



Farnan School of Law

WILMINGTON UNIVERSITY

Student Organizations Handbook

2026-2027

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Student Organizations Overview

Student organizations offer opportunities for engagement, leadership, and professional development. Whether focused on public service or community and belonging, student organizations foster collaboration and help build a supportive environment where students can grow. Participation in these organizations not only enhances classroom learning, but also prepares students to become thoughtful, well-rounded legal professionals.

Responsibilities of Student Organizations

Student organizations have certain responsibilities and obligations, such as:

- Ensuring members share a common interest in collectively pursuing their activities in a collegial, civil, respectful, and professional manner.
- Adhering to the organization's constitution and bylaws.
- Opening membership to the entire Wilmington University Farnan School of Law community.
- Following a uniform meeting schedule.
- Attending student organization meetings as required by the Office of Academic Affairs.
- Adhering to all rules mandated by the [School of Law Honor Code](#) and [Code of Conduct](#).
- Abiding by all applicable University and Law School policies, including the guidance set forth in this Handbook and the [Wilmington University Student Handbook](#).
- Utilizing all communication platforms including email, apps, websites, and social media responsibly and professionally.
- Confirming updates with the law school administration including but not limited to meeting discussions, tentative events and student offerings, and plans to apply for national charter membership.
- Documenting meeting minutes to be accessible to all members via the organization's Microsoft Teams channel.
- Confirming organizational information annually by completing the [Annual Student Organization Disclosure Form](#) by May 1 to maintain active status of the organization.
- Submitting an updated member list to the Office of Academic Affairs by October 1 and February 1 for each term to confirm access to communication systems.

Guidelines for Starting a Student Organization

Initial Interest Meeting

Students should hold an initial interest meeting to discuss formation of the organization. Students should designate a meeting organizer. The organizer should email the Office of Academic Affairs notifying them of the proposed meeting time and location if on campus. The administration will assist the organizer with finding campus space and with promoting the meeting to the student body.

Topics for discussion at the initial meeting should include:

- Purpose and mission of the organization
- Proposed name of the organization
- Names of the potential faculty/staff advisor
- Requirements for membership (Note: In general, all law school organizations are open to the entire law student body.)
- Membership requirements if the organization is to be part of a national chapter

In order for a group of students to be recognized as an organization by the Wilmington University Farnan School of Law, an application must be submitted to lawstudentlife@wilmu.edu. The application must include:

1. Proposed name of the student organization
2. Purpose and mission of the organization
3. Requirements for membership. If the organization will be a chapter of a national organization, include charter guidelines.
4. Details of the interest meeting, including the sign-in sheet with at least five student signatures
5. Proposed schedule of regular meetings
6. Name of the advisor and his or her agreement to act as advisor. The advisor must be a full-time staff or faculty member of the Farnan School of Law.

Law school administration will review the proposed student organization's application, and all applications are subject to approval. If the organization is approved, it becomes an officially recognized organization of the Farnan School of Law.

All new organizations will have a 60-day probationary period immediately following initial approval. Within this 60-day period, the organization must submit the following:

1. List of all members
2. The organization's executive board including their office position (President, VP, Secretary, and Treasurer)
3. By-laws
4. Meeting times, dates, and locations

The 60-day probationary period runs concurrently with the fall and spring academic calendars, excluding study and final exam periods, holidays breaks, and the summer.

All student organizations must abide by the Guidelines for Student Organizations, all University policies, and procedures included in the Student Organizations Handbook. Failure to do so could result in disciplinary action, including disbandment of the organization.

Students must have completed one full semester and have a cumulative GPA of 2.50 to submit an application to start an organization. This standard demonstrates that they can be successful in law school before taking the lead in developing a new extra-curricular activity. First semester students are permitted to work with an upper-level student, who may take the lead in coordinating the beginning phases of requesting a new student organization for approval.

