

The background features several overlapping geometric shapes. A large blue shape starts from the top right and extends towards the center. An orange shape is positioned on the left side, partially overlapping the blue one. A grey shape is located at the bottom right, overlapping both the blue and orange shapes.

# How Do I Run a Student Organization? Covid-19 Edition

Updated October 13, 2020

## Registration

### *New Organizations*

1. Every student organization is required to have 5 members including a President and a Treasurer.
2. If you have 5 students interested in a new organization, you need to fill out the “Student Organization Registration Form” available on the WSBA Twen Page. To find that form, go to the WSBA Documents and then click on the Organization Resources. You may email the WSBA Vice President with questions about that form.
3. Once your application has been received, the WSBA Executive Council will vote to recognize the new student organization. The organization will be “recognized” upon a simple majority vote of the Council.
4. If recognition is refused by the Council, the student organization may submit a written appeal within 10 days of notification of refusal.

### *Existing Organizations*

1. Once a student organization has been recognized, it will remain a “Registered Student Organization” for as long as the requirements (in the next section) are met.
2. The WSBA Recognized Student Organization Update Form and the WSBA Student Organization Budget Audit and Request Form must be submitted in March of each academic year. These forms will be distributed by email by the WSBA Vice President.

## Student Org Requirements

*You Should.....*

1. Abide by the WSBA Constitution and Bylaws (especially Bylaw 106).
2. Email the WSBA Vice-President at the end of each semester a report that includes:
  - a. Number of meetings held that semester
  - b. Events hosted that semester
  - c. A list of current officers
  - d. Status of your budget
  - e. Future planned events
4. Make sure your President and Vice-President attend the training at the beginning of the fall semester.
5. Check <https://washburnlaw.edu/students/organizations/> to make sure the officers listed are correct.
6. Watch for all emails from WSBA officers regarding your student organization. These emails will be from WSBA officers checking in on what you and your organization need. They may also contain important information about budget renewal for next year and other important dates and deadlines.

## All-School Access Emails

1. Your organization may send out “all school” emails to advertise events.
2. Organization officers seeking all school access should fill out the form at this link:  
<https://washburnlaw.edu/students/organizations/>.
3. Follow these guidelines when sending out emails:
  - a. No more than two emails may be sent for any one event. Please respect students time and email space.
  - b. Only use all school access to send emails relating to your student organization. Do not spam students with unrelated information.
4. Access to this email list is a privilege and can be revoked if it is misused.

## Bulletin Boards

1. Bulletin Boards are a privilege given to student organizations on a first come, first serve basis.
2. If you have a bulletin board, make sure it is updated with:
  - a. Current officer names, their pictures, and contact information
  - b. Current academic year and events

## Restrictions on Use of Student Organization Funds from Student Fees

- I. May not be used for alcohol
- II. May not be donated to a charity outside the law school\*
- III. Officers should be careful of even the appearance of impropriety in the use of funds, and should contact the Associate Dean for Student Affairs with questions.

\*If an organization wishes to raise money for charity, the following steps should be taken:

1. The potential charities should be vetted and that information should be presented to the organization as a whole, including:
  - a. The charity's name, address, phone number, contact person, purpose, and percentage of donations used for that purpose rather than for overhead;
  - b. The entire organization should vote to choose the charity by at least a majority vote;
  - c. All fundraising advertising should state the charity's name and contact information, and whether:
    - i. Gross fundraising proceeds will be donated, or
    - ii. Net fundraising proceeds (after expenses) will be donated;
  - d. The Treasurer or specifically designated officer of the organization will be responsible for handling the finances for the fundraising, but the President of the organization will also bear ultimate joint responsibility;
  - e. The date for the funds being given to the charity shall be announced in advance of fundraising, not to be past the date of the President's or specifically designated officer's term of office, and shall be publicized by the organization;
  - f. Outside publicity, if desired, should be organized in advance through the Director of Marketing Communications, (785) 670-1784.

Please see

<https://washburnlaw.edu/students/organizations/funding/index.html>

for more organization funding and financial information.

- 1) Though student orgs will not be hosting outside speakers this fall, Director Wisneski will still try to take photos at in-person org meetings.
- 2) If a meeting is entirely Zoom, Director Wisneski will try to take screenshots and save them in the Washburn Law archive so they can be shared on social media.
- 3) If a meeting is a hybrid of in person and Zoom it is ok for students to use the equipment in the classrooms to broadcast the meeting to remote attendees. Please don't move the monitor that is in the front of most classrooms.
  - a) If you are planning to broadcast the meeting via Zoom and have not logged into the computer that is in the classroom that you reserved you should do that well before the meeting begins--it can take a few minutes to set up an account the first time you login on the computer.
  - b) Be aware that most classrooms are being used for classes that begin at 1:25 p.m. Be sure to take this into consideration when you check the room calendar. The professors teaching 1:25 p.m. classes may need to get into the room 10-15 minutes before class so they can get set up.
  - c) An alternative to using the equipment in the room would be to use your laptop.
- 4) Photo releases: the written policies already in place requiring student orgs to get a release from outside speakers for photos applies to meetings and presentations broadcast via Zoom. The photo release form is on the Current Students page under Events and Room Reservations.  
<https://washburnlaw.edu/students/forms/docs/photorelease.pdf>  
You should send the outside speaker a link to the form, ask them to print it off and fill it out, take a photo of the completed form with their phone, and send the photo of the form back to you. You should then forward the form to Donna Vilander at [donna.vilander@washburn.edu](mailto:donna.vilander@washburn.edu)

## Student Organization Events, Covid Style

This semester is going to be a little different for everyone. Student organizations are encouraged to continue to serve the student population by holding club meetings and Lunch and Learns. Here's how this will work this year.

