Dear Students,

UTHSCSA offers a variety of ways for you to learn, grow, and engage with others while earning your degree. Participating in student organizations provides an opportunity for you to build a community around a common interest or goal. You’ll also enhance your ability to lead, communicate, work in teams, as well as, develop skills needed to be successful in your career after graduation.

This handbook is intended to serve as a resource to help you successfully lead or participate within your student organization. We ask that you review it thoroughly and refer to it often. The Office of Student Life is available to assist you with navigating UTHSCSA’s rules, brainstorming ways to better run your student organization, and doing what it takes to build a student organization you can be proud of.

We look forward to working with you!

Le’Keisha

Le’Keisha D. Johnson
Director, Office of Student Life
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Any questions regarding any information in this handbook, please contact the Office of Student Life at 210-567-2654.
Purpose
Student organizations provide students with opportunities to participate in activities that develop their intellectual, emotional, spiritual, physical, and/or professional abilities. UTHSCSA offers a multitude of student organizations covering the following areas: academic, religious, professional, recreational, service, cultural, social, special interest and governance.

Benefits of Being Involved in Student Organizations
Research has found that involvement in student organizations:
- Improves students’ interpersonal skills.
- Enhances skills in leadership, communication, teamwork, organizing, decision-making and planning.
- Gives students a greater satisfaction with their college experience.
- Helps students develop lifelong values of volunteerism and service to others.

Privileges For Student Organizations

1. Use of campus facilities (some fees may apply)
   - Use of rooms and space, subject to policies and procedures
   - Use of academic technology
   - Host fundraisers and events on campus
2. Financial Support
   - Use of on-campus funds account system
   - Request funding through Student Government Association (SGA) Appropriations for organizational travel or events. See Appropriations policy
   - Sponsor profit-making events to solicit funds for organizational activities in accordance with University regulations and state laws
3. Marketing and Promotion
   - Literature/Handbills/Petitions: Student organizations may distribute printed materials on campus relating to the organization’s purpose and activities. The materials must meet all posting policies with regard to subject matter.
   - Office of Student Life (OSL) and Social Media: OSL will list student organization in publications and on the OSL Website. Events will be posted on the Student Life Facebook page (posted by OSL based on event form information).
   - Dynasign TV Displays on Campus: High resolution JPEG’s or Power Point slides may be used as advertisements for approved student organizations event. Send the advertisement file to studentlife@uthscsa.edu and request for the advertisement to be put on the TV displays.
   - Flyers: Flyers may be posted across campus in approved locations. See the Posting Policy and General Posting Locations outlined here.
   - Table Tents: Student organizations choosing to utilize this method of communication must submit a copy of the table tent to OSL and obtain approval from OSL prior to placing tents. Table tents can be placed on the tables in the dining areas on campus with permission from Dining Services.
   - PROHIBITED Sidewalk Chalk: Chalking on campus is not allowed due to safety concerns and cleanup costs. If a student organization violates the policy and uses sidewalk chalk, they will be charged for any cleanup costs that are incurred.
4. Using the University Logo
   - An Example of Acceptable Usage of the University Logo/Name
     - A t-shirt design that contains a UTHSCSA logo (and is approved by the Sr Exec Dir of Communications, Marketing, Communications & Media) may be used on t-shirts for a fundraiser.
   - An Example of Prohibited Usage of the University Logo/Name
     - Creating a flyer for an upcoming event that includes the university logo or name.
   - Student organizations cannot use the University trademarks, seal or logos, as part of any letterhead, sign, banner, pamphlet, t-shirt, or other printed material that bears the name of the organization without permission. Student organizations may not manipulate or otherwise alter any trademark, seal or logo of the University without expressed permission. To learn more about trademarks and identity Guidelines, visit the UTHSCSA Style Guide.
Student Organization Registration

Naming your student organization
The name of the student organization must be unique and cannot duplicate the name of an existing student organization. Registered student organizations cannot use the words “The University of Texas Health Science Center” or “UTHSCSA” as a part of the official name of the organization.

Registering a new student organization: To register a new student organization complete the following steps:

1. Complete Student Organization Application and upload By-Laws for Student Organization.
2. OSL will review all documentation submitted and will determine if the organization is approved or disapproved.
3. If approved, complete mandatory Student Organization Training.
   a. Available on the Knowledge Center. Completion of Student Organization Training is required of presidents and treasurers, although STRONGLY encouraged to be completed by all organization members.
   b. Go to http://www.uthscsa.edu > Quicklinks > Knowledge Center > Sign in with your information > Select Course Catalog > Select Administrative > Launch Student Organization Registration.
   c. President and Treasurer must email in a copy of the completed certificate to the OSL at studentlife@uthscsa.edu
4. Once steps 1 through 3 have been completed, the OSL will request a student organization financial account (also known as a PID (Project ID)) on behalf of the student organization. Note: This process takes up to 3 weeks.