Student Organization Membership Requirements

To maintain chartered status, organizations must be comprised of at least 3 currently enrolled students at the Farnan School of Law of which two students must hold positions on the Executive Board (President and Secretary). The minimum number of members required to maintain active status as an organization is **five**. Furthermore, each organization must maintain at least a President and a Secretary. The President will serve as the liaison between the organization and the Office of Academic Affairs team. This person will be the primary contact for all things relating to the student organization. Finally, approved organizations are required to submit an [Annual Student Organization Disclosure Form](#) by May 1 each year.

Minutes must be recorded for each student organization meeting and distributed to all members and the advisor. The Secretary should be responsible for keeping all minutes throughout the year.

If an organization is going to have dues, raise funds, make expenditures, etc., the Treasurer will be responsible for tracking these funds, and a report must be given by the last business day of the month to the law school administration.

Students must follow the Law School and University Code of Conduct at all official University and organization sponsored events.

To disband an organization due to lack of members or funds, notice of the circumstances must be given to the law school administration by the advisor of the organization. All funds and property of the organization will be held by the Farnan School of Law for a period of no less than twelve months. The organization will be responsible for all debts it incurs. If an organization disbands, it must re-file for recognition.

By-laws

An organization's by-laws must contain (but is not limited to) the following information:

- Mission statement
- Listing of officer positions
- Method for electing officers
- Process for amending the bylaws

Advisors

Advisors play an important role in assisting student organizations to achieve their strategic goals. If you need help identifying a member of the faculty or staff who may be a good fit to serve as an advisor for your organization, please contact the Office of Academic Affairs.

The purpose of the advisor is to provide guidance, lend institutional knowledge, share historical perspectives, and provide continuity to the student organization. Advisors and student organization members should maintain open lines of communication. The advisor must stay informed of the organization's activities and ensure that University policies and procedures are followed.

The responsibilities of advisors to their student organization include, but are not limited to:

- Attending meetings, activities, and programs. Advisors must be present at any official off-campus organizational gatherings (i.e., Barrister's Ball, community service).
- Assisting in program planning, particularly identifying alumni and others in the legal community to speak on panels.
- Submitting budget and funding requests on behalf of the student organization.
- Assisting in officer transition and training.
- Sharing ideas and thoughts.
- Providing feedback.
- Helping to resolve intra-group conflict.

The responsibilities of student organizations to their advisor include, but are not limited to:

- Discussing expectations of the advisor and the role they play in the student organization.
- Notifying the advisor of all meetings, activities, and programs.

- Providing copies of meeting minutes in a timely manner.
- Coordinating budget requests with their advisor to access funds needed for organization-related activities and events.
- Meeting regularly with their advisor to discuss organizational matters.
- Consulting the advisor prior to making significant changes to the structure or policy of the organization.

Advisor Replacement Policy

If a student organization's advisor is unable to continue serving in their role for any reason, the advisor is responsible for identifying a full-time faculty or staff member who is willing to serve as the replacement advisor. Once a replacement has been confirmed, the outgoing advisor must email lawstudentlife@wilmu.edu to request the advisor change and verify that the incoming advisor has agreed to assume all responsibilities associated with advising the student organization.

Prior to assuming the role, the replacement advisor must review the Student Organizations Handbook to ensure they understand and can fulfill all advisor responsibilities.

Community Service

It is an expectation that each student organization will participate in at least 1 community service activity each school year. Selected community service and volunteer activities should be representative of a unified, inclusive opportunity for all students. Resources for locating a volunteer opportunity and some local organizations are included below; this is by no means a comprehensive list. We encourage students to research and select a volunteer opportunity representative of their organization's interests, goals, and mission.

- [Volunteer Delaware](#)
- [Ronald McDonald House Charities](#)
- [Food Bank of Delaware](#)
- [Sean's House](#)
- [Delaware Volunteer Legal Services](#)

For help coordinating a community service event or locating a community service organization, please contact lawstudentlife@wilmu.edu.

Once the organization has selected a volunteer activity, they will be required to complete the [Student Organization Event Proposal Form](#) so the intended activity can be reviewed, and the administration can provide any necessary support.

Wilmington University Farnan School of Law students are encouraged to participate in activities with other students from the University and promoted by Wilmington University [Student Life](#) and the [Student Government Association](#) (SGA).

