

Student Chapters Newsletter

Welcome Back!

We hope you had a restful winter break and are ready to kick off the spring semester! This newsletter features important updates, programming ideas, and the latest news from our national office in DC. We hope that you use these resources to host dynamic speakers, discuss current events, debate policies, create a constructive dialogue for change, build and strengthen your progressive network, and involve new members. The staff at ACS is here to help you, so please reach out to us with ideas and questions at any time. Thank you all for your leadership and commitment to ensuring that the law is a force to improve the lives of all people.

Best,

Meghan, Kate, Peggy, and Hugo

New in 2018!

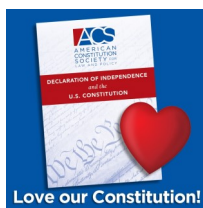
* 2018 National Student Convention

ACS will hold its [National Student Convention](#) March 9-10, 2018 at Northwestern University Pritzker School of Law in Chicago. Plan to join us for two days of networking and dynamic discussions with leading scholars, advocates, and policymakers, including keynote remarks by **Vanita Gupta**, president and CEO of The Leadership Conference on Civil and Human Rights, and **Jason Kander**, president of Let America Vote and Missouri's 39th Secretary of State. Check out <https://www.acslaw.org/StudentConvention18> for more information. Registration for the 2018 ACS Student Convention is [now open](#).



* Love our Constitution

ACS's second annual Love our Constitution event is coming this February! In 2017, members hosted more than 30 programs involving over 1,100 people across the country to discuss the Constitution and its impact on current events. See [this inspiring article in The Guardian](#) for more information. This year's LOC theme is **Focus on the Judiciary**. After a full year of the Trump administration, we have seen the power of the judiciary to curb executive overreach. We have also seen judicial nominations by the administration that lack diversity, lack the necessary qualifications, and promote divisive ideologies, making them unrepresentative of and unfit to judge the American people. Now more than ever, informing and engaging the public is crucial to preserving our judicial institutions and promoting justice for all people.



You can find the sign-up form [here](#). Our new curriculum and answers to frequently asked questions can be found [here](#).

* 2018 ACS Next Generation Leader and Board Member Application Now Available!

ACS student members have two exciting opportunities to enhance their engagement in ACS's work: the ACS Next Generation Leaders (NGL) program and a two-year term on the ACS Board of Directors. The NGL Program identifies and provides support to recent and forthcoming law school graduates who have demonstrated special leadership in their work with ACS's student chapters, and who have the interest, skills, and ability to remain vital members of the ACS community. Click [here](#) for more information and to download the application form. The submission deadline is **February 23, 2018**.

* ACS Writing Competitions

Constance Baker Motley National Student Writing Competition: ACS and the University of Pennsylvania Law School ACS Chapter host an annual national student writing competition in honor of Constance Baker Motley's legacy. ACS welcomes all student papers furthering and promoting a progressive vision of the Constitution, law, and public policy. The student authors of the top three papers will receive special recognition at the ACS National Convention and a cash prize for their work. The top paper may also receive an offer of publication in the University of Pennsylvania Journal of Constitutional Law. The deadline to apply is **February 11, 2018**.

Richard D. Cudahy Writing Competition on Regulatory and Administrative Law:

This competition is open to all lawyers and law students. Submissions should be related to American regulatory or administrative law, broadly construed. Appropriate subjects include empirical or comparative analyses of the effectiveness of specific regulatory regimes or deregulation; doctrinal investigations of the development of administrative law rules or principles by courts and administrative agencies and the effects of that development; and normative analyses of how particular regulatory or administrative regimes or deregulation advance or fail to advance values of fairness, participation, and transparency. The author of the winning paper in each category (lawyer and law student) will receive a cash prize of \$1,500. The winning papers will receive special recognition at the ACS National Convention, on the ACS website, and potentially through other means agreed upon by the authors and ACS. The deadline to apply is **February 4, 2018**.

Save the Date!

2018 National Convention

This year's [National Convention](#) is **June 7-9, 2018** in Washington, DC. Check out videos from last year's convention [here](#)!



New in 2016

* Helping Communities In Need Through Pro Bono Projects

Our nationwide network is a powerful asset for organizations seeking to connect with lawyers and students who can assist vulnerable individuals and communities in need. Since the 2016 election, hundreds of members from across the country have volunteered to help with pro bono projects on issues ranging from immigration to voting rights, and to research legal issues presented by the Trump administration. For more information on ACS's pro bono projects, please email LCemails@acslaw.org or visit ACSLaw.org/volunteers.