Renewing a current student organization: Current approved student organizations are required to register at least once a year with OSL by September 1st. Registration taking place after the September 1st deadline risks the organization losing institution recognition. To renew a student organization complete the following steps:

1. Outgoing Leadership must Submit an Executive Summary
   a. Executive Summaries are submitted by the outgoing Leadership regarding the accomplishments for the previous year.
2. Submit a Renewal Application/Change in Leadership Form
   a. Student Organizations must update their contact information, leadership, and faculty advisor(s)
3. Submit a copy of updated Bylaws (see Organization Bylaws below for more information)
   a. Student Organizations must submit governance documents. Documents are uploaded as part of the requirements on the Change of Leadership Form.
   b. A copy of the previous year Bylaws are on file in the OSL. A Student Organization can request previous year’s copy by emailing: studentlife@uthscsa.edu
4. Complete the mandatory Student Organization Registration Training through the Knowledge Center.
   a. Go to http://www.uthscsa.edu > Quicklinks > Knowledge Center > Sign in with your information > Select Course Catalog > Select Administrative > Launch Student Organization Registration.
   b. Incoming President and Incoming Treasurer must email in a copy of the completed certificate to the OSL at studentlife@uthscsa.edu
5. Verify your student organization PID account balance in person by visiting the OSL (MED 314L). Make sure to have at least $25 in the organization account to remain active.

Student Organization Bylaws
Student organizations must keep organizational bylaws on file with OSL and updated bylaws must be submitted to OSL each time it is revised. OSL reserves the right to inspect, review or have the student organization update their bylaws to meet all guidelines. You can find a template of organization bylaws online or in the back of this handbook.

The registration process for both returning and new organizations can also be found online.

WARNING: A student organization may state that its membership is composed of HSC students or a combination of students, faculty, and/or staff, but it shall not suggest or imply that it is acting with the authority or as an agency of the University.
**Faculty Advisors** (All student organizations require a faculty advisor)

**PURPOSE OF FACULTY ADVISORS**
An advisor can prove to be a valuable asset to student organizations by sharing their life experiences, wisdom, and providing continuity, organizational memory, and connections to resources. The key role of the advisor is to serve as a resource for the student organization. It is expected that advisors be consulted regularly concerning student organization activities or programs. The advisors should know what events are being planned and should offer ideas and suggestions freely.

**ROLE OF FACULTY ADVISORS**
While specific roles should be defined by the student organization and the advisor, an advisor should generally:

- provide expert knowledge and advice
- be knowledgeable about activities and programs of the organization
- suggest and encourage new program ideas
- assist in maintaining high standards of programming and individual performance
- provide insight into the group’s problems and successes
- provide continuity with the history and tradition of past years
- assist in the development of procedures and plans of action

**REQUIREMENTS OF FACULTY ADVISORS**
An advisor must be a full time faculty member (not on sabbatical) or full time staff member of the University. The faculty or staff member should be available during normal business hours, 8am to 5pm. If at some point you have difficulty locating an advisor, or are having some complications with your current advisor, please contact your Dean of Student Affairs Office and/or the OSL.
Student Organization Leadership Responsibilities

It is the responsibility of every student organization leader to:

- Register their student organization with OSL every academic year;
  - Visit: [http://students.uthscsa.edu/studentlife/2015/09/to-register-your-student-organization](http://students.uthscsa.edu/studentlife/2015/09/to-register-your-student-organization)
- Attend state mandated training sessions.
- Abide by all, local, state, and federal laws, your student organization constitution, as well as, all individual School and University regulations and policies;
- Anticipate, provide for, and meet all legitimate financial obligations;
- Act in the best interest of its members and the University;
- Take reasonable precautions for the safety and comfort of participants at organization events;
- Immediately notify OSL of any changes in the organization’s officers and/or constitution;
- Complete the Student Organization Registration training provided in the Knowledge Center. (see Organization Registration)
- Notify the OSL of ALL meetings, fundraising and planned events associated with the Student Organization name. This includes, but is not limited to, any changes made to any previously approved Event Request Form.
- Complete an Executive Summary no later than the end of each semester (December for Fall and May for Spring) of all accomplished events/meetings/fundraisers/community service/etc.

Officer Transitions

Each Organization is highly encouraged to have an officer transition process in place before the end of the Spring Semester.

Benefits of an Effective Officer Transition

- Utilizes the valuable contribution of experienced leaders
- Minimizes the confusion of leadership changeover
- Gives outgoing leaders a sense of closure
- Provides for transfer of significant organizational knowledge
- Helps incoming leadership absorb the expertise of the outgoing leadership
- Increases the knowledge and confidence of the new leadership
- Minimizes the loss of momentum and accomplishments for the group

Documentation to Share

- Copy of Organization Constitution or by-laws
- Mission, philosophy, goals and/or purpose statement of organization
- List of committee and their description
- Position description of officers and members
- Member & officer contact list
- Contact information of important people/offices on campus
- List of basic annual procedures and/or calendar of annual events
- Web page and webmaster information. How do you maintain the site?
- Financial records
- Evaluations or previous and current projects
- Meeting minutes and agendas
- Any historical records of the organization

Topics to Address

- Goals: Review the group’s goals for the previous year
- Programs and Activities: Evaluate what your group did
- Membership: Evaluation number of members and their commitment to the organization
- Officers and Organizational Structure: Evaluate officers and organizational structure
- Organizational Operations: Evaluate finances, communication, etc.
- Advisor Involvement: Evaluate both quality and quantity
- Public Image: Evaluate how other groups perceive you

New Officers (set goals for upcoming year)

- Goals should be set for the short and long term
- Goals should have effective benchmarks to assess your progress toward the accomplishment of those goals
- Goals should be specific and measurable

Things to Remember

- Start Early
- Assess goals/objectives of the student organization.
- Officer transition can be a yearlong process
- Know the tools and resources available to your organization
- Prepare for the Officer Transition by having the accurate documentation ready and coming prepared to assess where the organization has been and where it is headed
Student Organization Financial Account Number

- Student Organization Account Numbers are called “Project ID Numbers” or PID
- Each PID is different for each student organization

Accessing Account Balances
Come in person to the OSL (Medical School building Rm. 314L) to request your student organization account balance. Information will only be given to the authorized signers on file for the account. No Student Organization account balances will be given by phone or email.

