



Student Organization Handbook

As a Baylor College of Medicine (BCM) graduate student, you should know the College's policies, rules, regulations, and administrative procedures affecting you. The GSBS Student Organization Handbook provides guidelines and policies for all officially recognized graduate student organizations. Students are responsible for knowing all the information presented in this handbook.

While every effort has been made to verify the accuracy of the information, BCM reserves the freedom to change without notice the information published herein. This publication is not to be regarded as a contract.

Further information can be obtained from:

Office of the Dean

Graduate School of Biomedical Sciences

Baylor College of Medicine

One Baylor Plaza, Room N204

BCM MS:215

Houston, TX 77030

GSBS-Help@bcm.edu

Baylor College of Medicine admits students of any race, sex, religion, marital status, sexual orientation, color, national or ethnic origin, disability, or age to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, religion, marital status, sexual orientation, color, national or ethnic origin, disability, or age, in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

Table of Contents

- Overview..... 4
 - GSBS Contacts 5
 - Graduate Student Council (GSC) Officers..... 5

- Recognition Procedures 6
 - Online Presence/Social Media..... 6

- Student Meetings & Events 7
 - Room Reservations for Meetings..... 7
 - Meeting/Event Publicity..... 7
 - BCM Branding..... 7

- Using Graduate Student Listserv..... 8

- Financial Procedures..... 9
 - Graduate Student Council Account 9
 - Fundraising 9
 - Reimbursement for Eligible Expenses..... 9
 - Reimbursement Process 9

- Hosting a Special Event on Campus..... 10
 - Contractual Agreements..... 10
 - Security 10
 - Housekeeping 10
 - Facility Services 10
 - Catering 10
 - Information Technology/Audiovisual..... 11
 - Speaker Approval..... 11
 - Expenses/Reimbursement 11

Overview

Graduate Students at BCM may form groups based on common beliefs and interests and may express their views through these organizations as permitted by their organization's constitution. Political organizations or organizations existing for the sole purpose of political advocacy may not be formed under BCM auspices and are not eligible to receive BCM financial or administrative support. Students are reminded that any publication or meeting should be conducted as follows:

- With regard to the laws governing defamation, because libelous defamatory statements are not constitutionally protected and could subject a student group or its members to legal action.
- Without intent to proselytize or coerce any member of BCM to agree with a specific point of view or opinion of the group.
- With professional regard for all members of the group and of BCM.

An organization function on campus may require one or more of the following: a room reservation, a facilities work order, security services, housekeeping services, catering and audiovisual services. This handbook explains how to engage these services.

Baylor College of Medicine students or student groups may from time to time invite outside speakers to the BCM campus to address the BCM community. Outside speakers must be approved in advance by the Graduate School of Biomedical Sciences Dean or designee. The names and credentials of proposed speakers, purpose of the presentation, and proposals for any costs such as travel, expenses, and honoraria, must be presented to the Dean or designee for review and approval at least three weeks prior to the event. All outside speakers will be required to meet the professional standards expected of BCM faculty, presenting evidence-based material and completing appropriate disclosures of funding and conflicts of interest, when applicable.

Students are also advised to refrain from unauthorized use of material protected by either copyright or trademark since such use is illegal, violates BCM policy, and may expose the student, the student group, or BCM itself to civil or criminal liability. Students should ensure all publications are free of libelous statements and contain adequate citations to original sources. Submit materials to Melissa Rowell (Melissa.Rowell@bcm.edu) for review and approval, prior to any publication or distribution.

Only BCM personnel such as actively enrolled BCM students, BCM faculty and postdocs may participate in the meetings of student organizations on campus *unless* specific arrangements are made in advance with the Dean and the Office of Communications & Community Outreach. If an event is being held on campus that will have non-BCM attendees, Security must be consulted beforehand as that office may impose additional requirements. Organizations not associated with BCM are prohibited from using campus facilities for activities and meetings.

The GSBS Dean has the authority both to grant and to suspend recognition of a student organization.

Graduate School of Biomedical Sciences Contacts

Eric Swindell, PhD, Associate Dean

Eric.Swindell@bcm.edu

Shelfa Williams, CPA, Administrative Director

saw@bcm.edu

713-798-4518

Melissa Rowell, Academic Administrator

melissah@bcm.edu

713-798-4031

Graduate Student Council (GSC) Officers

The GSC functions as the student government of the BCM Graduate School of Biomedical Sciences student body and is involved in coordinating student activities, facilitating communication between various student groups, and acting as a liaison between students and faculty. For more information about GSC, please see [here](#). Feel free to contact any of the current GSC officers listed at the link above if you have questions about processes or procedures associated with the Graduate Student Council or student group activities.

