



STUDENT ORGANIZATIONS HANDBOOK

**PRODUCED BY:
OFFICE OF STUDENT AFFAIRS
HSC DIVISION OF LEADERSHIP AND PROFESSIONAL
DEVELOPMENT**

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ordinances as well as with the institutional policies in effect at The University of Toledo Health Science Campus.

Consistent with our facilitator approach, the facilitators of recognized student organizations the membership, the leaders, and the advisors must accept partial responsibility for decision-making as well as for the inherent risk associated with these decisions.

Adapted from the Student Organization Manual, Texas A&M University, and The Rights and Responsibilities of the Modern University: Who Assumes the Risks of College Life? By Robert D. Bickel and Peter F. Lake. Carolina Academic Press: Durham, N.C., 1999.

POLICIES FOR HSC STUDENT ORGANIZATIONS

General Guidelines for Student Organizations

Student organizations play an important role in the life of students at UT HSC. They offer a wide variety of educational experiences that both enhance and supplement the curricula. They also provide opportunities for leadership and friendship. The policies and procedures included in this manual are intended to assist all student organizations in planning successful events and programs. The information provided here is for your information and may be subject to change.

I. Institution Guidelines

All student organizations affiliated with UT must abide by all federal, state and local laws and comply with all University policies. University policies can be found on the website: <http://www.utoledo.edu/policies/index.html>

II. Privileges of Recognized Student Organizations

- A. Recognition is granted on a year-to-year basis. Any student organization failing to reapply for active recognition status by submitting the required Annual Report on time and supporting documents will be considered *inactive*.
- B. Recognized student organizations have the following privileges:
 1. Association with the name of *The University of Toledo Health Science Campus*
 2. Use of UT HSC facilities subject to the established written policies and the rules governing such use
 3. Ability to petition for UT HSC funds by submitting requests to the OSA
 4. Access to campus for recruiting, fundraising, and publicity purposes
 5. Organizational InvoNet webpage
 6. Publicity through college publications and The University of Toledo Calendar of Events
 7. Bulletin boards and easels for the purpose of on campus promotion of the organizations and activities
 8. Access to miscellaneous resources provided by college departments and offices
 9. Services of the Office of Student Affairs

III. Responsibilities of Recognition

To retain official recognition, student organizations must meet certain expectations.

Requirements:

- A. Adhere to Organization Constitution and By-Laws
- B. Hold Elections as specified in Section of Student Organization Handbook
- C. Hold at least one business meeting per semester
- D. Hold at least one educational event per academic year
- E. Involvement in one community service event
- F. Adhere to all local, state, and federal laws; student handbooks and manuals; policies and procedures of the institution; and policies and guidelines established by each individual college.
- G. Remain in good standing with the university, including full compliance with any conditions, stipulations, or restrictions placed upon organizational recognition.

- H. Have a faculty/staff advisor who is an **employee** of the university.
- I. Keep the OSA informed of changes to organizational leadership or governing documents in a timely fashion by updating the InvoNet Roster.
- J. Demonstrate respect for the university community and other student organizations.
- K. Operate in a manner consistent with the mission and goals of the university and the governing documents of the organization.

Submit:

- A. Annual Report due January 30
- B. Election Results due January 30 (for the following academic year)
- C. Updated Constitution and By-Laws
- D. Student Organization Membership Roster updated in InvoNet by March 1
- E. Post business meeting minutes following each meeting (one required per semester) on InvoNet.

IV. The Role of the Organization Advisor

- A. Must be full- or part-time faculty or staff member at UT.
- B. Aware of the UT HSC Institutional policies, policies specific to their respective college, OSA policies, the Student Organization Handbook and any other institutional guidelines that establish expectations for student behavior and activities.
- C. Report all rule violations or potential violations to the appropriate university official.
- D. Aware of activities of the organization and have an appropriate level of knowledge related to the mission and activities of the organization.
- E. Meet with the officers of the student organization at the start of the academic year to discuss expectations, responsibilities and goals of the organization for the upcoming year.
- F. Attend executive and general meetings and be available outside those meetings for advice and consultation related to the operation of the organization.
- G. Receive and review copies of all minutes from the secretary of the organization.
- H. Receive copies of all budget information from the treasurer of the organization.
- I. Review -laws and constitution prior to submission to OSA.
- J. If the advisor wishes to resign the position, he/she should notify the OSA and the organization officers in writing. Upon resignation of an advisor, the club will have *14 days* to find a new advisor and notify OSA.

V. Categories of Student Organizations

- A. Each student organization will be placed in one of the following categories:
 - Academic/Professional
 - Cultural/Ethnic
 - Dance/Performing Arts
 - Gender/Sexuality
 - Health/Wellness
 - Music
 - Recreation/Games
 - Religious/spiritual
 - Service/Philanthropy
 - Special Interest
 - Student Governance

- B. Resources will be allocated based on number of organizations in the category
- C. Student organizations may request a change in category via email to OSA, however, change must be requested and approved prior to the start of the academic year (August).