* Tapping Into ACS's Network

Let us know where you will be this summer so that we can connect you with ACSers in your summer city. Please complete the Summer 2018 ACS form [here](#). Also, complete our [Career Interest Form](#) so that we can help connect you with opportunities shared with our network.

Highlights from the Fall!

- [A Brave New World: Immigration Enforcement in the Era of Trump](#)
- [Help Wanted: Prosecutors to Change the World](#)
- [Exposing Civil Forfeiture Abuse](#)
- [Overcriminalization: Why and What Can Be Done About It?](#)
- [Race and Disability in Policing and Criminal Justice Reform](#)
- [Fake News, Alternative Facts, & the First Amendment](#)
- [The University's Role in Protecting, Encouraging, and Defining Speech](#)
- [Masterpiece Cakeshop and the First Amendment](#)
- [Equality, White Supremacy and Confederate Symbols](#)
- [EEOC vs. DOJ: Who decides if Title VII protects sexual orientation discrimination in the workplace?](#)
- [Transgender Military Ban Panel](#)
- ["A Fear of Too Much Justice"? Equal Protection and the Social Sciences 30 Years After McCleskey v. Kemp](#)
- [Juvenile Justice Issues Affecting America's Youth](#)
- [The White House Counsel and the Rule of Law](#)
- [What is Holistic Advocacy? Presentation by Arch City Defenders](#)
- [Diversity Clerkship Panel Discussion: How to be a Clerk](#)
- [More Than a Number: Bridging the Gap Between Diversity and Inclusion](#)
- [How Did We Get Here?: A Conversation on Political Divisiveness and Polarization](#)
- [Op-Ed Writing Workshop](#)
- [Minnesota Supreme Court Justice David Lillehaug presents: "Defending our Constitutions and the Rule of Law"](#)
- [Trinity Lutheran: The Supreme Court's Latest Interpretation of the Establishment Clause](#)
- [Constitution Day Event: Fourth Amendment Privacy Protection in the Digital Age?](#)
- [Presidential Powers and the Trump Administration](#)
- [Inside the Russia Investigations: How Congress and the Special Counsel Work in Parallel](#)
- [Anti-Muslim Bigotry and Civil Rights Enforcement in the Age of Trump](#)
- [Beyond Rights: Disability Justice in Legal Advocacy](#)
- [Attacking Systematic Race and Economic Injustices in Housing](#)
- [The Final Decision? Gerrymandering in America](#)
- [Congressional Gridlock and Health Care Reform: "Who knew health care could be so complicated?"](#)
- [Employment Law Issues Arising from the Legalization of Recreational Marijuana](#)
- [Native American Law and Pipeline Construction Panel](#)
- [Me Too: A Dialogue](#)
- [The Role of the State Attorney General's Office in an Era of New Legal Challenges](#)

Consider hosting screenings and discussions of the following films. Email us with your mailing address at campus@acslaw.org and we will mail you a DVD with a pre-paid return envelope. Click [HERE](#) for information about additional films.

2017 ACS National Convention: Check out remarks from Justice **Stephen Breyer**, Senator **Mazie Hirono** (Hawaii), Massachusetts Attorney General **Maura Healey**, champion of the Constitution **Khizr Khan**, Southern Center for Human Rights President **Stephen Bright**, and many others. Videos of the speeches, plenary sessions, and breakout panels [here](#).

"THE JUDGE": Director Erika Cohn's documentary [THE JUDGE](#) is a vérité legal drama about Judge Kholoud Al-Faqih, the first woman appointed to a Shari'a court in the Middle East, whose career provides rare insights into both Islamic law and gendered justice. Visit thejudgefilm.com to learn more and watch the [trailer](#). ACS students can now host screenings of the film for their chapters for free! Contact Carla Fleisher of Film Sprout at carla@filmsprout.org to learn more and sign up.

"13th": In this documentary, scholars, activists, and politicians analyze the criminalization of African Americans and the U.S. prison boom. The film is available on Netflix.

"Supreme Court v. the American Voter": Check out [this](#) 10-minute documentary on Voting Rights, which features ACS Board Members, friends, and past ACS Convention speakers.