Accessing Funds
- A member of the student organization may pay out of pocket for items and request reimbursement from the student organization PID by submitting receipts to the OSL. Be advised, reimbursements can take 10-15 business days.
- Also, OSL staff can use your student organization PID to pay vendors directly. The vendor receiving payment MUST be a vendor in the UTHSCSA system. Payment time for non-vendors can take 4-6 weeks.

Process for Making Deposits
1. Submit a deposit voucher form to the OSL (voucher forms are in the OSL (Medical School building Rm. 314L) )
   a. Deposits may be a combination of cash and checks (must be stamped by OSL)
   b. Deposits must be submitted by the 3rd business day after an event/fundraiser
   c. Any monies collected on a Friday must be deposited on the same day, before 4pm, with the OSL.
2. The OSL will review the deposit voucher form and provide 2 copies of the form.
3. Take money and the 2 copies of the deposit voucher form to the Bursar’s office between 8:15 am and 4:45 pm.
4. Return to the OSL with a signed copy of the deposit voucher form (including a signature from the Bursar’s office staff). OSL will give you a copy of the form for your records as well.

Process for Requesting Reimbursements
1. Original receipts must be submitted to the OSL within 30 days of the date of purchase to receive reimbursement (NO EXCEPTIONS).
   a. All receipts MUST be accompanied by 1 signature from the student seeking reimbursement and 1 signature from either President or Treasurer
   b. A President or Treasurer may not sign for their own reimbursement (example, if the President pays, then the Treasurer is the only acceptable additional authorized signature allowed, and vice versa)
2. A local/state voucher will be completed by the OSL, signed by you, and submitted to the accounting office. You will receive your reimbursement within 10-15 business days, by direct deposit (if it is set up in your student portal) OR a check will be mailed to the address listed in your student portal file.

Receipt / Invoice Requirements
- Original receipts/invoice must contain
  o Vendor’s name & address
  o Description of goods and/or services
  o Quantity ordered
  o Cost & date of transaction
  o Method of payment
- Invoices must have an invoice number
  o Must not be quotes or estimates
  o Must show a $0.00 balance

Account Responsibilities
The student organization is responsible for maintaining financial records for the account. Funds must be in the account before charges can be made. If charges are made to the account without the appropriate funds being available, the student organization’s financial account privileges may be revoked until funds have been deposited.

** If the student organization is inactive for one academic year, the funds in the account will revert to the OSL for student organization services.
MEETINGS and EVENTS

Each meeting, event, fundraiser, and or community service occurrence requires submission of an event request form to the OSL for review and approval before the activity can take place. The OSL is available to assist organizations with planning events held on campus.

Meetings and Event Planning
The following steps are required for on and off campus activities:

1. 2 weeks prior to your event submit an Event Request Form to the Office of Student Life.
   - The Event Request Form must be signed by your Faculty Advisor prior to submitting the form to the OSL.
   - You will be unable to secure a room or market/advertise your event until approved by the OSL.
2. The OSL will reply to the Primary Contact Person listed on the Event Request Form with approval or a request for additional information (if needed).

University Room/Space Reservations
Use of rooms and space are subject to policies and procedures (Scheduling and Facilities Data Management). A student organization’s event request form must be approved by the OSL before a room reservation request can be submitted.

- For room reservations on campus, complete a Room Reservation Request and email the form to scheduling@uthscsa.edu.
- For reservations on volleyball courts, softball fields, upper/lower fields, and track, contact Ben Rivers in the Office of Student Life 210-567-5220 or email RiversW@uthscsa.edu.
- For School of Nursing atrium and lobby reservations, contact the Nursing Office of Admissions and Student Services.
- To request the use of academic technology contact Multi-Media Services (fees may apply).

A student organization must have a room reservation confirmation e-mail from the Scheduling Office in order to officially use space on campus for events or meetings.

** If a student organization would like to use on-campus facilities for events that host minors, the event will need to be sponsored by a UTHSCSA department and will need to include approval from Irene Chapa and purchase of UT System liability insurance (Mike Charlton).

Equipment for events
1. Special audio or visual equipment is available to student organizations for events held in on-campus facilities. If needed, such equipment should be requested using the facility reservation request form.
2. You may check out limited carts, tables, and other supplies from OSL. To request items, contact OSL at (210) 567-2654, or e-mail studentlife@uthscsa.edu. Students are always welcome to stop by OSL in person to request items (Medical School building Rm. 314L).

Guest speakers
If a guest speaker is participating at one of your meetings, an event request form must be submitted. Per UT System rules, you may not invite a representative from a financial institution to serve as a guest speaker. Also, you may not invite a representative who is soliciting on behalf of their organization to speak at an on-campus student organization event.