1. Student organizations may hold in-person group meetings provided that:
  - a. There is space available in an open classroom. With social distancing requirements, there will not be as many available spaces for groups to meet. You can reserve a room by going to <https://washburnlaw.edu/reserveroom>;
  - b. During these meetings, students social distance (6ft between people) and wear masks;
  - c. The group meeting is not larger than the room being reserved can hold – room capacity limits will be posted on each room at the beginning of the semester;
  - d. The meeting is also available on Zoom for students that are choosing the remote learning option for this semester.
  
2. Student organizations may hold Lunch and Learns, but speakers outside of the Washburn Law community will be required to appear by Zoom and not in person. Very few exceptions will be made, and they must be made by Dean Leisinger. Students may watch Lunch and Learns on Zoom in classrooms provided the requirements above are met. Attendance for Center credit should be taken through the Zoom chat for people who are attending via Zoom. Simply have everyone type their name in the Zoom chat and then print the chat!

## Student Organization Events, Covid Style

3. As of right now, food is not allowed in classrooms or other meeting areas as masks must remain in place. As this develops, this rule may or may not change. Recognize that for the moment “Lunch and Learns” are more “learns” and less “lunch”. This doesn’t mean you should abandon the idea, it just means students will likely need to eat before or after your meeting/lunch and learn.

4. Your student organization may hold events off-campus as they have before. Local and state regulations will provide the requirements for these events.

**5. Restriction on invitations to speakers running for office:** There is a university requirement to notify the University President’s Office before any invitation is extended to a person who is running for office. This is to make sure that everyone understands that the candidate for office cannot turn a university speaking invitation into a campaigning opportunity. Please discuss with Dean Leisinger ([shawn.leisinger@washburn.edu](mailto:shawn.leisinger@washburn.edu)) before making any plans in this area.



## Student Organization Events, Covid Style

6. Student organizations should look for creative ways to serve the students. Although traditional Lunch and Learns and other events may be limited, there are lots of ways to continue to interact with the student body. Consider using Zoom for large group meetings. If presentations and panels are being used, consider asking your organization members for questions ahead of the event and using the chat function on Zoom. When holding person events, consider using an RSVP process to make sure only the allotted number of people are planning on coming. Consider doing events outside instead of inside where people can choose their own distance from others.

Another great option is to check out local and national bar associations, interest groups, and other legal minded communities to see if they are hosting any relevant Zoom panels or discussions for your organization to join via Zoom. With everyone going online, more and more resources and organizations are available at the click of a link!

7. Finally, reach out to WSBA officers when you have questions, because we know questions will arise and we are working together to find the best solutions. WSBA Vice-President, Desi Smith ([desiree.smith1@washburn.edu](mailto:desiree.smith1@washburn.edu)) is the point person for most student organization questions. You may also email your class representatives or any other WSBA officer. WSBA meetings are open to all students, and you can bring questions and concerns to those meetings.

## WSBA Officer List

Victoria Toothaker – President

Desi Smith – Vice-President

Paige Hungate – Treasurer

Kiran Pooni – Assistant Treasurer

Rheadawn Chiles – Secretary

Adam Ussher – Barristers Chair

Angelique Brown – Assistant Barristers Chair

Audriana Berry Dunn – Communications Officer

Robert Armstrong – ABA Representative

Tamika Ross – Jr. ABA Representative

Britani Potter – KBA Representative

Hunter Hogan – At Large Representative

Lauren Kalp – At Large Representative

William Naeger – At Large Representative

Tara Jordan – At Large Representative

Leah Long – At Large Representative

John Baker – At Large Representative

Phillip Tomlinson – 3L Representative

Ethan Sumida – 3L Representative

Scott Goebel – 2L Representative

Justin Griffin – 2L Representative

Jazmine Peterson – 1A Representative

Taylor Moore – 1B Representative

Tymber Long – J Section Representative

## Room Capacity List

You can reserve a room by going to <https://washburnlaw.edu/reserveroom>.

102 – 30 people

106 – 6 people

114 – 34 people

115 – 4 people

119 – 12 people

120 – 15 people

125 – 10 People

Courtroom – 25 people

Know that WSBA is here to support your student organization however possible. Please feel free to bring your concerns, questions, and ideas to WSBA meetings. Furthermore, please reach out with any questions!