"Roe at Risk: Fighting for Reproductive Justice": This film documents the disturbing reality that 40 years after Roe v. Wade, increasingly radical state laws are depriving women of reproductive rights. The film and other resources are available [online](#).

"The State of Arizona": This Emmy nominated film explores the social and political circumstances that gave rise to Arizona's "papers please" law (SB1070), examines the roles played by government and business, and highlights the policy's human consequences. Please contact ACS at campus@acslaw.org for screening information.

"The Right to Unite": Bradley Whitford narrates this powerful documentary about Supreme Court cases that threaten to undermine the rights of working Americans – and how we can fight back. The film and other resources are available [online](#).

"Elizabeth Warren Introduces ACS Policy Recommendations": Sen. Elizabeth Warren introduces "What's The Big Idea?" policy recommendations for the upcoming administration outlined by leading legal scholars and curated by ACS. Check out the video [here](#).

Programming Ideas

We strongly encourage our chapters to cover these important issues and cosponsor these events with other diverse and progressive law student organizations.



* 2018 Program Guide and Speakers List: Safeguarding the Rule of Law

Critics argue that the United States is currently being led by an executive who demonstrates autocratic tendencies, with a record of ignoring established legal processes, dismantling democratic conventions, and flouting norms that help preserve a stable, reliable government. In light of these concerns, ACS encourages chapters to host events in 2018 examining the rule of law in the federal system. The 2018 Program Guide is designed to assist both lawyer and student chapters in developing events that examine crucial rule of law concepts within our constitutional system, including separation of powers, democratic transparency and accountability, and norms and conventions. This guide includes an introduction to these issues and their implications for myriad other, more specific issues, as well as resource lists, sample topic questions for potential events, and a list of speakers you might consider as you plan your unique 2018 programming. Click [here](#) to view the 2018 Program Guide and Speakers List.

Check out ACS's past program guides [here](#).

* Hosting Judges

Invite a local, state, or federal judge to discuss their path to the bench, speak on a topic of their choosing, or discuss diversity in the judiciary. See ACS's [The Path to the Federal Bench](#) and [website](#) for more information. Also, check out ACS's [Gavel Gap report](#) (www.gavelgap.org): a one-of-a-kind dataset on the state judiciary, making available to scholars, policymakers, and the public for the first time data on the biographical characteristics (including age, race and gender) of the judges on every general jurisdiction court in the United States.

Also, consider hosting a judicial clerkship panel. Reach out to your local lawyer chapter, faculty advisor, and ACS for assistance in locating speakers.

* Income Inequality

Income inequality is growing. ["\[T\]he top 1 percent of the population by wealth . . . controls nearly 40 percent of the country's wealth. The bottom 90 percent has just 27 percent."](#) [Three decades ago, these numbers were almost exactly reversed.](#) There also continues to be a growing disparity in wealth based on race and ethnicity. We encourage our chapters to explore how public policies—from the impact of redlining, education inequity, to disparities in income—further exacerbate income inequality and the wealth gap, particularly for communities of color.

For more information, see:

- ◆ ACSblog: [Economic Inequality, Wealth Gap](#)
- ◆ 2017 ACS National Convention: [A Second Gilded Age: The Consolidation of Wealth and Corporate Power; Race and Space: A Straight \(Red\) Line from Housing Segregation to Communities in Crisis](#)
- ◆ [The Racial Wealth Gap: Why Policy Matters](#) (Demos)
- ◆ [Poverty & Race Research Action Council](#)
- ◆ [Sargent Shriver National Center on Poverty Law](#)
- ◆ [Legal Services Corporation](#)

For more information on how the Federal Tax Law, signed into law in December 2017, will worsen wealth and income inequality, check out:

- ◆ [The Republican tax bill is a disaster for income inequality](#) (Vox)
- ◆ [The Tax Bill That Inequality Created](#) (The New York Times)
- ◆ [How the Tax Bill Hurts the Poorest Schools](#) (The New York Times)



* Access to Justice

"Four simple words are engraved above the doors to the Supreme Court: Equal Justice Under Law. That's supposed to be the basic promise of our legal system: that our laws are just, and that everyone—everyone—will be held equally accountable if they break those laws."—Elizabeth Warren

Too many in our communities are unable to access and obtain equal justice under the law. Our communities are facing unlawful evictions, the loss of subsidized housing, cuts in income maintenance programs, foreclosures, debt collection suits, employment discrimination, wage and hour issues, the fear of deportation, barriers to accessing quality healthcare, violence in their homes and communities, and a number of other issues. These communities are oftentimes also discriminated against because of their race, ethnicity, gender, sexual orientation, disability, income, immigration status, criminal background, and education.