Ordering Food for Meetings & Events
When ordering food, you have two options:

1. A student organization member may pay out of pocket and submit their receipt to OSL (within 30 days) and request reimbursement OR
2. OSL can place the food order for select vendors and pay the vendor directly using the student organization PID account (Submit the Food Order Form to OSL). OSL’s select vendors are:
   - LK Catering Menu 2014 (Please make food requests 1 week prior to your event)
   - Freebirds Burritos
   - Jason’s Deli Restaurant
   - Jimmy Johns – Catering Menu Only
   - Lenny’s Sub Shop
   - Paul’s Pizza Roma
   - Papouli’s Greek Grill on 11224 Huebner Rd, Suite 201 (orders for delivery must be $100 or more)
   - Picnic Deli
   - Picnikins Patio Cafe

Note: Not all vendors deliver into buildings on campus, you may need to meet them in front of certain buildings. When food is delivered, the delivery receipt must be submitted to OSL within 3 days.
School of Nursing Alcohol Policy

The School of Nursing does not permit student organizations or School of Nursing affiliates to purchase alcohol with their UTHSCSA PID. Student Organizations may exercise the use of a cash bar option, but the following conditions must be met:

1. Full support and consent from their appointed faculty advisor
   a. The faculty advisor is liable for students’ wellbeing and must provide written consent for the cash bar option to be granted.
2. Alcohol cannot be served or consumed by anyone under the age of 21
3. Must have certified TABC bartenders serving beverages and monitoring consumption
4. Must have security on site while alcohol is being served
5. Must be off UTHSCSA property
   a. School of Nursing student organization events, involving a cash bar, must be held away from UTHSCSA property

*Student organizations who fail to meet these stipulations will face disciplinary action deemed appropriate by School of Nursing Administration
FUNDRAISING

General Fundraising Guidelines
- Student organizations may only conduct ONE fundraiser PER month (24 hour period).
- The purpose for which the funds will be raised must be consistent with the purpose of the recognized student organization. The fundraising activity must not violate legal, tax, or corporate restraints upon the University.
- Use of UTHSCSA’s tax id number, logo, or name is strictly prohibited.
- A student organization may sell non-consignment merchandise, food, or nonalcoholic beverages on campus; as long as it does not conflict with University contracted vendors.
- Student organizations may not conduct fundraising on behalf of or for the benefit of a non-University recognized organization or corporation. In the case of specific drives for disaster relief, the chief student affairs officer of the institution may approve a drive that complies with all other requirements.
- Fundraisers may not be conducted for private gain of individuals.
- All student organization fundraising materials/solicitations must clearly indicate that your solicitation is from the student organization, not from UTHSCSA.
- A student organization may charge an admission fee to a program. The number of tickets sold may not exceed the occupancy of the facility.

Fundraising Ideas
1. T-shirt/fleece sale
2. Totes/mug sale
3. Wristband/button sale
4. Lanyards
5. Luggage Tags
6. Popcorn/candy sale
7. Bowling party
8. “Survival kit” sale
9. 5K runs

Online Fundraiser Guidelines
- An Event Request Form is required for all fundraising efforts, including online fundraisers.
- Student organizations are limited to ONE fundraiser per month, including online fundraisers.
- The OSL will allow a Student Organization to hold an online fundraiser for a 2 week period. During those 2 weeks, any money received in person (checks, cash) will need to be deposited into the Student Organization account within 3 business days of receiving the funds (per UTHSCSA Accounting rules).
- Any funds received online (i.e. via Venmo) will need to be deposited no later than 3 business days after the online fundraiser is closed.

Profit Sharing Fundraiser Guidelines
Student organizations may partner with other for-profit organizations for fundraising via profit sharing, with the following required guidelines:
- An Event Request Form is required for all fundraising efforts, including profit sharing.
- Student organizations are limited to ONE fundraiser per month, including fundraising via profit sharing.
- Student organizations cannot partner with organizations that violate School specific policies OR provide healthcare services, products, or tools in exchange for profit (e.g., a company that sells stethoscopes).
- All advertising for the fundraiser must be reviewed and approved by OSL.
  - Advertisements cannot include the “University of Texas Health Science Center-San Antonio” or “UTHSCSA” name.
- IMPORTANT: Fundraising via profit sharing is prohibited if a contract is required.
  - Student organizations cannot sign any contracts Or do business on behalf of UTHSCSA.

Raffles (Prohibited)
- Events where tickets are sold in exchange for the chance to win an item is considered gambling (a game of chance) and will not be allowed. Door prizes, where no money is exchanged for the chance to win an item, are allowed.

Promotional Product Vendors
- All student organization logo requests must follow style and usage guidelines.
- All designs MUST be approved by the Student Success Center before going to print.
- The companies below are suggested vendors that student organizations use often. If you choose to go with a different company, please make sure they are in our system so that we may pay them directly. Otherwise, a student organization member will have to pay and seek reimbursement.
Current UTHSCSA Authorized T-Shirt Vendors

- **Allied Advertising** – (210) 732-7874 Contact: Liz
- **Big Star Branding** – (210) 590-2662 Contact: William
- **Leap’n Logos** – (210) 493-5980
- **UT Print** – (210) 567-2315
- **Volunteer Tees** – (210) 818-5842 Contact: Chadwick

Fundraising through Student Government Association Appropriations

The purpose of SGA Appropriations is to provide financial support to student organizations for certain activities. Only student organizations, who are registered with the OSL and have completed state mandates student organization training, may apply for SGA appropriations funding.

Application Process

1. Complete the SGA Appropriations Application in its entirety.
   - Applications are due at least one month prior to an SGA appropriations meeting. See www.uthscsa.edu/sga for meeting dates (typically held the third Wednesday of the month)
   - Appropriations may be requested for conferences and events
2. The Appropriations Committee will contact each student organization applicant with further instructions

Guidelines

- Student organizations may only be awarded one appropriation per semester
- Donations are NOT reimbursable
- A representative from the student organization must be in attendance at the SGA appropriations meeting in which the appropriation will be discussed. The representative must be ready to present their request to the committee.
- For student organizations that receive an appropriations award, the appropriations committee requests that all receipts and pictures/flyers are turned in to the SGA Treasurer within 30 days of the event/trip.