Events

Procedures

Coordinating an event is an important task requiring careful organization and follow-through. Essential components of a successful event are planning and budgeting early. The steps below are required for all student organization events:

1. Student organizations must complete the [Event Proposal Form](#) at least one month before an event to initiate a request to host an event or invite a guest speaker. Approval from the law school administration must be requested for all events, including on-campus and off-campus events.
2. Once initial approval for the proposed event is granted, the [Event Details Form](#) must be completed.

All events must be approved prior to promotion.

Event Date Selection

It is important for students to be aware of the dates in the official University calendar and Farnan School of Law academic calendar.

- Farnan School of Law academic calendar:
<https://law.wilmu.edu/academics/academic-calendar.aspx>
- The University calendar is located on the University's website at:
<https://www.wilmu.edu/registrar/calendar.aspx>

For any student event (on-campus or off-campus) to be fully approved, the selected date must be approved by the law school administration. Events cannot be scheduled on university holidays when the school is closed. In addition, events may not be scheduled on federal or religious holidays when the school is closed. When planning an event, planning committee members should make themselves aware of all religious holidays to ensure event offerings are inclusive for all students to attend.

Planning Successful Events/Activities

- Plan an initial meeting with the event committee.
- Establish a budget. Consider facility rental, catering, equipment rental, and necessary accommodations. It is good budgeting practice to compare venue/vendor options (at least 3) to ensure cost effectiveness.
- Choose a date. Have at least two (2) dates in mind: a preferred date and an alternative date. That way, when you start checking out available facilities, you'll be able to choose

the best option. Be sure to factor in federal and religious holidays, school closures, and semester breaks.

- Apply for and be sure to have confirmation of approval from the law school administration. Communicate questions with the administration as they arise.
- Determine a realistic expectation of the number of people who will attend the event. Requiring RSVPs is a great way to determine a more accurate number of attendees.
- Identify one person who will be the primary contact for the event.
- Develop a detailed preliminary agenda. Be sure to include a timeframe for each component of the event.
- Promote your event. Advertise the event through flyers on the law school bulletin board, Canvas announcements, and word-of-mouth. Events may be advertised on the TV screens, permitted that event information is submitted 1 month in advance. Events should be open to all law school students. **Students are not permitted to tape flyers or other promotional materials on the walls of the law school.** Students are responsible for removing promotional materials after events have passed.
- Reconfirm everything! A couple of days before the event, take some time to validate all details.

Alcohol Policy

It is the responsibility of every member of the University community to know about the risks associated with alcohol use and abuse. This responsibility requires students to be familiar with relevant college policies and federal, state, and local laws and to conduct themselves in accordance with these laws and policies. Possession or consumption of alcoholic beverages by individuals under the age of 21 is a violation of state liquor laws. Likewise, it is illegal for anyone to supply alcoholic beverages to people under the age of 21.

For any law school event, on-campus or off-campus, allocated funds from a student organization's budget may not be used to pay for alcohol. If alcohol is involved for any law school event, external or internal, it must be paid for separately. The law school administration must be made aware of any planned event, external or internal, where alcohol will be present. Additional approvals may be required.

Contracts

For any event, off-campus or on-campus, where a contract is required to secure a vendor or venue, the contract must be reviewed by the Office of the General Counsel prior to the law school administration signing. The Office of General Counsel provides centralized legal guidance and support to the University, playing a critical role in protecting the University's

interests and mitigating risks. Any contract should be presented to the law school administration first, to then present to our assigned legal counsel.

Budgets and Funding

Allocated Budget

All student organizations automatically have access to \$500 per year from the law school administration and each student organization will have its own account. This will allow the law school administration to easily track expenses and balances. The annual \$500 allocation does not roll forward to the next fiscal year. Any unspent money goes back to the law school administration.

Budget Requests

To request the use of funds from a student organization's allocated budget, the organization's faculty advisor must complete the [Budget Request Form](#). Faculty advisors must obtain approval from the administration before incurring any expenses over \$50. A budget request should be submitted at least 10 business days prior to the date funds are needed. Once the budget request has been received, the law school administration will review the request and confirm next steps with the faculty advisor. If a faculty advisor is requesting to be reimbursed, an itemized receipt and Expense Reimbursement Form will be required for documentation purposes.