Recognition Procedures

Recognition is granted provisionally pending one full year of active status. An active organization is then removed from provisional status and designated as a fully recognized student organization. Please note the procedures described herein pertain to GSBS groups. If there is interest in starting a BCM-wide (all students, all schools) group, please contact studentservices@bcm.edu to obtain information on their application procedure.

Any proposed GSBS student organization must complete the required information requested in the *New Student Organization Application* and submit it to the GSBS Associate Dean, Dr. Eric Swindell, for review. The application can be obtained by emailing GSBS-Help@bcm.edu. You may also contact Dr. Eric Swindell (Eric.Swindell@bcm.edu) with any questions.

Student organizations require a faculty advisor who has both an oversight and advisory role. Student groups may determine the level of involvement the faculty advisor has in the group's day-to-day activities but they should be consulted prior to initiating fundraising activities or organizing outside events, or inviting external speakers to BCM.

Online Presence

Active student organizations should update their group's officer contact information and description on the [GSBS Student Organization page](#) as necessary. To make changes to this page, please contact Melinda Hernandez (Melinda.Hernandez@bcm.edu) or GSBS-Help@bcm.edu. The Graduate School will review this page prior to the start of each academic year.

Consult BCM's [Social Media Guidelines](#) and [Faculty/Staff/Learner Advocacy Guidelines](#) for resources and expectations regarding social media and advocacy communications. The College's [Social Media Policy](#) (11.2.15) is an additional resource.

Denial of Recognition

If required information is not submitted, a group may be denied recognition. The Graduate School of Biomedical Sciences Dean may suspend a student organization if any of the following conditions is met:

- The organization falsified required information.
- The organization violated specific agreements relating to the use of facilities of the College.
- The organization violated the BCM Code of Conduct or other BCM policies.
- The organization is inactive for one academic year. The activity status of each organization is reviewed at the beginning of the academic year.

Organizations whose recognition is either denied or suspended may appeal to the Dean, whose decision is final.

Student Meetings & Events

Room Reservations for Meetings

Baylor College of Medicine uses Event Manager (EvM) for room reservations and scheduling. To access EvM, visit <https://calendar.bcm.edu>. That website displays the college's room reservations calendar. BCM staff and students can log in using their ECA and password to submit room reservation requests. Additional information on reserving spaces and BCM policies/procedures can be found on the [BCM InTouch site](#). You may also contact a Program Administrator or GSBS Curriculum Office (gsbs-curriculum@bcm.edu) for guidance in using the EvM system.

Meeting/Event Publicity

Facility Services authorizes the posting of flyers in public areas according to guidelines available [here](#). It is also possible to post announcements on monitors, as well as via other internal communication tools, such as the Student Commons. Please see Communications information [here](#). See the Online Media section above for guidance on social media.

BCM Branding

You must ensure that any use of the BCM logo is consistent with BCM [Branding Guidelines](#). Any use of the BCM logo or name on marketing materials (e.g. table clothes) or as part of a fundraiser (e.g. on T-shirts, coffee mugs) must be pre-approved by BCM Communications. Please contact [Lori Williams](#) or [Terry Krailo](#) for all logo use approvals, including marketing materials related to education and research.

Using the Graduate Student Listserv

The Graduate student listserv has been established by agreement between the Graduate School Council, the Graduate School of Biomedical Sciences, and BCM Information Technology to facilitate communication among BCM graduate students about topics that pertain to student life and interest groups as well as official BCM business. BCM graduate students are automatically subscribed to the listserv.

The designated listserv moderator will transmit messages sent to the listserv within 24 business hours so be mindful of this time constraint when sending time-sensitive information.

Guidelines for appropriate, authorized listserv use are outlined below and may be amended as the need arises. All listserv postings are subject to the rules and regulations of the BCM Policy [12.2.01 - Acceptable Use Policy](#). Do not use any BCM listserv for notices under “Prohibited System Activities.”

A. Authorized Usage

1. GSC Student Organization notices
2. Posting of social events (e.g. social gatherings/student interest group activities)
3. Posting of lost items
4. Household items for sale, pets for adoption
5. Requests for research reagents

B. Unauthorized Usage (per BCM policies)

Posting the following types of notices is strictly prohibited:

1. Solicitations, complaints, or alerts of any kind, including computer virus warnings
2. Messages originating from non-BCM personnel without prior approval by the Graduate School of Biomedical Sciences
3. Copyrighted or trademarked materials (e.g., text downloaded from websites or taken from books, journals, or magazines);
4. Libelous material or material meant to attack either a group or individual

These guidelines may be amended as the need arises.

C. Violations of the Authorized Use Policy for Grad Student listserv

All violations of the above guidelines should be reported to the Dean.