Travel

- If seeking funds for travel expenses, the nature of travel/event must benefit the university as a whole.
- Only actual expenses will be reimbursed. Please submit original receipts/invoices supporting travel expenses
- Appropriations funding may be awarded for registration fees for conferences (Lodging, airfare, mileage, etc. will be funded). Gas is NOT reimbursable. Legitimate expenses only will be reimbursed.
- If staying in a hotel within the state of Texas, complete the Texas Hotel Occupancy Tax Exemption Certificate.
- If traveling by car, we strongly encourage a group of students to travel in one car.
- Maximum funding per student organization, per year, must not exceed $1,000 for in-state travel (up to five students at $200 each).
- Maximum funding per student organization, per year, must not exceed $1,500 for out-of-state travel (up to five students at $300 each year).

Events

- Maximum funding per student organization, per year, must not exceed $500.
- When applying for an event, appropriation funds cannot go towards the purchase of food. *Exceptions may apply.
- The funds for events should only be used to cover operating expenses (supplies, audio/visual requests, room reservations, facilities requests, cost of inviting a speaker, etc.) Appearance fees will NOT be funded.
- Student organizations must open approved events to ALL students at the HSC in order to receive funding.
- For community service events, SGA will fund $1,000 or 50% of the cost, whichever is less.

Note: Travel Reimbursements may be reduced due to budget limits
Soliciting Donors

There may be instances where your student organization may want to contact organizations or individual donors for monetary donations or other donations. Gifts (donations) to student organizations are not tax deductible; therefore, tax-deductible receipts from the university will not be provided for these activities. If an individual or corporate donor is interested in making a tax-deductible gift of $250 or more, please refer them to the Office of Institutional Advancement.

Please, make all donor solicitation requests to your School’s Director of Development first (See contacts below). The Director will provide guidance and may assist with the solicitation process.

- Director of Development, School of Health Professions
  210-567-4813
- Director of Development, School of Medicine
  210-567-2598
- Director of Development, School of Nursing
  210-567-5313
- Director of Development, Dental School
  210-567-6536

Raising Funds to Donate to a Charity

Per UT System Rule 80103, section 2.6, “A students’ association or a registered student, faculty, or staff organization may not conduct solicitation activities on behalf of or for the benefit of any individual, association, organization, corporation, or group of individuals that is not registered as a student, faculty, or staff organization”. In the case of specific drives for disaster relief, the chief student affairs officer of the institution may approve a drive that complies with all other requirements.

[UT System Rule 80103 Document]
**Student Travel Policy**
UTHSCSA sponsors numerous off-campus activities involving students. In order to effectively manage these activities while minimizing institutional liability risks, this student travel policy must be followed: [Health Science Center Student Travel Policy](#).

**Student Organization Trip**
If a proposed trip is organized solely for the student organization, an officer of the student organization will need to submit the [Student Travel Authorization](#) form to the OSL no less than one month prior to the scheduled trip. **Do not pay for travel until travel is approved.**

Institutional travel by members of the UTHSCSA community to countries and localities that have been placed under official “Travel Warning” by the U.S. Department of State is prohibited. Please refer to the [International Travel to High Risk Areas](#) policy.

If trip is approved by the OSL, the organization will need to complete the following steps:

- **Due 2 weeks prior to departure:**
  - Students travelling separate from a class requirement are required to provide the following:
    - Student Travel Authorization
    - Student Travel Information and Release Form
    - Please make sure to provide the OSL with emergency contact information.
    - Full Travel Itinerary

- **Due 1 week prior to departure:**
  - Register through the State Department: Register [https://travelregistration.state.gov](https://travelregistration.state.gov).
Posting Guidelines

Allowed postings on campus (approval from OSL needed)
• Announcement of an event/program/meeting/news sponsored by a currently registered student organization.

Prohibited postings:
• Postings that contains commercial and promotional materials sponsored or joint sponsored by non-University organizations.
• Postings that glorify, edify, promote or support the use of alcohol and illegal drugs or display any trademarks and/or brand names of alcoholic or illegal drug products.
• Postings that contain material that are obscene, vulgar or libelous.
• Postings that contain material directed to incite or produce imminent lawless action and likely to incite or produce such action.
• Postings that advertise off-campus events at an establishment where serving, dispensing, selling or promoting alcoholic beverages is the principal business.
• Postings that advertise Student/Faculty/Staff selling, buying or trading personal items.
• Postings that include using sidewalk chalk as temporary signage.

Student Listserv Policy

In order to maximize the effectiveness of the student listserv, the following guidelines apply:

• The student listserv is to be used for important university business, university sponsored student-centered events/programming, and university sponsored student-centered initiatives.
• All communication via the student listserv must be pre-approved by the Director of the Office of Student Life, the Sr. Director of Student Success, the Vice President of Academic, Faculty, and Student Affairs and/or other Executive level leadership.
• The student listserv will not be used for any of the following: departmental/individual research (including surveys or polls), applications, or general announcements.

Peaceful public assembly

Below is only an excerpt of the Peaceful Public Assembly policy:

The freedoms of speech, expression, and assembly are fundamental rights of all persons and are central to the mission of the university. Students, faculty, and staff, when not operating in their official capacity, have the right to assemble, to speak, and the corresponding rights to hear the speech of others when they choose to listen, and to ignore the speech of others when they choose not to listen.