If approval for a budget request has not received prior approval by the law school administration, funds incurred by the faculty advisor or student members are **not** subject to reimbursement. The financial responsibility remains entirely with the person or party who made the purchase.

Budget funds cannot be used for purchasing:

- Gifts for members of the student organization
- Alcohol

Additional Funding Exception Requests

If a student organization intends to make a purchase that will exceed the allocated budget for the fiscal year or the budget has already been exceeded, the organization's faculty advisor may submit an [Additional Funding Exception Request Form](#). Additional funding exception requests are subject to approval by the Dean of the law school. The law school administration will communicate with the faculty advisor whether the additional funding exception request has been approved or denied.

Fundraising

All fundraising activities must have approval from the law school administration. A [Fundraising Approval Form](#) must be submitted one month in advance for each fundraising activity. This means if you are selling tickets to an event, the request must be submitted 1 month before you plan to start selling tickets. Prior approval is required to ensure enough time for a fundraising account to be set up, in compliance with university policies.

The University uses the OneCause platform for all fundraising events. It offers customization of event pages, the ability to sell tickets, features to organize a silent auction, and much more. Any law school event where students will be raising funds must be set up through OneCause. Once approval has been granted, students may contact lawstudentlife@wilmu.edu to have a fundraiser page created.

Other Sources of Funding

If any sources of external funding are offered or become available to a student organization, this must be disclosed to the Dean of the law school for approval, prior to acceptance.

Partnership opportunities with the Office of Professional Development, Office of Academic Affairs, or other student organizations for additional sources of funding are encouraged.

Technology and Communications

Effective communication is essential to the success of any student organization. All groups are encouraged to maintain clear, consistent, and inclusive messaging across their platforms, including email, announcements, social media, and event promotions. Organizations should designate a communications officer or team responsible for managing outreach, coordinating with campus departments, and ensuring that all materials reflect the organization's mission and values. Additionally, student organizations must adhere to university guidelines when communicating with external audiences or promoting events.

Policies

1. Digital communication pertaining to organization-related activity among students and faculty advisors must be maintained through Wilmington University platforms (WU email, Canvas, or Microsoft Teams). Students are permitted to use the GroupMe application or text messaging for digital communication amongst each other.
2. The law school administration oversees schoolwide communications and will not provide student organizations with access to the law school student email list. The administration or the SBA President can forward communications on behalf of organizations, as requested.
3. All IT requests must go through the law school administration. If you have specific technology requests, please communicate those to lawstudentlife@wilmu.edu.

Microsoft Teams

Each student organization will be provided with access to a Microsoft Teams private channel. Within the private channel, organization members can communicate through posts and work collaboratively on files. Requests to add members to the private channel must be submitted and new membership should be confirmed each October 1 and February 1. To prepare for the following academic year, membership and executive board changes must be confirmed through submission of the [Annual Student Organization Disclosure Form](#).

Student Organization Email Address

Student organizations may request a shared email inbox by emailing lawstudentlife@wilmu.edu, after the 60-day probationary date has passed and all requirements have been submitted. The administration will coordinate with the IT department to have the email address created. An organization's President and Secretary will be permitted with access to the shared inbox. No more than 4 executive board members may have permission to access the shared inbox. A faculty

advisor and staff member will also have access to each shared inbox, to oversee and ensure communications are appropriate.

A member of each student organization's executive board is responsible for completing the Annual Student Organization Disclosure Form, where they will be required to confirm the names of the new executive board members. This will be utilized to update member access and permission for each shared inbox to prepare for leadership transitions the following academic year.

The Farnan School of Law entrusts certain students with access to shared email inboxes to support operations, communicate with internal and external stakeholders, and provide professional assistance on behalf of the school. Students granted access to a shared inbox serve as representatives of the Farnan School of Law and are expected to conduct themselves with the highest standards of professionalism, integrity, and ethical responsibility.

