

## **Burrell College of Osteopathic Medicine**

### **Student Organizations Manual**

#### **Student Organizations**

Burrell College of Osteopathic Medicine acknowledges the value of having Student Organizations that provide students with opportunities to expand and support their varied professional and personal interests; build relationships; develop skills and experiences; allow personal growth; and engage in campus, local, and global communities.

Designation by the College as a Student Organization provides the organization with access to various resources, including funding and event space.

The College maintains a list of all active Student Organizations on the [Burrell website](#). The webpage also includes links to several of the forms described in this guide which are also included in the appendix.

Any questions can be directed to the Office of Student Affairs.

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## **Chartered Organizations**

Student Organizations at Burrell are classified into two categories:

- Interest Group (IG): A group of students with an interest in a particular cause or topic that is generally academic in nature.
- Registered Student Organization (RSO): A registered student organization provides students with opportunities to expand and support professional, personal interests; build relationships; develop skills and experiences; allow personal growth; and engage in campus/local/global communities.

## **Chartering a New Student Organization**

Students interested in starting a new Student Organization must obtain approval from the College. Chartering of new student organizations shall take place in the Spring term. Students begin the process by completing and submitting the online [Student Organization Charter Form](#). All requests will be reviewed by SGA for preliminary determination and then the Office of Student Affairs for final approval/denial. The Office of Student Affairs will notify the student of the determination.

## **Maintaining Charter**

In order to maintain active status, all chartered student organizations must submit a re-charter between March 15<sup>th</sup> and May 1<sup>st</sup> each year. The re-charter is necessary to inform the Office of Student Affairs of updated organization officers for the next year, and any updates to organization bylaws. Any organization that does not submit a re-charter will be inactivated and not eligible for event approval or funding requests.

## **Student Officer Eligibility**

In order to candidate during an election for or serve as a student organization leader, students must be in good academic standing. Students should also be aware of national organization leadership criteria. Consistent with their respective missions, Student Organizations may establish criteria for the selection of their leadership/officers. Under no circumstance may Student Organizations establish criteria that constitutes unlawful discrimination based on a protected status (e.g., race, sex).

No student will be permitted to hold a President, Co-President, Vice President, and/or Treasurer role in more than two student organizations at one time.

## **Faculty Advisor**

All chartered student organizations are required to have an advisor that is a current Burrell faculty or staff member. The President, Chief Academic Officer, Campus Dean and Chairman of the Board are not permitted to serve in an advisor role for any Student Organization.

Advisors are encouraged to review the “Guide for Student Organization Advisors” to familiarize themselves with student organizations and the role of the advisor.

## **Recruitment of New Members**

First year medical students are not permitted to join Student Organizations until after the completion of the Fall term. This ensures that students effectively transition into medical school and develop the appropriate skills to be successful at the College.

Consequently, Student Organizations are not permitted to actively engage in recruitment of first year medical students during the fall term. Recruitment includes (but is not limited to) direct solicitation, distributing promotional materials whether physical or digital, promoting an organization’s information session, or general membership meeting.

First year medical students are encouraged to attend a Student Organization Fair hosted in the fall term to explore the opportunities offered by active Student Organization.

## **Bylaws**

Each chartered Student Organization is required to have a set of bylaws on file with the Office of Student Affairs. Bylaws are the governing documents of your organization. They are written to provide direction and continuity for the organization’s operation and are beneficial during leadership transitions. A template for bylaws can be provided by the Office of Student Affairs by request.

Organizations must review their bylaws on a yearly basis, and provide the Office of Student Affairs with an updated copy if revisions are made.

## **Non-Discrimination Statement**

All chartered student organizations must include the following statement in their bylaws:

“[Organization Name] does not discriminate in membership or leadership selection based on race, sex, gender identity, religion, sexual orientation, disability, national origin, or any other protected characteristic.”

## **Conference/National Meeting Attendance**

Officers in student organizations are sometimes required by a chapter's national organization to attend a conference/meeting to represent the local chapter at the regional or national level. "Required Attendance" is when the national organization bylaws requires a student organization officer's attendance at a conference/meeting to represent their local chapter and has been approved by the Office of Student Affairs.

### Excusals

Required Attendance sometimes conflicts with mandatory curricular activities. In such cases, a student may be eligible for an approved excused absence only if their attendance meets the "required attendance" criteria. Students are expected to submit a request for an excused absence for such attendance, regardless if mandatory curricular activities would be missed.

### Travel Funding

Student officers with "required attendance", may request funding for organizational travel in accordance with SGA bylaws through the Student Government Association and the Office of Student Affairs.

Student Organization leaders must fill out and submit the [Student Organization Request for Travel Funds](#) to the Office of Student Affairs prior to the travel and must have an approved excused absence prior to the travel.

Per College policy, students with approved mandatory travel requirements are able to receive up to \$700 of total reimbursement (up to \$350 from SGA and up to \$350 from Student Affairs). These reimbursements are processed and paid separately and could have differing timelines for payment.