We encourage our chapters to host events focused on access to justice, barriers to equity and inclusion, and the key actors working towards a more equitable society. Reach out to state court judges, legal aid organizations, state and federal agencies, scholars, and public policy advocates. Learn more about how their work intersects with other legal and non-legal actors, the importance of collaboration in removing these barriers, and the value of community lawyering.

Check out the ACS Access to Justice issue group for information on blog posts, videos, and publication [here](#). Also, check out the [2017 Justice Gap Report](#) published by the Legal Services Corporation.



Programming Ideas

* Immigration

On January 27, 2017, President Trump signed an [executive order](#) barring entry for all refugees to the United States for 120 days, suspending entry for Syrian refugees indefinitely, and banning all visa holders from Syria, Iraq, Iran, Libya, Somalia, Sudan and Yemen for 90 days. Since then, there have been multiple legal challenges to the travel ban and multiple revisions of the travel ban order. In her [ACSblog](#) post, Shoba Sivaprasad Wadhia provided an update on Ban 3.0 stating that “[o]n December 4, the Supreme Court issued orders staying the injunctions placed on certain aspects of Ban 3.0 by federal district courts in Hawaii and Maryland. What this means is the third version of the ban can take full effect pending a decision of the Government’s appeal in the Fourth and Ninth Circuit Courts of Appeals and pending a decision of the Government’s petition to the Supreme Court to hear the case. Justices Sotomayor and Ginsburg would have denied the application giving rise to these orders.”

We encourage our chapters to engage in constructive discussions on immigration, including Trump’s Muslim Ban, the attack on sanctuary cities, refugees, the Deferred Action for Childhood Arrivals program, the US-Mexico border wall, immigration detention and deportation, [the ending of temporary protected status](#), the attacks on immigrant communities, the criminalization and demonization of immigrant communities, and immigration reform. Please cosponsor this event and use this programming to build solidarity and inclusion on your campus. For more resources, check out:

- ♦ ACSblog: [Immigration](#)
- ♦ 2017 ACS National Convention: [A Nation of Immigrants No More?](#)
- ♦ [Focus on the States: The 2018 Legislative Session and the Troubling Turn in State Preemption](#)
- ♦ [Texas vs. the DREAMers, Again](#)
- ♦ [What’s Next? The Supreme Court and the Travel Ban](#)
- ♦ [A Briefing Call on San Francisco v. Trump: The Legality of Sanctuary Cities](#)
- ♦ [What’s Next? The Revised Travel Ban](#)
- ♦ [ACS Briefing Call: What’s Next? The President’s Executive Orders on Immigration](#)

* Voting

“On January 10, 2018, the U.S. Supreme Court [heard] oral arguments in *Husted v. A. Phillip Randolph Institute*, a case that addresses whether Ohio elections officials may target for removal from the registration rolls voters who’ve failed to vote, or otherwise update their information, over a two-year period (or one federal election cycle). Thanks to the state’s “supplemental” purging process, roughly two million voter registration records have been removed over the past 15 years.” For more information on *Husted v. A. Phillip Randolph Institute*, see [here](#) and [here](#).

We encourage our chapters to organize programming on voting rights, voter registration laws, and election law. Organize programming on partisan gerrymandering (*Gill v. Whitford*), racial gerrymandering (*Cooper v. Harris*), registra-

tion purges (*Husted v. A. Phillip Randolph Institute*), the termination of the Presidential Advisory Commission on Election Integrity, post-election audits, election cybersecurity, voter suppression efforts, and low voter turnout. Consider partnering with a 501(c)(3) that specializes in voter registration, such as the League of Women Voters, to conduct a voter registration drive.