Students using a shared inbox are representatives of the Farnan School of Law and must:

- Communicate in a professional, respectful, and courteous manner.
- Ensure all written communications are clear, accurate, and appropriate for the intended audience.
- Exercise sound judgment when responding to inquiries and seek guidance when uncertain how to respond.
- Maintain the reputation and integrity of the Farnan School of Law through their communications and actions.
- Refrain from engaging in personal, political, or unauthorized communications through the shared inbox.

All communications sent from a shared inbox may be considered official communications of the Farnan School of Law.

Social Media

All requests for social media accounts must be submitted to the Office of Academic Affairs for approval, who will coordinate with the University Relations department for appropriate set up and training. Student organizations are permitted to have a social media presence but must do so under Wilmington University's Social Media Ambassador model. This means that any student group managing an account is required to follow the University's social media guidelines, which outline expectations around branding, content, tone, and responsible posting. Additionally, a faculty adviser or staff member must have access to oversee the social media account.

Branding

Student organizations are permitted to create logos, flyers, and other promotional materials to represent their organization and endorse organizational offerings. Where appropriate, the official Wilmington University Farnan School of Law logo is encouraged for use.



Farnan School of Law

WILMINGTON UNIVERSITY

Appendices

Appendix A: Budget Request Form

Must be submitted through Microsoft Office Form: [Student Organization Budget Request Form](#)

Student Organization Budget Request Form

This form must be completed by the faculty advisor to request the use of funds from the allocated student organization budget. Faculty advisors must obtain approval from the administration before incurring any expenses over \$50. **Please complete this form at least 10 business days prior to the date funds are needed. Note: Invoice/check payments are disbursed by Financial Affairs twice a month and we must adhere to their deadlines for payment processing.** Once the form has been received, the law administration will review the request and confirm next steps via email. If you are requesting to be reimbursed, an itemized receipt and Expense Reimbursement Form will be required for documentation purposes.

* Required

* This form will record your name, please fill your name.

1. Faculty Advisor Name *

2. Date of Request *

3. Student Organization *

4. Approximate Requested Amount *

5. What will the requested funds be used towards? *

- ☐ Law school special event (i.e. panels, guest speakers, symposium)
- ☐ Off-campus student event
- ☐ On-campus student event
- ☐ Networking event
- ☐ Materials/supplies
- ☐ Other

6. Please provide a general description of the funding being requested *

7. Method of Preferred Payment: (Note - the type of event and requested use of funds may dictate the method of payment) *

☐ Credit card payment

☐ Invoice

☐ Check

☐ Reimbursement

8. Upload receipt or invoice, if applicable (*can also be submitted at a later date*)

 Upload file

File number limit: 2 Single file size limit: 100MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

Appendix B: Annual Disclosure Form

Must be submitted through Microsoft Office Form: [Annual Student Organization Disclosure Form](#)

Annual Student Organization Disclosure Form

Approved student organizations are required to submit this form by May 1 annually to confirm updates that will occur within the organization for the following academic year. Completion of this form verifies active status of the organization.

* Required

* This form will record your name, please fill your name.

1. Date of Form Completion *

2. Student Organization *

3. Faculty Advisor(s) *

4. Executive Board Officers for Next Academic Year (President, Vice President, Secretary, and Treasurer) *

5. Meeting Schedule for Next Academic Year (i.e., 3rd Tuesday of every month at 4:30pm) *

6. Upload the Organization's Active Members List *

File number limit: 1 Single file size limit: 100MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

7. Has there been changes to the by-laws? *

☐ Yes

☐ No

8. Upload the revised by-laws

 Upload file

File number limit: 1 Single file size limit: 100MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

9. Please confirm the community service/volunteer activity the student organization participated in this academic year: *

10. Please confirm ideas/plans for a flagship event(s) next academic year: *

Appendix C: Event Proposal Form

Must be submitted through Microsoft Office Form: [Student Organization Event Proposal Form](#)

Student Organization Event Proposal Form

Please complete this form to initiate a request for an event. No events can be confirmed and announced until granted approval by the Dean. All guest speakers must be requested via submission of this form and approval must be granted by the Dean, prior to extending an invitation. If your request is approved, you will receive confirmation from Academic Affairs and must complete the Student Organizations Event Details Form to confirm the details of your requested event.