Students must submit eligible itemized receipts to the Office of Student Affairs immediately upon their return to begin the reimbursement process. Per the Office of Finance, we have 14 calendar days from the return of your travel to submit a reimbursement request, so prompt submission of receipts is vital to receiving your approved reimbursement. See the [Reimbursement Guidelines](#) for further details.

## **Student Organization Events**

Student organizations often host events such as general membership meetings, guest speakers, skills trainings, socials, wellness events, community service projects, and fundraisers among others. Students should be aware of events that are eligible for approval by reviewing [policy](#).

Student organizations are encouraged to take advantage of Burrell's facilities for meetings and activities. Organizations are responsible for ensuring the appropriate use of the facility and maintaining the condition in which it was found and are expected to respect campus facilities and utilize them with care. Organizations are responsible for leaving the space in a clean and orderly fashion upon completion of use.

Any problems with Burrell facilities should be immediately reported to the Office of Student Affairs.

Any student organization desiring to host an event, regardless if Burrell campus space will be used, is required to submit the event request using the [Student Organization Event Request Form](#). The request must be submitted to the Office of Student Affairs at least 14 days prior to the requested event.

In the event an organization is requesting permission for a guest speaker to visit campus, organizations must fill out the Guest Speaker Request Form, have it signed by the advisor, and be approved by the Office of Student Affairs before the event request will be reviewed. It is important that any request for a Guest Speaker is submitted in advance of the event request, so the Office of Student Affairs has sufficient time to review the request. If the speaker is a current Burrell faculty or staff member, permission via the Guest Speaker form is not required.

An organization may not make any commitments or promotions on behalf of the event prior to full approval from the Office of Student Affairs.

Once an event is approved, the event will be added to the calendar in LEO and students may move forward with planning and are able to promote the event.

In the event that an event or space reservation needs to be cancelled, student organizations should contact the Office of Student Affairs.

### **Community Service**

Burrell College medical students are able to volunteer in the community in non-clinical ways. Students wishing to offer health screenings to the community are required to have a Burrell licensed clinical faculty member present at all times to supervise the screenings. If the organization is only engaging in activity that any member of the general public could do, like providing education, distributing educational materials like flyers, no clinical supervision is necessary.

Burrell College medical students are prohibited from engaging in direct patient care, diagnosis, or treatment of a patient, external to the supervised clinical rotations required by

the curriculum. Students may engage in volunteering with non-clinical tasks, and supporting roles that don't involve direct patient care.

### **Alcohol**

Students may not consume or be in possession of alcoholic beverages on the College campus. Student organizations may request the availability of alcohol at an off-campus student event. Student organizations must submit a completed [Alcohol Attestation](#) to the Office of Student Affairs for review. Approval must be given by the Office of Student Affairs in order for alcohol to be available at the event.

### **Organization Events and Liability**

Each enrolled student signs a liability waiver at the beginning of the academic year. The college will not provide liability insurance for any extra-curricular student organization event or activity.

### **Use of the Burrell Name and/or Logo**

Any use of Burrell's name (in part or in full), logo, seal, photographs, or likeness must be approved by the Office of Communications and the Office of Student Affairs before being used in any capacity. This includes, but is not limited to organization merchandise, flyers, letters for fundraising, marketing to community members, or use on letters or electronic messages to the public or internal audiences. Please allow 14 days for the review of your request.

### **Event Promotion**

Promoting an Organization event is an important component of the event planning process. All forms of marketing must be approved by the Office of Student Affairs prior to posting.

#### Digital Signs

A student organization may choose to advertise an approved event on TV screens around campus. The event request form will prompt you to enter information for Digital Signs. They may choose to create their own digital sign, or they may choose to have IT create one on their behalf. Requests for digital signage must be made at two weeks ahead of the event, to allow time for a sign to be created and posted ahead of the event.

#### Student Life Update Emails

The Student Life Update is the way for Burrell student organizations to inform the Burrell College community about upcoming meetings, guest speakers, volunteer opportunities,

social events, and other relevant club information. All requests must be submitted via the online form: <https://burrell.edu/students/student-forms/email-form/>.

Updates will only be distributed either on a Tuesday or Friday afternoon. No update will be sent on days that occur on a college holiday or on curricular breaks. Requested updates will be sent according to the timeline below. Student organizations should plan ahead to submit requests on time.

- Tuesday Update: Submissions must be received by the preceding Sunday.
- Friday Update: Submissions must be received by the preceding Wednesday.

With many organizations seeking to include their updates, we encourage clubs to keep submissions brief and to the point, sharing necessary information only. Text heavy updates, images, or advertisements should be provided as an attachment.

Submissions that merely repeat content from the previous update without presenting new substantive information will not be included.

### **Social media accounts**

Student organizations may create their own social media accounts. However, no logos or Burrell marks may be used at any time for any purpose and a clear disclaimer must be posted at all times that states the following: This page/account/blog is not maintained by Burrell College and is completely maintained by students.

### **Organization Finance**

Chartered student organizations are eligible for funds allocated by SGA for general activities each year. Student organizations can follow up with the SGA treasurer on their campus regarding available funds.