Financial Procedures

Fundraising

Baylor College of Medicine is a non-profit, tax-exempt institution. Therefore, all student organization fundraising must be transacted through accounts established by the Graduate School of Biomedical Sciences. Please contact GSBS-Finance@bcm.edu for information. The GSBS finance team must review and approve all printed materials soliciting donations to benefit student organization activities and charitable organizations. Students should consult the BCM Policy [17.1.07 – Student/Trainee Fundraising Projects](#) prior to initiating any fundraising project, especially if \$250 or more in funds are anticipated.

Graduate Student Council Account

The Graduate School of Biomedical Sciences finance team establishes and manages a BCM financial account for the Graduate School Council (GSC). The GSBS Finance team works with the GSBS Finance Department to process all account transactions (deposits, reimbursements and check requests) on behalf of the GSC.

Reimbursement for Eligible Expenses

An approved Graduate Student Council member or officer must first pay for an activity and will then be reimbursed by the Graduate School of Biomedical Sciences finance team. Transactions may also be initiated via purchase orders, if approved by the GSBS Finance team. Reimbursements should take no longer than two (2) weeks. If your reimbursement has not been processed within this time, please contact GSBS-Finance@bcm.edu.

Reimbursement Process

1. The student should bring proof of purchase to Miguel Garza in the Graduate School of Biomedical Sciences Administrative offices within 2 weeks of the expenditure. Proof of purchase consists of **Original Receipt(s) and Credit Card Statement(s)**. The credit card statement is not needed if payment was made with either cash or debit card.
2. A roster of student/faculty/guest attendees at the meeting at which the expense was incurred must be provided.
3. The student may fill out the Reimbursement Request Form that Miguel Garza provides, or submit the receipts in the Concur system. Contact GSBS-Finance@bcm.edu for questions or assistance.
4. Students will receive an automated email when the reimbursement is complete.
5. **Contractual Agreements:** Both the Office of Finance and the Office of the General Counsel must review contractual agreements for vendor services and facility rentals. Shelfa Williams, Administrative Director, Graduate School of Biomedical Sciences, is the GSBS administrative representative, and she alone may execute contracts on behalf of GSBS student organizations. Please contact her via GSBS-Finance@bcm.edu.

Hosting a Special Event on Campus

Contractual Agreements

To plan a special event on campus, first inform Dr. Swindell (Eric.Swindell@bcm.edu) or Shelfa Williams (saw@bcm.edu) of the planned event and then follow the procedure outlined below. Students should be prepared to submit a budget. Consult BCM Policy [18.2.02 – Event Planning: Special Events](#) well in advance of the planned event.

Security

Security (security@bcm.edu) must be informed of the following event details prior to the event: date, time frame, venue, entrances/exits to be used, a full guest list, whether any guests are from outside BCM, and whether any guests are under 18 years of age. To inform Security a [Notification of Special Event form](#) must be completed. Security charges \$75 per security officer per hour with a minimum of 4 hours. Note that fees for security are only required if additional security personnel are required. Events are less likely to require extra security personnel if they include only BCM personnel, occur during business hours, and do not involve alcohol consumption.

Housekeeping

Housekeeping must be contacted prior to all BCM-hosted events. The charge for clean-up will depend on the venue size, number of guests, whether or not food is served, etc. A [work order](#) must be completed.

Facility Services

Call 713-798-4862 during business hours and 713-798-4831 after hours. Facility Services will ensure lighting and A/C are on during the event and will provide tables and chairs if needed. Facility services can provide a podium. Charges vary depending on what is requested. A [work order](#) must be completed to ensure Facilities Services is aware of the event.

Catering

Any catering service may be used. BCM has worked successfully with Morrison's and French Corner in the past. Information for on-campus options is available [here](#).

Information Technology/Audiovisual

Contact at 713-798-8737 or av@bcm.edu.

A variety of [audio-visual services](#) are available. Request for Services must be submitted by logging in using a student's BCM ID and password. AV can set up audio/video capability and provide microphones and projectors. There will be a charge for these services.

Speaker Approval

Baylor College of Medicine (BCM) students or student groups may from time to time invite outside speakers to address BCM functions, either for in person or virtual presentations. Outside speakers must be approved in advance by the GSBS Dean or designee. The names and CV (credentials) of proposed speakers, purpose of the presentation, and proposals for any costs such as travel, expenses, and honoraria, must be presented to Dr. Swindell and/or the GSBS Dean for review and approval at least three weeks prior to the event. All outside speakers will be required to meet the professional standards expected of BCM faculty, with evidence-based presentations when applicable and complete disclosure of funding and conflict(s) of interest. BCM faculty do not require prior approval.

Expenses/Reimbursement

Security, facilities services, housekeeping, and AV service fees must be directly deducted from the appropriate BCM account. After the event, GSBS will reimburse expenses directly paid by the student from their organization's account as outlined in the "Reimbursement of Eligible Expenses" section of this handbook.