Click [here](#) to view the Voting Rights Program Guide. Also, check out the following:

- ♦ ACS Democracy and Voting issue group for information on blog posts, videos, and publications [here](#).
- ♦ ACSblog: [Voting Rights](#), [Redistricting](#), [Election Law](#), and [Campaign Finance](#)
- ♦ 2017 National Convention: [A New Battle in the Fight for Voting Rights](#), [Voting Rights Institute Training](#)
- ♦ [ACS 2016-2017 Supreme Court Review](#); [ACS 2017-2018 Supreme Court Preview](#)
- ♦ [ACS Webinar: What’s Next: The Pence/Kobach “Election Integrity” Commission](#)
- ♦ [The Calm After the Voting Rights Storm?](#)
- ♦ [Briefing Call: Redistricting Cases Before the Supreme Court: McCrory v. Harris and Bethune-Hill v. Virginia State Board of Elections](#)
- ♦ [ACS’s Conference Call on Voter ID Cases in Wisconsin and Texas](#)
- ♦ [A Pragmatic Approach to Challenging Felon Disenfranchisement Laws](#)

* Community Building and Inclusion

“[Hate crimes and other hate-filled speech and actions against racial, ethnic, and religious minorities have been rampant since \[the 2016\] election \[of President Donald Trump\]](#)”—from swastikas at schools, racist taunts, and acts of intimidation, to the tragic events in Charlottesville, Virginia. In 2017, we saw numerous attacks against marginalized communities through the travel ban, the promise to build a border wall, the attack against sanctuary cities, the transgender military ban, the election integrity commission, the rolling back of criminal justice reform, the failure to condemn neo-Nazis, the ending of DACA, and the inadequate humanitarian response to the devastating hurricane in Puerto Rico.

We encourage our chapters to take a stand against racism, sexism, misogyny, homophobia, xenophobia, Islamophobia and anti-Semitism. Reach out and collaborate with other student groups to organize programming on these issues. Build a progressive community at your law school by cosponsoring with other on-campus student groups.



Check out:

- ♦ [A Courageous Response to the Voice of Hate](#) (ACSblog)
- ♦ [Hate in America: An Updating List](#) (Slate)
- ♦ [Hate in the White House- December](#) (Southern Poverty Law Center)

Programming Ideas

* Criminal Justice: Fines & Fees

Over the last several decades, America's criminal justice system has increasingly imposed onerous financial burdens on the criminally accused - often the most economically vulnerable - including money bail, asset forfeiture, court fees, and fines. When used appropriately, these tools may increase public safety and hold those who commit crimes accountable for their actions. But too often these financial penalties are imposed indiscriminately or used to raise funds for police, the courts, or other local government programs without the need to raise taxes, while leaving the accused and their families with crushing, sometimes insurmountable debt. The inability to pay money bail results in extended jail stays, even for those eventually acquitted. Forfeited assets are often impossible to reclaim regardless of a person's innocence or guilt. Failure to pay fines can result in driver's license suspensions, probation or parole revocation, and even incarceration. What are the tools we can bring to bear to reduce the burdens of criminal justice debt? What levers within the law can we target to make our system more just, efficient, and fair? To learn more, check out:

- ♦ 2017 ACS National Convention: [Price of Injustice](#)
- ♦ [How Can You Pay If You Can't Earn? Suspending Driver's Licenses for Failure to Pay/Appear in California](#) (ACSblog)
- ♦ [The High Cost of Bail](#) (ACSblog)
- ♦ [Moving Beyond Money: Progress and Challenges in Reforming Money Bail](#) (ACSblog)
- ♦ [Why Courts Need Guidance on Imposing Fees and Fines](#) (ACSblog)
- ♦ ACSblog: [Criminal Justice](#), [Criminal Justice Reform](#)
- ♦ [The Power to Promote Progress: Opportunities and Limits to Prosecutors Seeking Reform](#)
- ♦ [How it became a crime to be poor in America](#) by Peter Edelman (Former ACS Board Chair, Current ACS Board of Advisors member) (The Guardian).
- ♦ [The Brennan Center for Justice: Criminal Justice Debt](#)

* ACS State Attorneys General Project

ACS has [launched the State Attorneys General Project](#) in recognition of the unique and expanding role state attorneys general play in our system of government. In conjunction with this announcement, our student chapters have organized many impactful events highlighting State AGs on:

- ♦ Consumer rights ([here](#) & [here](#)),
- ♦ [Immigration law and DACA](#),
- ♦ [Environmental protections](#),
- ♦ Healthcare ([here](#) & [here](#)), and
- ♦ The role of the state AG ([here](#) & [here](#)).

