



2020-2021
Baylor College of Medicine
School of Medicine
Student Organization Handbook

Office of Student Affairs
School of Medicine Student Senate

As a Baylor College of Medicine (BCM) medical 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 medical 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 Affairs
School of Medicine
Baylor College of Medicine
One Baylor Plaza
BCM MS368
Houston, TX 77030
stuaff@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.

Table of Contents

- Overview.....3
- Office of Student Affairs Contacts.....4
- Medical Student Senate (MSS) Officers.....5
- Recognition Procedures.....5
- Room Reservations for Meetings.....6
- Meeting/Event Publicity.....7
- Using Class Listservs/Distribution List.....7
- Student Organization Accounts.....9
- Fundraising.....9
- Reimbursement for Eligible Expenses.....10
- Funding from Student Activity Fees.....11
- Contractual Agreements.....11
- Student Travel (BCM funded).....12
- Hosting Events On Campus.....12

Overview

Medical 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 John Rapp, Senior Director, Office of Student Affairs.

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 a Dean in the Office of Student Affairs 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 a Dean in the Office of Student Affairs 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 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. John Rapp must review and approve any student publication prior to distribution.

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 a Dean in the Office of Student Affairs 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.

A Dean in the Office of Student Affairs has the authority both to grant and to suspend recognition of a student organization.

Office of Student Affairs – 713-798-4600

[Joseph S. Kass, M.D., J.D., Associate Dean](#)

713-798-4600

[E. Lee Poythress, M.D., Assistant Dean](#)

713-798-4600

[Andrea Stolar, M.D., Assistant Dean](#)

713-798-4600

[John Rapp, M.Ed., Senior Director](#)

713-798-4517

Medical Student Senate (MSS) Officers (2020-2021)

The MSS functions as the student government of the BCM School of Medicine 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 the Student Senate, please see the [Student Senate Constitution](#). Feel free to contact any of the 2019-2020 MSS officers listed below if you have questions about processes or procedures associated with student group activities.

[Elaine Dong](#), Co-Chair

[Anjay Batra](#), Co-Vice Chair

[Hannah Meyer](#), Co-Chair

[Courtney Sullivan](#), Co-Vice Chair

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 Affairs. Contact John Rapp 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.

Online Presence

Active student organizations should periodically update their group's officer contact information and description on the [BCM Student Organizations](#) page.

Groups may also choose to add photos or advertise events here. To make changes to this page, please contact the MSC Liaison to Student Groups.

Denial of Recognition

If required information is not submitted, a group may be denied recognition. The Associate Dean of Students Affairs 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 Associate Dean in the Office of Student Affairs, and then to the Dean, School of Medicine, 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 Student Affairs. Some venues, such as Rayzor Lounge, have specific requirements, and special approval is needed in addition to making the reservation. Ask John Rapp if special approval is necessary for the chosen venue.

Meeting/Event Publicity

The Medical School Council (MSC) manages the [School of Medicine Student Activity Calendar](#) (BCM Intranet). Official Student Organizations and MS1/2/3/4 Classes are encouraged to [submit notice of eligible activities and events](#). Examples of eligible activities and events include faculty lectures, workshops, panels, socials and volunteer opportunities. If you are unsure whether an event is appropriate for calendar submission, please ask John Rapp.

To submit an event, please click the hyperlink above, which will route you to the submission form. Fill out all fields marked with a star. For “Event Categorization,” select “6_Medical Student Club Events.” For “Current Schedule” select “Generate Schedule,” and enter the time of your event. Then click “Preview” and “Submit.” The MSC Liaison to Student Groups will then either approve or deny the event. A decision either to approve or deny may take up to 48 hours so please be mindful of that timeframe and submit early.

The Office of Communications and Community Outreach authorizes the posting of flyers in public areas, posting of announcements on monitors, as well as posting announcements on the [BCM intranet home page](#).

Using Class Listservs/Distribution Lists (DL)

The MS4 class listserv/MS1s, 2s & 3s class distribution lists (DLs) have been established by agreement between the Medical Student Senate (MSS), the Office of Student Affairs, and BCM Information Technology to facilitate communication among BCM students about topics that **are not** official BCM business. BCM medical students are automatically subscribed to their respective class listservs/DLs. Students have the right to unsubscribe from the MS3 class listserv/MS1, 2 & 3 class DLs and may do so by following the instructions below.

Guidelines for appropriate, authorized listserv use are outlined below and may be amended as the need arises. All postings are subject to the rules and regulations of the BCM Policy and Procedure Manual, Section 12.2.01: "[Information and Communication](#)." The MS 3 & 4 class listservs/MS1 & 2 class

DLs are not for “official” BCM business (i.e., not for faculty or staff use for educational and administrative purposes). The MS4 class listserv & MS1/2/3 class DLs, rather than official class listservs/DLs, **must** be used for the types of notices listed below under “Authorized Usage.” Do not use any BCM or MS4 & class listserv/MS1, 2 & 3 class distribution lists for notices under “Unauthorized Usage.”

A. Authorized Usage (for Listservs/DLs only)

1. Student Senate, Class, Squad Student Organization notices
2. Posting of social events
(e.g., class-wide social gatherings/parties)
3. Posting of lost items
4. Campaigning for Student Senate, Class or Squad representative positions
5. Posting of items of general interest that are not copyrighted
(e.g., jokes, stories)

B. Unauthorized Usage (as per BCM policies)

Posting the following types of notices is strictly prohibited:

1. Solicitations, chair letters, or alerts of any kind, including computer virus warnings;
2. Messages originating from non-BCM personnel without prior approval by the Office of Student Affairs;
3. Copyrighted or trademarked materials (e.g., text down-loaded from web sites or taken from books, journals, or magazines);
4. Libelous material or material meant to attach either a group or individual

These guidelines may be amended as the need arises.

