

VILLANOVA UNIVERSITY SCHOOL OF LAW



Student Organization Manual 2012-2013

The policies stated in this manual are guidelines only and are subject to change at the sole discretion of Villanova University School of Law. Updated August 2012.

VLS Student Organization Manual 2012-2013

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I. Introduction

VILLANOVA UNIVERSITY SCHOOL OF LAW MISSION STATEMENT

Villanova University School of Law is a Catholic and Augustinian institution that seeks to reflect the spirit of St. Augustine by the cultivation of knowledge, by respect for individual differences and by adherence to the principle that mutual love and respect should animate every aspect of the law school's life. The School of Law welcomes all to its community, regardless of race, gender, religion or creed, sexual orientation, national or ethnic origin, age, economic, status or disability. The School of Law is committed to serving the poor and the disadvantaged. As an inclusive institution, it celebrates diversity as enriching the educational environment for everyone.

ROLE OF THE STUDENT BAR ASSOCIATION (SBA)

The Student Bar Association (SBA) is the official resource and liaison for the student body in matters involving the school administration, faculty, and students. Upon enrollment at the Villanova University School of Law, each student becomes a member of the organization. The SBA Board consists of 19 elected positions and one appointed position. SBA is also the umbrella student organization on the law school campus. The SBA Board provides funding, authorization, and guidance for all student organizations. Early in the year, the SBA Board assists in the first year students' orientation program and allocates funds to student organizations. Throughout the year, the SBA Board sponsors social activities, fundraisers, symposia, forums, and intramural sporting events.

* The SBA weekly emails, which inform students about weekly events happening at Villanova through the administration or student groups, should be sent out on Sunday evenings. The emails should be sent by 8:00pm so that students can receive and read these messages before beginning their week.

The SBA office is located in the Room 107, next to the Student Lounge and they can be reached at sba@law.villanova.edu

SBA LEADERSHIP and OTHER ELECTED OFFICERS

President: Responsible for setting the agenda for the SBA; presides over the weekly meetings; serves on the budget committee; organizes and appoints SBA members to committees within the SBA; appoints students to various faculty committees; and meets directly with members of the administration and faculty to discuss student concerns

Vice President: Assists the President with his/her duties; presides over meetings when the President is unable to attend; serves on the SBA executive board; serves on the SBA budget committee; communicates building concerns to the administration; and coordinates orientation activities for incoming first year students

Treasurer: Oversees the annual SBA budget; responsible for setting budget guidelines for student groups and the SBA; presides over bi-annual budget hearings; handles the SBA checking account; signs SBA checks; reimburses student organizations for approved expenses; and keeps the various groups informed about budget issues

Secretary: Serves as a liaison with the Admissions office regarding orientation; takes and transcribes minutes at each SBA meeting; sits on the budget committee; responsible for timely and accurate submitting and posting of SBA announcements; and sends weekly SBA announcements via email to VLS community

Student Groups Liaison: Plans and organizes the Ed Huber Activities Fair at the start of the school year; plans meetings for the group presidents, and assists student groups with organization issues; maintains the binder of constitutions and SORFs for all recognized student groups; maintains current officer listing within Student Bar Association and on the Web; and coordinates bulletin boards, mailboxes and e-mail addresses for the student groups; oversees tabling reservations in the cafeteria and reservations for the conference room 106B

University Senator: Attends monthly University Senate meetings on main campus; distributes tickets for Villanova men's basketball home games; and represents the law school at the University level

ABA Representative: Responsible for signing up law students to be members of the ABA and keeps law students informed about new developments with ABA activities, events, policies, and procedures

Pennsylvania Bar Representative: Attends two PA Bar meetings a year and keeps law students informed about new developments with the PA Bar exam, application process, practice requirements, events, and activities

Philadelphia Bar Representative: Serves as the liaison between the Philadelphia Bar Association and the law school; informs the SBA and the student body about Association news and events; encourages students to join and participate in the Association; and attends monthly meetings in Center City

3L Class Representative: Represents the third year class and addresses concerns specific to 3Ls

2L Class Representative: Represents the second year class and addresses concerns specific to 2Ls