Chapters hosted:

- ♦ [California Attorney General Xavier Becerra](#),
- ♦ [Kentucky Attorney General Andy Beshear](#),
- ♦ [Oregon Attorney General Ellen F. Rosenblum](#),
- ♦ [New Mexico Attorney General Hector Balderas](#), and
- ♦ [Washington Attorney General Bob Ferguson](#).

If your chapter is interested in planning an event involving the state AG office in the spring semester and would like our guidance, e-mail us at campus@acslaw.org. And ICYMI, check out [Samantha Bee's piece](#) on New York Attorney General Eric Schneiderman!



* #MeToo

The #MeToo movement rose to prominence this fall in response to the high-profile accusations against Hollywood producer Harvey Weinstein. The term, originally coined by activist [Tarana Burke in 2006](#), became a growing movement to raise awareness of and open discussions on sexual harassment and assault. In recent months, "[at least 30 powerful men in entertainment, business, politics and the news media have been publicly condemned for their alleged sexual misconduct and many have lost their jobs as a result, including Weinstein.](#)" The #MeToo movement was named Time Magazine's [2017 Person of the Year](#).

Consider hosting events on the intersection of law, policy, and sexual violence; sex harassment and sex discrimination in the legal profession; and the implications of the #MeToo movement on law and policy. Check out ACS President Caroline Fredrickson's article on the #MeToo movement in academia [here](#). Check out ACS Northwestern University Co-Faculty Advisor Deborah Tuerkheimer's article on the #MeToo Movement [here](#). For more information, see the sexual harassment section of the ACSblog [here](#). Also, see [#MeToo in the Courts](#) by Dahlia Lithwick.

See the [2017-2018 ACS Student Chapters Model Calendar](#) for more ideas on programming.



Chapter Business

* Posting Events to the National Calendar

Please remember to post **ALL** the events your chapter hosts or co-sponsors on the main ACS calendar. Posting your events to the calendar allows us to keep local students and attorneys informed of your programming and lets ACS National know about your exciting programming! We also use these events to recognize and award outstanding chapters as Student Chapter of the Week. Please email campus@acslaw.org for online posting instructions. Make sure to also email us your event pictures and sign-in sheets at campus@acslaw.org.



* Funding & Reimbursement

In order to access ACS funding and receive reimbursement for approved Student Chapter expenses, please follow the instructions below. Please consult the [ACS Funding and Reimbursement Policy](#) for additional information on reimbursable ACS expenses.

STEP ONE: You must post your event to the [ACS National Calendar](#) using [these](#) instructions. Do not worry if specific logistics are not set yet, such as room location. Edits can be made to the ACS National Calendar at a future time by emailing edits to campus@acslaw.org.

STEP TWO: Wait 1-2 business days.

STEP THREE: Then, submit a funding request for event costs and/or speaker travel to ACS National through the link [here](#).

- ◆ Submit your request for funding for your event costs at least TWO weeks prior to the event.
- ◆ Submit your request for funding for your speaker travel costs at least FOUR weeks prior to the event. Approximate travel costs based on www.kayak.com or similar travel sites.
- ◆ Late funding requests may be considered on a case-by-case basis. Please submit a funding request through the link [here](#) and a brief description to campus@acslaw.org.

STEP FOUR: An email will be sent after the request has been made detailing whether the travel and/or event costs have been approved. WAIT for this approval email from ACS National BEFORE spending for event costs or having a potential speaker spend any funds. After receiving approval from ACS National, proceed with event preparations.

- ◆ If ACS National approves speaker travel funds, inform the speaker of the funding amount and disclose ACS's policies regarding reasonable travel expenses (see [ACS Funding and Reimbursement Policy](#)). The speaker should book the travel directly in their name and submit the travel receipts to your chapter's Treasurer.

STEP FIVE: Once your event funding has been approved, you can either go through the reimbursement process or the pre-payment process. For speaker travel funding, you can only go through the reimbursement process.

