Baylor College of Medicine College-Wide
Student Organization Handbook

Office of Student and Trainee Services

2020-2021

Baylor College of Medicine

College-Wide Organization Packet

Purpose: The establishment of a process to approve and support College-Wide student organizations at Baylor College of Medicine; College-wide student organizations are intended to engage and connect students around a particular topic and/or area of interest across all schools and programs.

Overview of Approval Process: FAQ's

Who will be reviewing this application?

The College-Wide (CW) Student Group Advisory Committee (CWSGAC) consists of 6 committee members, 2 students from each school, whom are knowledgeable in and/or interested in student organization activities and policies at Baylor College of Medicine (BCM). The SSC leadership will appoint advisory committee members who are either recommended by school or SSC committee leadership.

The Student Services Committee (SSC) Advisory Group (SSCAG) is a subcommittee of the SSC, composed of 6 members – 2 members from each of the 3 schools (faculty or ex-officio SSC members). The SSC leadership will appoint advisory committee members who are either recommended by school or SSC committee leadership. The SSC co-chairs will also appoint one of the SSCAG members as the chair of this subcommittee.

CWSGAC is responsible for the following, in conjunction with the SSCAG.

- Facilitating the application process (answering questions, providing feedback, etc.) for the new CW student organizations in conjunction with the SSCAG.
- Approving applications for new student organization on a bi-annual basis;
- Reviewing existing student organizations on a yearly basis; and
- Advising the Associate Provost of Institutional Diversity and Inclusion & Student Services on the management of existing and potential student organizations

How does the process work?

- BCM students in <u>good academic standing</u> are eligible to complete the new

student organization approval process, which occurs on a bi-annual basis, by Monday of the third week of July and January.

- Students interested in creating a new CW student organization are required to

complete the New CW Student Organization Interest Packet. Upon submission, the application is subject to a maximum 8-week review process by the CWSGAC and a minimum of 3 members from the SSCAG, including the SSCAG Chair, after which a recommendation to approve or deny the application will occur. The Chair will then present this recommendation to the Associate Provost of Institutional Diversity and Inclusion & Student Services who will make the final decision.

- During the maximum 8-week review period, the CWSGAC may request

additional information and/or a meeting with applicant(s).

- At the end of the maximum 8-week review process and approval by the Office of Student and Trainee Services, the CWSGAC will notify the applicants of the committee's decision. Possible outcomes are:
   - o Approved – Congratulations, your group has been approved!
   - o Denied – Your organization has been denied. Please see comments for specific reasons. In some circumstances, you may be eligible for approval in the next application cycle.

Why should I complete this process?

Completing the CWSGAC application process makes a student organization eligible to:

- Promote engagement and interaction across BCM schools and programs
- Promote the organization at events such as the Student Activities Fair
- Assistance with reserving BCM spaces and facilities at minimal to no cost
- Access to funds from the Office of Student & Trainee Services for the organization
- Request and host outside speakers at group meetings (with approval from the Associate Provost of Institutional Diversity and Inclusion & Student Services)
- Opportunity to receive a formal recognition (such as by a Dean or by the Associate Provost of Institutional Diversity and Inclusion & Student Services) for future career applications (e.g., residency, fellowship, or business position) for establishing or serving on the executive board of a BCM student organization

What should I consider when completing this application?

When submitting your application, please incorporate answers to the following questions:

- How will your organization include students from <u>all</u> schools at BCM?
- How is your organization unique from existing organizations?
    - o   If similar organizations exist on campus, we encourage you to reach out to them to discuss collaboration or address overlapping areas to ensure there is little to no redundancy; the CWSGAC will do this as well during the review process.
- Why do you want to start a new organization?
- Are you willing to make a commitment to the process? (It is important to understand the responsibility of starting a new organization).
- Do you have a leadership board that is composed of members from more than one school?
    - o   Describe the positions of President, Vice President, and Treasurer; it is ideal that these positions will be filled by members of each of the 3 schools. It is required that these positions are filled by members from at least 2 of the schools.

Why do I need a faculty advisor for a new organization?

Every student organization is required to have a BCM faculty advisor. The role of this advisor is to provide oversight to the organization and act as a resource as needed. The advisor does not need to be a faculty member from SSC.

Once your packet is submitted and meets the criteria to start a new organization, you will be contacted by CWSGAC, and you may be prompted for further information or to pitch to the committee.

Baylor College of Medicine College-Wide Student Organization Handbook

As a Baylor College of Medicine (BCM) student, you should know the College's policies, rules, regulations, and administrative procedures affecting you. The Student Organization Handbook provides guidelines and policies for all officially recognized 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 information, BCM reserves the freedom to change without notice information published herein. This publication is not to be regarded as a contract.

Further information can be obtained from:

Office of Student and Trainee Services,

Baylor College of Medicine

One Baylor Plaza BCM 271A Houston, TX 77030

Email: sroldan@bcm.edu

Baylor College of Medicine is committed to a safe and supportive learning and working environment for its learners, faculty and staff. College policy prohibits discrimination on the basis of race, color, age, religion, gender, gender identity or expression, sexual orientation, national origin, veteran status, disability or genetic information. Harassment based on any of these classifications is a form of discrimination and also violates College policy (02.2.25, 02.2.26) and will not be tolerated. In some circumstances, such discriminatory harassment also may violate federal, state or local law.