### Fundraising

Student organizations are encouraged to raise funds to support club activities and initiatives and not rely only on allocated funds from SGA. Some common fundraising activities include (but not necessarily limited to) the ones listed below. If a student organization wants to hold a fundraiser not reflected below, they can contact the Office of Student Affairs. In order to hold a fundraiser on or off campus, and have it advertised to the campus community, a student organization must submit [an event request](#) for approval first.

- Merchandise sales
  - Any merchandise designs must be submitted to Student Affairs for approval before any advertising or ordering can take place.
  - Student Organizations are encouraged to utilize Bsquared for any merchandise sales. Organization looking to design/sell merchandise, can contact [nicole@bsquared.cool](mailto:nicole@bsquared.cool)
- Partnering with a local business/restaurant
  - Organizations may choose to partner with a local business or restaurant for a fundraiser, wherein a portion of the proceeds received during a specific timeframe, are donated by the business
- Food/Drink Sales on campus
  - If a student organization is selling food or drink items other than pre-made, store bought baked goods, at least one member of the organization present is required to have a current food handlers permit.

### **Payments/Donations into Club Account**

Student organizations may receive funds into their club account for dues, merchandise orders, donations, or other fundraising activities. The available methods for receiving funds are Zelle, Check, and Cash.

#### Zelle

Individuals can pay into a club account by sending a Zelle payment to [studentaffairs@bcomnm.org](mailto:studentaffairs@bcomnm.org). The name on the account is “Associated Students of BCOM.” The individual making the payment should include the name of the club, the campus where the club is located (FL or NM), and the purpose of the payment in the description.

#### Check

Any payments made via check will need to be made payable to “Associated Students of BCOM” and include the name of the club, the campus where the club is located, and the purpose of the payment in the description line.

#### Cash

Payments may be made in cash to the Office of Student Affairs on each campus directly. Any cash payments will be provided with a receipt. If the organization is hosting an organized fundraiser, they may request a cashbox from Student Affairs to manage cash payments until they can be turned into Student Affairs for deposit.

## **Purchases/Reimbursements**

Any club desiring to use their SGA allocated funds or their raised club funds for a club purchase, will need to submit a [Purchase Request](#).

Requests for use of SGA funds are routed to the campus SGA President and Treasurer for review. If preliminary approval is granted, it is routed to the Director of Student Life for final review.

Requests for use of club raised funds are routed to the club president and treasurer for review. If preliminary approval is granted, it is routed to the Director of Student Life for final review.

Only once a club purchase request has been approved, the club may proceed with the purchase. The club may make a purchase in the following ways:

- Make the purchase using a student's own funds and submit for reimbursement.
- Check out the SGA credit card to make an in-person purchase at a vendor or make an online purchase. A card is available for checkout with the Office of Student Affairs on each campus.
- Request that Student Affairs process a written check for payment to a vendor.

All receipts for approved purchases must be submitted to the SGA treasurer on the respective campus, and to the Office of Student Affairs. This applies to purchases made with the SGA credit card or a student's own funds, seeking reimbursement. No reimbursement will be processed until the appropriate receipt(s) are provided.

## Appendix

### Relevant Policies, Links, & Forms

Student Organizations webpage <https://burrell.edu/students/student-organizations/>

#### Policies

SA.017 Student Organizations <https://burrell.edu/SA017/>

SA.032 Student Event Approval and Promotion <https://burrell.edu/SA032/>

Student Handbook and Catalog [https://burrell.edu/students/student-handbook\\_catalog/](https://burrell.edu/students/student-handbook_catalog/)

#### Forms

Guest Speaker Request Form

[https://forms.office.com/Pages/ResponsePage.aspx?id=MA38u8Ljh0yuXup2akrYwqN6Zd82gspJoDuQ7SqE\\_lhUQVRMTUhOM0RLTzFaVjIKUjJMNzBOVUE1WS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=MA38u8Ljh0yuXup2akrYwqN6Zd82gspJoDuQ7SqE_lhUQVRMTUhOM0RLTzFaVjIKUjJMNzBOVUE1WS4u)

Re/Charter Form <https://burrell.edu/students/student-forms/student-organization-charter-form/>

Student Event Request Form <https://burrell.edu/student-organization-event-request-form/>

Student Life Update Request Form <https://burrell.edu/students/student-forms/email-form/>

Student Organization Purchase Request Form

[https://forms.office.com/Pages/ResponsePage.aspx?id=MA38u8Ljh0yuXup2akrYwqN6Zd82gspJoDuQ7SqE\\_lhURE9IM0o0R0FIVTBHVTJSMDg3QkZVTVNaNC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=MA38u8Ljh0yuXup2akrYwqN6Zd82gspJoDuQ7SqE_lhURE9IM0o0R0FIVTBHVTJSMDg3QkZVTVNaNC4u)

Student Organization Request for Travel Funds

[https://na1.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLbqZhBz0LE4W2CNpw65iLWolslaYixzaBc5zT4HGKzFaUo7Elx2tso8EmKjCcLdU9PJaBI\\*](https://na1.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLbqZhBz0LE4W2CNpw65iLWolslaYixzaBc5zT4HGKzFaUo7Elx2tso8EmKjCcLdU9PJaBI*)