1L Class Representative: Represents the first year class and addresses concerns specific to 1Ls (to be elected Fall 2011)

Representative-at-Large: Represents miscellaneous student concerns and actively participates in the day-to-day happenings of the SBA

Intramurals Chair: The Intramurals Chair coordinates opportunities for student's to participate in various sporting events; runs the law school basketball league; and plans the annual trip to the UVA softball tournament in the spring

II. Policies and Procedures for Getting Started

RECOGNITION PROCEDURES

Recognition is a process through which an organization is granted the privilege to function officially at the law school. Such a status includes the privilege of using the name "Villanova Law" in your official name, utilizing campus facilities and services, posting publicity for events, and applying for student organization funding. In order to be recognized as a registered organization, a group must meet all of the following criteria:

1. Register at the start of the academic year with the Office of Student Affairs. **Registration shall consist of completing the Student Organization Recognition Form (SORF), which is available on the Student Life webpage in the Student Organization section.**
2. Have a membership of at least ten (10) students. If you cannot meet the membership criteria, but would still like recognition, contact Nancy Whalen, Director of Student Affairs, Room 178.
3. Maintain and function in accordance with an up-to-date constitution and bylaws maintained by the SBA.
4. Comply with all law school policies and regulations, with federal, state, and local laws, and with regulations of parent organizations as applicable.
5. Have an active faculty/staff advisor.

6. Membership must be open to all in the VLS community. Recognition will be denied to any organization that selects its members on the basis of race, ethnicity, religion, gender, age, sexual orientation, ability or national origin.

ON-GOING RECOGNITION REQUIREMENTS FOR GROUPS

Student organizations are required to register with the Law School/Student Bar Association at the beginning of each year. Organizations that are not officially registered will not receive funding, approval for posting materials, or permission to reserve and/or use law school facilities nor will they be allowed to use "Villanova Law School" as part of their organization name. The deadline for registering student organizations for the 2012- 2013 academic year is *Friday, September 14, 2012*.

STARTING A NEW STUDENT ORGANIZATION

The SBA supports numerous diverse student organizations here at Villanova Law and encourages students to take an active leadership role in student life. However, not all proposed student groups are approved. Because adding new groups necessarily means decreasing or limiting funding of previously existing groups that have already proven successful, we encourage students to work with existing student groups to create new programs or engage in new activities when possible.

New Groups can only be started in the first month of the fall semester.

- 1.. Submit a proposal to Nancy Whalen and the SBA Student Groups Liaison that explains how your student group is different from any student group that currently exists and what it will add to the VLS community that no current group currently does. In deciding whether to recognize a new group, the law school must be convinced that the group will have a long-term membership base, contributes in a meaningful way to student life, and is likely to exist beyond the academic career of the founders.
2. Demonstrate significant student interest in the group. Usually, this is done by submitting a list of the names, years, and email addresses of students expressing interest in joining the group. It is recommended that you run an announcement in the SBA weekly email asking interested students to email you, or hold an introductory meeting to encourage membership.
3. Contact an interested faculty or staff member who is willing to serve as an advisor for your organization. You should meet and apprise him/her of your group's mission. (See below for the role of the advisor.)
4. Student Assistant will consult with SBA and the Law School Administration to determine whether or not to approve a new group, and the Deans will have final authority for appeal of a decision regarding official recognition or any aspect of the SORF (mission, constitution, name, advisor, etc).

FACULTY ADVISOR

1. Each student organization must have an active advisor. The advisor must be a faculty or administrative member of the Villanova Law School community. A faculty or staff member may serve as the advisor to more than one organization at a time.
2. The advisor of an organization should guide the group in its activities and its relationship to the Law School. The advisor does not set the policy of the group, but should take an active part in its formulation through interaction with the members and officers of the group and advise regarding school policies as necessary. Since members and officers in any organization are ordinarily active only as long as they are students, the advisor can provide continuity for the group.

3. The name of the advisor should be listed on the group's bulletin board and the webpage. We suggest that each group adds your faculty to any email distribution, membership list for the group's internal communications to keep your advisor informed of your happenings.