However, these activities are subject to the well-established right of colleges and universities to regulate time, place, and manner so that the activities do not intrude upon or interfere with the academic programs, administrative processes or other authorized activities of the university. The university shall not discriminate on the basis of the political, religious, philosophical, ideological, or academic viewpoint expressed by any person. Further, no expression or assembly may be conducted in a way that damages or defaces property of the university or of any person who has not authorized the person engaging in expression or assembly to damage or deface his or her property.

University staff, faculty and students may peaceably assemble anywhere on the UTHSCSA campuses that they are otherwise permitted to be without advanced permission, as long as there is no disruption to other university activities. In keeping with the university’s mission, any program or event sponsored by an academic or administrative unit of the university shall have priority in the use of space and facilities over any speech, expression, and assembly that is not sponsored by an academic or administrative unit.

No person, including a student or university employee, shall distribute any petition, handbill, object, or piece of literature; post or carry any sign, placard, or banner; or engage in speech or conduct on property or in buildings or facilities owned or controlled by UTHSCSA if it is obscene, unlawfully defamatory, or directed to inciting or producing imminent lawless action and is likely to incite or produce such action. Further, no person may attempt to coerce, intimidate, or badger any other person into viewing, listening to, or accepting a copy of any communication or persist in demanding the attention of any other person after that other person has attempted to walk away or has clearly refused to attend to the speaker’s communication. Persons or organizations who are planning a public assembly are strongly encouraged to notify and consult with their schools Student Affairs Dean as soon as possible.
Statement on showing films (Public Viewing)
The purpose of this statement is to educate the campus community on the responsibility one must take when holding public viewings of films, slideshows, videos, DVDs or any other licensed production.

Intention of US Copyright Laws: Copyright laws are intended to protect the rights and interests of authors and artists, to protect their due credit and financial compensation for their works against piracy, against other people stealing their deserved credit and profits. Copyright laws are also intended to protect the licenses and patents belonging to inventors and entrepreneurs.

Items that are protected under US Copyright Laws: (1) literary works; (2) musical works, including any accompanying words; (3) dramatic works, including any accompanying music; (4) pantomimes and choreographic works; (5) pictorial, graphic, and sculptural works; (6) motion pictures and other audiovisual works; (7) sound recordings; and (8) architectural works. (Source: Library of Congress – US Copyright Law; http://www.copyright.gov/title17/92chap1.html#102). For information about getting permission to use copyrighted materials (papers, images, movies, music, etc.) visit: http://www.utsystem.edu/ogc/IntellectualProperty/trdmrk.htm.

Procedures to follow for Public Viewings: Student organizations may sponsor slide shows, videotapes, DVDs or films on campus. In addition, they must either (a) receive written permission from the copyright owner to hold a public viewing or (b) pay for the use of the public viewing using a distributor (see below). Simply purchasing or renting a slide show, videotape, DVD or film from a store or checking one out from a library does not comply with copyright laws.

Distributors/Licensing Corporations:

Swank Motion Picture
800.876.5577
http://www.swank.com

Motion Picture Licensing Corporation
800.462.8855
http://www.mplc.com

Wing Cinema
www.wingcinema.com

New Yorker Films
212.645.4600
http://www.newyorkerfilms.com

Criterion
800.890.9494
http://www.criterionpicusa.com

** Some films may have exclusive distribution rights through a specific distributor

Handbook Disclaimer
While this Handbook is intended to be a summary of certain matters of interest to student organizations, its readers should be aware that:

- It is not a complete statement of all procedures, rules and regulations of the University or the state of Texas;
- The University reserves the right to change without notice any procedure, policy, and/or program which appears in this handbook
- Individual schools and departments may have additional procedures and policies that apply to student organizations.
All active student organizations are required to acknowledge receipt of the student organization handbook.

I acknowledge the acceptance of the Student Organization Handbook and understand that the polices contained within will be used during my time participating in my student organization. I understand that the content of the student handbook is updated on, at least, an annual basis and I will be held accountable for any handbook changes or updates that may occur while participating in my student organization.

By signing below, I acknowledge acceptance of the policies and standards cited in the Student Organization Handbook.

__________________________________________________
Print Name

__________________________________________________
Signature

____________________________________
Date
SAMPLE BYLAWS

ARTICLE I: Name

This organization shall be known as the______________________________. The activities of this organization are governed by the rules and regulations for student organizations and must conduct its affairs in accordance with The University of Texas System Board of Regents Rules and Regulations, Section 4.

ARTICLE II: Purpose & Function

Section 1. Purpose

_______________is a non-profit organization established for the purpose of promoting______________________________.

Section 2. Function

A. To have direct input into standards of medical education and to influence the education process.
B. To promote and encourage participation in community affairs and activities towards improved health care and issues.
C. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of race, color, creed, sex, age, national origin or economic status.

ARTICLE III: Membership

Section 1. Constituent Membership

A. Active Members

Any student enrolled at UTHSCSA.

1. Active members shall have the rights, responsibilities, and privileges of the organization, which include attendance, participating, voting, holding office and serving on committees.

B. Rights and Privileges of Membership

1. Right to attend meetings, speak at meetings, and to cast a vote during meetings.
2. Privilege to hold office in.

C. Active and honorary membership shall be renewable annually.

Section 2. Dues

A. Annual dues shall be payable for the appropriate fiscal year. The fiscal year shall be the first day of the same month one year later.
B. The annual dues shall be in the amount of________
C. Dues shall be payable directly to________________
D. Any member who fails to pay current dues shall forfeit all privileges of membership on the last day of membership.

