the OSL in advance. A/V equipment set up for events must not be removed from the building without permission.

Fitness Center

Events in the fitness center must be cleared with the center director in advance. Please contact the OSL if you wish to coordinate an event and OSL will coordinate details with the Fitness Center. The Fitness Center available for events on an extremely limited basis. Informal sports engagement is encouraged, but intramural leagues are not allowed.

Hazing Policy

Hazing is a broad term encompassing actions or activities often associated with initiation or group associations which inflict or attempt to cause mental or physical harm or anxiety, or which demean, degrade, or disgrace any person, regardless of location, intent, or consent of participants. Hazing can also be defined as any behavior that intentionally or unintentionally endangers the physical or mental health of a student for the purpose of initiation, full admission, or affiliation with any organization or group. Any activity that promotes a class system or subjects a certain sub-group to subservience in any form may also be considered hazing.

Hazing is expressly prohibited by the University and by Illinois law (720 ILCS 120). Actions and activities that are explicitly prohibited can be found in the [Community Standards](#) at www.luc.edu/osccr and at www.hazingprevention.org.

No hazing prevention program is mandated for RSO's or SSO's, but it is highly recommended. Preventzone Hazing Prevention Module found here: <https://luc.prevent.zone/>

Press Releases and Media Appearances

Students and student organizations may not issue press releases involving university activities or businesses without prior approval and review of the HSC Communications Office. All press releases naming Loyola or its affiliates, whether primarily or secondarily, must be reviewed, approved, and issued by HSC. All student groups or individuals representing a group on behalf of the school or invoking the school's name or identity must speak with the HSC Communications Associate Director prior. This is to protect both students and the institution and to provide guidance in handling media inquiries. If you have a need for a press release or media clearance, please contact Denise Jones (djones9@luc.edu).