MULTIPLE LEADERSHIP POSITIONS

The assumption of multiple, high-level leadership positions by students can be problematic at times. We do not recommend first year law students serve as the head of any student group. Other law students seeking to hold high-level leadership positions in more than one student organization should seek the guidance of the Director of Student Affairs so that they have a clear understanding of the demands of the positions and the importance of balancing the interests of each group. This does not include membership within any journals, clinics, Honor Board, or Moot Court.

SBA BUDGET PROCEDURES

Each recognized student organization is funded by the SBA. Information regarding the rules and regulations of the SBA budget process is communicated by the SBA during the first two weeks of each semester. The budget process for student organizations is further detailed in the Budget Packet distributed each semester by the SBA Treasurer. Student Organizations must follow the budget approval process as determined by SBA, and send a representative to the Budget hearings each semester. Contact the SBA Treasurer if you have any questions regarding this process. Student Organizations are responsible for working within the budget allocated from SBA. Given budgetary issues, student groups should not rely upon any additional funding for events from the law school. Student Groups sometimes seek other funding options from various vendors and/or engage in fundraising activities for their events. Timely payment of expenses incurred to outside vendors is expected.

Co-curricular organizations (Law Review, Moot Court, SELJ, ELJ, Honor Board) as well as academic programs such as Graduate Tax and JD/MBA are funded by the Law School. These groups are encouraged to coordinate with the Events Office in the planning of all events and comply with the alcohol and speakers policies as listed.

III. PROGRAMMING RESOURCES

EVENTS OFFICE

The Law School's Events Office is a valuable resource for all student organizations in planning a wide range of events, including speakers, symposia, receptions, meetings, dinners, etc. Student groups are encouraged to contact the Director of Events Garafano@law.villanova.edu, in the early stages of planning to schedule a meeting to discuss your event.

PROGRAMMING TIPS – PLANNING AN EVENT

Before planning your event, develop goals for your program. Determine your audience, goals of the event, and specific objectives for the program. Once your general plan has been established, make an appointment to meet with Nicole Garafano, garafano@law.villanova.edu to discuss your plans.

Next, begin to delegate responsibility to plan the details. Be sure to discuss the event with your organization members and have assigned roles and responsibilities

Select a date to hold an event keeping in mind the following factors: Faculty Events, Class Schedule, Day of the Week, Holidays and Breaks, Planning Time (for promotion, facilities requests, etc.)

Reserve the room. Because the facilities at the law school are in constant demand, it is essential to reserve space well in advance (sometimes a semester) of the program date. Be sure that space is available before agreeing to sponsor an event. Susan Rexford 610 519-6043 rexford@law.villanova.edu oversees room scheduling for the law school.

Catering. The Events Office can help with your group's catering needs. The Events Office has a list of recommended caterers, but students are permitted to use other caterers in consultation with the Events Office. Please note that all caterers must present a Certificate of Insurance to Nicole Garafano three days before the event takes place.

You are encouraged to contact the Events Office for catering ideas. Groups do not need to contact the events office for pizza, burritos, soda, etc. Please be realistic about your food/catering selections based upon the funds allocated/ available. Not all events require catering to be successful. If you do not have enough funds, the events office may not be able to meet your needs.

EVENTS CALENDAR/WEBSITE PUBLICITY

Student organizations are encouraged to use the law school's web-based events calendar and announcements to promote events, dinner, lectures, etc. Student organizations should submit the information about their event to on the form available on the website or with Cheryl Ross.

PRESS RELEASES AND PUBLICITY FOR EVENTS

Student organizations seeking publicity assistance, to get an event on the e-boards around the building, or any activities in media outlets should contact the Law School's Communications Office, located in the Alumni/Development Suite on the 3rd floor or contact Maria Natale at Natale@law.villanova.edu

NOTICES, POSTERS AND FLYERS

Student Organizations may post flyers, posters, or notices about their events on their Organization's assigned bulletin board, or on the general bulletin boards. Notices, posters and flyers may be posted only on bulletin boards, and not on walls, doors, windows or painted surfaces. Do not post flyers, handout, or notices in the Commons, Dining Room, Student Lounge or coffee bar area/reading room.