Additional Resources
ARTICLE IV: Officers

Section 1. Officers

A. The elected officers of ________________ shall be:

1. President (MSII)
2. Vice President (MSII)
3. Secretary (MSI)
4. Treasurer (MSII)
5. Historian (MSII)
6. Fundraising Chair (MSII)
7. Social Chair (MSII)
8. Community Service Chair (MSII)

B. All officers shall be responsible for working within the framework as set forth in these bylaws.

Section 2. Eligibility

Only active members shall be eligible for elected offices.

Section 3. Term of Office

The Term of office for all officers shall be for the duration of their program unless otherwise stated in these bylaws.

Section 4. Vacancy of Office

A vacancy in the office of President shall be filled by the Vice-President. In the event of a vacancy in any other office, the vacancy shall be filled by vote of EC. The vote shall be by ballot and a majority shall elect. Nominations shall come from the organization. The term of office shall be until the next general election.

Section 4. Officer Impeachment Process

The student body has the right to impeach any elected officer within an organization they are affiliated if that officer is not serving the interest of the student body or if they are not fulfilling their obligations. To impeach an elected officer, students must have at least 2/3rds vote with at least 51% of the organization voting and:

1. Inform the organization’s officers on the intention to have one officer removed from their position.
2. Assign one officer to conduct the impeachment proceedings (determined by the organization’s governing body).
3. The assigned impeachment proceedings officer will notify the faculty advisor of the situation and the intention to have impeachment proceedings.
4. The impeachment proceedings officer will notify the student officer in question of the organizations intent to proceed with the impeachment proceedings (faculty advisor may be present if needed)
5. The impeachment proceedings officer will arrange for a vote to be conducted. Students may decide the best way to administer the votes, but the potentially impeached officer has a right to be present (faculty advisor may be present if needed).
6. The impeachment proceedings officer will inform the faculty advisor and Student Success Center of the results.
a. If the officer is not impeached, the officer will be responsible for reporting to the rest of the governing body to ensure they are fulfilling their obligations.
b. If the officer is impeached, the impeachment proceedings officer will notify the Student Success Center so that an emergency election can ensue.

Section 5. Duties of Officers

A. President (MS II)
   1. Preside at all executive and general membership meetings of the.
   2. Shall appoint chairs of all committees unless otherwise stated in these bylaws.
   3. Appoint special ad-hoc committees and make other appointments as needed.
   4. Serve as ex-officio member of all committees.
   5. Be responsible for the agenda of all scheduled meetings.
   6. Be the official representative and spokesperson for ____________.
   7. Office will be replaced if absent from 2 general membership meetings.

B. Vice President (MSII)
   1. Preside in the absence of the President.
   2. Assume the duties of the President in the event of a vacancy in the office of the President.
   3. Compile and maintain the official Registry of Membership
   4. Be responsible for accuracy of these bylaws
   5. Office will be replaced if absent from 2 general membership meetings.

C. Secretary
   1. Record the proceedings of all general & executive meetings.
   2. Distribute the minutes of meetings within seven days of such meetings.
   3. Submit a current list of newly elected officers.
   4. Shall assume the responsibility for the upkeep of the office including files, publications, and other supplies as directed.
   5. Responsible for miscellaneous correspondence.
   6. Office will be replaced if absent from 2 general membership meetings.

D. Treasurer
   1. Act as custodian of all ________________ funds, & deposit such funds.
   2. Draft a budget if requested by the Executive Board for the general funds.
   3. Office will be replaced if absent from 2 general membership meetings.

E. Historian
   1. Maintain records of events to include pictures and summaries of events.
   2. Office will be replaced if absent 2 general membership meetings.

F. Fundraising Chair
   1. Seeks out fundraising opportunities for the organization.
   2. Prepares all documentation needed to gain approval for events.

G. Social Chair
   1. Provides opportunities for members of an organization to socialize outside of UTHSCSA.
2. Prepares all documentation needed to gain approval for events.

H. Community Service Chair

1. Provide opportunities for the organization to engage in community service learning activities.
2. Prepares all documentation needed to gain approval for events.

ARTICLE V: Faculty Advisor

Section 1. Number of Faculty Advisors

There shall be at least one Faculty advisor who shall be a member of UTHSCSA. This person/s shall be a volunteer, and shall serve for a period of one year, or until a successor is selected.

Section 2. Responsibilities

The Faculty Advisor shall be responsible for the interchange of information between the _______ and the faculty and will attend meetings and programs.

ARTICLE VI: MEETINGS

Section 1. Meetings

The monthly meetings of the general membership of the ______ shall be held at a place and time determined by the President. The meeting shall be for the purpose of receiving reports and conducting such business as may properly come before the membership. Notice of meetings must be posted no later than seven days prior to said meeting.

Section 2. Governing and voting body

The membership shall be governing and voting body at all general membership meetings.

Section 3. Membership representation shall be as follows

The voting body at general membership meetings shall consist of the elected officers and those members present provided that there is a quorum.

Section 4. Motions and voting

The privilege of making motions and voting shall be limited to the voting body. A voting member shall have but one vote in any situation where voting is required.

Section 5. Open meetings

All meetings of the membership shall be open unless otherwise voted by the membership.

Section 6. Quorum

A quorum at meetings shall consist of the President or Vice-President and one other officer and 10% of the members.

Section 7. Special Meetings

A. The President may call a special meeting.
B. The President must call a special meeting upon receiving a written request from five or more members.
C. Notice of time and place and purpose of the meeting must be posted no later than three days prior to said meeting.