* Required

* This form will record your name, please fill your name.

1. First and Last Name *

2. Email Address *

3. Student Organization *

- ☐ Student Bar Association (SBA)
- ☐ Black Law Student Association (BLSA)
- ☐ Law Review
- ☐ Latino Law Student Association (LaLSA)
- ☐ Other

4. Preferred Date for Event *

5. Event Purpose *

6. Will the event be on-campus or off-campus? *

☐ On-campus

☐ Off-campus

7. Intended Audience (*students, faculty, staff, external members of the legal community, etc.*) *

8. Do you wish to have a guest speaker attend your event? *

☐ Yes

☐ No

9. If you are requesting a guest speaker to attend this event, confirm their name and organization/affiliation below:

10. Topic/Purpose of Guest Speaker

11. Will this event be in collaboration with any of the below departments/organizations? *

☐ Office of Professional Development

☐ Law Admissions

☐ Law Academics

☐ Law Library

☐ N/A

☐ Other

12. If this event will be in collaboration with another department, have you contacted representatives from the department?

Appendix D: Event Details Form

Must be submitted through Microsoft Office Form: [Student Organization Event Details Form](#)

Student Organization Event Details Form

Please complete this form after you have received approval for your proposed event. Once this form has been submitted, Academic Affairs will review and provide final confirmation for the event.

* Required

* This form will record your name, please fill your name.

1. First and Last Name *

2. Email Address *

3. Student Organization *

- ☐ Student Bar Association (SBA)
- ☐ Black Law Student Association (BLSA)
- ☐ Law Review
- ☐ Latino Law Student Association (LaLSA)
- ☐ Other

4. Event Name *

5. Event Description *

6. Event Date *

7. Event Time *

8. Estimated Total Cost for Event *

9. What is the estimated headcount? *

10. Is the event off-campus or on-campus? *

☐ Off-campus

☐ On-campus

11. Event Location *

12. Will additional set up and break down time be needed? If so, confirm the amount of time needed before and after the event. *

13. If you were approved to invite a guest speaker, have you notified them? *

14. What room/space would you like to request? *Note: This is subject to availability* *

15. Will any resources be needed for your event? (*i.e. technology requirements, equipment requests, support services*) *

Appendix E: Additional Funding Exception Request Form

Must be submitted through Microsoft Office Form: [Student Organization Additional Funding Exception Request Form](#)

Student Organization Additional Funding Exception Request Form

This form must be completed by the faculty advisor for student organization additional funding exception requests, if your organization will with this purchase or has already exceeded the allocated budget for the year. Additional funding requests are subject to approval by the Dean of the law school. The law administration will communicate via email whether the additional funding exception request has been approved or denied.

* Required

* This form will record your name, please fill your name.



1. Faculty Advisor Name *

2. Date of Request *

3. Student Organization *

4. Approximate Requested Amount *

5. What will the requested funds be used towards? *

- ☐ Special event (i.e. panels, guest speakers)
- ☐ General supplies
- ☐ Membership meetings
- ☐ Other

6. Please provide a general description of the funding being requested *

7. Method of payment or reimbursement *

- ☐ Credit card payment
- ☐ Invoice
- ☐ Check
- ☐ Reimbursement

Appendix F: Fundraising Approval Form

Must be submitted through Microsoft Office Form: [Student Organization Fundraising Approval Form](#)

Student Organization Fundraising Approval Form

All fundraising activities must have approval from the Office of Academic Affairs. This form must be submitted one month in advance for each fundraising activity. Approval must be granted by the Office of Academic Affairs before any fundraising can occur, to ensure we are complying with University policies.

* Required

* This form will record your name, please fill your name.

1. First and Last Name *

2. Date of Request *

3. Student Organization *

4. Which event are you requesting funding for? *

5. What method will the organization use to raise funds? *

- ☐ Selling tickets
- ☐ Conducting a raffle
- ☐ Competition
- ☐ Other