



Detroit Mercy Law
Student Organization
Manual

Updated February 2026

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Introduction

Student organizations at Detroit Mercy Law help to create a vibrant and active student experience. Student organizations play a critical role in the training of lawyers and promoting student life. We are committed to supporting the important work that student organizations do. This manual is meant to be a resource for student organizations, to assist them in achieving their goals. Student organization leaders are encouraged to use this manual, to work with their faculty advisors, and to contact Student Affairs for more guidance and support. In addition, all student organization leaders should become familiar with the Student Bar Association Constitution, which can be found on the SBA TWEN page.

Section I: Rights of Student Organizations

Each voting student organization representative, on the SBA Board, shall represent their organization to the Student Bar Association.

When the voting student organization representative cannot be present, a proxy may be appointed to represent the organization. The proxy may not be a member of the SBA executive board.

Any student organization that has received approval from the SBA Board of Governors is required to have one (1) organization representative present to sit on the SBA Board of Governors. Representation of the student organization is limited to the following conditions:

Each seat shall belong to the student organization, not the student organization's representative.

Each seat is subject to the same attendance obligations of all elected SBA Board of Governors members. (see the SBA constitution for specifics)

Section II: Brand and Communications Guidelines

Detroit Mercy Law Brand Guidelines

Student organizations are expected to follow branding guidelines when producing any materials referencing or representing the School of Law.

The story of Detroit Mercy Law is strengthened through consistent branding. Law Communications provides branding guidelines to support your work and our collective impact. These guidelines are available at: <https://law.udmercy.edu/about-us/law-communications>.

The [Detroit Mercy Law Brand Standards Guide](#) sets forth expectations for colors, fonts, and **logos** that are specific to the School of Law and supplement the broader [University guidelines](#).

University of Detroit Mercy School of Law and Detroit Mercy Law are the only acceptable naming conventions for the School of Law—exactly as written here. No other variations are permitted.

University of Detroit Mercy School of Law is the official name. Use this as a first or formal reference. Do not use “the” in front of the name. **Detroit Mercy Law is the only acceptable abbreviated version of the official name.** Use this as a second or informal reference. While the University permits “UDM” as a shortened form for the University, this abbreviation should not be used for the School of Law.

Learn More: law.udmercy.edu > About Us > [Law Communications](#)
Questions? Contact LawCom: law@udmercy.edu

Detroit Mercy Law Student Organization Website

Student organizations are expected to provide Law Communications timely updates for the [student organization webpages](#), which feature student organizations and executive board members. The information may also be used for social media features.

Updates are made annually at the start of each academic year. Executive board members are removed from the student organization website following the conclusion of the academic year. Student organizations should submit updated leadership information to Law Communications at the end of the academic year to ensure that new executive board members are posted prior to the start of the next academic year. Requests for changes

after the start of the academic year will be reviewed as soon as reasonably possible and updated on an as-needed basis.

Learn More: law.udmercy.edu > Students > [Student Organizations](#)
Questions? Contact LawCom: law@udmercy.edu

Student Organization Social Media

Student organizations are expected to include the disclaimer below on any social media accounts. Social media sites include, but are not limited to, Facebook, Twitter (X), Instagram, and LinkedIn.

Disclaimer: This page is maintained by a student organization at University of Detroit Mercy School of Law. The comments and opinions found here do not necessarily represent the views of University of Detroit Mercy School of Law.

Questions? Contact Law Communications: law@udmercy.edu

Student Organization Logos

Student organizations are expected to obtain advance approval by Law Communications before using logos representing their organization. Approved logos may be used on social media and the Detroit Mercy Law website.

Student organizations are encouraged to use the logo of a national umbrella organization, if one exists. Alternatively, student organizations may create their own logo. Logos are not required to use the School of Law's name or logo. Student organization logos that incorporate the Detroit Mercy Law brand must also adhere to the [Detroit Mercy Law Brand Standards Guide](#).

University of Detroit Mercy School of Law and **Detroit Mercy Law** are the only acceptable naming conventions for the School of Law—exactly as written here. No other variations are permitted.

Email logos to Dean Rumschlag, dean for Law Communications, as a high resolution .png or .jpeg files: rumschjl@udmercy.edu. Screenshots will likely be too low of a resolution to use.

Learn More: law.udmercy.edu > Students > [Student Organizations](#)
Learn More: law.udmercy.edu > About Us > [Law Communications](#)
Questions? Contact LawCom: law@udmercy.edu

Email

Student organizations may not use the student lists to send emails. Instead, student organizations may submit announcements and event information to the SBA secretary for that information to be included in the weekly SBA email. Only the SBA executive board is approved to send emails to the student body. Student organizations may use organization TWEN pages to communicate with members. If your organization needs a TWEN page, contact the Dean for Student Affairs.

Reporting a Problem

Social media sites have codes of conduct that govern appropriate content and online conduct. Alleged violations may be reported directly to the social media site.