STUDENT ORGANIZATIONS OFFICE AND CONFERENCE ROOM

The Student Organizations Office is a valuable resource center for any recognized Student Organization to use for Student Organization business. The office is located in Room 106 and the conference room is directly next door. This office contains mailboxes and storage spaces for all Student Organizations to use. All Student Organizations are expected to keep this space neat and organized. The conference room is available for all recognized VLS Student Organization for meeting and committee work. SBA will oversee and coordinate reservation procedures for the conference room through the Student Groups Liaison.

E-MAIL, MAIL, AND BULLETIN BOARDS

Coordination of mail slots, bulletin boards, and e-mail accounts for the recognized student groups is handled by the Student Groups Liaison at the beginning of the academic year.

Every organization can have a mail slot in the Student Organization Workspace. All mail received in the Distribution & Copy Center (DACC) is distributed to these boxes on a daily basis. Groups should check its mail slot regularly, and mail in those slots in each group's responsibility to read & handle appropriately.

Each group will also receive a Villanova Law email account and password at the start of the fall semester after the SORF form is submitted. Groups are required to check the student organization e-mail account on a daily basis. Important e-mails from other student groups, students, faculty, and staff will be sent to this e-mail account, as well as e-mails from potential students and alumni.

Each Organization has a bulletin board to post the names of current officers, the group's advisor, e-mail address, mission statement, upcoming events, related articles and any other materials of interest for the general Law School community. We encourage groups to balance creativity and professionalism when organizing

bulletin boards. Please remember the bulletin boards are in full view of the entire Law School community including visitors, prospective students, alumni, and practitioners. Bulletin boards should also be periodically cleaned so that they do not become cluttered, and outdated information should be taken down by the groups.

STUDENT ORGANIZATION WEB INFO

All recognized Villanova Law student organizations are listed on the VLS webpage. The information to be displayed on the web will come from the SORF and will include the official name of the organization, your group’s purpose/mission statement, Name of President/Chair(s), or officers, name of advisor and an email address for the organization or contact information.

Student organizations are encouraged to keep the information on their webpage current. If there are any changes in leadership or in any of the information posted, groups should inform the SBA Student Groups Liaison and the Director of Student Affairs to update the website information.

IV. FACILITIES/RESERVING ROOMS

BUILDING SUPERVISOR

Joe Mariani is the law school’s building supervisor. His office is located in on the lower level, Room L04 across from the locker area. He can be reached at 610 519-3111. Please bring any facilities or building concerns to his attention. When planning an event, if there is any set-up needs or facilities requests, groups should state these when completing the room reservation request so that these needs are communicated to the correct departments. Student Groups are also encouraged to discuss event set-up with the Events Office.

POLICY FOR USE OF FACILITIES

Designated law school facilities may be reserved when the university is in session for meetings and other non-commercial events by: 1) Registered student organizations may reserve rooms for events related to the purposes of the organization; 2) Members of the faculty/staff for co-curricular events or; 3) Official alumni or similar university-related organizations, colleges, schools, etc.

ROOM CAPACITIES/AVAILABILITY

There are many campus facilities that a student organization might be interested in utilizing. Please refer to the capacity of each room when planning your event. If you have questions about which room would best suit your event, please talk with Nicole Garafano, Director of Events.

Classroom	Capacity	Classroom	Capacity	Classroom	Capacity	Classroom	Capacity
Room 101	135	Room 102	90	Room 103	55	Room 201	60
Room 202	60	Room 202	90	Room 203	55	Room 221	15
Room 301 (A)	25	Room 301 (B)	25	Room 301 (C)	25	Room 302	90
Room 303	45	Room 306	30	Room 307	21	Room 321	15

Additional space for events is available, including the Commons, the Dining Room and the Student Lounge, and may be used for events only with special permission from the Deans.

RESERVATIONS PROCEDURE

Student Organizations should contact Susan Rexford to reserve a room. Susan Rexford oversees all room scheduler for the law school’s space. Her office is the Student Services Suite and she can be reached at 610 519-6043 or Rexford@law.villanova.edu.

V. PROGRAMMING POLICIES FOR STUDENT GROUPS

I. Alcohol Policy

II.