- ◆ **Option 1: Reimbursement:** Pay for the event costs (i.e. food). Hold your event. Consult our [event checklist](#) to ensure a well-planned event. Then, no later than 30 days after your event, submit your [reimbursement form](#) and receipts to Accounts Payable at accountspayable@acslaw.org. You must complete a separate reimbursement form for each payee. Reimbursement checks are typically mailed out within 3-6 weeks. Errors in reimbursement forms or receipt copies could delay the process. If you have not received your reimbursement after this period, please email campus@acslaw.org. After receiving your reimbursement check, please e-mail campus@acslaw.org to confirm receipt.
- ◆ **Option 2: Pre-Payment:** You may request ACS National to pre-pay the event costs for your event. Under this method, ACS National would directly pay the vendor for the approved event expenses. The following conditions must be met:
 - ◆ The vendor must accept American Express
 - ◆ You must provide our tax-exempt letter to the vendor. If the vendor is a caterer, you must get and submit to us a completed W-9 from the caterer (e-mail campus@acslaw.org to receive a copy of these forms).
 - ◆ You must have already called in your order to the appropriate vendor, and where possible, received an invoice or order number.
 - ◆ Once the above requirements have been met, send an e-mail to campus@acslaw.org within five days of the event with the following information:
 - ◆ An invoice from the vendor with the order and total amount due
 - ◆ The vendor's completed W-9 (if applicable)
 - ◆ The link to the posted event
 - ◆ The contact information for the vendor (phone number, employee name, etc.)
 - ◆ Upon receipt of your request, we will call the vendor, pay for the order, and follow up with an e-mail to you the same day that we pay.

Chapter Business

* Election/Chapter Updates

Update your board? Planning Elections? Please make sure to get your updated Executive Board information to us by submitting it through the [Student Chapter Update Form](#) or by emailing campus@acslaw.org.

At ACS, we give chapters a lot of flexibility in designing their chapter leadership. We understand that there may be unique positions created based on the desires and needs of your students and community. We do highly recommend that you have the following positions on your board:

- ♦ **1L rep:** A 1L rep is a great way to introduce 1Ls to your board and begin funneling the next generation of ACS leaders. This person will engage the 1L class and share ACS information with their class.
- ♦ **Historian:** A Historian keeps track of ACS alumni through the years, and encourages them to get involved in your chapter's activities. We've shared with many of you a compiled list of your school's former chapter leaders. A Chapter Historian takes on this role and maintains employment and contact information for graduating students.
- ♦ **Lawyer Chapter Liaison:** A Lawyer Chapter Liaison helps your chapter stay connected with your local lawyer chapter. The Lawyer Chapter Liaison reaches out to the lawyer chapter for speaker suggestions, organizes events with the lawyer chapter, coordinates cosponsored events with the lawyer chapter, keeps the student chapter apprised of upcoming lawyer chapter events, encourages students to become [ACS National Members](#), and reminds 3Ls to take advantage of our [Discounted Young Lawyer Membership](#). If you don't have a local lawyer chapter, the liaison can keep track of local attorneys who've previously attended or spoken at your events and outreach to these attorneys when publicizing your events.
- ♦ **Community Engagement Chair:** This position will broaden ACS's base and name recognition, and promote a progressive vision of the Constitution outside of the law school. The leader serving in the position will develop local pre-law pipeline contacts, identify and develop community contacts for collaboration and outreach, and connect with students at the undergrad campus or other graduate school programs.
- ♦ **Diversity and Inclusion Chair:** This person helps to ensure that programming is inclusive and holistic, that programming includes diverse speakers, that membership is diverse, and that your chapter regularly collaborates, communicates, and partners with diverse bar associations and other organizations.

* Social Media

Check out this [guide](#) with tips for your social media presence, growing your chapter, and learning how to best advertise your events online. For additional ideas or help regarding your chapter's communications needs, please contact us. Also, check us out on [Instagram](#), [Twitter](#), [Facebook](#), and [LinkedIn](#).

* Promotional Materials

We are happy to provide you with promotional materials to distribute at events or organization fairs. Send us a request at campus@acslaw.org with your mailing address at least TWO weeks before your event.

* 501(c)(3) Guidelines

Reminder: ACS is a non-partisan, non-profit 501(c)(3) educational organization. For specific guidance on what this means for your programming, please read pages 6-7 of the [Student Chapter Handbook](#), and feel free to email us anytime with additional questions.

Also, check out our [speaker release form](#) and chapter leaders call on 501(c)(3) rules:

- ♦ Part one available [here](#).
- ♦ Part two available [here](#).

* Share Resources & Cosponsor Events

Listserv: The National Office has a listserv for chapter leaders nationwide to connect and share ideas. If you are not on this list and think you should be, please email us at campus@acslaw.org to be added.