Online content or behavior that may constitute a violation of Detroit Mercy Law policies or rules should be reported to the Dean for Student Affairs.

Section III: Events

Event Planning

Student organizations events are an integral part of the student experience at Detroit Mercy Law. Student leaders are encouraged to develop events and programming that support their organization's mission. Where appropriate, the law school can provide logistical and technical support to student organizations for large or complex events.

Getting started: Consult the [Detroit Mercy Law Calendar](#) to identify proposed date(s) and time(s). Complete the [Event Inquiry Form](#). Submissions are reviewed by the Events team and can take 7-10 days for review and a response. Start planning early! For larger events, up to eight weeks of notice may be required.

Before inviting guest speakers, student organizations must complete the event inquiry form and receive a response before extending an invitation to the speaker. Classroom space is limited, so it is vital to review space availability and potential conflicts with other scheduled events.

See the checklist for preparing events in the appendix to help you plan (Appendix A). Student organizations should also use their faculty advisor as a resource during event planning.

Food/beverage service is only allowed in the atrium and cafeteria. No food/beverage service is allowed in classrooms. It is the responsibility of the room requestor to ensure that all leftover food, beverages, containers, and all trash are immediately removed at the end of the event.

Additional event policies are linked here: [Detroit Mercy Law Event Policies](#)

Flyers

Flyers are encouraged for events. Event flyers must be submitted to the SBA before being posted around the law school.

Once approved, flyers will appear on digital monitors around the law school. Student organizations can then post flyers on bulletin boards with push pins or in acrylic holders. Flyers should **not** be taped to walls.

Organizations will not remove flyers from other acrylic holders or cover up flyers already in acrylic holders.

Fundraisers

Food Sales

Organizations that wish to sell food to raise funds must provide two weeks of advance notice.

A bake sale is when a student organization prepares and sells food as a fundraiser for their organization. Preparation of food is the organization's responsibility, and the amount is limited to what can be sold during the bake sale. Detroit Mercy Law does not inspect or issue permits for bake sale items. However, we are interested in the prevention of food borne illnesses, safety, and housekeeping issues. It is your responsibility to read, understand, and follow the guidelines here. By abiding by these guidelines, you can minimize the risk of illness being transmitted through food and eliminate the safety and housekeeping concerns for the school.

- Only those food items that can be safely maintained at room temperature may be sold during a bake sale. No crockpots, chafers, or other devices are allowed.
- Beverages must be sold in resealable containers or have lids.
- You must clean up after yourself and not leave unused food items at the end of your bake sale.
- Items sold must be protected from exposure to bacteria, viruses, and other sources of contamination. Food items should be transferred from server to consumer with utensils (tongs, spatulas, bakery papers) or using disposable plastic gloves to eliminate bare hand contact.
- Individuals preparing and/or serving food must wash their hands and use safe food handling precautions.
- Items should be individually wrapped with ingredients clearly listed.

Failure to adhere to these guidelines could result in loss of privileges to host bake sale events in the future.

Charitable Gaming

Charitable gaming is overseen by the State of Michigan. If your fundraiser involves bingo, raffle tickets, or similar games, ensure that your event does not require approval by the State of Michigan Charitable Gaming Division.

Merchandise Sales

Student organizations are expected to obtain advance approval by Law Communications before using Detroit Mercy Law's brand, including the name or logo on merchandise.

Request a meeting with Dean Rumschlag, dean for Law Communications, to discuss ideas and expectations: rumschjl@udmercy.edu.

- **Learn More: law.udmercy.edu > About Us > [Law Communications](#)**
- **Questions? Contact LawCom: law@udmercy.edu**

Demonstrations

Student organizations that wish to engage in demonstrations as a means of intellectual, spiritual, ethical, or social development may do so. However, their ability to demonstrate does not supersede the right to safety, protection of property, or the educational process of the larger Detroit Mercy Law community. Therefore, demonstrations may not interfere with the educational mission of Detroit Mercy Law, nor may they impede the free passage in rooms, corridors, walks, street entranceways, or areas where members of the Detroit Mercy Law community or its guests have the right to be. The ability to demonstrate is protected only so long as it does not interfere with the rights and freedoms of others. Detroit Mercy Law reserves the right to dictate time, place, and manner of demonstrations or any similar gathering.

If the Dean for Student Affairs or the Director of Public Safety (or their designees) judge that the demonstration is not respecting the rights and freedoms of others, the demonstrators will be informed that they need to modify their behavior to be respectful of those rights and freedoms listed above.

Demonstrators are expected to comply immediately. Failure to comply may result in a notification of local law enforcement authorities with appropriate legal and Detroit Mercy Law charges filed against the demonstrators. Demonstrators that fail to respect the rights and freedoms listed above may incur both civil penalties and Detroit Mercy Law disciplinary action.