VI. **Recognition of New Organizations**

HSC students may apply for new student organizations/interest groups during the month of January follow the procedures outlined below. Proposals will be reviewed once per year by the OSA. Officers will be notified by March 1 regarding the status of approval.

Initial Requirements:

- A. A student org must operate unofficially under an existing student org for a period of at least 5 months. After the 5 month period, in January, the new proposed student org may contact OSA to discuss forming a new *Student Interest Group*.
- B. After operating for one year as a *Student Interest Group*, a new Student Organization may apply for official Student Organization status (i.e., the following January).
- C. Student organizations may not use the name, duplicate the mission and/or goals, or be similar in interest/scope of a currently recognized student organization on either the UT HSC or UT Main Campus.
- D. A UT faculty/staff advisor is required for the organization.
- E. A proposed interest group is required to produce evidence of a minimum of 10 members from the eligible population.

Submit:

- F. After operating unofficially under an existing student org for 5 months, and one year as a Student Interest Group, the Student Interest Group may contact OSA in January to discuss the proposed Student Organization.
- G. A Microsoft Word document copy of the proposed mission statement and constitution/bylaws must be sent to the OSA office. *After approval* of those documents, the student org will upload a Microsoft Word document of the proposed constitution and by-laws to InvoNet.

- B. No organization with restrictive membership clauses that discriminate on the basis of race, creed, ethnic identity, national origin, sexual orientation, sex, age or handicap shall obtain or maintain recognition status.
- C. Membership to organizations recognized by the OSA must be open to all students enrolled in UT HSC Colleges and Programs.
 - 1. Organizations are exempt from this policy if national or regional affiliation membership limits participation to a specific academic program.
- D. Each organization must have a constitution and by-laws on file in the Office of Student Affairs. If the organization is affiliated with a national group, there must be a chapter constitution on file. Each organization must review its constitution and by-laws on a yearly basis and submit an electronic updated or reviewed copy to their InvoNet page.
- E. Each organization must have a copy of their updated constitution available on their student organization InvoNet page.
- F. The current constitution and by-laws is located under your organization documents in InvoNet. After review by the organization, the form along with any changes must be uploaded to InvoNet no later than the first of March.
 - 1. *Update form* (found on InvoNet under forms) must be submitted to InvoNet. *-laws, a Constitution and By-laws*

IX.

Primary responsibilities:

- Schedules and chairs business meetings
- Ensures quorum is present at business meetings
- Upholds the organization constitution and by-laws
- Ensures requirements are met
- Oversees educational and other events
- Presides over procedural questions if they arise
- Presides over debates and calls for votes
- Represents organization in an official capacity both internally and externally
- Completion and submission of Organization Annual Report
- Assumes responsibilities if another officer steps down until elections are held for replacement

B. President-Elect

- M1 Student
- Shadow current President
- Assist current President as needed
- Intended (not re
year

C. Vice-President

- Assumes duties of the president when latter is absent
- Prepares committee chairs when coordinating activities
- Assists president with by-laws and other functions
- Assumes role if president resigns

D. Secretary

- Maintains official records for the organization
- Maintains and submits membership roster to InvoNet
- Records and submit

Additional Officers: these duties may be assumed by Core Officers

A. Publicist

Voting

1. Only one ballot per student may be cast for each election.
2. Only active members on the membership roster will be allowed to cast a vote in any election held by an organization.
3. In no instance will hand or voice voting be a method of election.

Ballot counting:

1. Ballots may be counted by the election chair/committee and results announced immediately.
2. Positions that remain open after voting may be filled by a second written ballot on which all candidates are considered write-ins.
3. Write-in candidates are allowed for positions with no nominees; however, the results of the vote will *not be official* until academic standing of the candidate is verified by the OSA.
4. Minutes from the meeting and the election results must be submitted to the OSA no later than five academic days after the election.

Unfilled positions:

Organizations not able to fill core officer positions by March 1 will be placed on probation. Organizations have until September 1 to try to fill the positions. If positions are not filled, the student organization will be deemed inactive. First year students

members. If enough members do not show up, business *cannot* be conducted. Informal discussion can be held,

Does the event support the Mission of the organization
 Learning objectives appropriate and obtainable
 The target audience is the HSC community
 Collaboration with other student organizations/community
 Faculty/Outside professional involvement
 Budget is reasonable for the activity
 Quality/outcomes assessment is included

B. UT Foundation:

Each organization may have only one account in which to deposit revenue. **This account must be administered through the UT Foundation.** All money collected by the organization must be deposited into this account. The account will be maintained by OSA. Each treasurer will keep a detailed record reflecting account transactions.

