# Boston College Law School New Student Organization Guidelines

# Becoming a new student organization at BC Law is a two-part process, meant to be a learning experience for those involved. The organization needs to ultimately show that they are committed and that the student body has demonstrated sustained interest in their mission by attending events. These events may be done in collaboration with other groups as no funding is available for the proposal year. Then, the organization will have the opportunity to apply for funding and official recognition.

When a group of students demonstrate interest in forming a new student organization, they will need to fill out Form A, “Initial Proposal”, Form B, the “ Formal Proposal.” In a year, they will apply for funding via Form C, the “Application.”

**Form A - Initial Proposal**

Present the following information in a meeting with Student Services and LSA’s Student Organization Director:

1. How is your organization related to the law?
	1. Please answer this question with a paragraph and include similar organizations from comparable law schools
2. How will the organization support and enhance student life and the mission of Boston College Law School? In addition, how does the proposed organization fill an identified, unmet need in the wider BC Law community that cannot reasonably be met by existing organizations?
	1. Forward communication with other organizations that have similar/overlapping missions

**Form B - Formal Proposal**

Present the following information in a pdf document to Student Services and LSA at lawacastu@bc.edu and lsa@bc.edu:

1. How is your organization related to the law?
	1. Please answer this question with a paragraph and include similar organizations from comparable law schools
2. How will the organization support and enhance student life and the mission of Boston College Law School? In addition, how does the proposed organization fill an identified, unmet need in the wider BC Law community that cannot reasonably be met by existing organizations?
3. How is your organization related to the law?
	1. Please answer this question with a paragraph and include similar organizations from comparable law schools
4. How will the organization support and enhance student life and the mission of Boston College Law School? In addition, how does the proposed organization fill an identified, unmet need in the wider BC Law community that cannot reasonably be met by existing organizations?
	1. Forward communication with other organizations that have similar/overlapping missions
5. Please provide a list of board members - President, VP, Treasurer, Secretary (at minimum).
	1. Provide their names, positions, and e-mails
	2. Identify the primary contact. Default will be President.
6. Please provide the organization’s Constitution and Bylaws
7. Please provide the name and contact information for the organization’s faculty advisor
	1. In addition, attach the confirmation email from faculty member agreeing to be your advisor
8. Please list 3-4 events the organization has planned for the upcoming year
	1. Describe the events in detail and explain how you will execute them without funding
	2. Note: You will be asked to demonstrate substantial interest via attendance sheets and pictures from the events in your application
9. Please provide a petition of at least 30 students who are interested in your organization, not including the officers
	1. Note: Petition should include full names of students and BC email address
10. Please make sure to save all of the organization’s documents to show gro

**Form C - Application**

Present the following information in a pdf document to Student Services and LSA at lawacastu@bc.edu and lsa@bc.edu:

* Documents showing evidence of your events and their success. Documents include, but are not limited to, pictures, sign in sheets, event description with panelists and questions.
* A schedule of projected events/plans for the upcoming year
* A list of board members for the upcoming year. The Board must have different students than the founding board, and must include rising 2Ls.
* Budget proposal for the upcoming year

# Note to existing organizations:

If an organization has been inactive for 4 semesters consecutively, they must re-apply to be a new organization with these forms.

The Approval Process will go through Academic & Student Services and LSA.

For any questions, please contact lawacastu@bc.edu.

**Approval Process**

Once a prospective group has submitted a Formal Proposal and Application, LSA will proceed with the approval process as follows:

1. Upon receipt of the Formal Proposal and Application, LSA will have 30 days to either approve or deny formal recognition of the new student group.
2. The approval process will consist of a vote from the LSA, as well as the President of each Student Organization that is formally recognized and in good standing with LSA on the date of the vote.
3. If the new group is approved by a majority of the present Executive Board and Presidents of each Student Organization, the executive board of the new group must attend the student organization training held by Student Services
4. If the President and Treasurer do not attend the refresher training or any required training, LSA will not grant formal group recognition the following semester and the new group will have to resubmit a Formal Proposal the semester proceeding the unattended refresher or training.
5. New groups may be denied formal recognition if the group does not add to the BC Law School experience in a meaningful way.
6. A new group will not be formally recognized if it has not put forth a compelling reason for formal recognition.
7. Reasons for denial include, but are not limited to:
	1. Exclusionary policies that alienate anyone from the BC community;
	2. A mission or purpose of promoting hate, illegal activity, violence, or any activity expressly prohibited by the University;
	3. Duplicative or non-novel mission statement, purpose, or programming of pre-existing groups or University departments;
	4. Representing a niche interest that appeals to an insubstantial proportion of the BC Law community; and
	5. Substantially similar to a pre-existing group.
		1. In certain situations a proposed group may be deemed duplicative, but may still warrant presence in the BC Law community. In these cases, LSA will suggest and facilitate the proposed group being folded into a similar, pre-existing group. If the formally recognized group decides to acquire the prospective group into their own group, the groups can determine how they will function and will be responsible for the structure of their own group.

**New Group Application Appeal Process.**

If a new student group is denied formal recognition, the denied group’s President must

contact LSA as soon as possible if it wishes to appeal the decision.

1. LSA will grant one appeal per semester per group for denials of formal recognition.
2. Appeals must be requested within a week of LSA’s denial of formal recognition.
3. Failure to attend any required training will act to automatically disqualify the group’s appeal and will result in the denial of formal recognition.
4. Appeals will be heard in front of a quorum of the LSA officers and voted upon by a majority of officers in attendance.
5. Once a decision has been made, it acts as a final decision and is not appealable.
6. However, a group denied formal recognition may submit a new group the following semester for consideration, and will be considered by the LSA upon a good-faith showing of consideration of the issues that were cause for the previous denial.

**Deactivation**

Formal student groups that have not shown substantial activity in 2 consecutive semesters will be placed under temporary deactivation status

1. Substantial activity consists of, but is not limited to:
	1. At least one event was attended by more than 20 people.
	2. At least one event co-sponsored with another organization
2. General meetings and group elections are not substantial activity for purposes of group deactivation
3. LSA after 4 consecutive semesters of inactivity will declare a group fully deactivated.
4. LSA will stay the deactivation upon a successful appeal procedure similar to the one outlined in the above section, but LSA will require one substantial event or program for the current school year.
5. If a group is automatically deactivated due to inactivity or failure to program after the deactivation appeal, the deactivated group will have to submit a formal proposal and application as if it is a new group.
6. LSA will not grant seniority to deactivated groups during the approval process, instead reviewing every formal proposal and application as a new group.