Section IV: Managing Organizational Funds

Detroit Mercy Law encourages student organizations to open an agency account with the University to manage the organization's finances. By doing so, the organization will ensure that no individual student member has their personal financial information associated with the account.

Also, maintaining an agency account with the University allows student groups to easily manage financial records from year to year and transfer fiscal responsibility from outgoing to incoming student officers. Per University policy, student organizations are not permitted to use the University tax ID number in privately held bank accounts.

Incoming student organization treasurers must meet with the Dean of Finance and Operations to establish authorization to sign financial requests on behalf of the organization. The Dean of Finance and Operations will process all financial requests.

Student organizations may request funds from their agency accounts either to reimburse themselves for expenses incurred or to pay for upcoming expenses.

Requests for Funding

All requests shall be submitted to the Finance Committee through the SBA Executive Treasurer. Only student organizations in good standing are eligible to request funds. Review the SBA constitution for the detailed process on how to request funds.

Section V: Recordkeeping

During your time in office, you should keep detailed records of the organization. Those records should be kept in a central location, like OneDrive, that is easily accessible by the executive board and your faculty advisor.

Annual Report

Outgoing officers are asked to submit a summary report of the group's activities by June 30. The report should be submitted to the Dean for Student Affairs.

The report should include the following:

- The organization's name and mission statement;
- A financial report for the year, listing budget, income, and expenses;
- A list of events hosted and co-hosted;
- The organization's goals and priorities for the year and whether they were accomplished;
- Any challenges faced;
- Advice for the incoming board members.

Donating Materials to Archives

The activities of student committees and organizations are integral to the university community. It is the responsibility of student committees and organizations, in cooperation with the Detroit Mercy Law School Archives (maintained by the law library at lawarchives@udmercy.edu), to ensure that their records are maintained properly and that they are transferred to the archives for permanent retention.

Responsibility of the Committee Generating the Records

Chairs of the student committees and organizations are encouraged to invite the archivist or library staff member to discuss the creations, maintenance, archival retention, and disposition of records with the committee/organization.

Records of such committees and organizations should be transferred to the Law School Archives and Records Program when they are no longer active records.

The following records should be transferred to the archives:

- Mission statement or charge of the committee
- Agenda and minutes
- Member roster
- Substantive correspondence
- Newsletters and other publications
- Identified photographs
- News releases
- Reports
- Final budget information
- Electronic records, if used for committee/organizational work

Email documents to lawarchives@udmercy.edu.



Event Planning Checklist

- If possible, start planning 2 - 3 months in advance.
- Review the law school's [Event Procedures](#) document.
- Determine event goals and target audience.
- Set up committee(s) and assign tasks.
- Check the master events calendar for dates and times.
- Have the organization's secretary complete the [event inquiry form](#).
- Determine budget in collaboration with the Student Bar Association, if applicable.
- For large and/or complex events, meet with Student Affairs and the Law School Events Team.

Large and/or complex events include events with external sponsors, events with high-profile guest speakers, and/or events with audiovisual needs i.e., microphones, projection system setup, recordings, etc.
- Secure guest parking through Student Services.
- Identify the members who will be responsible for cleanup.
- Send thank you notes to guest speakers. The Office of Student Affairs can supply Detroit Mercy Law stationery for thank you cards.
- Obtain feedback on the event.
- Develop file for your successor with timeline, actual budget, sample publicity, and all correspondence.
- Publish file on the organization's TWEN page.



Student Travel & Reimbursement Policy

Student Travel Funding

Student travel is funded through organizational fundraisers and donations. On occasions when these funds do not meet the estimated expense of such travel, organizations may appeal to the Student Bar Association (SBA) for assistance. If, after these steps, additional resources are needed, the Dean's Office may, in certain instances, be able to assist. To request assistance from the Dean's Office, contact the Associate Dean for Student Affairs.

Student Travel

After student travel is approved, the School of Law recommends that travel accommodations (air & hotel) be arranged through our travel company, Carrousel Travel. Our liaison for arranging your trip is Layla Berry, Assistant to the Dean. Located in the Dean's Suite, Layla will process necessary paperwork within the university so that travel documents may be issued. Event registrations will also be processed by the Dean's Office.

Student Travel Reimbursements

During your travel, you should note the following:

- Airfare and hotel accommodations will be reimbursed up to the amount approved by the Dean.
- The School of Law provides a meal per-diem of \$25/day; no receipts are necessary.
- Airport parking and ground travel (e.g., Uber, Lyft, or taxi) will be reimbursed at cost; these require receipts.
- Upon completion of your trip, please see Dean Kurt Godfryd, Associate Dean for Finance and Operations, who will process your reimbursement.

Contact information:

- Layla Berry, Assistant to the Dean, berrylr@udmercy.edu, (313) 596-0210
- Dean Kurt Godfryd, Associate Dean for Finance & Operations, godfrykj@udmercy.edu, (313) 596-0207