1. *University of Toledo Foundation.*
2. Treasurer must complete a deposit form and attach with the funds (form found on Invonet).
3. Spending of this money is at the discretion of each organization but must not violate UT or OSA policies. Expenditures must be approved by OSA *prior* to disbursement.
4. Original documentation of expense must be provided to OSA with the Reimbursement form

D. Donations

1. Alumni or other donations made through the UT Foundation and directed to individual credit can be claimed with appropriate documentation via the UT Foundation.
2. UT Foundation account. Money donated in this way does *not* qualify as a tax credit.

E. Expenditures from UTF Funds (use Reimbursement Form)

1. Reimbursement to students for food for organizational events
2. Reimbursement for prizes, supplies, other expenses related to organizational events
3. Student travel to attend regional/national conferences related to their student organization:
 - a) Must obtain preapproval for travel through the Travel Request Form
 - b) Must follow UTCOMLS Excused Absence policy

All reimbursements must be submitted on a reimbursement form with original receipts and sign in sheet (sign in required each time food purchased using OSA/UTF funds is served).

XVI. PLANNING EVENTS AND PROGRAMS

All organizations MUST host a minimum of one educational event in the academic year

Organizations seeking funding through OSA must submit a proposal to request funding by contacting OSA *prior* to submitting the event through InvoNet

B. Choose a Tentative Date

1. To schedule an event, check the InvoNet Calendar under the Office of Student Affairs, HSC portal. You may want to consider the exam and class schedule, since this can have an important impact on attendance.
2. **Only 1 event/program** may be scheduled on a specific date and time frame. You may hold more than one event on any given day, just not at the same time.
3. If you must schedule a program at a time when another program is scheduled, contact the Officer/Chair of the organization sponsoring the program and ask about the possibility of running the two events on the same day. If something cannot be worked out between the organizations, the OSA HSC will make a final decision and preference will be given to the club who scheduled their event first, as determined by the time stamp on the InvoNet request form.

C. Choose a Location for an Event/Program

All room availability and scheduling will be handled by the OSA HSC via the HSC room scheduling department in the Registrar's office.

Rooms will be assigned by the room reservationist i
all event

APPROVAL WILL BE SENT VIA EMAIL TO PRIMARY CONTACT LISTED ON INVONET. THE EVENT MUST

- i. Name of organization,
 - ii. Name, e-mail address and/or phone number of event contact person,
 - iii. Name of charity to which items will be donated,
 - iv. Dates of drive, and
 - v. Types of items being collected.
- d) Assign a person to monitor and empty the boxes on a regular basis
 - e) Advertising may be limited to InvoNet, social media, and flyers approved by OSA (see next section).

H. Begin Promotion of the Event

There are a number of very effective ways to publicize programs on the Health Science Campus. Some of this publicity depends on whom you are trying to reach: students, faculty, staff, or the Toledo community; and the kind of event you are planning. InvoNet Events can promote the event, while

keep all itemized receipts and remember **that tax is not a reimbursable item** through the state account, only through a foundation account.

4. Gratuity can be covered up to 20%.

J. Food Vendors

1. At the event or program, Coordinator to obtain the event attendance by either checking people in using the Corq app, or using a sheet to check in/check off all attendees.
2. For approved events, OSA can order and pay for food with the university pCard, provided the OSA has been contacted well in advance (four weeks) about making these purchases on behalf of a student organization. OSA has a billing arrangement set up with several vendors, please check with OSA prior to ordering. Students requesting reimbursement will need to follow the reimbursement process noted in this handbook. *NOTE: obtain the University of Toledo tax-exempt number from the OSA HSC, as sales tax will not be reimbursed.*
3. Contact the OSA office or appropriate vendor to order the food at least five business days prior to the event; for more than 100 people food should be ordered at least ten business days prior to the event.

K. If Alcohol is to be Provided

Any officially sponsored University of Toledo Health Science Campus student organization function that has alcohol, whether on or off campus, must abide by the University of Toledo Policy 01-062 and OSA

XX. Grievance and Due Process

- A. All grievances related to student organizations must be submitted in writing to the Assistant Director of OSA. The specific details of the event(s) that precipitated the grievance must be given. The document must be signed and dated.
- B. The Assistant Director of OSA will notify the president (or appropriate person) and faculty advisor of the organization in writing of the grievance within five academic days of the receipt of the grievance.
- C. The Assistant Director of OSA will arrange to meet with the president of the organization and/or appropriate person(s) involved within five academic days of the original notification. Notification of this meeting will be given in writing to all parties involved.
- D. If a grievance is unresolved after the meeting, as stated in Section C above, notification will be given to the student organization and/or appropriate person(s) that the matter is being referred to the Director of Student Affairs.
- E. The Director of Student Affairs will conduct a hearing within ten academic days of the receipt of such request.
 1. The president and advisor of the organization and appropriate persons will be notified in writing by OSA of the date, time, and location of the hearing.
 2. If the representatives for the organization fail to appear at the hearing, the hearing will be conducted in their absence.
- F. The Director of Student Affairs will notify the president and advisor of the organization and the appropriate person(s) of the decision within five academic days following the formal hearing. Any sanctions to be imposed will be stated in writing.