Overview:

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 support. Students are reminded that any publication or meeting should be conducted as follows:

- With regard to the laws governing defamation, since 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 the following: a room reservation, a facilities work order, security services, housekeeping services, and audiovisual services. This handbook explains how to engage these services, but any queries are best directed to Suzette Roldan, Senior Coordinator, Office of Student and Trainee 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 Office of Student and Trainee Services 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 a designee in the Office of Student and Trainee Services 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 when applicable and completing appropriate disclosures of funding and conflicts of interest.

Students are also advised to refrain from unauthorized use of material protected by either copyright or trademark since such use is both 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.

Only BCM personnel such as actively enrolled BCM students and BCM faculty and residents may participate in the meetings of student organizations on campus unless specific arrangements are made in advance with the Office of Student and Trainee Services and the Office of Communications & Community Outreach. Organizations not associated with BCM are prohibited from using campus facilities for activities and meetings. 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.

The Office of Student and Trainee Services has the authority both to grant and to suspend recognition of a student organization.

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.

Any proposed student organization must complete the required information noted in the New Student Organization Packet and submit it to the Office of Student and Trainee Services. Contact Suzette Roldan at sroldan@bcm.edu with questions.

Student organizations require a faculty sponsor who has both an oversight and advisory role. Student groups may determine the level of involvement the faculty sponsor has in the group's day-to-day activities.

Social Media Presence

In general, College information should remain on Baylor servers. This policy outlines acceptable non-Baylor websites where College information is permitted. If you have questions, please contact Institutional Web Management at pa-webteam@bcm.edu.

The following guidelines help ensure effective use of social media and aim to protect personal and professional reputations when interacting on social media platforms.

Protect patient information: Baylor employees must follow the applicable federal requirements outlined by FERPA and HIPAA (Baylor login required). Make sure to

never disclose confidential patient Protected Health Information (PHI), comment about the care of any patient or participation of any research volunteer.

Be appropriate: Do not engage in any form of harassment, derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, sexual orientation or health condition. Additional information available on our [Institutional Diversity, Inclusion and Equity](#) pages.

Comply with copyright and fair use: Respect the intellectual property of others. Do not violate copyrighted or trademarked material. When sharing content online, be sure to follow [copyright law](#) and [fair use laws](#).

Videos and social media: All videos that will be manually uploaded to a social media platform (i.e. Facebook, Instagram, LinkedIn or Twitter) must be sent to pa-webteam@bcm.edu before sharing. This is to ensure the video meets the College's brand guidelines and follows copyright laws.

Protect Baylor's reputation: The official Baylor logo may not be used on any social media site without the approval of Institutional Web Management. View brand guidelines for more information.

Respect Baylor's time and property: The College's computers are to be used for college-related business and in compliance with established [acceptable use policy](#) (Baylor login required).

Denial of Recognition

If required information is not submitted, a group may be denied recognition. The Office of Student and Trainee Services may suspend a student organization if any one 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 in the following sequence: first to the College Wide Student Group Advisory Committee (CWSGAC) and Student Services Committee Advisory Group (SSCAG), and then to the Associate Provost of Institutional Diversity and Inclusion and Student Services, whose decision is final.

Room Reservations for Meetings

View available rooms and locations, capacities, AV amenities, and other details for each. All room reservations must be submitted directly through the ActiveData Calendar Administration web application. Please email the BCM IT ActiveData Calendar administrator at calendar-admin@bcm.edu to request an ActiveData account. Once the organization has an account, it can reserve a room through the ActiveData Calendar. Should you have any questions please contact Suzette Roldan at sroldan@bcm.edu. Some venues, such as Rayzor Lounge, have specific requirements, and special approval is needed in addition to making the reservation.

Fundraising

Baylor College of Medicine is a non-profit, tax-exempt institution.

Funding from the Office of Student Services

In general, priority is given to events that either directly benefit the BCM student body as a whole or contribute to the Houston community. Although benefit to the community is a plus, it is not required for funding. For questions regarding this process, please contact Suzette Roldan at sroldan@bcm.edu

Hosting Student Events on Campus

To plan events on campus, follow the procedure outlined below. If you plan on hosting a large student event on campus, inform Suzette Roldan at sroldan@bcm.edu of the planned event.

Room Reservations

View available rooms and locations, capacities, AV amenities, and other details for each room. All room reservations must be submitted directly through the ActiveData Calendar Administration web application. Please email the BCM IT ActiveData Calendar administrator at calendar-admin@bcm.edu to request an ActiveData account. With an active account a room can be reserved through the ActiveData Calendar. Some venues, such as Rayzor Lounge, have specific requirements and special approval is needed in addition to making the reservation. Ask Suzette Roldan at sroldan@bcm.edu if special approval is necessary for the desired venue.

Contact Security – security@bcm.edu

Security must be informed of a number of 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 under 18 years of age. To inform security a 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. For additional information please see BCM intranet Campus Safety and Security.

Contact Housekeeping - Francisca Luna (fluna@bcm.edu)

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.

Contact 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.

Contact Information Technology (IT) / Audiovisual (AV)

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