

## Creating a New Student Organization

### All law school organizations must:

- Have a unique purpose in the law school
- Complement the University of Dayton School of Law mission and values
- Have five or more student members
- Have a University of Dayton School of Law faculty or staff advisor

1. Schedule a meeting with Assistant Dean of Student Affairs Staci Rucker to discuss strategy (e.g., how to publicize your new organization, how to find an advisor, etc.). To schedule an appointment with Assistant Dean Rucker, call 937-229-4734 or email Nan Holler-Potter at [nhollerpotter2@udayton.edu](mailto:nhollerpotter2@udayton.edu)
2. Read the Honor Code and Code of Conduct to understand what rights and responsibilities student organizations have at the University of Dayton School of Law.
3. Have a total of at least five (5) University of Dayton School of Law students who are interested in participating in the organization. Record these students' names, e-mails, and telephone numbers.
4. Identify a potential University of Dayton School of Law faculty or staff member who is willing to serve as an adviser to your organization.
5. Write a constitution for the organization; include by-laws if necessary. The Dean's office has many constitutions on file that may be used as models.
6. Select officers for the organization:
  - a. It is suggested that your organization also have a Vice President, Secretary, and Treasurer (if finances are a part of your organization).
7. Schedule a follow-up meeting with Assistant Dean Rucker to confirm the organization's status, obtain space in the student organization suite, etc.

## GOVERNING DOCUMENTS

It is strongly advised that student organizations revise and approve their governing documents at least one time during the academic year. Most years, there will be no changes and the organization simply needs to approve the governing documents as they stand. If the organization is not tied to an inter/national affiliation, officers should take the time to review the documents to ensure that officer job descriptions, mission statements, the organizational purpose, and financial information is up to date. If the organization is tied to an inter/national affiliation, communication with advisers and the headquarters is needed when making changes to governing documents.

If changes are made to governing documents, copies should be given to the [Student Affairs Office](#).