1. Law School funds, including the Student Activity Fee Fund administered by the Student Bar Association (SBA), shall not be used to purchase alcohol to be served at any Law School event including student participation, except for the events listed on the attached Schedule of Authorized Events or as the Dean or the Dean's designee shall authorize.

2. Alcohol (beer and wine only) may be served at "Authorized Events" (listed below under Part II), only if no less than two weeks prior to the event the sponsoring group submits to the Director of Student Affairs a written request for approval that includes an Alcohol Plan specifically addressing all of the issues listed below, and that request is approved.

The Alcohol Plan must specify:

- a description of the promotion and advertising of the event;
- the amount and type of alcohol to be served (beer and wine only);
- a description of the manner in which alcohol is being served, and a commitment that the group understands that alcohol may only be served by professional, licensed servers who can properly address the liability issues involved, and designation of who the professional servers are;
- a plan for monitoring alcohol consumption at the event, including preventing under-age attendees from drinking;
- a detailed plan for providing designated drivers, taxi cabs, and other manners designed to encourage all guest to travel safely;
- a designation by name and role within the organization of at least two who are designated as responsible persons from the sponsoring student organization who will be present throughout the event;
- a provision for non-alcoholic drinks at the event;
- a provision for food to be served throughout the event; and
- a specific start and stop time of the event, and specific start and stop time for serving of alcohol.

3. The SBA and other student organizations, including the Villanova Law Review, the Villanova Environmental Law Journal, the Villanova Sports & Entertainment Law Journal, and the Moot Court Board, may organize off-campus events at which alcohol may be served to students, but no Law School funds, including Student Activity Fee Funds, may be used to purchase alcohol or to subsidize the cost of alcoholic drinks, including, without limitation, the use of such funds to pay cover charges at bars or arrange for discounted drink prices. In addition, such events may be subject to the requirements listed above in Paragraph 2 of Part I.

4. The SBA and other student organizations, including the Villanova Law Review, the Villanova Environmental Law Journal, the Villanova Sports & Entertainment Law Journal, and the Moot Court Board, sponsoring events (on-campus or off-campus) involving alcohol must meet with the Director of Student Affairs prior to finalizing the event. Any questions or concerns regarding these requirements should be raised with the Director of Student Affairs.

5. The SBA and other student organizations, including the Villanova Law Review, the Villanova Environmental Law Journal, the Villanova Sports & Entertainment Law Journal, and the Moot Court Board, shall not advertise the event before receiving approval as an "Authorized Event."

6. Student organizations, other than the SBA, may sponsor or co-sponsor no more than two events with alcohol per semester, including on-campus or off campus.

7. Law School funds shall not be used to purchase alcohol or reimburse students for the purchase of alcohol in connection with law school-funded student travel.

8. Organizations sponsoring events on-campus (in the law school building or grounds) must work with the Director of Events to ensure that manner in which alcohol is served and liability issues are

properly addressed by the vendor. The selection of vendor to serve the alcohol at student organization events in the law school building must be approved by and is at the discretion of the Director of Events.

9. The Dining Room is the preferred venue in the law school for student organization events involving food or alcohol, or both. Permission for use of the Commons by a student organization for any event, including any involving alcohol, must be obtained from the Dean well in advance of the event. The Commons will be approved only in extraordinary circumstances for compelling reasons shown.

10. No alcohol may be served in a classroom in the law school building.

II. Schedule of Authorized Events

The following list of student organization events have been presumptively approved and may serve alcohol provided that the requirements of Part I are satisfied:

1. Barristers Ball;
2. Public Interest Auction;
3. One SBA "TG" per semester (not the activities fair); and

Additional student organization events involving alcohol in the law school building may be approved as an "Authorized Event" by the Dean or the Dean's designees, provided: (1) the event complies with Part I; (2) if the requesting group is an student organization funded by the SBA and it seeks funds from the SBA for the event, it has submitted the proposed event to the Director of Student Affairs at least two weeks in advance; and (3) other than the in the case of the SBA, the event has also been approved by the Faculty Advisor of the requesting student organization.¹

Approval as an "Authorized Event" is only for the specified event and on the specified date, and is not to be considered as annual approval or an addition to the Schedule of Authorized Events for subsequent years.