Out of Town Speakers: If your chapter is planning an event featuring an out-of-town speaker, please contact other student or lawyer chapter leaders in your area to let them know. The speaker may be willing to speak at additional chapters in your area. Click [here](#) to find another student or lawyer chapter near you! By sharing resources, we can strengthen our nationwide network.

Cosponsor: Also, consider cosponsoring events with other student groups on your campus. These shared events broaden your programming, increase your student audience, and allow for more networking opportunities. Reach out to your Faculty Advisor(s) for ideas, as he or she can often aid in making these on-campus connections between student organizations. Remember, each chapter should meet with its Faculty Advisor(s) at the beginning of each semester and after board elections.

* Additional National Resources

We can provide you with speaker and event suggestions, and talk through event ideas with your chapter. Contact your chapter's national liaison or our general inbox at campus@acslaw.org.

You should also check out the [Student Chapters webpage](#) for downloadable materials and other helpful resources, such as the updated [Student Handbook](#), [Model Calendar](#), and [past program guides](#). We also have the following: [Sample Invitation Letter](#), [Model Flyer & Template](#), [Faculty Advisor Checklist](#), [Sign-In Sheet](#), [Event Checklist](#), and other helpful suggestions and ideas for your chapter.

* Take Advantage of Speakers in Your Area

ACS has prepared a list of [Visiting Professors](#) and [Conferences and Conventions](#). Some exciting scholars, practitioners, and judges will be in your city soon! We encourage you to check both documents and invite speakers to engage with your chapter!

* Grow Our Network!

When interacting with progressives looking for ways to engage, let them know about ACS!! Help us let others know that ACS is a national progressive organization of lawyers, judges, law students, and anyone interested in law and policy with over 200 chapters in 40 cities and nearly every law school across the country. Please include a link to the [ACS website](#) and be sure to invite them to [join ACS!](#)

* Spring Conference Calls

ACS's Student Chapters Team hosts spring conference calls to speak with your chapter's Executive Board Members and if possible, Faculty Advisor(s). These calls are a great time to discuss recent events, programming ideas, chapter policies, and funding with ACS staff. Please look out for emails about these calls or email us to schedule a call!



* Graduating ACS Leaders

We want to encourage our amazing student leaders to remain involved with ACS as attorneys. ACS needs you! Here are some quick tips on how you can continue to engage with ACS wherever you have landed:

- ◆ ACS offers a [Discounted Young Lawyer Membership](#) rate of \$10 to 2018 graduates. Your membership will be good through December 2019!
- ◆ Join us at the ACS National Convention in Washington, DC.
- ◆ Join [your local lawyer chapter](#), or reach out to ACS's Lawyer Chapter team at LCEmails@acslaw.org for any lawyer chapter related questions or if you'd like to learn how to start a lawyer chapter.
- ◆ Come back to visit us in person or online so we can hear your updates and connect you with our current members.



CONTACT US

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SOCIAL MEDIA LINKS

ACSblog: www.acsblog.org

Twitter: [@acslaw](https://twitter.com/acslaw)
[@ACSstudents](https://twitter.com/ACSstudents)

Instagram: [@acsstudentchapters](https://www.instagram.com/acsstudentchapters)

LinkedIn: [American Constitution Society \(ACS\) - official group](#)

Facebook: [American Constitution Society for Law and Policy \(Official\)](#)

ACKNOWLEDGE, EDUCATE, ENGAGE AND CELEBRATE

January: National Slavery and Human Trafficking Prevention Month

February: Black History Month

◆ 2/1/18: National Freedom Day

March: Women's History Month; National Developmental Disabilities Awareness Month

April:

◆ 4/27/18: Day of Silence

◆ 4/22/18: Earth Day

May: Asian-American and Pacific Islander Heritage Month; Older Americans Month; Jewish American Heritage Month

◆ 5/1/18: Law Day

◆ 5/17/18: International Day Against Homophobia, Transphobia and Biphobia

◆ 5/21/18: World Day for Cultural Diversity for Dialogue and Development

ACS AND YOUR CAREER

Career Interest Forms

Complete our [Career Interest Form](#), available to National Student Members, so that we can help connect you with opportunities shared with our network. If you are not yet a National Student Member, sign up [here](#).

Summer

Let us know where you will be next summer so that we can connect you with ACSers in your summer city. Please complete the Summer ACS form [here](#).

Job Bank

Check out the latest job opportunities in our [job bank](#), available only to [ACS National Members](#).

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