C. Violations of the Authorized Use Policy for listservs

All violations of the above guidelines should be reported to a Dean in the Office of Student Affairs.

The **Listserv and Distribution lists** are as follows:

MSS-MS17@listserv.bcm.edu MS3s Class Graduating 2021

DL-BCM-MSS-MedStudents-Graduating 2022

MS2s Class Graduating 2022

DL-BCM-MSS-MedStudents-Graduating 2023

MS1s Class Graduating 2023

DL-BCM-MSS-MedStudents-Graduating 2024

MS1s Class Graduating 2024

MSS-MED@bcm.edu (this is a distribution list composed of **all**)

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

Student Organization Accounts

The Office of Student Affairs manages a BCM account for every officially recognized medical student organization.

The Office of Student Affairs works with the Finance Department to process all account transactions (deposits and reimbursements) on behalf of student organizations.

Fundraising

Baylor College of Medicine is a non-profit, tax-exempt institution. Therefore, all student class and organization fundraising must be transacted through accounts established by the Office of Student Affairs and managed by John Rapp. He must review and approve all printed materials soliciting donations to benefit student organization activities and charitable organizations.

Reimbursement for Eligible Expenses

An approved student member or officer must first pay for an activity and will then be reimbursed by the Office of Student Affairs. This process should take no longer than 3-4 business days. *If you have not received your reimbursement within one (1) week, please contact John Rapp.* **The Office of Student Affairs WILL NOT accept incomplete reimbursement related paperwork.**

Reimbursement Process

1. The student should bring proof of purchase to the Office of Student Affairs within 1 month of the expenditure. Proof of purchase consists of **ORIGINAL RECEIPT(S)** and **CREDIT/DEBIT CARD STATEMENT(S)**. The credit/debit card statement is not needed if payment was made with either cash or debit card. **Gift cards are not to be used to make purchases.**
2. A roster of student attendees at the meeting at which the expense was incurred must be provided.
3. The student must complete the **Reimbursement Request Form**. Student Affairs will only accept **complete** submissions and will then process the request through BCM's financial system.
4. The student will be alerted via email that the reimbursement request is being processed.
5. ALL reimbursements are made by direct deposit. **No exceptions.**

Additional Information

- Tax Exempt Forms are necessary (obtain from the Office of Student Affairs) for reimbursement of purchased items higher in cost and usually associated with larger activities/events (e.g. equipment rental, large quantity of supplies, etc.). Speak with John Rapp if there is a question about a taxable expense.

- **Alcoholic beverages are not considered an eligible expense and WILL NOT be reimbursed.**
- **Reimbursement for gift certificates or gift cards is NOT possible. Please do not purchase gift cards or gift certificates with the expectation you will be reimbursed.** Direct any questions about gift cards or gift certificates to John Rapp.

Funding from Student Activity Fees

In the Fall and Spring of each academic year the Student Senate releases student organization funding applications to the student body. Any approved organization interested in applying for funding from the Student Activity Fee funds must submit an application by the specified deadline. After the deadline, the Student Senate will meet to review funding applications and award funds to each student organization. Guidelines regarding funding requests can be found in the funding application, but in general, priority is given to events that either directly benefit the BCM student body as a whole or contribute to the Houston community. The Student Senate does not view such expenses as parking, individual fees/transportation to attend professional conferences, and individual memberships to professional organizations as acceptable uses of Student Activity Fees funds. Although benefit to the community is a plus, it is not required for funding. For questions regarding this process, please contact the Student Senate Co-Chairs or Co-Vice Chairs.

Contractual Agreements

Both the Office of Finance and the Office of the General Counsel must review contractual agreements for vendor services and facility rental. Only the Finance Office may execute contracts on behalf of BCM student organizations.

Student Travel (BCM-funded)

Travel for representatives of student organizations must be budgeted in advance for authorization during the current fiscal year. Prior to traveling, the student must obtain a Pre-Trip Authorization Form (PTA) from the Office of Students Affairs. The appropriate department administrator (as outlined in the Baylor Travel Policy) must then approve the PTA. BCM **WILL NOT** reimburse travel if the PTA has not been completed and approved prior to your travel. Please see the [Baylor College of Medicine Travel Policy](#) for more details. **PLEASE NOTE, THE OFFICE OF STUDENT AFFAIRS HAS NO FUNDING FOR STUDENT TRAVEL** (with the exception of the BCM AAMC OSR representatives).

Hosting Student Events On Campus

To plan a large student event on campus, first inform John Rapp of the planned event and then follow the procedure outlined below.

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 John Rapp 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.

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](#).

Speaker Approval

BCM faculty do not require prior approval. A Dean in the Office of Student Affairs must approve all non-BCM speakers. Provide the Dean with the speaker's CV and disclosures of commercial conflict.

Expenses/Reimbursement

Security, facilities services, housekeeping, and A/V service fees will be directly deducted from your student account. Any other expenses such as sending invitations for the event, catering food for the event, decorations, etc. must be paid for by one of the group officers or members personally. After the event, the

Office of Student Affairs will reimburse that student from their organization's account as outlined in the "Reimbursement of Eligible Expenses" section of this handbook.

Prior to expenditures, ensure there is adequate funding in the group's account to pay for these charges *and* the required service charges described above.

Per BCM policy, there are special reimbursement considerations to take into account with large charges.

For additional information on planning an event, please see BCM Intranet [Meeting, Events, and Catering Services](#).

7/9/2020