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MASS E-MAIL POLICY FOR STUDENT ORGANIZATIONS

Sending mass e-mails to the entire student body by individual students is prohibited. However, Student Organizations and the SBA may send mass e-mails using the following guidelines:

1. Student Organizations may not send mass e-mails directly to the student body. Their faculty advisor may do so for the groups.
2. The SBA Secretary will coordinate and be responsible for collecting the e-mails from Student Organizations, reviewing the e-mail, and sending it to the student body on a weekly basis.
3. The SBA will be responsible for communicating this policy to the student body and the Administration will be responsible for enforcing the policy.

FUNDRAISING , BAKE SALES, AND TABLES

1. Bake sales and other student group information tables, ticket sales, or fundraising efforts may take place in the Student Organizations conference room or the SBA office (Room 107, 106B) or in the Blank Rome Dining Room. Groups must register in advance with the Student Groups Liaison, who will get permission from the VLS Administration. Groups may not have a table in the Commons, Coffee Bar, or Student Lounge.

2. Tables and sale efforts must be sponsored by a recognized student organization. Individual law students may not hold bake sales or fundraising efforts on school property for personal fundraising without the sponsorship of a student group.

¹ The end of the year Journals Dinner and the dinner hosted in conjunction with the Reimels finals are considered Law School institutionally sponsored events and do not need to be approved as an Authorized Event.

3. Student organizations that wish to hold bake sale or other fund-raising efforts at the law school must coordinate their events with the SBA regarding dates, location and any food allergy concerns/policies of the building.

4. Groups must sign up to reserve a table or to use the student organization's conference room 106B, for any fundraising activities including bake sales. The SBA coordinates reserving this space for groups. Only one group may have a table per day in the Dining Room, and only one bake sale per week. Any exceptions must be approved by VLS administration and the Student Groups Liaison.

The Law School administration reserves the right to limit the amount of sales held and types of goods sold as set forth in the University's non-solicitation policy (on file in the Student Affairs Office).

GUIDELINES FOR POLITICAL SPEAKERS AND EVENTS

Established Villanova Law School student groups may sponsor events featuring speakers who are candidates (see definition below) or who are representative of partisan political groups under the usual policies and guidelines for student events, **provided** that the event is focused on issues and educational content of interest to a law school population, and is **not** a campaign rally or campaign event. To this end, speakers should be encouraged to offer remarks on specified topics of general interest to the law school community, and to provide question and answer periods as part of the event. While the events may, at the discretion of the administration, be open to the public, the main focus should be the law school population, and the event must be planned taking into account this audience. It must add value and be related to the legal education of the student body whose tuition dollars are funding the event.

- All groups sponsoring speakers who are deemed "candidates" must meet with the Director of Student Affairs prior to the event to allow full implementation of this policy.
- The VLS administration will determine whether a group's proposed speaker is a "candidate" for the purposes of this policy. "Candidate" shall be defined as anyone who has formally announced that she/he is running for public office or for a position in a political party, and shall also include those who may not have officially announced, but who are deemed by the administration of the law school to be implicitly running for office or about to announce their candidacy.
- Speakers **may not** engage in political fund raising of any kind, may not seek to sign up volunteers or voters, and may not use the facility or the event to conduct a campaign rally.
- Law school funds may **not** be used to pay a speaker's fee, an honorarium or any other payment to the speaker or her/his sponsoring organization, or for travel, lodging or any other speaker expenses.
- Law School funds may be used only to fund a modest reception open to all following the event, provided the reception follows the otherwise applicable policies and guidelines of the law school and SBA.
- All student groups are cautioned not to use Law School facilities, student funds or the name of the institution or the approved group for partisan political activities outside the law school or to organize or support such activities.
- All promotional materials for the event must carry the following notice: "The views expressed by the speaker are not necessarily those of the law school or university, or of the sponsoring organization, and the law school, university and sponsoring organization do not in any way support or oppose the candidate." This disclaimer also should be stated orally at the beginning of the event.