D. The voting body shall be the same, insofar as possible, as that in a general membership meeting.

ARTICLE VII: COMMITTEES

Section 1. Establishing Committees

The Executive Committee shall establish committees deemed necessary to carry on the work of the _____________ and determine the functions and terms of the committees. All committees shall report to the general membership at the general membership meetings and to the Executive Committee when requested to do so.

ARTICLE VII: PARLIAMENT AUTHORITY

All meetings of the ________________ shall be conducted in accordance with parliamentary laws as set forth in ROBERTS RULES OF ORDER NEWLY REVISED where the rules apply and are not in conflict with these bylaws.

Section 1. Proposed amendments

Proposed amendments to these by laws shall be submitted in writing, carrying the proponents signature, to the Board of Directors for review at least two weeks prior to the next regularly scheduled general membership meeting. Proposed amendments may be submitted by the committee, or by a member.

Section 2. Posting of amendments

Proposed amendments must be posted seven days prior to a general membership meeting.

Section 3. Amendment of bylaws

These bylaws may be amended at general membership meeting by three/fourths (3/4) vote of those present and voting.
Student Organization Patient Care Release Form

**Name of Student Organization:**  Click here to enter text.

**Location of Clinical Site (City/State OR Country):**  Click here to enter text.

**Name of Clinical Site:**  Click here to enter text.

**Date(s) That Care Will Be Provided:**  Click here to enter a date.  **To**  Click here to enter a date.

**Type of Care That Will Be Provided:**  Click here to enter text.

**Purpose of Providing Care:**
Click here to enter text.

**Names of All Students Providing Care:**

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<th>Student Name</th>
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On-site Faculty Providing Supervision In the Clinic:

By signing this document, you are assuming responsibility for all UTHSCSA students that are providing care at the clinical site listed above.

Print Name:_________________________ Signature_______________________ Date ___________

Print Name:_________________________ Signature_______________________ Date ___________

Print Name:_________________________ Signature_______________________ Date ___________

Student Organization Faculty Advisor:

By signing this document, you confirm that you’re aware of the student organization activity listed above, understand the risk of students providing care in the community, and approve of this student organization activity.

Print Name:_________________________ Signature_______________________ Date ___________

Student Affairs Dean:

By signing this document, you confirm that you’re aware of the student organization activity listed above, understand the risk of students providing care in the community, and (on behalf of your School) approve of this student organization activity.

Print Name:_________________________ Signature_______________________ Date ___________

Office of Student Life

Program Coordinator

Print Name:_________________________ Signature_______________________ Date ___________

Director

Print Name:_________________________ Signature_______________________ Date ___________

Director of Student Success & Title IX Director

Print Name:_________________________ Signature_______________________ Date ___________
Student Clinic Application Form

1. **Name of the Student Clinic:**  
   Click here to enter text.

2. **Location of the Student Clinic:**  
   Click here to enter text.

3. **Type of Care That Will Be Provided:**  
   Click here to enter text.

4. **Schools/Disciplines That Can Provide Care:**  
   ☐ Medical    ☐ Dentistry    ☐ Nursing    ☐ Health Professions    ☐ Biomedical Sciences

5. **Purpose of Providing Care:**  
   Click here to enter text.

6. **On-site Faculty Providing Supervision In the Clinic:**  
   By signing this document, you are assuming responsibility for all UTHSCSA students that are providing care at the clinical site listed above.

   Print Name:_________________________ Signature_______________________ Date ___________

   Print Name:_________________________ Signature_______________________ Date ___________

   Print Name:_________________________ Signature_______________________ Date ___________

**Student Organization Faculty Advisor:**  
By signing this document, you confirm that you’re aware of the student clinic listed above, understand and assume the risk of students providing care in the community

Print Name:_________________________ Signature_______________________ Date ___________
Student Affairs Dean(s):

(A signature is needed from Student Affairs Deans from all Schools that were selected above under item # 4)

By signing this document, you:

- Confirm that you’re aware of the student clinic listed above.
- Understand and assume the risk of students providing care in the community.
- Approve of your School supporting this type of activity.
- Will allow students from your School to participate.

Print Name: ___________________________ Signature ___________________________ Date ___________

By signing this document, you:

- Confirm that you’re aware of the student clinic listed above.
- Understand and assume the risk of students providing care in the community.
- Approve of your School supporting this type of activity.
- Will allow students from your School to participate.

Print Name: ___________________________ Signature ___________________________ Date ___________

By signing this document, you:

- Confirm that you’re aware of the student clinic listed above.
- Understand and assume the risk of students providing care in the community.
- Approve of your School supporting this type of activity.
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Print Name: ___________________________ Signature ___________________________ Date ___________

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- Understand and assume the risk of students providing care in the community.
- Approve of your School supporting this type of activity.
- Will allow students from your School to participate.

Print Name: ___________________________ Signature ___________________________ Date ___________

By signing this document, you:

- Confirm that you’re aware of the student clinic listed above.
- Understand and assume the risk of students providing care in the community.
- Approve of your School supporting this type of activity.
- Will allow students from your School to participate.

Print Name: ___________________________ Signature ___________________________ Date ___________
Office of Student Life

Student Life Program Coordinator

Print Name: __________________________ Signature: __________________________ Date: ____________

Student Life Director

Print Name: __________________________ Signature: __________________________ Date: ____________

Director of Student Success & Title IX Director

Print Name: __________________________ Signature: __________________________ Date: ____________